



Coolum

State High School

Enrolment Information for Parents and Students 2018

VISION

Committed to excellence in learning, relationships, community and self; preparing students for life as local and global citizens.



A Message from our Principal



Dear Parent / Carer

Welcome and thank you for your interest in Coolum State High School.

The strength and growth of our school can be attributed to three special groups of people. We are proud of the achievements of our students, the fine young men and women who graduate from this school. They are ably supported by family and friends who value the inclusive practices which public education nurtures. Our professional teachers and staff are committed to bringing out the very best of every individual, your sons and daughters, our students.

I trust you will find Coolum State High School's Enrolment Package informative. If you would like to find out more about the diverse range of academic and vocational courses of study, about the focus we place on care, respect and excellence or about our creative arts and sporting programs, please do not hesitate to follow up your initial enquiry with a campus visit. We would be more than happy to show you why Coolum State High School is a good place to belong.

Choice of school, in particular secondary education, is a big decision these days. You will be suitably impressed with what Coolum State High School has to offer.

I look forward to meeting you and your family.

Warm regards

Mr Troy Ascott
Principal

CONTENTS

*This book contains information and procedures about our school.
For most up-to-date information, parents and families should refer to the school website at
www.coolumshs.eq.edu.au*

Vision Statement	1
School Year – Dates	2
School Day – Times	2
Administration Office Hours.....	2
Uniform Shop Hours.....	2
Student Dress Code	3
Uniform Price List.....	5
Uniform Shop Refund and Exchange Policy	5
Student Resource Scheme	6
Refund Policy	7
Attendance Requirements.....	8
Preparation for Class.....	8
Insurance Cover for Students.....	9
Items Banned from our School.....	9
Electronic Equipment Policy.....	9
Homework Policy	11
Assessment Policy and Schedule	11
Bring Our Own (BYO) Device.....	11
Student Network and Internet Access Policy.....	12
Preventing and Responding to Incidents of Bullying (including Cyber Bullying).....	12
School Policies.....	12
General Information	13
What your child should do when?	14
Consent Form - Copyright and Image Use.....	15
Student Services	15
P&C Canteen	16
P&C Association	16
School Council	16
School Bus Services	17



Vision Statement

At Coolum State High School we are dedicated to every student succeeding in a culture of unconditional care, respect and excellence. We are committed to excellence in learning, relationships, community and self; and preparing students for life as local and global citizens.

VALUES

We are committed to:

Teaching and Learning

- An ongoing desire for knowledge, skills and learning
- A curriculum that offers a challenging, rich and diverse range of learning experiences
- A positive and constructive work ethic
- Academic, vocational, cultural and sporting success

Relationships and Wellbeing

- Care and respect for ourselves and each other
- Building strong relationships within a Restorative Practices framework
- Encouraging responsibility, tolerance and understanding
- Developing integrity, trustworthiness and self-discipline

Community

- Continual development of a strong and supportive school community
- Instilling the courage to act as moral and responsible members of society
- Building and maintaining meaningful partnerships with the local and global community
- Caring for our environment and contributing to a sustainable future
- Developing learning partnerships between teachers, students, parents, experts, industry and community

Individual Development and Success

- Fostering a desire for continual improvement, individual success and personal fulfilment
- Supporting the development of a positive self image
- Providing individualised pathways for future success
- Promoting healthy and safe choices

OUTCOMES

- Effective teaching and learning in a calm and ordered environment and in a culture of high expectations and high support
- A culture of unconditional Care, Respect and Excellence
- All students graduating with qualifications

SCHOOL YEAR

Term 1

Monday 22 January Start Term 1
 Friday 26 January Australia Day Public Holiday
 Thursday 29 March End of Term 1
 Friday 30 March Good Friday

Term 3

Monday 16 July Start Term 3
 Friday 21 September End Term 3

Term 2

Monday 16 April Staff Only Day
 Tuesday 17 April Start Term 2
 Wednesday 25 April ANZAC Day Public Holiday
 Monday 7 May Labour Day Public Holiday
 Friday 15 June Nambour Show Public Holiday
 Friday 29 June End Term 2

Term 4

Monday 1 October Queen's Birthday Public Holiday
 Monday 8 October Start Term 4
 Monday 22 October Staff Only Day
 Friday 16 November Final Day Year 12
 Friday 30 November Final Day Years 10/11
 Friday 14 December Final Day Years 7/8/9

SCHOOL DAY

MONDAY TO FRIDAY	
Home Group	8:35 – 8:45
Period 1	8:45 – 9:55
Period 2	9:55 – 11:05
Morning Tea	11:05 – 11:45
Period 3	11:45 – 12:55
Lunch	12:55 - 1:35
Period 4	1:35 – 2:45

SCHOOL ASSEMBLY DAY	
Assembly Time	8:35 – 9:00
Period 1	9:00 – 10:05
Period 2	10:05 – 11:10
Morning Tea	11:10 – 11:50
Period 3	11:50 – 12:55
Lunch	12:55 - 1:35
Period 4	1:35 - 2:45

ADMINISTRATION OFFICE

Open School Days (including Staff Only Days)
 Monday to Friday - 8.00am to 4.00pm

UNIFORM SHOP

Uniforms can be ordered and paid for online, we are also taking appointments online for back to school orders to save time. It is advisable for parents of new Year 7 students to register and make an appointment through the online Uniform Shop Quicklink on the school's website - <https://coolumshs.eq.edu.au/Pages/default.aspx>

The Uniform Shop hours for 2018 are as follows:

Mon 15 Jan 1.00pm to 6.00pm	Tue 16 Jan 8.00am to 1.00pm	Wed 17 Jan 8.00am to 1.00pm	Thu 18 Jan 1.00pm to 8.00pm	Fri 19 Jan 8.00am to 1.00pm
Mon 22 Jan 6.30am to 2.00pm	Tue 23 Jan 7.00am to 2.00pm	Wed 24 Jan 8.00am to 3.00pm	Thu 25 Jan 8.00am to 3.00pm	Fri 26 Jan Closed Australia Day

As from Monday 29 January 2018, Uniform Shop hours will be:

Mondays 7.00am to 2.00pm	Wednesdays 8.00am to 3.00pm	Fridays 7.00am – 2.00pm
------------------------------------	---------------------------------------	-----------------------------------

If the above times are unsuitable due to work commitments or should you have any uniform queries, please email – Uniforms@coolumshs.eq.edu.au

EFTPOS, CASH or CHEQUE

We have a lay-by system for those who wish to use this facility.

STUDENT DRESS CODE

Coolum State High School has a well-defined Dress Code which has been endorsed by the P&C, reflects the school community standards and has been agreed to by each student and parent/carer at enrolment. The Code has been developed in consultation with parents/carers, staff and students.

The wearing of a school uniform is conducive to developing a positive school ethos. Just as many workplaces have uniform expectations and standards, so does Coolum State High School.

The school uniform is advocated by the school community for the following reasons:

- It develops mutual respect among students through minimizing visible evidence of economic or social differences;
- It gives all the students a sense of personal pride in their own appearance;
- It is economical and functional;
- It encourages identification with the school and fosters a sense of belonging;
- There is a link between dress standards, school discipline and school spirit;
- The safety of students through ready identification of students and non-students at school;
- Community values, expectations and perceptions of the school; and
- It eliminates distraction of competition in dress and fashion at school.

Parents/carers must support the accepted standard of dress by ensuring their student/s follow the Dress Code Policy as detailed below. Unless otherwise stated, only items purchased from the Uniform Shop comply with the Dress Code of the school.

Dress Code Policy

- Students are required to wear their Formal Uniform for all formal occasions such as excursions (not sport related), Awards Night and other school or public functions. Formal Uniform is to be worn on school assembly days.
- Uniforms are to be worn as illustrated. The school Dress Code does not permit students to “mix and match” uniform items, and between Junior and Senior Secondary.
- The only place which sells the required school uniform items is the P&C Uniform Shop located on the school grounds. Look-a-like items are not acceptable. The only exceptions to this are socks and shoes, the navy long pants/slacks available as a winter option for boys and ink navy/black stockings or slacks available as a winter option for girls. The Uniform Shop sells a school hat.
- The school Dress Code does not include any other item of clothing or accessory.
- Distinctive uniforms including Senior Jerseys for the current year are permitted providing they are similar to the general uniform and approved by the P&C Uniform Committee.

Formal Uniform

Junior Secondary Girls (Years 7, 8 and 9)

- Ink navy skirt/shorts and white blouse (piping on pocket) with school emblem, as available from the Uniform Shop. Skirts are to reach the knee and not be rolled at the waist or re-hemmed. Skirts/shorts are not to be altered in any way.
- White ankle socks (no coloured tops) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.
- A correctly worn school tie is optional.

Junior Secondary Boys (Years 7, 8 and 9)

- Ink navy school shorts and white shirt (piping on pocket) with school emblem on pocket, as available from the Uniform Shop.
- White ankle socks (no coloured tops) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.
- A correctly worn school tie is optional.

Senior Secondary Girls (Years 10, 11 and 12)

- Ink navy skirt/shorts and white blouse (piping on sleeve) with school emblem, as available from the Uniform Shop. Skirts are to reach the knee and not be rolled at the waist or re-hemmed. Skirts/shorts are not to be altered in any way.
- White ankle socks (no coloured tops) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.
- A correctly worn school tie is optional.

Senior Secondary Boys (Years 10, 11 and 12)

- Ink navy school shorts and white shirt (piping on sleeve) with school emblem on pocket, as available from the Uniform Shop.
- White ankle socks (no coloured tops) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.
- A correctly worn school tie is optional.

Sports Uniform

Junior Secondary Girls (Years 7, 8 and 9)

- Junior Secondary navy/yellow polo shirt, navy skirt, white ankle socks (no coloured tops) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.

Junior Secondary Boys (Years 7, 8 and 9)

- Junior Secondary navy/yellow polo shirt, boys sport shorts, white ankle socks (no coloured tops) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.

Senior Secondary Girls (Years 10, 11 and 12)

- Senior Secondary navy/yellow polo shirt, girls sport shorts, white ankle socks (no coloured tops) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.

Senior Secondary Boys (Years 10, 11 and 12)

- Senior Secondary navy/yellow polo shirt, boys sport shorts, white ankle socks (no coloured tops) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.

- Students may change into appropriate footwear for sport.

Winter Uniform Options

- Jacket: Ink navy with polo collar as available from the Uniform Shop.
- Girls: May wear ink navy or black stockings with a skirt/shorts, or slacks.
- Boys: May wear navy slacks as per the Representative Uniform.

Representative

- School blazer and tie worn with the formal uniform.
- Boys wear navy long pants/slacks or formal shorts and girls may wear black or ink navy stockings with formal skirt or shorts.

Footwear

Students are required to wear black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). Shoelaces must be black. No other design is acceptable.



Jewellery

Students may wear a watch and small, plain coloured, matching studs or sleepers in ears only. Any other items around the wrist, ankles or neck (eg bracelets and necklaces) or on fingers (eg rings) are not permitted. For certain activities and to address safety, students will be directed by staff to remove jewellery.

Grooming

- Students attending Coolum State High School must be clean and well groomed.
- Students are required to tie back long hair when directed eg ITD class.
- A light foundation is acceptable. Excessive makeup will be required to be removed.
- Students must not have visible tattoos. Any tattoo on exposed skin must be covered.
- Hairstyles and colours should be natural, as appropriate for the workplace.

All students will be in the correct uniform at all times.

Any student who arrives at school in incorrect uniform will be directed to Student Services where they will be required to change into the correct item of clothing using an exchange system.

For students who have been given an exchange item of uniform, the student's own article of clothing will be held until the exchange article is returned at 2.45pm.

Students who arrive at school in incorrect socks will be given appropriate white socks.

JS FORMAL



Girls: White blouse (piping on pocket), formal navy skirt/shorts, white ankle socks, black shoes.

Boys: White shirt (piping on pocket), navy shorts, white ankle socks, black shoes.

SS FORMAL



Girls: White blouse (piping on sleeve), formal navy skirt/shorts, white ankle socks, black shoes.

Boys: White shirt (piping on sleeve), navy shorts, white ankle socks, black shoes.

JS SPORT



Girls: Navy/yellow Junior Secondary polo, navy yellow skirt, white ankle socks, black shoes.

Boys: Navy/yellow Junior Secondary polo, navy sport shorts, white ankle socks, black shoes.

SS SPORT



Girls: Navy/yellow Senior Secondary polo, navy girls' sport shorts, white ankle socks, black shoes.

Boys: Navy/yellow Senior Secondary polo, navy boys' sport shorts, white ankle socks, black shoes.

WINTER



Girls and Boys: add a school navy jacket with either sport or formal uniform.

Girls: optional black or ink navy stockings.

REPRESENTATIVE



Girls and Boys: Formal Uniform, blazer and tie. These are available to students who represent the school.

Boys: optional long navy pants/slacks

Uniform Price List

Formal Skirt – Girls, all years.....	\$45.00
Formal Shorts – Girls, all years.....	\$50.00
Formal Shorts – Boys, all years.....	\$45.00
Formal Shirt – Girls, all years.....	\$40.00
Formal Shirt – Boys, all years.....	\$40.00
Tie Bow – Girls, Year 12 only.....	\$23.00
Tie – Boys, Year 12 only.....	\$23.00
Sport Polo Shirt – Unisex, all years.....	\$37.00

Sport Skort – Girls, all years.....	\$40.00
Sport Shorts – Girls, all years.....	\$30.00
Sport Shorts – Boys, all years.....	\$30.00
Winter Jacket.....	\$50.00
Football Socks (one size).....	\$10.50
Hat.....	\$20.00
Blazers (enquiries to Uniform Shop)	

Prices correct at the time of printing.

Uniform Shop Refund and Exchange Policy

Unused - New Goods

- Goods will only be accepted for exchange or refund if they are returned in their original condition, within 7 days of purchase.
- Once a garment has been washed we are unable to accept for exchange or refund.
- Please check sizing of all garments prior to wearing.

Faulty – New Goods

- Faulty goods will be exchanged immediately provided they have not been used in any way.

Faulty - Worn/Washed/Used Goods

- If worn/washed/used goods are faulty, they will be returned to the supplier for their decision regarding the fault.
- Any faulty item to be returned must be washed. The supplier will not inspect/repair soiled goods.
- It is at the supplier's discretion if the goods are to be repaired or replaced.

STUDENT RESOURCE SCHEME

The school operates a Student Resource Scheme (SRS) to minimise the cost of textbooks and other learning materials for parents. The voluntary Scheme also ensures that an adequate bank of resources is available to provide a quality education. The Scheme is offered as a service to students and parents and operates under the policy and guidelines of Education Queensland. A parent/carer who chooses not to participate in the Scheme is responsible for providing the student with all items that would otherwise be provided to the student by the Scheme to enable the student to engage with the curriculum.

Before a student can be considered for any school activities, a parent who has joined the Scheme is expected to have:

- fully paid the Student Resource Scheme fees; or
- paid the Student Resource Scheme fees up to and including the term in which the school activity takes place; or
- have made regular on-going payments towards the SRS fees, as previously arranged with the Business Services Manager.

The school fees have been endorsed by the Parents and Citizens (P&C) Association. While the Scheme is fully endorsed by the P&C, the Scheme is run by the school. The SRS does not provide any funds for the P&C Association. For contributors, the Scheme provides a number of benefits.

BENEFITS OF THE SCHEME

- Long term loan of all textbooks for classroom and / or home use.
- Short term loans for classroom and / or home use (eg plays or novels studied in English).
- Use of class sets (eg atlases, dictionaries, textbooks etc).
- Use of reference material.
- A necessary range of teacher prepared notes and student worksheets in all subject areas.
- Some equipment items.
- ID Card and Homework Diary.

ITEMS SPECIFICALLY EXCLUDED FROM THE SCHEME

These will need to be purchased or provided by individual students:

- Paper on which to write eg exercise books.
- Pens, pencils and other stationery items.
- Calculators and drawing equipment.
- Protective clothing where required.
- Materials required for student home assignment work.
- Cost of school camps, excursions and activities.
- Cost of school based recreational activities.
- School magazines.

GOVERNMENT TEXTBOOK AND RESOURCE ALLOWANCE SCHEME

Education Queensland actively encourages schools to provide Student Resource Schemes in an effort to reduce costs to parents. This allows books and materials to be purchased early and discounts to be secured through early payment and bulk ordering.

To this end, schools, with approval of their P&C Association, may elect to receive a direct bulk payment equivalent to the total of Textbook and Resource Allowances for all students (see CONTRIBUTIONS).

In 2017, the Government Textbook and Resource Allowance paid to the school was \$123 for Years 7 to 10, and \$266 for Years 11 and 12.

Our P&C Association has currently approved direct payment of all text and resource allowances to the school in bulk.

ELIGIBILITY

All students are eligible to receive a Government Textbook and Resource Allowance, except for the following categories of students:

- Students undertaking part-time study.
- International students and students on exchange programs.
- Students who are 19 years of age or older on 1 January of the year they enrol in Year 11 or 12 and are not progressing directly from full-time study in Year 10.
- Students enrolled after the second Friday of Term 4.

CONTRIBUTIONS

Student Resource Scheme Fee	LESS Government Textbook and Resource Allowance (<i>paid to the school eg *2017 fee</i>)	Amount Payable
Years 7, 8, 9, 10: \$423.00	*\$123.00	\$300.00
Years 11, 12: \$566.00	*\$266.00	\$300.00

Every effort has been made to contain costs to parents while ensuring that adequate resources are available for student use. Parents wishing to take advantage of the services provided by the Scheme pay an annual fee and sign an Agreement, agreeing to the conditions therein. Fees, payment arrangements and methods of payment, payment due dates and the agreement are outlined on the Student Resource Scheme Application and Subject Preference Form.

If a student leaves school during the school year, pro-rata refunds will be made on the basis of a 40 week year.

PAYMENT ARRANGEMENTS AND METHODS OF PAYMENT

A range of payment arrangements and payment methods are available to parents/carers. Payment may be made by cash, EFTPOS, credit card, EFT, BPoint or by direct debit from Centrelink payments at the Administration Office. A receipt will be provided for each of these payment methods with the exception of the automatic Centrelink deductions. However, parents will receive a statement from Centrelink indicating that the transfer of funds has occurred. We ask that parents file their receipts in case reference to the receipt is required in the future.

FINANCIAL DIFFICULTY

Anyone experiencing financial difficulty and who wish to pay the Student Resource Scheme contribution over an extended time period should contact the school to arrange an appointment with the Business Services Manager on 5471 5333. We encourage all families to join the Scheme and enjoy its benefits.

P&C VOLUNTARY CONTRIBUTION

Monies from the Student Resource Scheme are not passed onto the P&C Association. However, a voluntary contribution may be made to support the P&C Development Fund in its endeavour to contribute to the purchase of equipment to enhance the learning outcomes of students. This fund is in lieu of any fundraising activities eg fetes which would otherwise be organised. Should you wish to make a donation please contact the Administration Office.

REFUND POLICY

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

State schools may charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- An education service purchased from a provider other than the school where the provider charges the school
- A specialised educational program
- A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis (cost neutral), according to the number of students who have indicated their attendance. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of an Excursion Consent Form completed by the parent/carer.

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

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the Administration Office. Where possible, the request should include the original receipt relating to the payment for which a refund is being sought. A Request for Refund must be made within 20 working days of date of activity.

In the event that an activity is cancelled, all payments under \$20.00 will be automatically credited to a student's school account to be used against outstanding fees or a credit balance applied to students school account for future use. For payments over \$20.00, parents will be given the option:

- to have monies transferred to outstanding debt or
- if no outstanding debts exist, have a credit balance applied to their account for future use, or a refund.

ATTENDANCE REQUIREMENTS

It is a requirement of the school that all students must attend all scheduled classes. All absences must be approved. All the substantive requirements of the course must be completed in order for credit to be assigned to the course of study. Failure to meet with these requirements will result in an interview with the relevant Deputy Principal to discuss continued enrolment.

These standards are particularly important to those students engaging in post-compulsory schooling and/or receiving Youth Allowance payments.

Approved absences include: Illness, medical and dental appointments and urgent family concerns.

Unapproved absences include: Part time work, social engagements, driving tests, leaving at lunch time (unless for an approved reason).

Parents/guardians will be responsible for explaining absences. This data will be entered into student details database.

Documentation

All students will be required to explain absences by:

- QParents
- note, email or phone call to school from a parent/carer
- medical certificate in many cases

Late To School

Students must sign in at the Student Services Office on arrival or they will be marked absent for the day. Students require a note or phone call of explanation on signing in. Arrival after 10.30am will mean loss of ½ day.

The school will no longer take responsibility for adjusting Youth Allowance and Abstudy attendance returns for

students who fail to follow the correct procedures of attendance at class, home group or signing in. Centrelink advise that they will not accept a medical certificate dated 14 days or more after the medical appointment.

Class rolls are marked for each class. These will be used in deciding whether credit for a semester's work is given. Students who truant from class will do catch-up after school.

Early Departures

If a student is required to leave school prior to 2.45pm they must bring a note from their parent, giving a reason for the early departure. Text messages are not an acceptable form of parental permission for early departure. The student is to show the note to the appropriate class teacher. Teachers will not allow students to leave class without a letter from the student's parent. The student is to then come to the office to officially sign out.

Should the above procedure not be followed, office staff cannot guarantee students can be located in time to meet unplanned requests for early departure. We understand sometimes an emergency will occur and we will be more than happy to assist parents and students in these situations.

Extended Absences

Students who will be absent for more than ten consecutive school days must apply for an Exemption from Compulsory Schooling or Participation. This must be completed and approved prior to the absence. Please contact the Administration Office for this document.

Assessment

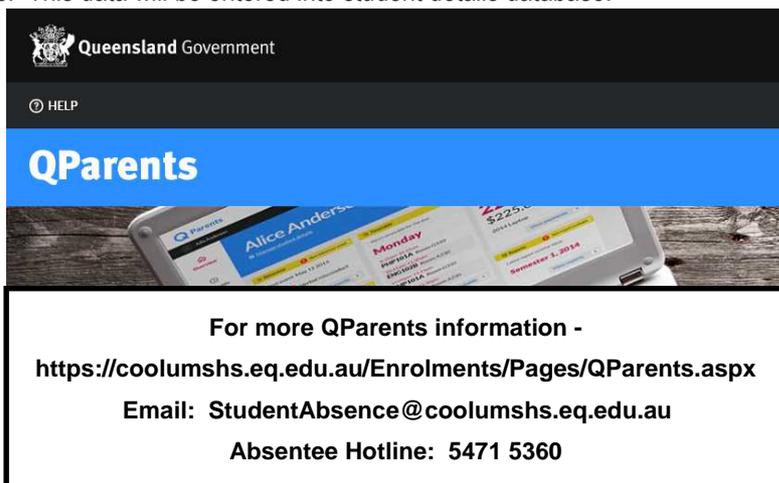
Medical Certificates are required where a student misses an exam, as per the school's Assessment Policy.

PREPARATION FOR CLASS

At the start of every lesson students are required to have all their equipment and line up ready for the upcoming lesson.

Equipment for every lesson should include –

- Textbook (where issued)
- Notebook (single subject use only)
- Pencil case (including pens, pencils, a ruler, eraser, calculator, scissors, a glue stick and a USB memory stick)
- Diary
- Other specific requirements as directed by the classroom teacher.



Queensland Government

HELP

QParents

Alice Anderson
Monday
\$22.00
September 1, 2014

For more QParents information -
<https://coolumshs.eq.edu.au/Enrolments/Pages/QParents.aspx>
Email: StudentAbsence@coolumshs.eq.edu.au
Absentee Hotline: 5471 5360

INSURANCE COVER FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised the Department of Education and Training does not have student accident insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the parent or carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents.

It is up to all parents to decide what types and what level of private insurance they wish to arrange to cover their child.

Please contact your insurer or an approved Australian insurance broker if you wish to take out student personal accident insurance cover for your child

ITEMS BANNED FROM OUR SCHOOL

- Jewellery or clothing outside the Student Dress Code requirements.
- Aerosol/spray cans (deodorant, spray paint etc).
- Cigarette lighters and matches.
- Chewing/bubble gum.
- Permanent 'texta' marker pens.
- Super glue.
- Items prohibited by law (eg drugs, alcohol, cigarettes, pornographic material etc) and any potentially dangerous items banned by the school. Possession of illegal substances or illegal items will likely result in criminal proceedings.

ELECTRONIC EQUIPMENT POLICY

Statement of Intent

This policy reflects the importance Coolum State High School places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices. Bringing personal mobiles phones to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, students must follow the school's 'Acceptable use' policy and are **used at their owners' risk**.

No liability will be accepted by the school in the event of loss, theft or damage to any device (eg. phone, laptop, iPad, tablet), and the school encourages families to arrange for personal insurance of such devices.

Acceptable Use During Class and Assemblies

Students' mobile phones are to be **switched off and out of sight during classes or assemblies**, where these devices are not being used in a teacher directed activity to enhance learning.

Teachers will instruct students if any electronic devices (phone, laptop, iPad, tablet) are required for the lesson.

Acceptable Use During Break Times, Before and After School

Students may use mobile phones or other electronic devices during breaks. Use of speakers is not allowed during school hours. It is acceptable to use any electronic device appropriately before or after school.

Unacceptable Use At All Times

- Using in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- Mobile phone or electronic devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by school staff.
- Recording in class is not permitted unless express consent is provided by the class teacher
- Using 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.
- Using mobile phones or electronic devices to disseminate inappropriate material (through text messaging, display, internet uploading); OR knowingly being a subject of such recordings
- Sending text messages or images that contain obscene language/pictures and/or threats of violence may amount to bullying/harassment or even an offence. The school encourages the involvement of the Queensland Police Service where relevant.
- Where the outside-school use of such devices affects or is likely to affect others enrolled at school or the good order and management of the school, normal processes outlined in the Responsible Behaviour Plan will be followed.

Consequences for Unacceptable Use

Step 1 - The use of mobile phones and electronic devices that contravene the school's 'Acceptable Use Policy' will lead to the student being sent to Student Services HUB and device being handed in for the day. Collection/return to occur at the end of the school day where the device is not required for further investigation.

Step 2 - If the device has been confiscated and handed in for a second time it will only be returned with the presence of a parent at the end of the school day.

Step 3 – The student will be considered to have directly disobeyed a member of staff (high level behaviour) and further possible consequences as outlined in the schools' Responsible Behaviour Plan.

Invasion of privacy through the recording of personal conversations or daily activities and/or the further distribution (e.g. via Multi Media Messaging Service, Bluetooth) of such material will result in disciplinary action and contravenes the *Invasion of Privacy Act 1971*:

- The sending of text messages or posting of statements to websites that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will be subject to disciplinary action and potentially police investigation; and
- 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 (QPS) directly.

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 s/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. * *Personal Technology Devices includes, but is not limited to, games devices (such as Portable gaming devices, Tamagotchis®, laptop computers, PDAs, Blackberrys®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods® and devices of a similar nature.*

Internet Use

Students who use the Internet at school must be responsible in the choice of material they access.

Sites which will not be accessed at this school are those that:

- display erotic, pornographic or sexually suggestive material.
- display violent material.
- display pictures or script that promotes racist actions or thoughts.
- display or instruct people in the use of harmful materials (eg. Drugs, weapons, explosives, etc)
- allow students to download viruses or materials containing viruses.

Inappropriate Use of the Internet will Incur Serious Consequences

- Parents will be contacted.
- Students may be denied access to the Internet for a period as determined by school.
- Students may be placed on a behaviour contract for that class.
- A repeat offence may lead to a suspension.
- Students found deliberately putting viruses on or damaging school computers will be charged the costs incurred in cleaning and repairing the computers and may be suspended, with the possibility of exclusion depending on the seriousness of the offence.
- It is inappropriate to use any electronic device (eg to up or download images of school personnel, students, facilities or activities, messaging/communicating/chatting to any electronic site/device) that can be perceived as portraying the school, facilities, individuals or activities in a negative light.

HOMEWORK POLICY

Students will be set homework in their subjects to enhance literacy, numeracy and independent study skills. This can be in the form of:

- set homework – day to day work or assignments
- study homework – work which should be completed to revise work done in class or in preparation for some form of assessment.

Homework should be:

- of a high standard
- recorded in the student's diary or electronic planner
- set out correctly and neatly
- checked by teachers regularly.

ASSESSMENT POLICY AND SCHEDULE

Policy

At Coolum State High School assessment instruments are designed by teachers and Heads of Department. Tasks are administered to students in a timely manner with the relevant information regarding draft date and submission date appearing on task sheet, along with the assessment criteria and standards descriptors drawn from current syllabus or curriculum documents administered by the Queensland Curriculum & Assessment Authority (QCAA), Australian Quality Training Reference Framework (AQTRF) and Australian Curriculum, Assessment and Reporting Authority (ACARA).

It is the policy of Coolum State High School that all assessment tasks be properly attempted and submitted before a student advances to the next year level. Any students who have not completed tests or assessment items at the end of the school year, will be required to complete such assessment items or tests prior to commencing the next year level.

Please refer to our website for the school's Assessment Policy document.

Schedule

As per our policy, assignments are to be submitted in a manner prescribed by the teacher at the following times

Year 7 – Year 9 to be submitted in the first subject lesson of the designated week

Year 10 – Year 12 to be submitted by 5:00pm on the Wednesday of the designated week

Throughout the year there will be ongoing in-class assessment. In addition, the following are formalised assessment periods:

Term 1	Ongoing in-class assessment with most assessment due Week 9.
End Semester 1	Exams for all students in the second last week of the Semester.
Term 3	Years 11 and 12 - the second last week of the term.
Term 4	Years 7, 8 and 9 - the second last week before the students finish school. Years 10 and 11 – their last week of their school year. Year 12 – their second last week of their school year.

For senior students, exams may be held in an exam block that will be communicated to students and parents. Additional details regarding missed or late assessment, or medical issues, please refer to the full assessment policy on the school website – [www.coolumshs.eq.edu.au/Our School/Rules and Policies](http://www.coolumshs.eq.edu.au/Our%20School/Rules%20and%20Policies).

It is our policy for students not to have more than two exams on the one day. Exams will only take place during Period 1 or Period 3 where possible for our Junior Secondary students.

New subject material will commence on the completion of assessment and it is important that students attend each and every lesson until the end of term.

BRING OUR OWN (BYO) DEVICE

You may choose for your child any suitable device which is capable of connecting to our network, and capable of running most standard applications. Your child will be supported in their use of any appropriate device. It is ultimately a parental decision as to which, if any, device a child brings.

MacBooks are preferred but they are not compulsory. This is largely a consideration around the quality of build of the device, however your child would not be disadvantaged at all by bringing a Windows device even though teachers and most students will have Macs. With the majority of applications the differences between the two platforms are relatively minor. There are a number of students presently that bring Windows devices and use them very successfully. For most Mac applications there is generally a similar Windows application that operates in a fairly similar way. Microsoft Office works well on both platforms.

For the full Policy - <https://coolumshs.eq.edu.au/Enrolments/Enrollingatourschool/Pages/Enrollingatourschool.aspx>

STUDENT NETWORK AND INTERNET ACCESS POLICY

Bring Your Own (BYO) Devices

Where you bring your own Apple Mac, iPad or other suitable device, you are responsible for the safety and security of the device and the school provides access to a number of resources including, but not limited to:

- Ability to use your Apple Mac, iPad or other suitable device at school.
- Support in connecting the device to the school wireless network.
- Access to the Internet through the school wireless network for educational purposes only.
- Access to Microsoft Office 365, at no cost. This is provided by Education Queensland (EQ) and is subject to EQ Conditions of Use. This may be downloaded at home from The Learning Place.
- Access to school provided software in cases where the software licence (eg Adobe Suite) allows installation on BYO devices
- Access to centralised shared files.
- Printing services.

The school does not assess technical issues or repair BYO devices. In such cases the issues or repair should be discussed with the vendor. To make some services or software available on BYO devices, school technicians may need to install software. Where possible the school recommends families seek to include the electronic device on personal insurance policies, eg home and contents insurance.

For the full Policy - <https://coolumshs.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx>

PREVENTING AND RESPONDING TO INCIDENTS OF BULLYING (including Cyber Bullying)

Purpose

Coolum 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.

There is no place for bullying in Coolum State High School. Those who are 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.

For the full Policy - <https://coolumshs.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx>

SCHOOL POLICIES

The following Policies may be found in full on the school website at

<https://coolumshs.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx>. Please note the Policies are correct at the time of publishing.

- Assessment Policy and Schedule
- Attendance Requirements
- Bring Your Own Device (BYO)
- Student Dress Code
- Preventing and Responding to Incidents of Bullying
- Responsible Behaviour Plan
- Student Network and Internet Access Policy

GENERAL INFORMATION

Library Resource Centre

Hours: 7.30am – 3.30pm

Students are to behave in a quiet, considerate and responsible manner while using the resources.

A photocopier for student use is available in the Library. The cost is 5 cents per black and white A4 page, 10 cents per colour A4 page.

Excursions or Sports Outings

- Normal school rules apply on excursions and as a representative of our school, behaviour must be exemplary.
- Dress should be appropriate to the activity. Students will be advised in advance.
- Students must wear the school uniform. Students not in school uniform will need to change or not participate in the activity.
- An Excursion Consent Form must be completed.
- For overnight camps, an additional medical form is required.
- Parents will be advised if unavoidable delays or changes occur.
- Students who withdraw without sufficient notice will not receive refunds.

ID Cards

Students are issued with ID Cards after Student Resource Scheme fees are paid or a Payment Plan has been arranged with the Business Services Manager. ID cards are valid for one year. Re-issue occurs in February/March of each year. Replacement ID cards must be paid for (cost \$10.00). ID cards should be kept until new cards are issued.

Bikes

Students' bikes are to be kept in the bike racks during school hours. Students are not permitted to borrow other students' bikes nor are they permitted to be around the school during the day. Students are expected to know and use Bike Safety rules when coming to and going from school. Bicycle helmets must be worn by all students riding bikes. Students are responsible for locking their own bikes. Students who bring items of value to school do so at their own risk. The school will not be held responsible for theft or damage.

Skateboards and Surfboards

Students are able to store their skateboards or surfboards in the enclosure at the Administration Building. Skateboards and surfboards are to be stored in the racks provided and are not to be left in the garden or on the path. Students are not permitted to borrow other students' equipment nor are they permitted to be around the enclosure during the day. Students who bring items of value to school do so at their own risk. The school will not be held responsible for theft or damage.

Buses

Students travelling on buses are expected to be considerate and respectful of the safety of themselves and others. Students are expected to wait in allocated areas and must wait for instructions from the teacher on duty before entering the bus.

Unacceptable behaviour will result in the removal from bus transport, of the student responsible, for a set period. Depending upon the behaviour, other disciplinary action may be applied by the school.

Student Drivers

Student drivers and passengers of student drivers must obtain permission forms from the Student Service Counter. These documents must be signed by both the student and parent/guardian. The school is required to obtain this information from drivers and passengers as a duty of care. Students must adhere to Queensland Transport signage and drive cautiously at all times. Students must park in the designated student car park (grassed area behind the ITD block).

WHAT YOUR CHILD SHOULD DO WHEN ?

They are absent from school

- Parent/carer must notify the school by phoning the Absentee Hotline (5471 5360) or through the QParents app to explain absence.

They are late to school

- Go to Student Counter, Student Services Office, present note from parent or carer explaining reason for late arrival, log in and collect a Late Pass.

They are late to class

- If they have a valid reason eg putting equipment away or helping a teacher, ask the teacher being assisted to sign their diary with an explanation for their next teacher. If no valid reason, they can expect to receive a detention from their teacher.

They are required to leave early during the day

- Student to go to the Student Counter, Student Services Office prior to 8.30am, present a note from parent, or the parent is to make contact with the Administration Office prior to 8.30am, giving reason for the early departure. A Leave Request will be issued to the student.
- Student shows the Leave Request to the appropriate class teacher. Teachers will not allow students to leave class without a Leave Request.
- Student is to then come to the office to officially sign out.

They are feeling sick

- If in class, tell teacher who will sign diary or green Sickbay Pass to go to Sickbay, Administration Office. Go to the Student Counter, Administration Office, to sign into Sickbay.
- If out of class, go to the Student Counter, Administration Office.

They have a serious illness or have injured themselves

- If required, professional help will be called. Parents or carers will be contacted as soon as possible. Minor injuries will be treated by designated First Aid Staff.

They have lost something

- Ask teacher and report loss to Student Counter, Student Services Office.

They have money to pay

- Pay at Student Counter, Administration Office, as soon as they arrive at school. No monies will be receipted during class time.

They need to use the telephone

- The Administration Office phone is available to students for emergencies only.

You are moving house or change telephone numbers

- Changes in personal information should be given to the Administration Office by completing a Change of Details Form (available at the Office or on the school website – www.columshs.eq.edu.au), or through the QParents app. It is very important that the school has up-to-date contact information at all times in case of an emergency or accident.

They are transferring or leaving school

- Parents or carers should advise the school when you intend to leave school or transfer to another school. A Student Clearance Form must be completed, accounts settled or refunds issued.

They have lost their ID Card or Student Organiser

- Report loss to Student Counter, Administration Office. There is a fee for replacement of Student ID Cards and Student Organisers.

They wish to change subjects

- Deadlines for subject changes - Semester 1 - End of week 2 (Year 11 only - End Term 1 up to 2nd week of Term 2)
- Semester 2 - End of week 2
- Collect a Subject Change Application Form from Head of Department Senior Secondary (Years 10, 11, 12) and follow the steps.
- Students must remain in present subject until a new timetable has been issued and then must then remain in the new subject for the remainder of the Semester.

They have a problem with school work

- See Class Teacher, Head of Department, Guidance Officer or Deputy Principal.

They have a personal problem

- See Home Group Teacher, Class Teacher, Head of Year, School Nurse, Youth Support Officer, Guidance Officer or Deputy Principal.

CONSENT FORMS (Copyright and Image Use)

Upon enrolment you will complete a State School Consent Form (located in the Enrolment Application) which authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of the Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including social media websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, Facebook, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

If you would like a copy of your signed consent form please contact the Administration Office.

STUDENT SERVICES

Coolum State High School offers an extensive support network to students and families through the Student Services Faculty which is located in C Block. Students can access the Student Counter in C Block daily from 8.00am - 3.00pm.

The Student Services team works together with students, parents and staff for the health and wellbeing of students, enabling them to have healthy, happy and productive lives. To enable students to reach their full potential, a range of structures are in place to support the social, emotional, cognitive, physical and behavioural wellbeing of students. The school offers a range of services to support students in response to their needs. Essential to this are the Heads of Year (7 – 12) positions.

Heads of Year (HOY) work with year level cohorts to provide support to students around improving educational outcomes, tracking attendance and performance, uniform issues and individual student wellbeing and behaviour issues. HOYs facilitate pastoral care programs and conduct recognition and rewards based activities for year level cohorts.

Student Services Faculty is supported by:

Guidance Officers - provide counselling and educational support to students and families in three main areas:

Educational Counselling Study skills, goals development, Education Adjustment Profiles (EAP), psycho educational assessments, special considerations, subject consideration and decision making.

Career Counselling Enhancing student knowledge of job descriptions, career information and vocational direction.

Personal Counselling Conflict resolution, stress and time management, behavioural concerns, grief, mental health issues and personal development.

Students and parents/carers are welcome to access our Guidance Officers by appointment.

Schoolbased Nurse - provides information and education regarding personal and sexual health, as well as education regarding drug and alcohol use, diet and nutrition, healthy lifestyles and positive mental health.

School Chaplain - supports the spiritual and emotional health of students and families. The Chaplain works closely with the local community to support individuals and families during times of need, and is closely involved with school programs and activities throughout the year.

Youth Support Co-ordinator - focuses on supporting retention and attainment of young people at Coolum State High School who have disengaged, or who are at risk of disengaging from education. The initiative enhances opportunities for further education and sustainable future employment.

Indigenous Community Advisor - is available to support Indigenous students in social, cultural and academic achievements through home/school liaison, cultural support and knowledge workshops, regional Indigenous education programs, home visits and health referrals.

These specialists work in partnership with parents, teaching staff and specialist agencies and are coordinated through the Guidance Office.

Support is also available through the following government and community agencies -

- Disability Services Queensland
- Child and Youth Mental Health
- Queensland Health
- Department of Communities (Child Safety Services)
- Police
- Local Council
- Community Centre
- Local Youth Support Agencies.

P&C CANTEEN

The school's Canteen is operated by the P&C Association which assists in providing facilities and equipment to the school with money raised. Through the Smart Choices Strategy for Queensland Schools, we promote the philosophy of healthy eating and regular physical activity to maintain good health.

We aim to serve your children the freshest and healthiest foods available, using fresh produce from 'The Veggie Patch', our school vegetable garden, grown and maintained with love by our students.

The Canteen is open Monday to Friday for Breakfast (7.30am – 8.30am), Morning Tea (11.05am – 11.45am) and Lunch (12.55pm – 1.35pm).

Online orders and payments can be placed to save time lining up and help with the decision making. Register by visiting <https://tuckshop.schoolshoponline.net.au/coolumhigh/index.aspx>

Your child can pre-order to avoid lining up and pre-paid orders will be gladly accepted before school for morning tea or lunch.

Should your child have any special dietary requirements, please do not hesitate to contact us on 5471 5337. We are only too happy assist.

We are always in need of volunteers to help out, so if you have some spare time and would like to contribute to the school community, please complete the P&C Canteen Volunteers Form or come in for a coffee and chat.

P&C ASSOCIATION

The Coolum State High School P&C Association is a group of parents who actively work with the school in its endeavors to deliver a supportive and high quality learning environment for its students.

The P&C has the primary responsibility for running the school canteen and uniform shop. The proceeds from these operations and other fundraising activities are directed back to the school by way of contributions to major and minor projects, and supporting individual students who are chosen to represent the school in their area of excellence.

There are many ways you can get involved and play a part in making Coolum High a great place for your child to learn and grow:

- Attend monthly P&C meetings – as a member and consider taking on an executive role.
- Volunteer in the canteen, the uniform shop or the organic garden.
- Help out at occasional fundraising events (eg sausage sizzles).

The P&C meets on the third Monday of each month at 6.00pm in the Coolum High School Administration Building. Although certain protocols must be observed, meetings are conducted in a friendly, light hearted manner.

Come now and again or come every month – it's a great opportunity to learn more about the school and to have input into its development. The P&C looks forward to welcoming you to your first meeting soon.

SCHOOL COUNCIL

To enable greater involvement of the school community and other stakeholders, such as industry, in setting the strategic direction for the school, Coolum State High School developed a School Council in 2014. Members are entrusted with the long term integrity and viability of the school.

Official members consist of the Principal and the P&C President and elected members; two parents, two staff members, two community members and two students, who normally hold office for two years.

The School Council will establish and monitor the strategic direction and priorities for the school and develop relationships between the school and the community and between the school and community organisations. It will also approve plans and policies of the school of a strategic nature, including annual estimates of revenue and expenditure of the school.

SCHOOL BUS SERVICES

Coolum Coaches

Coolum Coaches provides Government subsidised school bus travel from the following areas to Coolum State High School :

- North Arm
- Yandina
- Parklands
- Lake Weyba
- Yandina Creek
- Mount Ninderry
- Valdora
- Coolum Chase
- Coolum Hinterland
- Peregian Springs
- Cooloolabin
- Wappa Falls
- Kulangoor
- Kiamba

Transport forms are available from Coolum Coaches and must be completed prior to travel. Timetables, forms and information regarding bus passes and bus routes may be obtained by contacting the Coolum Coaches office on 5351 1165 (telephone and facsimile) or please visit their website at www.coolumcoaches.com.au Bus passes are issued at the commencement of the school year and upon processing of new applications throughout the year.

Buslink

Buslink provides Government subsidised school bus travel from the following areas to Coolum State High School:

- Bli Bli
 - Pacific Paradise
 - Mudjimba
 - Marcoola
 - Mount Coolum (Lumeah Drive)
- Buslink Queensland
11 Page Street
Kunda Park Qld 4558
Telephone +61 7 5476 6622
Facsimile +61 7 54766577
Email buslink@buslinkqld.com.au
- Yaroomba
 - Marcoola
 - Mount Coolum
 - Coolum Beach
 - Marcus Beach
 - Peregian Beach
- Buslink Queensland
13 Bartlett Road
Noosaville Qld 4566
Telephone +61 7 5474 4733
Facsimile +61 7 5449 9503
Email noosa@buslinkqld.com.au

For information in relation to bus routes, fares, timetables, application forms and bus passes, please go to their website at www.buslinkqld.com.au

Sunbus

Sunbus is a member of the Transit Australia Group and provides public transport throughout the Sunshine Coast.

For more information in relation to bus routes, passes and timetables, please visit their website at www.sunbus.com.au or contact Translink on 13 12 30.

For further information:

Coolum State High School
Havana Road East
Coolum Beach Qld 4573

Telephone: (07) 5471 5333
Facsimile: (07) 5471 5300

admin@coolumshs.eq.edu.au
www.coolumshs.eq.edu.au



**CARE
RESPECT
EXCELLENCE**