

Student Enrolment Policies

Rationale

The policies outlined in this booklet outline the strategies employed by Gordonvale State High School community members to ensure all students:

- are provided with a safe and supportive learning environment (Responsible Behaviour Plan)
- identify as members of the Gordonvale State High School community (Uniform Policy)
- attend school every day of the school year unless prevented by reasonable circumstances (Attendance Policy)
- maintain a well presented notebook for each subject (Bookwork Policy)
- develop organisational and study skills through the completion of homework (Homework Policy)
- complete assessment items on time and to a high standard (Assessment Policy)
- use the school's ICT facilities as well as their own personal electronic devices appropriately (ICT Policy)
- have access to required classroom resources (Student Resource Scheme)
- are aware of the procedures regarding making complaints (Complaints Management Process).

School Community Beliefs

These policies are based upon the beliefs that:

- all students can learn
- all students have the fundamental right to quality teaching and learning
- all students need to experience enjoyment and success
- all students deserve respect
- all students need to be challenged
- all students learn best using their diverse gifts and talents
- all students learn for the future
- all teachers are professional and ongoing learners
- learning takes place in positive and safe environments.

Responsible Behaviour Plan

Relevant excerpts have been taken from the Gordonvale SHS Responsible Behaviour Plan for Students. A full copy can be found on the school's website <https://gordonvalehigh.eq.edu.au>.

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

The Responsible Behaviour Plan for Students is the means by which we ensure that this supportive school environment is established and maintained.

Learning and Behaviour Expectations

Our Responsible Behaviour Plan is based on the Code of School Behaviour and the shared beliefs of the school community.

This is achieved through the explicit teaching of and modelling of our four core values:

Respect	Honesty	Quality Teaching and Learning	Safety
<p>Demonstrate respect by:</p> <ul style="list-style-type: none"> following teacher directions at all times use a respectful voice and manner at all times wear the correct uniform stay on task at all times and actively participate. 	<p>Demonstrate honesty by:</p> <ul style="list-style-type: none"> take ownership of my behaviour using technology as intended by my teacher willingly admit my mistakes and learn from them ensure my work is my own and is referenced properly. 	<p>Demonstrate quality teaching and learning by:</p> <ul style="list-style-type: none"> allow others to be engaged in learning maintain a high standard of bookwork and assessment be prepared to work and have all my equipment attend school each day and on time. 	<p>Demonstrate safety by:</p> <ul style="list-style-type: none"> keep my hands and feet to myself report all damage and unsafe behaviour to a teacher follow all safety instructions wear required personal protection gear not harm anyone or any property own my behaviour.

These beliefs operate effectively in a supportive school environment where:

- all members feel safe and are valued
- quality curriculum programs, interpersonal relationships, and the organisation of the school produce worthwhile social and academic outcomes for all
- non-discriminatory, non-violent and equitable actions are practised and reinforced
- school policy reflects both proactive steps to encourage self-worth and self-discipline, and reactive procedures to deal with various situations that may arise; and
- through a matrix of procedures, appropriate management strategies are employed prior to the use of suspension and exclusion.

School Behaviour Expectations Matrix

	RESPECT	QUALITY TEACHING & LEARNING	HONESTY	SAFETY
ALL SETTINGS	<ul style="list-style-type: none"> Follow staff directions at all times Use respectful voice, language and actions Respect your own and other people's property Acknowledge others politely 	<ul style="list-style-type: none"> Allow others to learn and participate Be prepared with all the necessary equipment and a positive attitude Attend school each day Be in the right place at the right time Wear the correct uniform 	<ul style="list-style-type: none"> Take ownership of your behaviour-admit mistakes and learn from them Use technology as intended and when permitted 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Report all damage and unsafe incidents to teachers Place all rubbish in bins Use roll on deodorant only
WALKWAYS, STAIRWELLS & VERANDAHS	<ul style="list-style-type: none"> Respect others and their belongings Make space for others to walk through 	<ul style="list-style-type: none"> Move between lessons quietly and arrive on time 	<ul style="list-style-type: none"> Take required equipment from your bag only 	<ul style="list-style-type: none"> Play running games only on the oval Walk on the left hand side
TUCKSHOP AND EATING AREAS	<ul style="list-style-type: none"> Use good manners when ordering food (please and thank you) 	<ul style="list-style-type: none"> Make healthy choices Choose food and drink while lined up 	<ul style="list-style-type: none"> Purchase food only for yourself 	<ul style="list-style-type: none"> Wait quietly and patiently in the tuckshop line
SCHOOL GROUNDS Including oval	<ul style="list-style-type: none"> Share oval space with others Respect other students and equipment Show good sportsmanship and self-control 	<ul style="list-style-type: none"> Return to class on time Allow everyone to participate 	<ul style="list-style-type: none"> Return borrowed equipment Stay within school boundaries during school hours Play games by the rules 	<ul style="list-style-type: none"> Wear a hat, sunscreen and appropriate shoes Report unauthorised visitors and/or accidents to office or teacher on duty
OFFICE AND STAFFROOMS	<ul style="list-style-type: none"> Knock, wait patiently and sensibly (at staffrooms) Wait quietly and allow others to conduct their work peacefully (at office) 	<ul style="list-style-type: none"> Return to class promptly 	<ul style="list-style-type: none"> Enter the staffroom only when invited to do so Present only to the student counter of the front office 	<ul style="list-style-type: none"> Remain calm Resolve conflicts and problems peacefully and quietly
ASSEMBLY	<ul style="list-style-type: none"> Remove hats Respect peers and other speakers Stand and sit quietly Listen to the national anthem politely 	<ul style="list-style-type: none"> Turn off all personal electronic equipment Applaud appropriately 	<ul style="list-style-type: none"> Sit in the correct location in the assembly hall with your class 	<ul style="list-style-type: none"> Place your school bag to the front while seated Keep aisles and walkways clear Enter and exit the hall quietly
OUT-OF-SCHOOL ACTIVITIES & EXCURSIONS	<ul style="list-style-type: none"> Be courteous to members of the public Be well presented Wear the clothing required for the activity 	<ul style="list-style-type: none"> Actively participate Allow others to participate 	<ul style="list-style-type: none"> Provide correct personal details to your teacher and activity organisers Remind parents and carers of the variation to school routine 	<ul style="list-style-type: none"> Stay seated quietly on transport Stay with the school group Adhere to safety rules of the activity Be aware of other students' safety and your surroundings
ICT	<ul style="list-style-type: none"> Respect others' rights to use ICTs productively Use ICT equipment appropriately, including internet access 	<ul style="list-style-type: none"> Use school ICT resources as instructed by your teacher Follow the seating plan 	<ul style="list-style-type: none"> Use approved software on school network Report any broken or damaged equipment to a teacher immediately 	<ul style="list-style-type: none"> Use internet safely Keep your username and password secret Leave food and drink in your bag
BEFORE & AFTER SCHOOL Including transport	<ul style="list-style-type: none"> Wait quietly inside the gate at school bus stop until directed to move by staff Respect all persons and property including bus drivers, members of the public and other students 	<ul style="list-style-type: none"> Learn and follow the road and transport rules including wearing helmets when riding a bike and being aware of traffic when crossing roads 	<ul style="list-style-type: none"> Provide honest explanations for incorrect uniform or absences at Student Services Office Leave school promptly Keep your belongings nearby 	<ul style="list-style-type: none"> Wait inside the gate at school bus stop until directed to move by staff Remain seated on buses when seats are available Walk bikes through the school
TOILETS	<ul style="list-style-type: none"> Respect others' privacy Use toilet facilities appropriately 	<ul style="list-style-type: none"> Collect a leave pass to exit class during learning time, and return to class quickly Use toilets during breaks 	<ul style="list-style-type: none"> Report any damage to a teacher or B12 	<ul style="list-style-type: none"> Flush toilets Practise good hygiene Wash hands

Uniform Policy

Gordonvale State High School expects high standards with regard to dress, with an emphasis on the importance of personal and school pride. The following expectations are endorsed by the P&C.

Expectations:

- students wear the uniform at all times
- students wear the uniform with pride and are neat and tidy at all times
- if students are unable to wear the correct uniform on a particular day, they should bring a note on the day and obtain a uniform pass from the Student Counter (in Student Services Office G01) prior to the commencement of classes
- students in years 10-12 may wear the formal dress uniform. They must wear the formal uniform in its entirety and not wear parts of the daily uniform with parts of the formal uniform
- the uniform policy applies at all times when the uniform is worn e.g. in public places before and after school hours
- the uniform policy is designed to meet the appropriate workplace health and safety guidelines
- in extreme circumstances, such as financial hardship, parents may discuss the issues with the Principal (interview or phone call) in order to wear a particular non-uniform article.

General Uniform Requirements

Uniform:

- all-white undershirts may be worn and not to be visible at the neck or arms
- sleeves must not be rolled up and collars to be worn down
- formal skirts not to be altered or hitched up
- torn shirt pockets, missing shirt/blouse buttons, and sagging hems to be repaired promptly – no safety pins or staples
- no underwear is to be visible or exposed at any time
- year 12 School Jerseys must be worn with the school shirt underneath
- jewellery including earrings, necklaces that are worn to school must comply with workplace health and safety regulations and should be kept to a minimum. (School badges, 1 wrist watch, 1 fine necklace, 1 small pendant, 1 small flat ring. Small stud earrings). NO stretchers, extenders, large hoop earrings or facial piercings. Existing facial piercings must be removed or adorned only with clear plastic jewellery
- outlandish hairstyles and heavy make-up are not acceptable. This will be judged at the principal's discretion
- any unacceptable jewellery confiscated by staff will be available for collection from office staff at the end of the school day.

Hats, Sunscreen and Sunglasses:

- the school supports a sun-safe policy and students are required to protect themselves by wearing hats when participating in any curriculum-related OR other outdoor activities and are encouraged to wear sunscreen and sunglasses whenever they are outdoors.

Uniform Expectations

Girls Day Uniform		Boys Day Uniform	
<ul style="list-style-type: none"> • Shirt regulation teal green unisex polo school design • Short regulation black long leg /short leg school design • No visible undershirts are to be worn • Socks white OR black socks, no sockets (approx. 5cm ankle) • Shoes Closed, lace up tab fastened, plain or predominantly black or white coloured shoes to comply with Workplace Health and Safety Regulations (no ballet shoes, boots, thongs or sandals) • Jacket Gordonvale State High School spray jacket, or plain black jumper with no writing or hood. 	<ul style="list-style-type: none"> • Shirt regulation teal green unisex polo school design • Short regulation black long leg /short leg school design • No visible undershirts are to be worn • Socks white OR black socks, no sockets (approx. 5cm ankle) • Shoes Closed, lace up tab fastened, plain or predominantly black or white coloured shoes to comply with Workplace Health and Safety Regulations (no boots, thongs or sandals) • Jacket Gordonvale State High School spray jacket, or plain black jumper with no writing or hood. 		
Girls Formal Uniform – Years 10-12		Boys Formal Uniform – Years 10 - 12	
<ul style="list-style-type: none"> • Skirt regulation school formal uniform skirt • Blouse regulation white school formal blouse • Tie regulation school tie • Socks white only (approx. 10 cm) • Shoes Closed, laced, black with leather or vinyl uppers (no ballet shoes, joggers, boots, canvas slip on, sandals or thongs). 	<ul style="list-style-type: none"> • Shirt regulation school formal uniform shirt • Shorts regulation school formal navy shorts • Tie regulation school tie • Socks white only socks (approx. 10 cm) • Shoes Closed, laced, black with leather or vinyl uppers (no joggers, boots, canvas slip on, thongs or sandals). 		
Sport Attire			
T-Shirts of the following colours may be worn for school sports carnivals		<ul style="list-style-type: none"> • Barramundi - Blue • Taipans - Gold / Yellow • Sea Eagles - Maroon / Red • Crocodiles - Green 	

Attendance Policy

Expectations

At Gordonvale State High School we expect that:

- all staff will mark class rolls diligently and accurately at the beginning of every lesson or activity
- contact is made with parents/carers by text message or phone call if a student is marked absence and no prior contact has been made from the parent/carer
- contact is made with parents/carers if a pattern of absence is noted or a student is absent for three consecutive days with no contact made by parent/carers
- students who are found to be truant for part of a day are reported to parents/carers immediately by the school with appropriate consequences established.

Students will:

- attend school every school day throughout the year. Research clearly shows that students who attend very regularly achieve much better results in the long term
- sign in at the Student Services Office if they arrive at school late. They should present a note from a parent/carer to explain their lateness. Persistent lateness or unexplained lateness will result in detentions (including after school detentions)
- remain at school for the entire day and only depart early through the school office with a parent/carer who will sign them out
- ensure their parent/carer provides them with a note or phone call explaining absences
- actively and promptly follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their class.

Parents/carers are required to:

- actively support the school in ensuring their child(ren) attend school every day of the year
- provide a note, email or phone the Student Services Office (07 4043 3227) if their child(ren) are late for school
- provide notification prior to any planned early departure from school and remind their child(ren) that they still must report to the Student Services Office where they will be signed out before their departure
- inform the Student Services Officer of all absences via note, email, and phone call or in person as soon as possible (preferably on the day of the absence)
- give forewarning of known future absences, in particular long term absences
- actively and promptly instruct their child(ren) to follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their classes
- make informed decisions about appropriate absences from school, remembering that every absence requires the student to organise catch-up work
- support the school in applying detentions (after school included) for students who truant during any school day.

Every Day Counts is a state wide initiative designed to change parent, community and student attitudes to school attendance. There are four key messages:

- all children should be enrolled at school and attend on every school day
- schools should monitor, communicate and implement strategies to improve regular school attendance
- truanting can place a student in unsafe situations and impact on their future employability and life choices
- attendance at school is the responsibility of everyone in the community.

For more information: <http://education.qld.gov.au/everydaycounts>

Attendance Procedures

Student Behaviour	School Action
Student arrive on time for classes	<ul style="list-style-type: none"> Teacher marks class rolls
Student is absent – Parent contacts school with explanation	<ul style="list-style-type: none"> Student is marked absent – explained/authorised
Student is absent – Parent has not contacted school	<ul style="list-style-type: none"> Student is marked absent SMS message sent to parent/carers' mobile phones If parent/carer responds with explanation – student absence is marked as explained/authorised If there is no response – student is marked absent – unexplained
Student is absent for three consecutive days with no parent/carer contact or a pattern of non-attendance is recognised	<ul style="list-style-type: none"> Student is marked absent – unexplained School makes contact with parent/carer
Student is late for school – parent/carer has contacted school	<ul style="list-style-type: none"> Student is marked absent (explained) for part day depending on time of arrival
Student is late for school – no contact made by parent/carer	<ul style="list-style-type: none"> Student is marked absent (unexplained) for part day depending on time of arrival Student is issued with a lunchtime detention
Student truants lesson or part day	<ul style="list-style-type: none"> Student is marked absent (unexplained) for part day Parent/carer is contacted Student is issued with detention (lunchtime or afterschool)
Student needs to leave school early	<ul style="list-style-type: none"> Parent/care must contact the school or give the student a note Student presents note at Student Services Office before school Student signs out at Student Services Office at required time
Attendance in a semester is less than 90%	<ul style="list-style-type: none"> Student will not be able to participate in non-curriculum related school activities such as representative sport and cultural/art activities etc.

Acceptable reasons for student absence	Unacceptable reasons for student absence
<ul style="list-style-type: none"> Sickness Danger of being affected by infectious or contagious disease Temporary or permanent infirmity Unavoidable and sufficient cause (Bereavement within family, family trauma) Attending a school organised activity (excursion, camp, work experience, training) Sporting/Cultural event 	<ul style="list-style-type: none"> Truancy Shopping expeditions with or without parent/carer Hair cuts Helping parent/carer at home or work Part-time or casual work (including travel to and from such work) Departing school early to attend part-time work Appointments which could be made out of school hours (including driving lessons or tests) Excessive time for appointments which are avoidable

Homework Policy

Expectations

Each Student at Gordonvale State High School is issued with a Student Diary each year for recording homework, key dates as well as acting as a resource for “Learning to Learn” lessons.

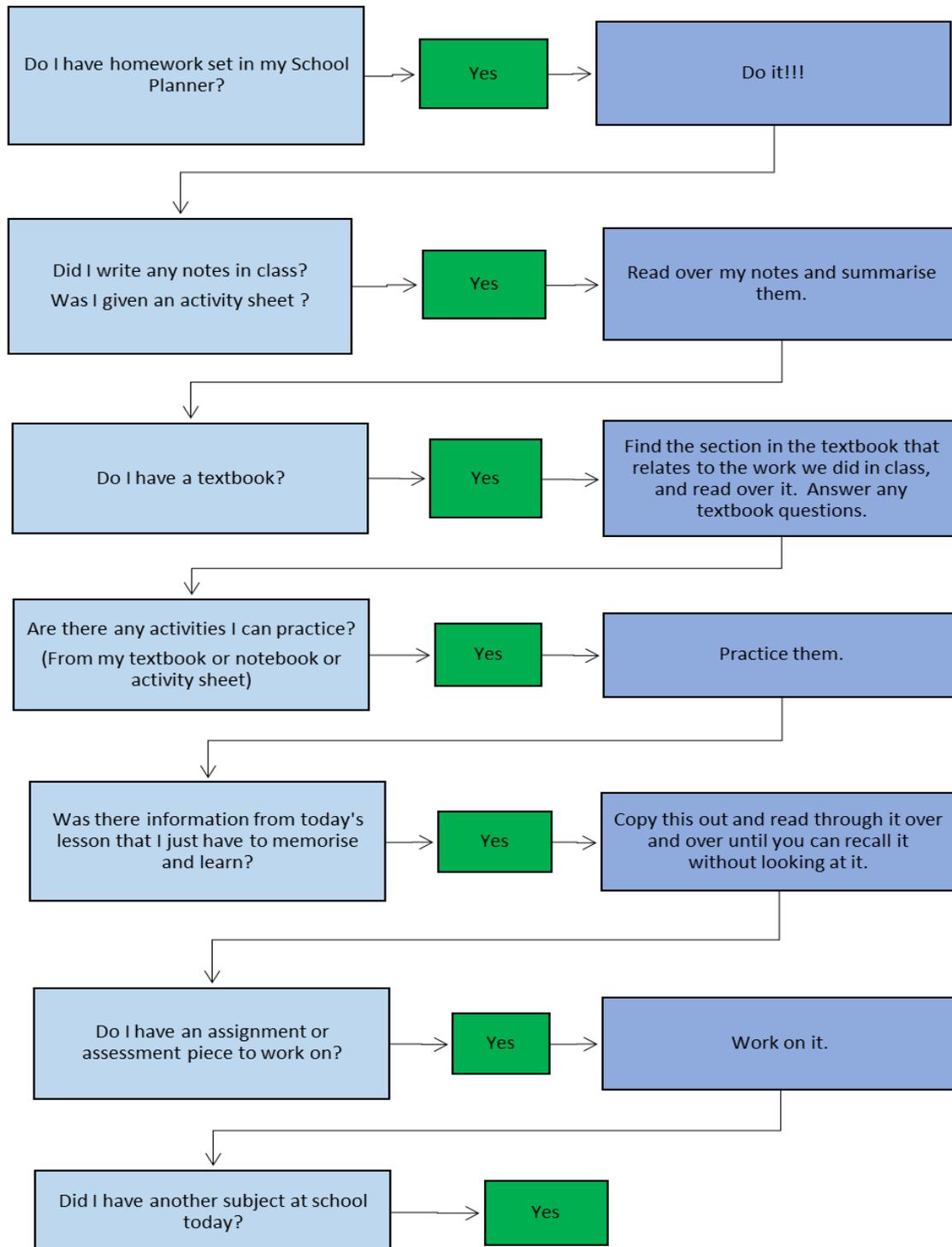
Students are required to:

- bring their Student Diary to each class
- write their homework and due dates for assessment tasks into their diary
- complete homework given by their teachers
- review notes taken in class, revise past lessons/units and work on assignments if no homework is assigned.
- use the following as a guide to how much time should be spent on homework:
 - Year 7 1 hour per night
 - Year 8 1 hour per night
 - Year 9 1½ hours per night
 - Year 10 2 hours per night
 - Year 11 3 or more hours per night
 - Year 12 3 or more hours per night
- spend additional time revising past work prior to testing periods / block examinations
- spend time each weekend on the completion of homework, or assignment and projects. In Years 11 and 12 this time will increase.

Teachers could set the following as homework tasks:

- written tasks
- comprehension tasks
- reading
- reviewing notes taken in class (expected each day and may not be set by the teacher).
- revision and study (expected each day and may not be set by the teacher). Revision tasks may be provided prior to tests and examinations
- research (may be set by the teacher or could be part of student work on an assignment)
- practical learning (set by the teacher). This will cover practice problems in Mathematics, learning lines for Drama, learning facts and definitions, learning vocabulary etc.
- assignment and projects (once set, students are expected to work consistently for completion by the due date).

The “there is no such thing as no homework” – study guide



You will rarely get to the end of this process without finding SOME homework to do

Assessment Policy

It is mandatory that ALL students complete and submit ALL assessment items by the due date. Senior students need to be aware that to gain credit for any semester unit, it is essential to complete all assessment items as established by the Queensland Curriculum and Assessment Authority (QCAA) and the relevant subject syllabus.

The school's assessment policy has been developed to achieve consistency, fairness and predictability so students know what will happen based on the choices they make. The policy is consistent with Queensland Curriculum and Assessment Authority policies (policies can be found on the QCAA website): www.qcaa.qld.edu.au.

1.1 Late and non-submission of student responses to assessment instruments in Authority and Authority-registered Subjects

1.2 Special provisions for school-based assessments in Authority and Authority-registered subjects

Expectations:

- At the beginning of each semester all students will receive a unit and assessment overview which contains:
 - the topics being studied
 - excursion dates
 - the assessment tasks for the semester
 - a monitoring or draft date (two weeks before the due date)
 - and final a due date.
- Each assessment task will have a task sheet showing the following information (where applicable):
 - Topic
 - task description
 - date of issue
 - due date
 - marking criteria sheet.

Students have responsibilities for:

- completing and submitting assessment tasks on time and to a satisfactory standard
- submitting drafts of work as required and using time management strategies to meet deadlines
- communicating with their teacher and seeking an extension if difficulties arise using the "Request for an extension" form available on the school website (one week prior to the due date)
- year 10-12 students: Attaching the "assignment cover sheet" (Form A1) and submitting their assessment tasks to the Student Support Officer (SSO) before school or at either break of the due date
- year 7-9 students: Submit their assessment task to their classroom teacher by the due date
- ensuring that the assessment task is their own work
- if absent on the due date, student to make every effort (email teacher, assignment to sibling) to submit task by due date, otherwise provide a medical certificate for day of absence
- if absent from a timetabled exam, students need to contact classroom teacher as soon as possible to complete
- if missing from a block exam, senior students need a medical certificate and to contact their classroom teacher.

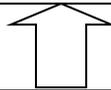
Process for submitting assignments

EXTENSIONS

Must be arranged with the Curriculum HOD **before** the due date and with evidence of work completed to date

SPECIAL PROVISIONS

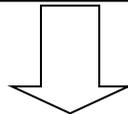
Must complete an application form available through the Guidance Officer.
Students granted Special Provision are still required to complete assessment tasks to meet expectations of subjects



DUE DATE

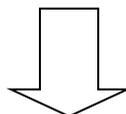
YEAR 10-12 STUDENTS hand assignment in at Student Services Office on or before the due date (Before 8:30am or during break)

YEAR 7-9 STUDENTS hand assignments directly to your class teacher



ON THE DUE DATE

- **If student is absent on due the date** they are required to organise to submit the task by an alternative means (friend, sibling, email to teacher)
- **If a student does not submit the task:**
 - **Student in years 7-10** – the teacher will nominate a detention for the student to work on the assignment with class notes. Parents/carers are notified
 - **Students in years 11-12** – the teacher will nominate a time for the student to complete the assignment. A non-submit is recorded. Parents/carers are notified and a grade awarded based on draft and teacher conferencing.
- **If there is evidence that the task has been copied from another student or plagiarised from another source**, the student is referred to the HOD Curriculum and parents are contacted for a meeting at which a decision can be made.



AFTER THE DUE DATE

Year 7-9 students

- Detention given by classroom teacher to complete task
- Parent contacted
- Teacher allocates achievement result based on draft task and work done in class on the task.

Year 10-12 students

- Assessment task still needs to be submitted to Student Services Office
- Parent contacted
- Classroom teacher will organise a time for student to work on task
- Teacher allocates achievement result based draft task and work done in class on the task.

Information Communication and Technology Policy

Expectations

Students will be responsible for:

- the safe storage and appropriate use of personal electronic devices
 - Personal electronic devices may be used:
 - Before and after school
 - During first and second breaks unless the student is attending a detention
 - When explicitly directed by the teacher that the device may be used in class for a specific learning activity.
 - Personal electronic devices may **not** be used:
 - During class time, school excursions or school activities unless explicitly instructed by a teacher
 - During exams, assemblies and detentions.
 - Inappropriate use of electronic devices would include:
 - Filming or distribution of images or content that causes offence or brings the school's reputation into disrepute
 - Recording conversations and school activities without permission
 - Sending text or email messages or posting statement to websites that contain obscene language, threats of violence, bullying, harassment or stalking.
- Using school computers, devices and the network infrastructure safely by:
 - Ensuring that usernames and passwords are kept private and are not shared with others
 - Ensuring that personal information is **not** divulged to others via the internet or email other than to fulfil the educational program of the school
 - Reporting offensive pictures or information that they receive by email or on the internet to their teacher
 - Regularly backing up data and files to an external drive:
 - Ensuring that files are not **only** saved to a USB device.
- Using school computers, devices and the network infrastructure appropriately for:
 - Assigned class work and assignments set by teachers
 - Developing appropriate literacy, communication and information skills
 - Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school
 - Conducting general research for school activities and projects
 - Communicating or collaborating appropriately with other students, teachers, parents or experts in relation to school work
 - Accessing online references such as dictionaries, encyclopaedias, etc.
 - Researching and learning through the Department's e-learning environment.

Personal Electronic Devices:

Including (but not limited to) mobile phones, audio and visual recording and gaming devices and laptops.

Appropriate use of Personal Electronic Devices	Inappropriate use of Personal Electronic Devices
Using Personal Electronic devices: <ul style="list-style-type: none"> • Before and after school • During first and second breaks unless on detention • In class, when explicitly directed by teacher for a specific learning activity 	Using Personal Electronic devices: <ul style="list-style-type: none"> • During class time, school excursions or school activities unless explicitly instructed by a teacher • During exams, assemblies and detentions • Filming or distribution of images or content that causes offence or brings the school's reputation into disrepute • Recording conversations and school activities without permission • Sending text or email messages, or posting statements on websites that contain obscene language, threats of violence, bullying, harassment or stalking
Consequences	
<ul style="list-style-type: none"> • The development of positive and respectful teaching and learning environment 	<ul style="list-style-type: none"> • The device will be confiscated and taken to the school office to be collected at the end of the day • If any device has been confiscated three times during a semester, parents are contacted and will be required to collect the device from the school office • If any device has been confiscated five times during a semester, parents are contacted to meet with DP and a plan devised to determine if device is to be brought to school, it will be left at school office • Behaviours that are illegal, offensive, threatening or bullying will be dealt with according to the school's Responsible Behaviour Plan for Students

School's ICT facilities and devices:

Including the school network, printers, desktop computers, laptops, tablets, audio and visual recording devices, GPSs, data logging equipment and software.

Appropriate use of school network and devices	Inappropriate use of school network and devices
Using the school network for: <ul style="list-style-type: none"> • Assigned class work and assignments • Developing literacy, communication and information skills • Conducting general research for school activities and projects • Communicating or collaborating with other students, teacher, parents or experts in relation to school work 	Using the school network: <ul style="list-style-type: none"> • To send messages, or post statements on websites that contain obscene language, threats of violence, bullying, harassment or stalking • To look for anything that is illegal, dangerous or offensive
Maintaining personal and schoolwide security by: <ul style="list-style-type: none"> • Ensuring usernames and passwords are kept private and not shared with others • Ensuring that personal information (student's own or someone else's) is not shared with others either electronically or by other means • Reporting offensive pictures or information • Regularly backing up files and data to an external drive • Ensuring that files are not only saved to a USB device 	Endangering personal and schoolwide security by: <ul style="list-style-type: none"> • Sharing usernames or passwords • Attempting to gain unauthorised access or tamper with the school or another network • Damaging school property
Consequences	
<ul style="list-style-type: none"> • The development of positive and respectful teaching and learning environment • The development of appropriate Information Technology skills and practices • Safe and secure storage of school related documents and data 	<ul style="list-style-type: none"> • Student access to the school network may be suspended • Behaviours such as <ul style="list-style-type: none"> ○ damage to other students' data or files ○ offensive or threatening ○ bringing the school's reputation into disrepute ○ damaging school property or infrastructure will be dealt with according to the school Responsible Behaviour plan for students

Student Resources Scheme

The cost of supplying textbooks for students and of purchasing equipment such as uniforms, drawing equipment, writing materials, consumable equipment, etc. is increasing each year. In a school year it may cost in the order of \$775.00 to supply students in Years 11 or 12 with all the necessary materials; for students in Years 7, 8, 9 or 10 approximately \$600.00.

In an attempt to keep the rising costs financially manageable for most families, the school invites parents to consider the Student Resource Scheme.

The scheme has many benefits for both students and parents. Students whose parents become members of the Student Resource Scheme will have access to textbooks and some consumables in Manual Arts and Art subjects from the beginning of the school year. Students will also have access to a wide range of supplementary resources (books, DVDs and computer programs) not possible without the Student Resource Scheme. The Gordonvale State High School Student Diary and limited student printing/photocopying is included as part of the Student Resources Scheme.

The Student Resource Scheme cost to parents in 2017 is

- Year 7, 8, 9 & 10.....\$235.00
- Year 11 & 12.....\$265.00 plus additional subject charges listed below

Other options do exist, although these are not as convenient for most parents. For example, parents who would prefer to supply all their student's textbooks and resources needs, may obtain a list of required materials from the school.

Parents who elect to participate in the Student Resource Scheme are advised that all charges are due at the end of February each year. If you wish to pay quarterly please indicate on the attached consent form.

1. All parents are required to complete and return the Student Resources Scheme proforma.
2. If you wish to become a member of the Student Resource Scheme indicate your method of payment.
3. An account will be sent out to parents indicating the amount due.
4. A receipt will be provided for full payments and part payments.

Subject Charges for 2017

Year 11 Hospitality Practices	\$40.00
Year 11 Industrial Technology Skills	\$110.00
Year 11 Visual Art	\$60.00
Year 11 Visual Arts in Practice	\$60.00
Year 11 Aquatic Practices	\$65.00
Year 12 Certificate II in Visual Arts	\$60.00
Year 12 Hospitality Practices	\$40.00
Year 12 Industrial Technology Skills	\$110.00
Year 12 Visual Arts in Practice	\$60.00

***e-Learning Charges**

<i>Year 7</i>	
French	\$10.00
Italian	\$10.00
<i>Year 8</i>	
French	\$10.00
Italian	\$10.00
<i>Year 9</i>	
French	\$30.00
Italian	\$40.00
Japanese	\$10.00
<i>Year 10</i>	
Japanese	\$55.00
Mandarin	\$50.00
<i>Year 11</i>	
Maths C	\$50.00
Cert III in Early Childhood Education and Care	\$580.00 <small>minimum</small>
<i>Year 12</i>	
Cert III in Early Childhood Education and Care	(2 year fee)
Maths C	\$50.00
Visual Arts	\$75.00

**eLearning charges accurate at time of publication but may be subject to change*

Bookwork Policy

Well-presented bookwork is a valuable aspect of the teaching - learning process. It reflects the student's willingness to strive for excellence. Bookwork represents a record of student achievement in various Key Learning Areas. It is therefore essential that students are encouraged to develop good habits and take pride in their books.

Expectations

Students will:

- have an exercise book for each subject
- neatly label each book with their name and subject
- present work neatly in blue or black pen, unless otherwise directed by the teacher
- include a title and a date for each lesson's work
- maintain a glossary of terms – vocabulary of important words for each unit that the student needs to know (Literacy Focus)
- neatly cross out mistakes then re-write the correction. Correction tape may be used but liquid white out is not acceptable and is banned from school
- hand books in when requested
- avoid inappropriate writing or drawing on or in books and folders
- redo unsuitable bookwork in their own time.

Teachers will promote a consistent approach to developing students' skills by:

- establishing clear, explicit standards
- outline the expectations for setting out bookwork for their subject
- teaching a range of presentation skills
- marking books promptly and regularly (at least monthly)
- providing positive and/or constructive feedback to students on their performance
- communicating clearly with parents where home help or guidance will be required
- encouraging students' best efforts and improvement
- providing class bookwork guidelines for students at the start of each year.

Complaints Management and Policy

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with your child's education. Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have.

Our aim with all complaints is to find resolution, therefore, when making a complaint, it is the best interest of complaint resolution to ensure that you:

- provide complete and factual information in a timely manner
- deliver your complaint in a calm and reasoned manner
- avoid making frivolous or vexatious complaints or using deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member that, in most instances, the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. Discuss your complaint with the class teacher

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make an electronic record of your complaint and report your meeting and any outcomes to the school principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

2. Discuss your complaint with the principal

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go between in informal conflict resolution in an attempt to resolve the problem.

If your complaint is related to the school more generally including issues of school policy or its compliance or non-compliance you should raise your complaint directly with the Principal or his/her delegate. For example, the principal may refer your complaint to a deputy principal or business services manager. The staff member will make an electronic record of your complaint and work with you to resolve the issue.

Complaints to the principal may be lodged in person, by telephone, writing or via electronic format to principal@gordonvalehigh.eq.edu.au.

3. Contact District Office

If you have discussed the issue with the Principal and still feel that your complaint has not been addressed, you have the right to contact the Regional Director, Far North Queensland, who is the supervisor of the school and oversees activities of schools in that particular education district of Queensland.

Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue. Remember to date the letter, give your full name and address and sign it. The district office will make a record of your complaint.

Anonymous complaints will only be acted upon if enough information is provided to allow for follow up with the Principal.

Address and telephone number of district offices are listed under the heading Education Queensland in the White Pages of your local telephone directory and are also available through the "schools directory" at www.education.qld.gov.au/schools/directory

When you contact the district office you will be advised that your name and the nature of your issue will be reported back to the Principal of your school. Staff at the district office will assist in seeking resolution to the issue.

4. Independent review

If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman.

The Ombudsman may be contacted at:
Office of the Ombudsman
GPO Box 3314, Brisbane, Qld 4001
Email: ombudsman@ombudsman.qld.gov.au
Telephone (07) 3005 7000 or
Toll Free 1800 068 908
Fax (07) 3005 7067

The role of Parents and Citizens' Associations (P&Cs)

Complaints about services that are run or managed by the P&C at your school, for example after school care or the tuckshop, should be directed to the P&C in the first instance.