



# Cavendish Road State High School

# Student Code of Conduct 2021-2024

## ***Every student succeeding***

***Every student succeeding is the shared vision of Queensland state schools. Our vision shapes regional and school planning to ensure every student receives the support needed to belong to the school community, engage purposefully in learning and experience academic success.***

Queensland Department of Education  
State Schools Strategy 2020-2024

## Contact Information

Postal address: PO Box 156 Holland Park QLD 4121

Phone: 3394 0777

Email: admin@cavendishroadshs.eq.edu.au

School website address: www.cavendishroadshs.eq.edu.au

Contact Person: Richard Usher (Executive Principal)

## Endorsement

Principal Name: Mr Richard Usher

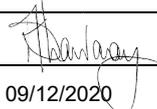
Principal Signature:



Date: 7/12/2020

P/C President and-or School Council Chair Name: Mr Kumar Thaivarayan

P/C President and-or School Council Chair Signature:



Date: 09/12/2020

# Contents

Purpose.....	4
Data Overview .....	5
Learning and Behaviour Statement.....	6
Whole School Approach to Discipline .....	11
Legislative Delegations.....	14
Disciplinary Consequences.....	15
School Policies .....	18
Restrictive Practices.....	28
Critical Incidents .....	29
Related Procedures and Guidelines .....	30

## Purpose

Cavendish Road State High School is committed to providing a safe, respectful and disciplined learning environment for students, staff, parents and visitors.

The Cavendish Road State High School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

## Data Overview

The Cavendish Road State High School Data Plan acknowledges the importance of the use of data for a range of targeted purposes. Data allows us to assess what each of our students already knows prior to teaching and provides us with information to target that teaching to student's needs. We use data as a school to track our progress and continually adapt and refine our practices.

As part of developing this Student Code of Conduct a review of important data sets relating to attendance, unexplained absences, cancellations, suspensions and exclusions, positive behaviour records and behaviour incidents was conducted.

The Cavendish Road State High School Student Code of Conduct will undergo annual minor updates to reflect changing circumstances, data and staff. A fulsome review is conducted every four years in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.

## Learning and Behaviour Statement

All areas of Cavendish Road State High School are learning and teaching environments. We consider the Student Code of Conduct to be an opportunity for valuable social learning as well as a means of maximising the success of student learning programs.

Our Student Code of Conduct outlines our systems for facilitating positive behaviours and responding to inappropriate and unacceptable behaviours. Through our school plan, shared expectations for student behaviour are clear to everyone, assisting Cavendish Road State High School to create and maintain a positive and productive learning and teaching environment, where all school community members have clear and consistent expectations and understandings of their role in the educational process.

Our Student Code of Conduct identifies the following five school-wide expectations, commonly referred to as the 5C's:

- ❖ **Commitment**
- ❖ **Challenge**
- ❖ **Courtesy**
- ❖ **Consideration**
- ❖ **Co-operation**

## Student Wellbeing

Cavendish Road State High School offers a range of programs and services to support the wellbeing of students in our school. We encourage parents and students to speak with the relevant Dean of Year or make an appointment to meet with a Guidance Officer if they would like individual advice about accessing particular services.

Learning and wellbeing are inextricably linked — students learn best when their wellbeing is optimised, and they develop a strong sense of wellbeing when they experience success in learning. The [student learning and wellbeing framework](#) supports state schools with creating positive school cultures and embedding student wellbeing in all aspects of school life through connecting the learning environment curriculum and pedagogy, policies, procedures and partnerships for learning and life.

### **Policy and expectations**

Within a school community, there are specific health and wellbeing issues that will need to be addressed for the whole school, specific students, or in certain circumstances.

### ***Specialised health needs***

Cavendish Road State High School works closely with parents to ensure students with specialised health needs, including those requiring specialised health procedures, have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

This means that appropriate health plans are developed and followed for students with specialised health needs, that staff are aware of the student's medical condition and that an appropriate number of staff have been trained to support the student's health condition.

### **Medications**

Cavendish Road State High School requires parent consent and medical authorisation to administer any medication (including over-the-counter medications) to students. For students requiring medication to be administered during school hours, the school can provide further information and relevant forms.

For students with a long-term health condition requiring medication, parents need to provide the school with a [Request to administer medication at school](#) form signed by the prescribing health practitioner. School staff will only administer medication that has been prescribed by a qualified health practitioner and is in its original packaging with a pharmacy label attached. Staff will ask you to complete and sign Section 1 of the [Administration of medication at school record sheet](#).

Cavendish Road State High School maintains a supply of adrenaline auto-injectors (Epipens) at Student Services and ESS (S block) and asthma reliever/puffers at Student Services to provide emergency first aid medication if required. Defibrillators are located in Student Services and the Alan Sampson Sports Centre (WO block).

### **Mental health**

Cavendish Road State High School implements early intervention measures and treatments for students where there is reasonable belief that a student has a mental health difficulty. This includes facilitating the development, implementation and periodic review of a [Student Plan](#).

### **Suicide prevention**

Cavendish Road State High School staff who notice suicide warning signs in a student should seek help immediately from a Guidance Officer or other appropriate staff.

When dealing with a mental health crisis, schools call 000 when there is an imminent threat to the safety of student in the first instance, and where necessary provide first aid. In all other situations, Cavendish Road State High School staff follow suicide intervention and prevention advice by ensuring:

- the student is not left alone
- their safety and the safety of other students and staff is maintained
- students receive appropriate support immediately
- parents are advised
- all actions are documented and reported.

### **Suicide postvention**

In the case of a suicide of a student that has not occurred on school grounds, Cavendish Road State High School enacts a postvention response, by communicating with the family of the student and ensuring immediate support is provided to students and staff who may be affected.

Where a suicide has occurred on school grounds or at a school event, Cavendish Road State High School staff immediately enact the School Emergency Management Plan including a postvention response, by communicating with the family of the student, and ensuring immediate support is provided to students and staff who may be affected.

### **Curriculum and pedagogy**

Schools build the foundations for wellbeing and lifelong learning through curriculum embedding [personal and social capabilities](#) (self-awareness, self-management, social awareness and social management) in the implementation of the [P–12 curriculum, assessment and reporting framework](#).

Schools acknowledge the positive impact that a meaningful relationship between teacher and students can have on students' academic and social outcomes. At Cavendish Road State High School, our focus

is on creating well-rounded, resilient individuals who are capable of thriving personally, professionally and socially. At the heart of this approach is bringing our students happiness and overall wellbeing to the forefront of their education. Consequently, a whole-school approach to student wellbeing is designed for students to recognise their personal strengths and characteristics within and enable them to foster positive relationships, harvest their emotions, prioritise their health, achieve in their chosen fields and lead purposeful lives. Our age specific programs equip students with much needed skills to confidently navigate their way through their schooling life and beyond.

As part of the school's curriculum at Cavendish Road State High School, we provide age-appropriate health and wellbeing education including respectful relationships education; drug and alcohol education that reinforces public health and safety messages; and ensure CPR for Life in schools skills training is provided to all Year 10 and 12 students.

Cavendish Rd SHS has two core programs that support student’s wellbeing and develop their understanding of our Student Code of Conduct and the 5C’s.

					
Year 12					<ul style="list-style-type: none"> <li>• PSC Teachers</li> <li>• Year 12 Dean</li> </ul>
Year 11					<ul style="list-style-type: none"> <li>• PSC Teachers</li> <li>• Year 11 Dean</li> </ul>
Year 10					<ul style="list-style-type: none"> <li>• PSC Teachers</li> <li>• Year 10 Dean</li> </ul>
Year 9					<ul style="list-style-type: none"> <li>• PSC Teachers</li> <li>• Year 9 Dean</li> </ul>
Year 8					<ul style="list-style-type: none"> <li>• PSC Teachers</li> <li>• Year 8 Dean</li> </ul>
Year 7					<ul style="list-style-type: none"> <li>• PSC Teachers</li> <li>• Year 7 Dean</li> </ul>
	<ul style="list-style-type: none"> <li>• Peer Support Teachers</li> <li>• Peer Support leaders</li> <li>• HOD Student Wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Peer Support Teachers</li> <li>• Peer Support leaders</li> <li>• HOD Student Wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Peer Support Teachers</li> <li>• Peer Support leaders</li> <li>• HOD Student Wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Peer Support Teachers</li> <li>• Peer Support leaders</li> <li>• HOD Student Wellbeing</li> </ul>	

**PSC – Pastoral Care**

Horizontal Wellbeing (Year level)

**Pastoral Care** is a year level based program promoting the growth and wellbeing of each student. It focuses on cultivating an environment and culture that supports the physical, social, intellectual, emotional and spiritual development of every student. The program uses evidence based learning activities of ‘The resilience project’ with focus areas of gratitude, empathy, mindfulness and overall Emotional Literacy.

**Key stakeholders**

**Deans of Year** coordinate their year level pastoral care program.

**PSC teachers** deliver the pastoral care program in class with support and guidance from the relevant Dean of Year.



## **PS – Peer Support**

Vertical Wellbeing (7 – 12)

**Peer Support** is a vertical house based program promoting connectedness and community spirit. It focuses on explicit teaching of the 5C's and what it is to be a Cavroadian by Peer Support leaders (trained senior students). Our peer support program aims to empower students with practical skills and strategies to positively navigate life and relationships, improve resilience and engender a greater sense of responsibility. They provide real life context and guidance to students, add value to classroom discussions, activities, and emphasise a real life approach.

### **Key Stakeholders**

**PS Teachers** guide student leaders to deliver the peer support program in class.

**PS leaders** lead fellow students in the activities of the peer support program. This role enables many students across our school to experience the benefits of leadership.

**HOD Teaching and Learning-Wellbeing** works with PS leaders on a regular basis to provide them with resourcing and leadership cues to prepare for delivering peer support lessons.

## **Student Wellbeing Team**

Cavendish Road State High School is proud to have a Student Wellbeing Team in place to help the social, emotional and physical wellbeing of every student. In addition to the assistance provided by class teachers, we have a team of professionals whose dedicated roles are to help ensure our school is an inclusive, nurturing environment.

Students can approach any trusted school staff member at Cavendish Road State High School to seek assistance or advice. If they are unable to assist, they will provide guidance and help ensure the student is connected to the appropriate representative of the Student Wellbeing Team.

Parents who would like more information about the student support roles and responsibilities are invited to contact the Head of Department – Wellbeing on the school phone number.

<b>Role</b>	<b>What they do</b>
Indigenous Liaison Officer	<ul style="list-style-type: none"><li>• provides educational counselling and support services to Aboriginal and/or Torres Strait Islander students, their families and communities.</li></ul>
Community Elder	<ul style="list-style-type: none"><li>• provides support and advice for students, staff and families in order to enhance the educational experience for Indigenous and non-Indigenous students.</li></ul>
Deans of Year Level	<ul style="list-style-type: none"><li>• supports the implementation of the Learning and Wellbeing Plan to promote an inclusive, positive school culture</li><li>• lead role in the implementation of Pastoral Care initiatives in their relevant year level</li><li>• Promotes school pride and belonging, and champions the Cavroadian spirit</li><li>• Enhances positive relationships and support for every student.</li></ul>

Guidance Officers	<ul style="list-style-type: none"> <li>• provides a comprehensive student support program within the school environment offering counselling with students on a one-on-one basis or in a group setting</li> <li>• assists students with specific difficulties, acting as a mediator or providing information on other life skills</li> <li>• liaises with parents, teachers, or other external health providers as needed as part of the counselling process.</li> </ul>
Head of Department Teaching and Learning - Pathways and Performance (Senior School)	<ul style="list-style-type: none"> <li>• supports students pathway planning for the senior years and post school</li> <li>• monitors attendance, behaviour and academic data and works with various teams in the school to organise intervention and support</li> </ul>
School-Based Youth Health Nurse	<ul style="list-style-type: none"> <li>• provides individual health consultations with assessment, support, health information and referral options related to: <ul style="list-style-type: none"> <li>○ healthy eating and exercise</li> <li>○ relationships</li> <li>○ personal and family problems</li> <li>○ feeling sad, worried and angry</li> <li>○ sexual health</li> <li>○ smoking, alcohol and other drugs.</li> </ul> </li> </ul>
Head of Department Teaching and Learning - Wellbeing	<ul style="list-style-type: none"> <li>• Leads the implementation of the Learning and Wellbeing Plan to promote an inclusive, positive school culture</li> <li>• Implementation of the schools Peer support and Pastoral Care Programs</li> <li>• Coordinates Student Wellbeing team and access to school resourcing</li> <li>• Coordinates intervention programs across the school</li> </ul>
<p>Support is also available through the following government and community agencies:</p> <ul style="list-style-type: none"> <li>▪ Disability Services Queensland</li> <li>▪ Child and Youth Mental Health</li> <li>▪ Queensland Health</li> <li>▪ Department of Communities (Child Safety Services)</li> <li>▪ Queensland Police Service</li> </ul> <p>Local Council Neighbourhood Centre.</p>	

## Whole School Approach to Discipline

Cavendish Road State High School believes that student behaviour is a part of the overall teaching and learning approach in our school. A whole-school approach is used to explicitly teach the Student Code of Conduct and the 5C's:

- ❖ **Commitment**
- ❖ **Challenge**
- ❖ **Courtesy**
- ❖ **Consideration**
- ❖ **Co-operation**

The School wide Expectations Teaching Matrix below outlines our agreed facets of the Code of Conduct and specific behavioural expectations in all school settings.

SCHOOL WIDE EXPECTATIONS TEACHING MATRIX				
COMMITMENT	CHALLENGE	COURTESY	CONSIDERATION	CO-OPERATION
Be prepared for the day's activities	Challenge yourself to always do your best	Remove hats in classrooms	Respect yourself	Follow directions given
Be on time and on task	Respond appropriately when you find yourself in a challenging situation	Speak politely and be mindful of others	Respect the good reputation of our school	Put your hand up to speak
Maintain a clean area	Rise to a challenge	Follow entry and exit signs	Respect others	Leave classroom tidy
Be in full school uniform		Represent the school with pride	Respect property	Students wait for teacher direction
Manage impulsivity		Place all litter in the bin	Respect other's privacy	before entry and exit
Use resources appropriately		Use footpaths when travelling to and from school	Respect the rights and beliefs of others	Turn off and place all electronic devices out of sight
Report incidents of concern		Offer your seat in the bus to others	Hands-off policy	Move to class on the bell
Have your study planner with you at all times		Behave appropriately on buses	Use resources appropriately	Walk calmly and keep to the left
Honour your internet agreement		Leave classrooms in a tidy manner	Work quietly without disturbing others	Line up outside classrooms
Arrive at school on time			Place bags in racks where provided	Abide by conditions of venue/facility
Return consent forms/money by required date			Access lockers in an orderly manner	Be actively involved
Make a positive effort			Follow safe travel and transport procedures	Be co-operative when working with others
Accept responsibility for your own behaviour			Report irresponsible behaviour	Comply with school uniform requirements

Our staff take responsibility for making their expectations clear, for providing supportive instruction about how to meet these expectations and strive to use behavioural incidents as opportunities to re-teach and reinforce the expectations.

### Consideration of Individual Circumstances

Staff at Cavendish State High School take into account students' individual circumstances, such as their behaviour history, disability, mental health and wellbeing, religious and cultural considerations, home environment and care arrangements when teaching expectations, responding to inappropriate behaviour or applying a disciplinary consequence.

In considering the individual circumstances of each student, we recognise that the way we teach, the support we provide and the way we respond to students will differ. This reflects the principle of equality, where every student is given the support they need to be successful. This also means that

not everyone will be treated the same, because treating everyone the same is not fair. For example, some students need additional support to interpret or understand an expectation. Others may benefit from more opportunities to practise a required skill or behaviour. For a small number of students, the use of certain disciplinary consequences may be considered inappropriate or ineffective due to complex trauma or family circumstances. These are all matters that our teachers and principal consider with each individual student in both the instruction of behaviour and the response to behaviour.

Our teachers are also obliged by law to respect and protect the privacy of individual students, so while we understand the interest of other students, staff and parents to know what punishment another student might have received, we will not disclose or discuss this information with anyone but the student's family. We expect that parents and students will respect the privacy of other students and families.

If you have concerns about the behaviour of another student at the school, or the way our staff have responded to their behaviour, please contact the school to make an appointment to discuss the matter.

## **Differentiated and Explicit Teaching**

Cavendish Road State High School is a disciplined school environment that provides differentiated teaching to respond to the learning needs of all students. This involves teaching expected behaviours and providing opportunities for students to practise these behaviours. Teachers reinforce expected behaviours; provide feedback and correction; and opportunities for practise.

Teachers at Cavendish Road State High School vary what students are taught, how they are taught and how students can demonstrate what they know as part of this differentiated approach to behaviour. These decisions about differentiation are made in response to data and day-to-day monitoring that indicates the behavioural learning needs of students. This enables our teachers to purposefully plan a variety of ways to engage students; assist them to achieve the expected learning; and to demonstrate their learning.

All students at Cavendish Road State High School are explicitly taught the 5C's through the peer support and pastoral care programs:

These school-wide expectations are reinforced regularly by school staff in a range settings including in the classroom, in the playground, in other areas of the school and in the wider community. The language of the 5C's is used with students when reinforcing positive behaviours and in corrective conversations.

## **Focused Teaching**

A small number of students may require additional support to meet behaviour expectations, even after being provided with differentiated and explicit teaching. These students may have difficulty meeting behavioural expectations in a particular period of the day or as part of a learning area/subject, and focused teaching is provided to help them achieve success.

Focused teaching involves revisiting key behavioural concepts and/or skills and using explicit and structured teaching strategies in particular aspects of a behaviour skill. Focused teaching provides students with more opportunities to practise skills and multiple opportunities to achieve the intended learning and expected behaviour.

Student Wellbeing staff can work with relevant staff to help arrange and deliver focused teaching to students who need more support to meet expectations. Programs are organised based on individual circumstances and may include:

- The ROAD Program
- The BEST Program

Student progress is monitored by the classroom teacher/s to identify those who:

- no longer require the additional support
- require ongoing focussed teaching
- may require intensive teaching.

For more information about programs offered, please speak with the HOD Teaching and Learning-Wellbeing.

## Intensive Teaching

Research evidence shows that even in an effective, well-functioning school there will always be a small proportion of the student population who require intensive teaching to achieve behavioural expectations. Intensive teaching involves frequent and explicit instruction, with individuals or in small groups, to develop mastery of basic behavioural concepts, skills and knowledge.

Some students may require intensive teaching for a short period, for particular behaviour skills. Other students may require intensive teaching for a more prolonged period. Decisions about the approach will be made based on data collected from their teachers, and following consultation with the student's family.

Student Wellbeing staff can work with relevant staff to help arrange and deliver intensive teaching to students who need more support to meet expectations. Programs are organised based on individual circumstances and may include:

- Boxing Program
- Seasons for Growth
- RAGE
- Traction
- BRAVE
- Managing the Bull

For a small number of students who continue to display behaviours that are deemed complex and challenging, then individualised, function-based behaviour assessment and support plans and multi-agency collaboration may be provided to support the student. This approach will seek to address the acute impact of barriers to learning and participation faced by these students.

Students who require intensive teaching will be assigned an individual case manager at the school who will oversee the coordination of their program, communicate with stakeholders and directly consult with the student.

# Legislative Delegations

## Legislation

In this section of the Cavendish Road State High School Student Code of Conduct are links to legislation which influences form and content of Queensland state school discipline procedures.

- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Child Protection Act 1999 \(Qld\)](#)
- [Commonwealth Disability Discrimination Act 1992](#)
- [Commonwealth Disability Standards for Education 2005](#)
- [Criminal Code Act 1899 \(Qld\)](#)
- [Education \(General Provisions\) Act 2006](#)
- [Education \(General Provisions\) Regulation 2017](#)
- [Human Rights Act 2019 \(Qld\)](#)
- [Information Privacy Act 2009 \(Qld\)](#)
- [Judicial Review Act 1991 \(Qld\)](#)
- [Right to Information Act 2009 \(Qld\)](#)
- [Police Powers and Responsibilities Act 2000 \(Qld\)](#)
- [Workplace Health and Safety Act 2011 \(Qld\)](#)
- [Workplace Health and Safety Regulation 2011 \(Cwth\)](#)

## Delegations

Under the Education (General Provisions) Act 2006, state school principals are responsible for “controlling and regulating student discipline in the school”.

Principals are afforded a number of **non-delegable powers** to assist them to meet this obligation, including the authority to suspend, exclude or cancel the enrolment of a student at the school. These decision-making responsibilities cannot be delegated to other staff in the school, such as deputy principals.

The details of these responsibilities are outlined in the legislative instruments of delegation and instruments of authorisation provided below:

- [Education \(General Provisions\) Act 2006 Director-General’s delegations](#)
- [Education \(General Provisions\) Act 2006 Minister’s delegations](#)
- [Education \(General Provisions\) Act 2006 Director-General’s authorisations](#)
- [Education \(General Provisions\) Regulation 2006 Minister’s delegations](#)
- [Education \(General Provisions\) Regulation 2017 Director-General’s delegations](#)

## Disciplinary Consequences

The disciplinary consequences model used at Cavendish Road State High School follows the same differentiated approach used in the proactive teaching and support of student behavioural expectations.

The majority of students will be confident and capable of meeting the established expectations of the 5C's that are clear, explicitly taught and practised. In-class corrective feedback, sanctions and rule reminders based on the 5C's may be used by teachers to respond to low-level or minor problem behaviours.

Some students will need additional support, time and opportunities to practise expected behaviours. Approximately 15% of the student population may experience difficulty with meeting the stated expectations, and even with focussed teaching, in-class corrective feedback, sanctions and rule reminders continue to display low-level problem behaviour. A continued pattern of low-level behaviour can interfere with teaching and learning for the whole class, and a decision may be needed by the class teacher to refer the student to the head of department or school administration team immediately for determination of a disciplinary consequence.

For a small number of students, approximately 2-5%, a high level of differentiated support or intensive teaching is required to enable them to meet the behavioural expectations. This may be needed throughout the school year on a continuous basis. The determination of the need will be made by the principal in consultation with staff and other relevant stakeholders. On occasion the behaviour of a student may be so serious, such as causing harm to other students or to staff, that the principal may determine that an out of school suspension or exclusion is necessary as a consequence for the student's behaviour. Usually this course of action is only taken when the behaviour is either so serious as to warrant immediate removal of the student for the safety of others, and no other alternative discipline strategy is considered sufficient to deal with the problem behaviour.

The differentiated responses to problem behaviour can be organised into three tiers, with increasing intensity of support and consequences to address behaviour that endangers others or causes major, ongoing interference with class or school operations.

### Differentiated

Class teacher provides in-class or in-school disciplinary responses to low-level or minor problem behaviour.

### Focussed

Class teacher is supported by Head of Department or other school-based staff to address in-class problem behaviour.

### Intensive

School leadership team work in consultation with Student Wellbeing Team to address persistent or ongoing serious problem behaviour.

## School Disciplinary Absences

A School Disciplinary Absence (SDA) is an enforced period of absence from attending a Queensland state school, applied by the Principal as a consequence to address poor student behaviour. There are four types of SDA:

- Short suspension (1 to 10 school days)
- Long suspension (11 to 20 school days)
- Charge-related suspension
- Exclusion (period of not more than one year or permanently).

At Cavendish Road State High School, the use of any SDA is considered a very serious decision. It is typically only used by the Principal when other options have been exhausted or the student's behaviour is so dangerous that continued attendance at the school is considered a risk to the safety or wellbeing of the school community.

Parents and students may appeal a long suspension (11 to 20 school days), charge-related suspension or exclusion decision. A review will be conducted by the Director-General or their delegate, and a decision made within 40 school days to confirm, amend/vary or set aside the original SDA decision by the Principal. The appeal process is a thorough review of all documentation associated with the SDA decision and provides an opportunity for both the school and the family to present their case in the matter. Time is afforded for collection, dissemination and response to the materials by both the school and the family. It is important that the purpose of the appeal is understood so that expectations are clear, and appropriate supports are in place to ensure students can continue to access their education while completing their SDA.

### Re-entry following suspension

Students who are suspended from Cavendish Road State High School may be invited to attend a re-entry meeting on the day of their scheduled return to school. The main purpose of this meeting is to welcome the student, with their parent/s, back to the school. It is **not a time** to review the student's behaviour or the decision to suspend, the student has already received a punishment through their disciplinary absence from school. The aim of the re-entry meeting is for school staff to set the student up for future success and strengthen home-school communication.

It is not mandatory for the student or their parents to attend a re-entry meeting. It may be offered as a support for the student to assist in their successful re-engagement in school following suspension.

### Arrangements

The invitation to attend the re-entry meeting will be communicated via telephone and in writing, usually via email. Re-entry meetings are short, taking less than 10 minutes, and kept small with only the Principal or their delegate attending with the student and their parent/s.

A record of the meeting is saved in OneSchool, under the Contact tab, including any notes or discussions occurring during the meeting.

### Structure

The structure of the re-meeting should follow a set agenda, shared in advance with the student and their family. If additional items are raised for discussion, a separate arrangement should be made to meet with the parent/s at a later date and time. This meeting should be narrowly focussed on making the student and their family feel welcome back into the school community.

Possible agenda:

- Welcome back to school

- Check in on student wellbeing
- Discuss any recent changes to school routine or staffing
- Offer information about supports available (e.g. BEST program, Guidance Officer)
- Set a date for follow-up
- Thank student and parent/s for attending
- Walk with student to classroom

**Reasonable adjustments**

In planning the re-entry meeting, school staff will consider reasonable adjustments needed to support the attendance and engagement of the student. This includes selecting an appropriate and accessible meeting space, organising translation or interpretation services or supports (e.g. AUSLAN), provision of written and/or pictorial information and other relevant accommodations. The inclusion of support staff, such as Guidance Officers or Community Education Counsellors, may also offer important advice to ensure a successful outcome to the re-entry meeting.

# School Policies

Cavendish Road State High School has tailored school discipline policies designed to ensure students, staff and visitors work cooperatively to create and maintain a supportive and safe learning environment. Please ensure that you familiarise yourself with the responsibilities for students, staff and visitors outlined in the following policies:

- Temporary removal of student property
- Use of mobile phones and other devices by students
- Preventing and responding to bullying
- Appropriate use of social media

## Temporary removal of student property

The removal of any property in a student's possession may be necessary to promote the caring, safe and supportive learning environment of the school, to maintain and foster mutual respect between all state school staff and students. The **Temporary removal of student property by school staff procedure** outlines the processes, conditions and responsibilities for state school principals and school staff when temporarily removing student property.

In determining what constitutes a reasonable time to retain student property, the principal or state school staff will consider:

- the condition, nature or value of the property
- the circumstances in which the property was removed
- the safety of the student from whom the property was removed, other students or staff members
- good management, administration and control of the school.

The Principal or state school staff determine when the temporarily removed student property can be returned, unless the property has been handed to the Queensland Police Service.

The following items are explicitly prohibited at Cavendish Road State High School and will be removed if found in a student's possession:

- illegal items or weapons (e.g. guns, knives\*, throwing stars, brass knuckles, chains)
- imitation guns or weapons
- potentially dangerous items (e.g. blades, rope)
- drugs\*\* (including tobacco)
- alcohol
- aerosol deodorants or cans (including spray paint)
- explosives (e.g. fireworks, flares, sparklers)
- flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- poisons (e.g. weed killer, insecticides)
- inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).

\* No knives of any type are allowed at school, including flick knives, ballistic knives, sheath knives, push daggers, trench knives, butterfly knives, star knives, butter knives, fruit knives or craft knives, or any item that can be used as a weapon, for example a chisel. Knives needed for school activities will be provided by the school, and the use of them will be supervised by school staff. In circumstances where students are required to have their own knives or sharp tools for particular

subjects or vocational courses, the school will provide information about the procedures for carrying and storing these items at school.

\*\* The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need. Schools require medical authorisation to administer any medication to students (**including over-the-counter medications such as paracetamol or alternative medicines**).

## Responsibilities

### State school staff at Cavendish Road State High School:

- do not require the student's consent to search school property such as lockers, desks or laptops that are supplied to the student through the school;
- may seize a student's bag where there is suspicion that the student has a dangerous item (for example, a knife) in their school bag, prior to seeking consent to search from a parent or calling the police;
- consent from the student or parent is required to examine or otherwise deal with the temporarily removed student property. For example, staff who temporarily remove a mobile phone from a student are not authorised to unlock the phone or to read, copy or delete messages stored on the phone;
- there may, however, be emergency circumstances where it is necessary to search a student's property without the student's consent or the consent of the student's parents (e.g. to access an EpiPen for an anaphylactic emergency);
- consent from the student or parent is required to search the person of a student (e.g. pockets or shoes). If consent is not provided and a search is considered necessary, the police and the student's parents should be called to make such a determination.

### Parents of students at Cavendish Road State High School:

- ensure your children do not bring property onto schools grounds or other settings used by the school (e.g. camp, sporting venues) that:
  - is prohibited according to the Cavendish Road State High School Student Code of Conduct
  - is illegal
  - puts the safety or wellbeing of others at risk
  - does not preserve a caring, safe, supportive or productive learning environment
  - does not maintain and foster mutual respect;
- collect temporarily removed student property as soon as possible after they have been notified by the Principal or state school staff that the property is available for collection.

### Students of Cavendish Road State High School:

- do not bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:
  - is prohibited according to the Cavendish Road State High School Student Code of Conduct
  - is illegal
  - puts the safety or wellbeing of others at risk
  - does not preserve a caring, safe, supportive or productive learning environment
  - does not maintain and foster mutual respect;
- collect their property as soon as possible when advised by the Principal or state school staff it is available for collection.

## Use of mobile phones and other devices by students

Cavendish Road State High school has established the following policy for mobile phones and electronic devices (ie music players, tablets) that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones and electronic devices when at school.

This policy reflects the importance the school places on students displaying the school's values, the 5'Cs: Commitment, Challenge, Courtesy, Consideration, Cooperation.

### Key Points

1. **In class time** mobile phones and electronic devices may not be used (except at the direction of the teacher as part of the learning program) and must be switched off or turned to a soundless setting and be kept out of sight.
2. **At all other times during the hours of instruction, including at break times**, mobile phones and electronic devices may not be used and must be switched off or turned to a soundless setting and be kept out of sight.
3. **Security of a personal device.** Where the student elects to keep the phone on them during the day, it is strongly recommended that it remains out of sight in a pocket rather than in their bag unattended.
4. **Safety and Emergency contact.** Parents are reminded that in cases of emergency, or in cases where a student becomes ill at school or any other scenario where a student needs to leave school, Student Services remains the only point of contact. This ensures your child is reached quickly, assisted in the appropriate way and accounted for.
5. **During exams**, all mobile phones and smart watches are to be turned off and placed in a secure location inside the classroom where students are unable to access them. This location could include placing the device upside down on the floor next to the student desk, in a box/basket at the front of the room or lined up against the whiteboard.

Where a student does not follow this school policy, the mobile phone or electronic device will be confiscated and taken to Student Services where it will be logged into IDAttend and remain for rest of the school day. Alternatively, the student can be sent to Student Services to hand the device in and return with the IDAttend receipt to show the teacher. The student will collect the mobile phone or electronic device from Student Services at the end of the school day.

On the 3<sup>rd</sup> occasion this occurs, Student Services will email the student and parent/guardians to inform them of this ongoing issue. Record contact in OneSchool.

On the 4<sup>th</sup> occasion, Student Services will email the student, parent/guardian and the year level Deputy Principal to inform them of the ongoing issue and that, from the 5<sup>th</sup> occasion on, the mobile phone or electronic device will be given to a Deputy Principal who will contact the parent/guardian indicating the device will only be returned to the parent/guardian. Record contact in OneSchool.

On the 5<sup>th</sup> occasion, Student Services will give the phone to the year level Deputy Principal who will contact parents/guardians.

## Preventing and responding to bullying

The Cavendish Rd State High School core programs, Pastoral Care and Peer Support, support student's wellbeing and develop their understanding of our Student Code of Conduct and the 5C's. These programs promote positive relationships and the wellbeing of all students, staff and visitors at the school.

Our staff know student learning is optimised when they feel connected to others and experience safe and trusting relationships. Students who feel secure are more likely to be active participants in their learning and to achieve better physical, emotional, social and educational outcomes. Teachers who feel valued and supported are more likely to engage positively with students and build stronger connections within the school community. Parents who are positively engaged with their child's education leads to improved student self-esteem, attendance and behaviour at school. Enhancing the wellbeing of students and their educators delivers overall long-term social, health and economic benefits to the Australian community.

Cavendish Road State High School junior and senior leadership programs drive the Student Council, which has diverse representatives from each year level meeting regularly to promote strategies to improve student wellbeing, safety and learning outcomes.

### Bullying

The agreed national definition for Australian schools describes bullying as

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
  - involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
  - happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
  - having immediate, medium and long-term effects on those involved, including bystanders.
- Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

However, these conflicts are still considered serious and need to be addressed and resolved. At Cavendish Road State High School our staff will work to quickly respond to any matters raised of this nature in collaboration with students and parents.

The following flowchart explains the actions Cavendish Road State High School teachers will take when they receive a report about student bullying, including bullying which may have occurred online or outside of the school setting. Please note that the indicative timeframes will vary depending on the professional judgment of teachers who receive the bullying complaint and their assessment of immediate risk to student/s.

## Bullying response flowchart for teachers

*These steps can be adjusted depending on the unique circumstances and risk associated with each situation. This is at the professional judgment of the staff involved. Timeframes should be clearly discussed throughout the process.*

### Key contacts for students and parents to report bullying:

1. Relevant Dean of Year
2. Deputy Principal of Year
3. HOD Teaching and Learning-Wellbeing

#### Step 1

- Provide a safe, quiet space to talk
- Reassure the student that you will listen to them
- Let them share their experience and feelings without interruption
- If you hold immediate concerns for the student's safety, let the student know how you will address these. Immediate in this circumstance is where the staff member believes the student is likely to experience harm (from others or self) within the next 24 hours

#### Step 2 Document

- Ask the student for examples they have of the alleged bullying (e.g. hand written notes or screenshots)
- Write a record of your communication with the student
- Check back with the student to ensure you have the facts correct
- Enter the record in OneSchool
- Notify parent/s that the issue of concern is being investigated

#### Step 3 Collect

- Gather additional information from other students, staff or family
- Review any previous reports or records for students involved
- Make sure you can answer who, what, where, when and how
- Clarify information with student and check on their wellbeing

#### Step 4 Discuss

- Evaluate the information to determine if bullying has occurred or if another disciplinary matter is at issue
- Make a time to meet with the student to discuss next steps
- Ask the student what they believe will help address the situation
- Provide the student and parent with information about student wellbeing team
- Agree to a plan of action and timeline for the student, parent and yourself

#### Step 5 Implement

- Document the plan of action in OneSchool
- Complete all actions agreed with student and parent within agreed timeframes
- Monitor the student and check in regularly on their wellbeing
- Seek assistance from student wellbeing team if needed

#### Step 6 Review

- Meet with the student to review situation
- Discuss what has changed, improved or worsened
- Explore other options for strengthening student wellbeing or safety
- Report back to parent
- Record outcomes in OneSchool

#### Ongoing Follow up

- Continue to check in with student on regular basis until concerns have been mitigated
- Record notes of follow-up meetings in OneSchool
- Refer matter to specialist staff within 48 hours if problems escalate
- Look for opportunities to improve school wellbeing for all students

## Cyberbullying

Cyberbullying is treated at Cavendish Road State High School with the same level of seriousness as in-person bullying. The major difference with cyberbullying however, is that unlike in-person bullying, cyberbullying follows students into their community, their homes and their bedrooms, giving them no opportunity to escape the harassment or abuse during the evening, weekends or holidays.

In the first instance, students or parents who wish to make a report about cyberbullying should approach the relevant Dean of Year. Deputy Principals or the HOD Teaching and Learning – Wellbeing can be approached directly by students, parents or staff for assistance in preventing and responding to cyberbullying.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying. Parents and students who have concerns about cyberbullying incidents occurring during school holidays should immediately seek assistance through the [Office of the e-Safety Commissioner](#) or the Queensland Police Service.

Students enrolled at Cavendish Road State High School may face in-school disciplinary action, such as detention or removing of privileges, or more serious consequences such as suspension or exclusion from school for engaging in behaviour that adversely affects, or is likely to adversely affect, other students or the good order and management of the school. This includes behaviour such as cyberbullying which occurs outside of school hours or settings, for example on the weekend or during school holidays. It also applies to inappropriate online behaviour of enrolled students that is directed towards other community members or students from other school sites.

Parents or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents may be referred to the Office of the e-Safety Commissioner and/or the Queensland Police Service. State school staff will be referred for investigation to the Integrity and Employee Relations team in the Department of Education. Any questions or concerns about the school process for managing or responding to cyberbullying should be directed to HOD Teaching and Learning - Wellbeing.

# Cavendish Road State High School - Cyberbullying response flowchart for school staff

## How to manage online incidents that impact your school

### Student protection

If at any point the principal forms a reasonable suspicion that a student has been harmed or is at risk of harm, they have a responsibility to respond in accordance with the [Student protection procedure](#).

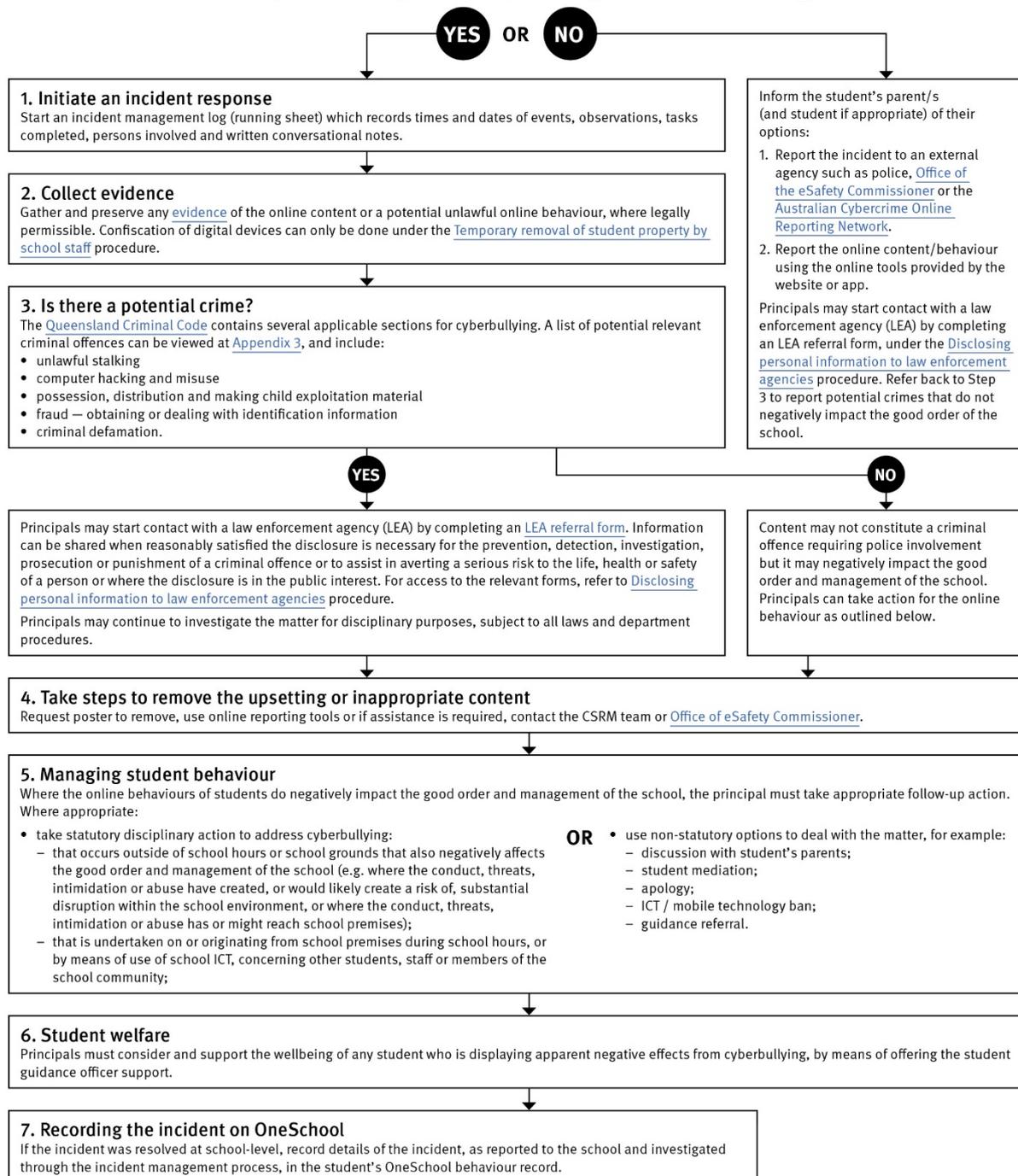
### Explicit images

If the investigation involves naked or explicit images of children, staff should not save, copy, forward or otherwise deal with the content, as per the [Temporary removal of student property by school staff procedure](#). This includes onto OneSchool records. Refer to the investigative process outlined in 'Responding to incidents involving naked or explicit images of children' from the [Online Incident management guidelines](#).

### Report

Refer to the [Online incident management guidelines](#) for more details, or if assistance is required, contact the Cybersafety and Reputation Management (CSRM) team on 3034 5035 or [Cybersafety.ReputationManagement@qed.qld.gov.au](mailto:Cybersafety.ReputationManagement@qed.qld.gov.au).

Does the online behaviour/incident negatively impact the good order and management of the school?



## Cybersafety and Reputation Management (CRM)

The Department of Education employs a dedicated team of experts to assist in maintaining the integrity of the department's reputation with regards to cybersafety and reputation management issues, effectively leading the development and implementation of departmental cybersafety processes.

This team provides **direct support for schools** to respond to concerns of inappropriate online behaviour and misuse of information and communication technology.

The team provides a [guide for parents](#) with important information about cybersafety and cyberbullying, and suggestions about what you can do if your child is a target or responsible for inappropriate online behaviour.

The team has also developed a [Cyberbullying and reputation management](#) (Department employees only) resource to assist principals in incident management.

For more information about cybersafety sessions at your school, or for assistance with issues relating to online behaviour, contact the [team](#) (Department employees only).

## Support and intervention services for students

Cavendish Road State High School recognises the need to provide intervention and support to all students involved in incidents of bullying, including cyberbullying.

Students who have been subject or witness to bullying have access to a range of internal support staff, as identified in the Student Wellbeing Team section earlier in this document. Students are, however, also encouraged to approach any staff member with whom they feel comfortable sharing their concerns, regardless of their role in the school. All staff at Cavendish Road State High School are familiar with the response expectations to reports of bullying, and will act quickly to ensure students' concerns are addressed. Depending on the nature of the reported bullying incident, a formal plan of action may be developed and documented to support the implementation of strategies to assist the student.

Students who engage in bullying behaviours towards others will also be provided with support to assist them to use more socially acceptable and appropriate behaviours in their interactions. This includes counselling, social development programs, referral to mental health services or involvement in a restorative justice strategy. School disciplinary measures may also be used to reinforce the seriousness with which the community takes all incidents of bullying. These measures may include internal school suspension, withdrawal from social events or celebrations or more severe punishments such as suspension or exclusion from school.

## Appropriate use of social media

The internet, mobile phones and social media provide wonderful opportunities for students to network and socialise online. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

It's important to remember that sometimes negative comments posted about the school community have a greater impact than expected. This guide offers some information about how to use social media in relation to comments or posts about the school community. Reputations of students, teachers, schools, principals and even parents can be permanently damaged — and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.

Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- Before you post something online, ask yourself if the community or individual really need to know. Is it relevant, positive and helpful?
- Remember that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online.
- Be a good role model. If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.
- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- A few years ago parents may have discussed concerns or issues with their friends at the school gate. Today with the use of social media, online discussions between you and your close friends can very quickly be shared with a much wider audience, potentially far larger than intended.
- Taking a few moments to think about the content you are about to post could save upset, embarrassment, and possible legal action.
- As a parent you have a role in supervising and regulating your child's online activities at home and its impact on the reputation and privacy of others. Parents are their child's first teachers — so they will learn online behaviours from you.

### Is it appropriate to comment or post about schools, staff or students?

Parental and community feedback is important for schools and the department. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school about the matter, rather than discussing it in a public forum.

While many schools use social media to update parents of school notices, the department prefers that parents contact schools directly with a compliment, complaint or enquiry due to privacy considerations. Imagine if your doctor, accountant or banking institution tried to contact you to discuss important matters via Facebook.

If you have raised an issue with a school or know that another person has, consider refraining from discussing those details on social media, particularly the names of anyone involved.

Keep comments calm and polite, just as you would over the telephone or by email. If you encounter negative or derogatory content online which involves the school, hinders a child's learning and/or affects the school community at large, contact the school principal.

### **Possible civil or criminal ramifications of online commentary**

A serious instance of inappropriate online behaviour may constitute a criminal offence and become a police matter. For example, online content may substantiate the offence of 'using a carriage service to menace, harass or cause offence' (Criminal Code Act 1995 (Cth) s. 474.17). School staff may contact their union or obtain personal legal advice if they feel that online content seriously impacts their reputation. Defamatory online content may give rise to litigation under the Defamation Act 2005 (Qld).

### **What about other people's privacy?**

If you upload photos of your children, be mindful of who might be in the background. You might be happy to share your child's successes with your friends and family via social media, but some parents are not. If you are tagging or naming students, consider that other parents may not want their child's name attached to images online.

### **What if I encounter problem content?**

Taking the following steps may help resolve the issue in a constructive way:

- refrain from responding
- take a screen capture or print a copy of the concerning online content
- if you consider problem content to be explicit, pornographic or exploitative of minors, you should keep a record of the URL of the page containing that content but NOT print or share it. The URL can be provided to the school principal, or police, as needed for escalation of serious concerns
- block the offending user
- report the content to the social media provider.

## Restrictive Practices

School staff at Cavendish Road State High School need to respond to student behaviour that presents a risk of physical harm to the student themselves or others. It is anticipated that most instances of risky behaviour can be de-escalated and resolved quickly. On some rarer occasions, a student's behaviour may continue to escalate and staff need to engage immediately with positive and proactive strategies aimed at supporting the student to manage their emotional arousal and behaviour.

In some very rare situations, where there is immediate risk of physical harm to the student or other people, and when all other alternative strategies have failed to reduce the risk, it may be necessary for staff to use restrictive practices.

The use of restrictive practices will always be as a last resort, when there is no other available option for reducing immediate risk to the student, staff or other people. Restrictive practices are not used for punishment or as a disciplinary measure.

The department's **Restrictive practices procedure** is written with consideration for the protection of everyone's human rights, health, safety and welfare. There are six fundamental principles:

1. Regard to the human rights of those students
2. Safeguards students, staff and others from harm
3. Ensures transparency and accountability
4. Places importance on communication and consultation with parents and carers
5. Maximises the opportunity for positive outcomes, and
6. Aims to reduce or eliminate the use of restrictive practices.

Very rarely restrictive practices will be planned and staff will employ, when necessary, pre-arranged strategies and methods (of physical restraint/ mechanical restraint/ clinical holding) which are based upon behaviour risk assessment or clinical health need and are recorded in advance. The use of planned strategies will only be where there is foreseeable immediate risk consistent with the **Restrictive practices procedure**.

Seclusion will not be used as a planned response and will only be used in serious circumstances for managing an unforeseeable situation in an emergency. It will be used for the shortest time possible and in a safe area that presents no additional foreseeable risk to the student. In such emergencies, a staff member will observe the student at all times and seclusion will cease as soon as possible.

Following the use of any restrictive practice, a focused review will help staff to understand how they responded to the risk in any incident that involved the use of a restrictive practice. Staff will consider whether there are other options for managing a similar situation in the future. This strategy works well for reducing the use of restrictive practices.

All incidents of restrictive practices will be recorded and reported in line with departmental procedures.

## Critical Incidents

It is important that all school staff have a consistent understanding of how to respond in emergencies involving student behaviour that seriously endangers the student or others. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

A critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action (e.g. in the community, on the road). The aim in these situations is to bring the behaviour of the student under rapid and safe control. It is not a time to try and to punish or discipline the student; it is a crisis management period only.

Staff should follow the documented plan for any student involved in regular critical incidents, which should be saved and available for staff to review in OneSchool.

For unexpected critical incidents, staff should use basic defusing techniques:

1. **Avoid escalating the problem behaviour:** Avoid shouting, cornering the student, moving into the student's space, touching or grabbing the student, sudden responses, sarcasm, becoming defensive, communicating anger and frustration through body language.
2. **Maintain calmness, respect and detachment:** Model the behaviour you want students to adopt, stay calm and controlled, use a serious measured tone, choose your language carefully, avoid humiliating the student, be matter of fact and avoid responding emotionally.
3. **Approach the student in a non-threatening manner:** Move slowly and deliberately toward the problem situation, speak privately to the student/s where possible, speak calmly and respectfully, minimise body language, keep a reasonable distance, establish eye level position, be brief, stay with the agenda, acknowledge cooperation, withdraw if the situation escalates.
4. **Follow through:** If the student starts displaying the appropriate behaviour briefly acknowledge their choice and re-direct other students' attention towards their usual work/activity. If the student continues with the problem behaviour, then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour.
5. **Debrief:** At an appropriate time when there is low risk of re-escalation, help the student to identify the sequence of events that led to the unacceptable behaviour, pinpoint decision moments during the sequence of events, evaluate decisions made, and identify acceptable decision options for future situations.

## Related Procedures and Guidelines

These are related procedures or guidelines which school staff use to inform decisions and actions around matters associated with students wellbeing, behaviour and learning.

- Cancellation of enrolment
- Complex case management
- Customer complaints management policy and procedure
- Disclosing personal information to law enforcement agencies
- Enrolment in state primary, secondary and special schools
- Hostile people on school premises, wilful disturbance and trespass
- Inclusive education
- Police and Child Safety Officer interviews and searches with students
- Restrictive practices
- Refusal to enrol – Risk to safety or wellbeing
- Student discipline
- Student dress code
- Student protection
- Supporting students' mental health and wellbeing
- Temporary removal of student property by school staff
- Use of ICT systems
- Using mobile devices



## Cavendish Road State High School

### Uniform and Dress Code Policy (Updated 23.10.2020)

The Principal determines the Uniform and Dress Code policy and any variations to that policy under the authority of S.360 and 361 of the Education (General Provisions) Act, 2006 and consistent with other complementary and applicable legislation, in consultation with the Parents' and Citizens' Association (P&C) Executive, P&C and members, staff, parents and students. The student dress code is expressed as a uniform.

Cavendish Road SHS is proud of its traditions, including its uniform for the history, aspiration and inclusiveness it represents. 'Cavroadians' wear their uniform correctly and with pride of presentation. The items of dress code to be worn for purpose of school activity have expressly complementary items. The items to be worn are to be worn to the stated standard.

FORMAL UNIFORMS are worn to and from school on non-sports days. SPORTS UNIFORM is worn Tuesday (Years 7, 8 and 9) or Wednesday (Years 10, 11 and 12).

Variations to the formal uniform recognize a student's transition from junior (years 7 to 9) to senior (years 10 to 12) with further recognition to graduating Year 12 students. These are noted, where applicable, against specific items in the tables from Page 3.

Physical Education classes require the wearing of the sports uniform. Students will change during break times before class and change back into their formal uniform at the end of the class.

#### FORMAL UNIFORM (Items indicated with an \* need to be purchased from the school uniform shop)

ITEM	DETAILS	HOW/WHEN WORN
*BLOUSE:	White overblouse with short sleeves, button opening at the centre front and with a scooped hemline. A wide roll collar is attached to a V-neckline. The pocket, embroidered with the school logo, is being phased in and is compulsory from 2022.	Top button must be done up. Blouses need to be of an appropriate size which does not allow the mid-riff to be seen when arms are raised. The blouse is not worn tightly.

#### Items worn with the BLOUSE

*TIE:	<b>Year 7 to 9</b> bottle green "cross" tie. <b>Year 10 to 11</b> bottle green "knotted" tie. <b>Year 12</b> bottle green "Senior" tie which is gifted to students by the P&C.	The tie is knotted at the collar. The knot of the tie must cover the top button.
*SKIRT:	A-line bottle green skirt with 3 hip-stitched pleats either side of the centre front and centre back, and a side zipper opening.	The finished length is on or below the knee. Skirts are worn on the waist and not to be rolled up.
*OR SHORTS	Formal shorts in bottle green.	Can be worn with the formal blouse only.
*OR LONG PANTS:	Formal grey slacks.	Can be worn with the formal blouse only.
*SOCKS:	Cavendish Road white socks.	Worn unfolded.
SHOES:	Black college leather polished shoes with black laces. Non-leather sports shoes/slip-on shoes/contemporary urban design shoes from the likes of Nike or Globe are NOT permitted. (Canvas shoes do not conform to Workplace Health and Safety requirements.)	Laces are to be tied with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished at all times.

*FORMAL HAT	The school broad brimmed white hat with the school crest on the band.	The formal hat is compulsory for all students to be worn on assemblies, formal occasions, excursions into public venues where formal uniform is required.
-------------	---	---

#### Options with the BLOUSE

STOCKINGS:	Black full length stockings – not knee-hi stockings.	Can be worn with formal uniform only.
FAITH BASED HEAD SCARVES:	Plain bottle green or white – no decorations or tassels.	

ITEM	DETAILS	HOW/WHEN WORN
*FORMAL SHIRT	<b>Years 7 – 9</b> Bottle green short sleeved shirt open necked, with white facings on collar and sleeve. The pocket, embroidered with the school logo is currently being phased in and will be compulsory from 2022.	It must be worn tucked into shorts or trousers. The collar must be turned down.
	<b>Year 10 - 11 students</b> Bottle green short sleeved shirt open necked, with white facings on collar and sleeve. A white short or long sleeved shirt open necked with pocket embroidered with the school logo is currently being phased in and will be compulsory from 2022.	It must be worn tucked into shorts or trousers. The collar must be turned down. The sleeves of the long sleeved shirt must not be rolled up above the elbows.
	<b>Year 12 students</b> White short or long sleeved shirt open necked. A pocket is embroidered with the school logo. Year 12 students wear a bottle green “Senior” tie which is gifted to students by the P&C.	It must be worn tucked into shorts or trousers. The collar must be turned down. The sleeves must not be rolled up above the elbows. The knot of the tie must cover the top button.

#### Items worn with the FORMAL SHIRT

*TROUSERS/ SHORTS	College grey tailored short or college grey long trousers.	Shorts and trousers must be worn with the belt described below.
BELT	Plain black belt with a plain buckle.	Worn with shorts or trousers.
*SOCKS (WORN WITH COLLEGE GREY TAILORED SHORTS)	<b>Year 7 – 8</b> Cavendish Road white socks with this being phased in to include Year 9 students from 2022. <b>Years 9 – 12</b> Long grey socks with school colour tops.	White socks worn unfolded. Long grey socks must be pulled up at all times, the top of sock must be turned over with the stripes visible and be worn below the knee. Garters are available from the uniform shop and should be worn if socks are sliding down.
SOCKS (WORN WITH COLLEGE GREY LONG TROUSERS)	Short grey or black socks.	These socks are ONLY to be worn under the college grey long trousers.
SHOES:	Black college leather polished shoes with black laces. Non-leather sports shoes/slip-on shoes/contemporary urban design shoes from the likes of Nike or Globe are NOT permitted. (Canvas shoes do not conform to Workplace Health & Safety requirements.)	Laces are to be tied with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished at all times.
*FORMAL HAT	The school broad brimmed green hat with the school crest on the band. The formal hat is to be worn	The formal hat is compulsory for all students.

#### Option with the FORMAL SHIRT

UNDER SHIRT	A plain BOTTLE GREEN or WHITE T-shirt ONLY can be worn under the BOTTLE GREEN formal shirt. A plain WHITE T-shirt ONLY can be worn under the WHITE formal shirt.	The under shirt must only be visible at the collar of the formal shirt. It must not extend below the formal shirt sleeve.
-------------	--	---

<b>WINTER CLOTHING – optional</b> (Items indicated with an * need to be purchased from the school uniform shop.)		
<b>ITEM</b>	<b>DETAILS</b>	<b>HOW/WHEN WORN</b>
*JUMPER	Pullover – bottle green with white stripes on the neck.	Jumper is to be worn at the wrist and must be in good condition. Sleeves are not to be pulled over the hands.
*JACKET	Bottle green with white trim.	Can be worn with either the formal or sports' uniform.
BLAZER	Bottle green with monogram on pocket.	Worn with formal uniform by Year 12 Leaders only.
*TRACKPANTS	Bottle green school track pants with white pin stripes are only to be worn with the sports uniform.	Worn over the sports shorts.
*SCARVES	Bottle green scarf with white monogram.	Worn around the neck.

<b>SPORTS UNIFORM</b> (Items indicated with an * need to be purchased from the school uniform shop.)		
<b>ITEM</b>	<b>DETAILS</b>	<b>HOW/WHEN WORN</b>
*SHORTS	Bottle green stretch shorts. New 4-way stretch bottle green shorts with white CAV RD on lower left is being phased in and is compulsory from 2023.	To be worn at a length that finishes at the top of the knee.
*SHIRT	Bottle green polo shirt with a lateral white strip and CAV RD on the front. New bottle green polo shirt with white piping, white school logo and white CAV RD on the back is being phased in and is compulsory from 2023.	Shirt is not tucked in.
*SOCKS	Compulsory Cavendish Road white sports socks.	
SHOES - SPORTS	Low cut lace-up runners/track shoes/runners/sports shoes. Vans, skate shoes, deck-shoes, slip-ons and canvas casual shoes are not permitted.	Laces are to be tied with a bow. Shoes must be clean and in good order. Boots are not acceptable.

### **JEWELLERY AND TATTOOS**

- Students who have or acquire a tattoo are to ensure the tattoo is covered.
- A wristwatch or other wrist device may be worn. Wristbands of any description apart from medical bracelets are not to be worn. Note: Medical bracelets or medical necklaces are exempt.
- One SMALL earring (a maximum 3mm stud or sleeper, gold or silver) in each ear, placed in the lower end of the ear lobe is permissible. Stretchers or spacers are not permitted.
- Students who have or acquire other visible piercings are not to wear associated jewellery, such as nose, chin, eyebrow, tongue studs or rings. The covering of piercings jewellery is not permitted.
- Anklets are not to be visible.
- Necklaces must not be worn or must be concealed beneath the blouse or shirt. They are not to be visible. Students wishing to visibly wear necklaces espousing or declaring their religious or cultural belief must apply for and be granted an exemption by the Principal.
- Head scarves are to be the bottle green Cav Rd scarf.

### **MAKEUP**

- Heavy foundation, blusher, eyeliner or mascara is not permitted
- Skin treatments requiring the application of skin toned applications may be worn and must be supported by medical evidence.

### **NAIL POLISH**

- Coloured and/or decorated nails are not permitted.

- Acrylic or other nail applications should not be worn as to cause a potential hazard to players or self in sport or where such may hinder the student's safe participation in practical activities.

Students will be asked to remove items that are not part of the school uniform. Students espousing or declaring their religious or cultural belief must apply for and be granted an exemption from the Principal and will consider safety and other matters consistent with legislation and policy.

## **HAIR**

- Must be neatly groomed.
- Hair which is dyed must be in natural toning.
- Hair which is longer than shoulder length must be off the face and neatly tied back for all students
- Extreme hair styles including 'Mohawks', 'mulletts', 'rats tails', 'undercuts', shaved sections, 'tracks', top knots with short or shaved sides etc. are not permitted.
- Excessive use of hair product is also not permitted.
- Hair accessories must be in the school colours of green and white (available from the uniform shop).
- Students must be clean shaven.

## **UNIFORM ISSUES & STUDENT MANAGEMENT**

Our school culture of belonging, pride, inclusiveness and good discipline are ideals maintained through school policies. Supporting and correcting, are our first responses to students not wearing uniform to dress code and standard is resolved without disciplinary response as only a measure to remedy, where students present to school

- have difficulty due to family circumstance or financial hardship
- with a minor non-compliance

Before school. When a student has a short term problem with the uniform code and are not wearing the correct school uniform, they should report to a Wellbeing Teacher Aide before school (from 8.10am). They will be provided with a replacement uniform or item e.g. school tie, belt, shirt or blouse. All borrowed items are to be returned washed and ironed within 3 days. Parents/carer are invoiced for the non-return of borrowed items.

An exception to being lent uniform is when students present to school in non "Cav Rd" socks. Students will be given a pair of "Cav Rd" socks to keep and parents or carer will be sent an invoice through the school's finance system. Fingernail polish and make up is removed.

During the school day. If a student is in class during the day and is not wearing the correct uniform, the teacher will send the student to the Wellbeing Teacher Aide for a replacement uniform item or correction.

Extreme hair styles, long acrylic nails, or wearing excessive jewelry are discussed with students and opportunity to rectify or remove. This can include

- tying hair back, removing excessive jewellery and
- confiscating excessive jewellery or item/s consistent with Education Queensland policy in regards to confiscation of student property.

Parents/carer are contacted to support the policies of the school as agreed under the Enrolment Agreement if the issue cannot be immediately resolved.

## **CONSISTENCY WITH THE CODE OF CONDUCT FOR STUDENTS.**

Where student cooperation to comply with the standard the school's Code of Conduct for Student Behaviour is an issue. Students are not suspended, excluded or denied access to instruction for a uniform infringement. Interim measures pending the correction are applied.

However, willful non-compliance with the dress code by a student is subject to the school's Code of Conduct for Student Behaviour where natural consequences may apply and includes,

- avoiding uniform correction procedures, by willfully failing to report for uniform correction
- when student conduct and responses to the support and correction offered are met with refusal
- a student refusal to wear or subsequently removes items of uniform provided
- a refusal to remove non-compliant items,
- damaging uniform items provided as a means of support

### **SUN SAFE - HATS**

All students in all year levels (Years 7 to 12) are required to wear a school hat (formal hat, bucket hat or cap) whenever students are in the sun.

**Formal Hat.** All students must own a formal hat, which for most students will have a serviceable life for the entirety of their secondary schooling. The formal hat is a required item of the formal uniform dress code and standard. Formal hats are worn with the formal uniform as outlined in the table below, and on the following occasions:

- on year level and school assemblies outdoors,
- for formal occasions during the day and when representing our school either at school or other venue,
- when on excursions, except where outdoor physical or field trip activity it is not practical to do so.

**Bucket Hats & Caps.** These hats are suited to general wear, playground and sports activities and may be worn with formal uniform except in situations where the formal hat is required.

### **SCHOOL BAG**

A formal school bag is compulsory for Year 7 to 12 students.

### **SENIOR JERSEYS**

Senior jerseys complement the school uniform as an item of acceptable dress code and are intended as a memento of the senior year. Each year, Year 12 students have the opportunity to purchase a senior jersey, which is designed and organised by a team of Year 11 students under the leadership of the Year 11 Dean and authorized by the Principal. Students who have a record of good standing are issued and granted permission by the Principal to wear their jersey. Students may elect to have their first name or last name only printed high on the back of the jersey. No 'nick names' are permitted. Ordering and payment is arranged by the school as a 'user pay' item and not via the P&C Uniform Shop.



## Homework Policy

### RATIONALE

Homework should be considered as “home practice”. The inclusion of homework in the student’s routine acknowledges the need for a balance of school work with family, recreational, cultural and employment pursuits, while allowing an opportunity to involve family members in the student’s learning. Homework assignment will be varied, challenging and clearly related to the class work.

Homework tasks will generally be either:

- Specific, short-term tasks set by the teacher
- Longer-term assignment work and on-going tasks.
- Tasks determined by the student, e.g. revision of past work or focused exam preparation

In all cases, homework should be:

- Purposeful and relevant to the student’s needs, (students see the connection to classwork).
- Appropriate to the phase of learning and ability of the students.
- Helping to develop the student’s independence as a learner and fostering a sense of responsibility for their own academic success.

### GENERAL GUIDELINES FOR HOMEWORK COMPLETION

Each child’s educational potential will be maximised when students, teachers and parents work together towards a common goal – the holistic development of the student. Each member of the “education triangle”, (student / teacher / parent), has an important role to play in maximising the value of homework as a supplement to school-based learning.

### EXPECTATIONS FROM EACH PARTNER

A) THE STUDENT will:

- I. Ensure that homework set by each teacher is accurately recorded in their student diary.
- II. Make a genuine attempt to complete set tasks by the due date
- III. Find out about homework given if absent from class.
- IV. Make a written note of any problems encountered and see the teacher prior to the next lesson.
- V. View homework with a positive attitude – it is an educational aid, not a penalty or punishment.
- VI. Generate a homework / study timetable consistent with their assessment schedule and ensuring priority to the most urgent tasks.

B) THE TEACHER will:

- I. Ensure that homework tasks are meaningful and contribute to the development of the student.
- II. Set homework on a daily or weekly basis. This may vary between the theoretical and practical subjects and will also depend on the type of work being covered in class. Particularly in the senior school, it may be more appropriate to set homework on a weekly basis, to allow students to organise their time around employment and other commitments.

- III. Keep an accurate record of all homework set.
- IV. Ensure that homework is checked routinely. Where applicable should be corrected or checked for accuracy.
- V. Record the details of students who regularly fail to meet the expectations and issue appropriate consequences.
- VI. Make contact with parents and keep them informed if / when concerns arise.
- VII. Comment on homework completion as part of the reporting process.

C) THE PARENT / GUARDIAN will:

- I. Provide a suitable workplace – desk / chair; quiet; well-lit etc.
- II. Assist students to develop time management skills. This may involve –
  - Setting certain times for homework to be done.
  - Posting assessment schedules in a prominent place, with important dates highlighted.
- III. Take an active interest in homework. The may include:-
  - Giving encouragement
  - Providing assistance.
  - Checking and signing homework diaries.
  - Contact teachers if there are issues or concerns regarding homework.

### **TIME EXPECTATIONS FROM EACH YEAR LEVEL**

The general expectation for students in Years 7, 8 and 9 is in the order of 5 hours per week, depending on the individual needs of the student and the specific program of study.

The amount of time devoted to homework and independent study will vary for students in Year 10 and the senior phase of learning, dependent on their learning needs, and the individual program of study as determined through their Senior Education and Training (S.E.T.) Plan.

Generally, students can expect:-

- |          |  |
|----------|--|
| Year 10: | 1.5 to 2 hours per night (7 to 10 hours per week)  |
| Year 11: | 2 to 2.5 hours per night (10 to 12 hours per week) |
| Year 12: | 2.5 to 3 hours per night (12 to 15 hours per week) |

### **FAILURE TO COMPLETE HOMEWORK**

Teachers will document each occasion on which a student fails to demonstrate a reasonable attempt to complete homework assignments by the due date.

At the teacher's discretion, students may be detained at lunchtime or before / after school in order to complete outstanding homework tasks. Before / after school detentions require a minimum of 24 hours notice to the parent / guardian.

Where a student demonstrates a pattern of refusal to comply with the school's expectations regarding homework, the class teacher will make contact with the parents / guardian, and will consult with the relevant Head of Department as to an appropriate course of action.



# Cavendish Road State High School

## STUDENT RESOURCE SCHEME

Cavendish Road State High School operates a Student Resource Scheme for all year levels. This offers parents a convenient and cost-effective way to provide textbooks and resources for their students through reduced prices from bulk purchasing, hire of school owned textbooks and laptops, and shared resources.

Students whose parents choose to participate in the Student Resource Scheme, will receive:

- Study planner
- Exclusive use of school owned laptop, protective case and charger for 1 year (Yrs 7, 8, 9)
- Exclusive use of Education Perfect and technology consumables (eg Adobe, Revit, Microsoft suite, etc.)
- Exclusive use of textbooks (digital and hardcopy) for 1 year for take home use and reference
- Short term loans for exclusive use of other textbooks, novels, plays, etc as required or take home use and reference
- Shared use of resource materials and equipment used in all subject areas
- All printed class notes, booklets and worksheets excluding student's personal photocopying that supplement or substitute for text
- Classroom consumable materials for all subject areas (eg Art materials, Science experiments, cooking ingredients)

The scheme DOES NOT INCLUDE the costs of personal stationery or off-campus activities such as sport, excursions, camps, etc. The Principal has the discretion to exclude a student from optional extra-curricular activities, such as Formal, Dance, interstate and international study tours and camps, where participation fees are overdue.

The Student Resource Scheme is voluntary. Most families choose to join because of its convenience and the financial benefits of participation. The charges detailed below are the costs to parents AFTER the Government Textbook and Resource Allowance has been deducted from the total cost of the scheme. Please refer to the following documents on the school website for more information: Student Resource Scheme Participation Form, Year Level Schedule of Charges forms, Student 1-1 Laptop Program, BYOD Laptop Program, Year Level Subject Requirements Lists and Year Level Stationery Lists.

<b>2021 STUDENT RESOURCE SCHEME PARTICIPATION FEES (Participation fees subject for review each year)</b>		
Year 7, 8 and 9.	\$675 - includes Laptop Hire Fee \$425	Additional charges apply for Academy Programs and Extra-curricular Instrumental Music.
Year 10, 11 and 12	\$350 - includes \$100 BYOD Admin Fee for Bring Your Own Device	Additional charges apply for Academy Programs, some high cost subjects and Extra-curricular Instrumental Music

Before students are issued with resources, including a laptop and textbooks, payment of the Student Resource Scheme must be made in full, or a payment plan negotiated with the school and the minimum payment received. Students entering the scheme part way through the year will pay an adjusted participation fee as determined by the Principal or delegate. Students leaving the scheme during the year may be entitled to a pro-rata refund of fees paid and the Government Textbook and Resource Allowance, as determined by the Principal.

Education Queensland's preferred payment method is BPOINT. Cheque and EFTPOS are accepted at the school's Finance Office. All payment plans are to be registered through Centrelink or BPOINT, no other payment plans will be accepted.

Families who do not wish to participate in the Student Resource Scheme can opt out by returning the signed participation form indicating their preference. They will be responsible for purchasing all textbooks and on-line subscriptions. Levies will be charged and invoiced for subjects studied to cover supplied resources. The Student Planner will be charged and invoiced. The Government Textbook and Resource Allowance will be credited on account or refunded as an assistance towards costs.

Resources such as textbooks and laptops have a calculated service life. Students are responsible for the care and costs of repair or re-instatement where sufficient care is not taken to preserve such items for their serviceable life. Please see our Laptop Hire and Terms of Use for further details.



**Cavendish Road provides various ICT opportunities to its students:**

- Computer desktop labs.
- General use laptops and tablets.
- MacBook's for selected Music classes.
- iPads, iPods and iMacs.
- 1to1 take-home laptops (school owned) for all students in Years 7-9, 11-12 BYOD Year 10.

**All students using the Cavendish Road SHS information Technology network must agree and comply with the following usage conditions:**

- Computers and other information technology resources at Cavendish Road SHS are intended for use in learning. Non-curriculum game playing is NOT acceptable and will be dealt with under the Student Code of Conduct.
- Every student is given their own unique username and password – they must keep these to themselves.
- When using “global” information systems such as the Internet, it is impossible for Education Queensland to screen or filter out all material which is controversial, inappropriate or offensive. It is therefore my responsibility not to initiate access to such material or to distribute such material by copying, storing or printing.

**Care of Information Technology Resources**

- I will not eat or drink near any school owned computer equipment.
- I will not damage any computer equipment or furniture.
- I will not use school computers for any non-approved games/applications.
- I will not attempt to break copyright (eg by illegally copying software).
- I will report damage, vandalism or theft immediately to a classroom teacher, the Head of Department – Information Services or the Information Services Department.
- I will be responsible for repair costs.
- I will not attempt to hack into the school's computer system, change network or workstation setups, or create, alter or delete any files than those in my dedicated home folder.

**Consideration of Other Users**

- I will use equipment for educational purposes only.
- I will not waste computer resources (eg unnecessary printing or non-educational internet use).
- I will not disrupt the smooth running of the network. (eg downloading large files off the Internet or through malicious actions).
- I will not introduce or exhibit pictures or sounds or send messages using the computer infrastructure that could offend others.

**Security and Privacy**

- I will not reveal my password to anyone else, or let another person use a computer I have logged onto.
- I will not attempt to use or otherwise interfere with another user's account under any circumstances.
- I will not attempt to upload or create computer viruses, download unsuitable material, reverse engineer the workstation software installations or be involved with other forms of electronic vandalism.
- I will report immediately any security problems to a class teacher, the Head of Department – Information Services or the Information Services Department.



**Cavendish Road provides various ICT opportunities to its students:**

- Computer desktop labs.
- General use laptops and tablets.
- MacBook's for selected Music classes.
- iPads, iPods and iMacs.
- 1to1 take-home laptops (school owned) for all students in Years 7-9, 11-12 BYOD Year 10.

**All students using the Cavendish Road SHS information Technology network must agree and comply with the following usage conditions:**

- Computers and other information technology resources at Cavendish Road SHS are intended for use in learning. Non-curriculum game playing is NOT acceptable and will be dealt with under the Student Code of Conduct.
- Every student is given their own unique username and password – they must keep these to themselves.
- When using “global” information systems such as the Internet, it is impossible for Education Queensland to screen or filter out all material which is controversial, inappropriate or offensive. It is therefore my responsibility not to initiate access to such material or to distribute such material by copying, storing or printing.

**Care of Information Technology Resources**

- I will not eat or drink near any school owned computer equipment.
- I will not damage any computer equipment or furniture.
- I will not use school computers for any non-approved games/applications.
- I will not attempt to break copyright (eg by illegally copying software).
- I will report damage, vandalism or theft immediately to a classroom teacher, the Head of Department – Information Services or the Information Services Department.
- I will be responsible for repair costs.
- I will not attempt to hack into the school's computer system, change network or workstation setups, or create, alter or delete any files than those in my dedicated home folder.

**Consideration of Other Users**

- I will use equipment for educational purposes only.
- I will not waste computer resources (eg unnecessary printing or non-educational internet use).
- I will not disrupt the smooth running of the network. (eg downloading large files off the Internet or through malicious actions).
- I will not introduce or exhibit pictures or sounds or send messages using the computer infrastructure that could offend others.

**Security and Privacy**

- I will not reveal my password to anyone else, or let another person use a computer I have logged onto.
- I will not attempt to use or otherwise interfere with another user's account under any circumstances.
- I will not attempt to upload or create computer viruses, download unsuitable material, reverse engineer the workstation software installations or be involved with other forms of electronic vandalism.
- I will report immediately any security problems to a class teacher, the Head of Department – Information Services or the Information Services Department.

# STUDENT ICT POLICY AND ACCEPTABLE USE AGREEMENT

---

- I will not reveal any private information (eg Personal Address, Phone Number and Banking Information) to any party on the Internet.

## **STUDENT ICT POLICY AND ACCEPTABLE USE AGREEMENT**

- I will not use any online e-mail facilities except for the one provided by the Department of Education.
- I will not use any online chat facilities or message providers unless I have permission to do so. I will change my password if I suspect another students knows it.

### **1 to 1 Laptop Usage – Take home and At School Usage**

- The School's Student Network/Internet Access Agreement and Internet Usage Policy also apply to your use of the network/internet when you are accessing the internet using the Laptop.
- You must not allow anyone else to use the school owned laptop for their own purposes, including family members and friends. You must not tell anyone else your account name and password.
- The school owned laptop must not be taken out of Australia.
- You accept responsibility for the security and care of the laptop. You must transport the school owned laptop to and from school and around school in its protective case provided by the school.
- School owned laptops must be kept in a non-damaged condition at all times. Any problems/damages with your school owned laptop must be reported to D10 – Information Services as soon as possible.
- You are responsible for backing-up all necessary data. The school is not responsible for any data loss. Therefore please ensure all our school work and important documents are backed up onto disc or other device.
- The software loaded on to either your laptop or a school owned laptop is licensed to the Department of Education and Training or the School. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorized use may breach copyright laws.
- All software installed on a laptop connected to the Cavendish Road SHS network must have a legitimate licence. If you have been authorised as a Local Administrator on the laptop, you may install software provided you have a legitimate licence. The school has the right to inspect the licence for any software in-stalled on the laptop at any time. If the school has not authorised you as Local Administrator, then all software must be installed by the School's Technical Administrator.
- You may upload/download onto the laptop music, images, video and other data files provided you have a licence or ownership for such files. Any personal data files stored on the laptop are not to be uploaded to school server(s).
- You must not open, or allow anyone else to open, the hardware case of the Laptop to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the Laptop, without the School's written consent.
- You must take all reasonable steps to prevent a virus from infecting the laptop, including never disabling the installed anti-virus software, monitoring any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the Laptop.
- School owned laptop, genuine charger and original case must be returned to the school at the end of your enrolment.
- Mobile phones provided to students by parents must not be: seen or heard during lesson times; used inappropriately to photograph, film or record any student or event without prior authorisation of a teacher; used to disrupt the good order and management of the school in any way. Defining 'disruption' is at the discretion of the Principal.

**Any problems with your laptop must be reported to  
D10 – Information Services as soon as possible.**

## **RIGHTS AND RESPONSIBILITIES**

### Parents/Guardians

- If a student cannot attend school, the parent / guardian should phone, email or write a letter explaining the reason for the absence. The student must give the note to Student Services on the first school day following the absence. The attendance officer will record the approved absence on ID Attend.
- If a student needs to leave school early, a written note from the parent/guardian is to be presented to Student Services during first break. The student will then be issued with a Leave Pass.
- Students are not permitted to leave school without a Leave Pass.
- If an absence is to be for an extended period of time (eg. family reasons or illness), parent/guardians should contact the Attendance Officer, Dean of Year or Deputy Principal.
- If a student refuses to attend school, contact the school Guidance Officer or relevant Dean of Year to seek support.
- Parents / Guardians must advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

### Students:

- Attend all classes on time, with the necessary equipment.
- Never leave the school during school hours without permission from parent/guardians or the school and without getting an appropriate Leave Pass from the Administration Office.
- Ensure all missed schoolwork is completed.

### The School:

- Records student attendance accurately and in a timely manner.
- Monitors attendance daily.
- Notifies parents/guardians of unexplained absences.
- Provides students with schoolwork when they are absent for legitimate extended periods.
- Offers support when school attendance has become a problem.
- Notifies the relevant authorities if non-attendance persists.



## *Cavendish Road State High School*

### **Refund Policy for Excursions and Camps**

Last updated 19/03/2020

At Cavendish Road State High School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations. School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Executive Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialized 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, 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 a permission form completed by the parent/guardian.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of 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/guardian 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 school finance office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future or to offset any outstanding school fees.



**Respect  
our staff,  
respect  
our school**

# Resolving issues respectfully at school

## Information for parents and families

A key priority of state school staff, parents and families is to foster a safe and healthy learning environment for all Queensland students. As a parent of a school-aged child, there may be times when issues arise that affect your child, for example a playground incident with another child or issues within the classroom. How those issues are handled

can make a significant difference to the learning and development of our students, and the positive environments we aim to create and nurture. The following information can assist parents, families and school staff to manage issues respectfully and reach an outcome that is in the best interest of the student.

### Talk to your child

Ask your child questions (who, what, where, when, how) to clarify the issue. This can give you an idea of whether your child is able to find their own solution to a problem, or if staff intervention is required. One of the skills children need to develop to operate in the world is to solve their own problems if they can, and adults play an important role in modelling how to do this effectively.

### Talk to your school P&C association about services managed by the P&C

If you wish to discuss the services that are offered or managed by the P&C at your school, for example Outside of School Hours Care (OSHC) or the tuckshop, you should speak with the P&C executive in the first instance. For more information please visit: [www.pandcsqld.com.au](http://www.pandcsqld.com.au)

### Talk to your child's teacher about academic or social issues

If you are concerned about your child's academic progress or school work, the teacher may be able to suggest ways to help your child at home or help you to access additional support at school. If your child is experiencing persistent social issues, make an appointment with your child's teacher as soon as possible. Together, you and your child's teacher should be able to resolve the issue calmly and respectfully.

### Talk to your school principal or leadership team if the issue remains unresolved

If you have approached your child's teacher or school office staff and your issue remains unresolved, make an appointment to see the school principal to discuss the issue further.

### Talk to your school office administration staff about general school issues

If you have a general issue — for example, having difficulty paying school fees or have concerns about a school staff member — you can get in touch with the school office administration staff to calmly discuss the issue and find a workable solution.

### Other useful tips for resolving issues related to school

- Remain calm and be respectful towards school staff when raising an issue with them.
- Try to keep an open mind and accept that multiple views reflect different perspectives.
- Remember schools are busy and complex places, and sometimes it may take time to resolve certain issues.
- Have a clear idea of the outcome you are seeking and communicate this desired result. If an agreed solution isn't working, discuss other options with school staff.



# Cavendish Road State High School

## Accident Insurance Cover for Students

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

Parents are advised that the department 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 child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

## Cavendish Road State High School

### Mobile Phone and Electronic Device Policy

Cavendish Road State High school has established the following policy for mobile phones and electronic devices (ie music players, tablets) that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones and electronic devices when at school.

This policy reflects the importance the school places on students displaying the school's values, the 5 Cs: Commitment, Co-operation, Courtesy, Consideration, Challenge.

#### Key Points

1. **In class time** mobile phones and electronic devices may not be used (except at the direction of the teacher as part of the learning program) and must be switched off or turned to a soundless setting and be kept out of sight.
2. **At all other times during the hours of instruction, including at break times**, mobile phones and electronic devices may not be used and must be switched off or turned to a soundless setting and be kept out of sight.
3. **Security of a personal device.** Where the student elects to keep the phone on them during the day, it is strongly recommended that it remains out of sight in a pocket rather than in their bag unattended.
4. **Safety and Emergency contact.** Parents are reminded that in cases of emergency, or in cases where a student becomes ill at school or any other scenario where a student needs to leave school, Student Services remains the only point of contact. This ensures your child is reached quickly, assisted in the appropriate way and accounted for.
5. **During exams**, all mobile phones and smart watches are to be turned off and placed in a secure location inside the classroom where students are unable to access them. This location could include placing the device upside down on the floor next to the student desk, in a box/basket at the front of the room or lined up against the whiteboard.

Where a student does not follow this school policy, the mobile phone or electronic device will be confiscated and taken to Student Services where it will be logged into IDAttend and remain for rest of the school day. Alternatively, the student can be sent to Student Services to hand the device in and return with the IDAttend receipt to show the teacher. The student will collect the mobile phone or electronic device from Student Services at the end of the school day.

On the 3<sup>rd</sup> occasion this occurs, Student Services will email the student and parent/guardians to inform them of this ongoing issue. Record contact in OneSchool.

On the 4<sup>th</sup> occasion, Student Services will email the student, parent/guardian and the year level Deputy Principal to inform them of the ongoing issue and that, from the 5<sup>th</sup> occasion on, the mobile phone or electronic device will be given to a Deputy Principal who will contact the parent/guardian indicating the device will only be returned to the parent/guardian. Record contact in OneSchool.

On the 5<sup>th</sup> occasion, Student Services will give the phone to the year level Deputy Principal who will contact parents/guardians.