2014 student guide for information & policies
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Our school has a proud tradition of being a supportive and caring community that delivers outstanding educational training and opportunities for all students.

As responsible members of our school community we value:

- **Teaching and Learning**
- **Ourselves**
- **Responsible Relationships**
- **Our community**

At Southport State High School we strive constantly to create a relational environment in which a commitment to personal excellence flourishes. We offer students the opportunity to accelerate, be challenged and to find a pathway that will ensure success. We develop and foster leadership and personal growth to complement the academic, artistic, technical and sporting opportunities that our school provides.

Our engaging curriculum and dedicated staff have created a teaching and learning environment where each student will not only be supported to achieve the highest levels of success of which they are motivated to achieve, but will also be encouraged to be responsible, thoughtful, honest, respectful and confident.

Our strong business and university links along with our community partners provide a unique range of opportunities and pathways that enriches students’ development and real world experiences and connectedness.

Positive relationships between parents, students and teachers is the foundation of a supported learning environment that builds respect and allows students to be happy, to care about others, to expect greatness of themselves and lead to well-grounded and balanced lives.
# School Personnel

**PRINCIPAL**  Mr Steve McLuckie  

**DEPUTY PRINCIPALS**  
- Mrs Robyn Marconi  
- Mr Greg Morgan  
- Mrs Rachel Cutajar  
- Ms Neroli O'Neill  

**GUIDANCE OFFICERS**  
- Ms Nicole Aiello  
- Ms Elaine Sears  

**PLACEMENT DIRECTOR**  Mrs Michelle Perry-Cross  

**BUSINESS SERVICES MANAGER**  Mr Derek Learmonth  

**OFFICE MANAGER**  Ms Carolyn Golden  

## Heads of Department

<table>
<thead>
<tr>
<th>Department</th>
<th>Head of Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>Celia Norling</td>
<td>J Block</td>
</tr>
<tr>
<td>SOCIAL SCIENCES/LOTE</td>
<td>Greg Kenafake</td>
<td>F Block</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Cara Avery</td>
<td>G Block</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>John Parer</td>
<td>K Block</td>
</tr>
<tr>
<td>SENIOR SCHOOLING &amp; BUSINESS</td>
<td>Marg Tonge</td>
<td>Senior Schooling</td>
</tr>
<tr>
<td>INDUSTRIAL DESIGN &amp; TECHNOLOGY/HOSPITALITY</td>
<td>Tony Lawrance</td>
<td>O Block</td>
</tr>
<tr>
<td>HPE/SPORT</td>
<td>Dave Mason</td>
<td>Sport Centre</td>
</tr>
<tr>
<td>THE ARTS</td>
<td>Kate Shepherd</td>
<td>L Block</td>
</tr>
<tr>
<td>TECHNOLOGY</td>
<td>Geoff Hodskiss</td>
<td>Resource Centre</td>
</tr>
<tr>
<td>PROFESSIONAL PRACTICE</td>
<td>Dan Marrone</td>
<td>Synergy Centre</td>
</tr>
<tr>
<td>SPECIAL EDUCATION SERVICES</td>
<td>Ron Eyre</td>
<td>B Block</td>
</tr>
<tr>
<td>JUNIOR SECONDARY</td>
<td>Rochelle Lewis</td>
<td>Synergy Centre</td>
</tr>
</tbody>
</table>

## Deans of Students

<table>
<thead>
<tr>
<th>Year Levels</th>
<th>Head of Student</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Secondary</td>
<td>Mrs Jeanette Karl</td>
<td>Support Services F Block</td>
</tr>
<tr>
<td>Senior Secondary</td>
<td>Mrs Christine Nikora</td>
<td>Support Services F Block</td>
</tr>
<tr>
<td>Dean of Special Programs Jnr</td>
<td>Ms Ky Hinselwood</td>
<td>Synergy Centre</td>
</tr>
<tr>
<td>Dean of Special Programs Snr</td>
<td>Ms Nyree Hawley</td>
<td>Senior Schooling</td>
</tr>
</tbody>
</table>
We care about our students

Student Support Network
Adolescence is a time of great change in a student’s life. At different stages they may be more comfortable talking with one person or group over another. The following people and programs are available to assist students in need of support or advice.

Deans of Students
This position is a Leadership and Management position which forms an integral aspect of our school’s delivery of quality student services and pastoral care. The position is an important part of our Leadership Team at Southport State High School. The Deans provide leadership of student management and personal development. They interact with students, staff and parents in a consultative and collaborative manner within the specific cohort of students. The Deans will be responsible for the provision of a broad range of challenging programmes and opportunities for students.

Placement Director
The Placement Director is responsible for interviewing all students who present with learning difficulties, special needs, medical issues, psychological issues at enrolment and after gathering data from parents, previous school and guidance officer ensure each student is appropriately placed in classes that will cater for their needs. Students who present as Gifted and Talented are appropriately placed in classes which will help them reach their potential by the Placement Director. Any proposed changes in placement across the spectrum of learning are given to the placement director to ensure the change meets the needs of the student involved. If the change is approved the Placement Director will contact the parents, student and relevant staff to inform them of the decision.

Roll Mark Teacher
Roll mark teachers meet with their students at the beginning of each day for roll marking and pastoral care. They also run a program which covers a wide range of personal and career development programs for our students at an appropriate level for that year.

Subject Teacher
The class teacher for each subject is also available for students to speak to if they are concerned about any aspect of the subject they are studying. The teacher should be the first contact if students or their parents have any questions regarding assessment tasks or class work.

Heads of Department (HOD)
Every subject area has a Head of Department (HOD). If there are any issues that have not been dealt with at a classroom level or if there are any questions about a specific subject students and/or their parents can contact the Head of Department for that subject. The Head of Department for the Special Education Program is referred to as Head of Special Education (HOSE).

Guidance Officer
The Guidance Officer is available to help and advise students and their parents on matters as diverse as subject selection, career paths, emotional and social concerns, personal issues, scholarships and tertiary admissions procedures.

School-Based Youth Health Nurse
The school nurse is available at the school to provide students with counselling on health-related issues, and also plays a part in a range of educational programs in the school, particularly in health, nutrition and human relationships.

Indigenous Support
A staff member is available to provide support to Aboriginal and Torres Strait Islander students across a range of issues.

School-Chaplain
A joint program with local churches and Scripture Union Queensland provides a chaplaincy service at the school. This can be accessed by students if they need personal guidance or assistance.

Industry Liaison Officer
This staff member assists students in the vital area of work experience, school-based traineeships and apprenticeships. Many of our students are engaged in traineeships and apprenticeship programs and our school has extensive links with business and industry.

Digital Learning Coordinator
This role is to assist teachers, students and parents in the use and implementation of iPads in the classroom. In addition Southport State High School will be creating our own textbooks in the near future as multi-touch ebooks and the Digital Learning Co-ordinator will manage this process.

Youth Support Coordinator
The Youth Support Coordinator (YSC) provides support to at-risk students in Years 10 and 12 to remain engaged with their education to enhance their opportunities for further education and sustainable future employment. The role of the YSC will reflect the specific needs of the school.

School-Based Police Officer
The School Based Policing Program is a joint initiative between the Queensland Police Service and Education Queensland. Based at high schools, the school based police officers role is to provide a police presence in the school and maintain positive relationships with students and their families. They work proactively as a member of the school community to discourage crime within the school and the local community.
Parents and Guardians
Parents/Guardians are encouraged to contact any of the above support personnel if they have any concerns regarding a student’s welfare or progress at school. Parents may also make an appointment with the Deputy Principals, any of the staff identified above or the Principal at any time.

Positive Behaviours for Learning
Our school has adopted the Positive Behaviours for Learning which focus on our school values:

- **Teaching and Learning**
- **Ourselves**
- **Responsible Relationships**
- **Our community**

Our Principal, Mr Steve McLuckie, along with the Executive Team and teaching staff reinforce the basic rules of:

- Wear the correct uniform
- Follow teachers’ directions
- Focus on teaching and learning

Students who breach these rules receive consequences outlined in the school’s Responsible Behaviour Code [https://southportschool.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Southport%20SHS%20responsible%20behaviour%20plan%20for%20students.pdf](https://southportschool.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Southport%20SHS%20responsible%20behaviour%20plan%20for%20students.pdf)

Merit for Positive Behaviour
Merited awards are given to students who have proved that they have earned it in the way of:-

- Positive Behaviour and Learning awards for the school’s 4 core school values presented on an assembly.
- Congratulatory correspondence home to parents with academic reporting.
- Congratulatory correspondence home to parents regarding assessment.

Bell Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50 to 9.00</td>
<td>Roll Mark</td>
</tr>
<tr>
<td>9.00 to 10.10</td>
<td>Period 1</td>
</tr>
<tr>
<td>10.10 to 10.15</td>
<td>Lesson Change Over</td>
</tr>
<tr>
<td>10.15 to 11.25</td>
<td>Period 2</td>
</tr>
<tr>
<td>11.25 to 12.05</td>
<td>Recess</td>
</tr>
<tr>
<td>12.05 to 1.15</td>
<td>Period 3</td>
</tr>
<tr>
<td>1.15 to 1.45</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.45 to 2.55</td>
<td>Period 4</td>
</tr>
</tbody>
</table>

Emergency Points

- **EVACUATION POINT** IS THE NEAREST SCHOOL OVAL.
- **LOCKDOWN** – REPORT TO THE NEAREST SUPERVISED ROOM.
School Dress Code
It is the affirmed policy of the school’s Parents & Citizens Association, and therefore State Government policy, that all students attending Southport State High School are expected to wear the school uniform. It is the policy of the school that student enrolment will not be completed unless the school uniform is purchased from the SSHS P&C uniform store. Students are not permitted to alter their uniform or substitute their uniform in any way. Any student wearing inappropriate clothing/footwear is to be sent to the Student Services office immediately.

Girls Dress Uniform
In Junior Secondary (Years 7, 8 & 9) ALL students must wear the Southport State High School uniform.
- Blue blouse
- Navy skirt/tailored shorts or long pants
- White socks
- Plain black leather shoes
- Skirts must be worn on the knee or just above

Boys Dress Uniform
In Junior Secondary (Years 7, 8 & 9) ALL students must wear the Southport State High School uniform.
- Blue shirt
- Navy shorts or long pants
- White socks
- Plain black leather shoes

Girls and Boys Sports Uniform
- Polo sports shirt with SSHS logo
- Sports shorts with SSHS logo
- School tracksuit
- Also available – AFL, rugby, soccer shorts & House T-shirts
- White socks
- Black leather shoes (students must change into sport shoes at the sporting venue)
- SSHS cap/bucket hat only

Specialised sports uniforms eg: Basketball uniform may only be worn while students are playing. The regular school sports uniform MUST be worn to and from games.

Parents are advised that the Department of Education Training and the Arts does not have Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

Winter Additions
During cooler months the ONLY additions to the uniform which will be accepted are the official SSHS winter uniform:
- SSHS navy blue jumper
- SSHS navy track pants
- School blazer for senior students
- Girls navy blue SSHS stockings
- SSHS school jumper

Footwear
Shoes must be able to be polished (strictly no suede, canvas or additional colours on shoes). See school website for further information. Due to National Curriculum requirements all students must wear Black leather shoes (with no other colours/tags) are the only school shoes which will be permitted. Incorrect footwear will result in the student not being granted access to normal classes.

Jewellery
Students may wear a watch and one flat ring. Students with pierced ears may wear up to two sets of gold or silver studs or sleepers. No facial piercings, spacers or hooks (or the like) are acceptable. Items such as necklaces must remain covered by the school uniform. If the student has a tattoo it must not be visible or remain covered. Items confiscated must be collected by parents.

Make-Up
Make-up and coloured fingernail polish and false nails are not permitted.

Bandanas, beanies and non-school hats are not acceptable. No alternatives, alterations or additions to the uniform will be accepted.

Students are encouraged to take pride in their appearance and to keep their uniform clean, neat and tidy. Long hair must be tied back for all practical subjects and styles and colours should be appropriate for school. Hair accessories (ribbons, clips etc) must be in uniform natural colours. No coloured hair allowed.
Uniforms can only be purchased from the School Uniform Shop. The Uniform Shop is open on Mondays, Wednesdays and Fridays from 7.30 – 10.00am.

**Consequences for non-compliance**

Students who fail to comply with the Dress Code will receive appropriate consequences. Students will be prevented from attending or participating in any activity for which the student would have been representing the school, or in programs which are deemed not part of the essential education program. Education (General Provisions Act) 2006.

**Dress Standards for Specific Subjects, School Trips, Excursions etc.**

a) Clothing for specific subjects (Dance, PE) may be worn only during that lesson.

b) When students visit educational institutions or places of business in school hours, school day uniform is to be worn.

**Safety in Practical Areas**

Commonwealth and State Industrial Workplace Health & Safety Regulations exclude students from working in Manual Arts Workshops or Science Laboratories unless they are wearing leather shoes or shoes which have impervious uppers. This rule also applies in other practical subjects such as Art, Home Economics and Agriculture. On days when students wear sports uniform, they will be required to change into appropriate footwear for these lessons.

**Attendance Policy**

Our Code of School Behaviour outlines that students:

- attend, participate and perform to the best of their ability.

This policy outlines the expectations for our students and complies with government legislation. QSA guidelines recommend an attendance of 85% (min) scheduled classes.

The Education (General Provisions) Act 2006 outlines requirements for compulsory attendance to cover a child who is less than 16 years of age or completes Year 10 (whichever occurs first). Following the compulsory age phase, young persons undertake the compulsory participation phase. This phase ends when the person

a) gains a senior certificate; certificate III or certificate IV; or

b) has participated in eligible options for 2 years after the person stopped being of compulsory school age; or

c) turns 17 years.

These absences do not include approved absences such as work experience, school-based traineeship, excursions, etc.

Approval is also given to:

- any days where a doctor’s certificate is produced;

- sick days without a doctor’s certificate, but explained in writing to the school by the parent/guardian (considered on a case by case basis)

- any days negotiated beforehand for special reasons such as:
  o compassionate grounds,
  o religious functions,
  o sport representation at any level for QSSSA,
  o state or national representation in any sport or cultural activity,
  o any cultural activity organised by the school.

**Absences/appointments/lateness**

Parents/guardians should phone the school prior to or on the day of the absence on the absence hotline 5509 1222. Years 10, 11 and 12 students require a medical certificate if they are absent for an exam or piece of assessment.

If a student is late they should bring a note from a parent/guardian and report to the Student Services office before going to class.

If a student has to leave early or has an appointment they should supply a note to the Student Services office from a parent/guardian explaining the early departure.

**Consequences for lateness**

- A student arriving late without reasonable explanation will participate in a lesson catch-up session at recess.

- Continual Lateness will result in more serious consequences.
Suggested guidelines for home study time allocation

- Years 7 – 9 up to, but not more than, 5 hours per week
- Years 10 – 12 The amount of time devoted to homework and independent study will vary according to the student’s learning needs and individual program of learning determined through their Senior Education and Training Plan (SETP). At Southport High we would recommend a minimum of 7 hours per week in Year 10, and 10 hours per week in Years 11 and 12 for students in academic programs.

Home study is defined as: Assessment development, individual study, teacher set work, independent reading/research or the like.

While teachers may provide students with additional work relevant to their learning which the student may undertake at home, young people during this phase should generally be independent learners exercising their own judgment as to the out-of-hours time they devote to their studies. Of course, care should be taken to ensure that a balance is maintained between the various demands of study, sporting, recreational, cultural or part-time employment activities.

Regular home study is basic to reinforce classroom learning and support long-term skill development and recall. It lays the foundation for self-disciplined study habits and strengthens Southport SHS’s Code of Conduct which states that we will “perform to the best of our ability”.

Southport State High School operates a homework centre Monday and Thursday afternoons to 4.30 p.m. during the school term. Teachers are available to assist students with school work.

Assessment Policy

Rationale
Effective learning includes timely feedback to the learners. The purpose of assessment is to provide that feedback, as well as to provide information about students’ achievement. At Southport SHS we intend that assessment should be totally aligned with what students have learnt, and that all assessment will be ‘user-friendly’. Assessment should encourage improvement of performance and build upon previous learning. Assessment is not threatening but instead, encourages personal excellence. The processes are transparent to all.

The Southport SHS Assessment Policy has been compiled as a guide to ensure that fairness is maintained in all assessment tasks. Teachers will use professional discretion when administering the policy to ensure that the policy is applied fairly for all students.

Should you have any queries regarding this policy, please direct them to either a member of the Administration or the appropriate Head of Department.

Assessment calendar for all year levels is available at [www.southportshs.eq.edu.au](http://www.southportshs.eq.edu.au)

Assessment Accountabilities

Heads of Department
Heads of Departments have assessment responsibility for ensuring that:
- Assessment meets Queensland Studies Authority criteria.
- Assessment loads are reasonable within QSA standards.
- Assessment is fair and consistent across classes.
- All aspects of the school assessment policy are adhered to.
- Students are able to negotiate deadlines and apply for extensions.

Teachers
Teachers have assessment responsibility for ensuring that:
- Assessment is “front ended” – that is, designed as a template to guide the learning experiences and consequently produced before learning begins.
- All assessment reflects the work taught, and that students are taught prerequisite knowledge and skills.
- Assessment tasks are proportional to time allocated for units of study.
- Students have access to adequate resources to complete assessment tasks.
- Task and cover sheets give clear descriptions of the assessment task, and reflect school policies with regard to assessment.
- Students are fully aware of the criteria and standards for assessment and are given adequate time to complete assessment.
- The necessary skills and processes required to complete the type of assessment given have been taught.
- Students are given feedback on progressive work and draft items.
- Students not completing drafts, at risk of not completing assessment are referred to Heads of Department or support staff, and parents are informed.
Students
Students have assessment responsibilities for:
- Completing and submitting drafts and assessment tasks on time and to a satisfactory standard.
- Communicating in a timely manner if difficulties arise that require negotiated personal deadlines or extensions.
- Following school’s attendance policy.

Monitoring Of Assignments & Home Tasks
Each assignment or home task will contain clear guidelines and specific dates for progress checks to allow for feedback before the final product is submitted.
Students who do not meet draft dates will be required to attend time management support sessions and letters will be sent to parents. (see Non-submission)

Submission of Assessment Items
Test and Exams
In-class assessments must be completed on the scheduled day during the scheduled time unless an extension has been negotiated with the specific teacher and Head of Department.
- Students absent on the day of examination/tests must provide appropriate documentation and complete the assessment item at the next scheduled lesson. Credit for the assessment will be dependent on the acceptability of the documentation provided.
- On the day of the exam it is an expectation parents contact the school or email relevant teachers.

Assignment/Home tasks
Assignments must be submitted on the scheduled day by 3.45 pm unless an extension has been negotiated with the specific teacher and Head of Department.

Note:
When the class teacher is unavailable, the assignment is to be submitted to Student Services office where the date and time will be recorded in an assignment register as proof of submission.

If the student is absent on the due date, the assignment can:
- be submitted on that day to Student Services by another person. Students are to collect the receipt from Student Services on their return to school.
- or emailed to the school on: office@southportshs.eq.edu.au
- or emailed to the relevant teacher’s email address if known by the student.

In the event that none of these is possible it is essential that the school be contacted as soon as possible.

Assignments left at home
Students can arrange by phone, for a family member to deliver the work to school. If this is not possible, students must seek permission, from a member of the administration, to leave the school in order to collect the work during a recess.

Students have until 3.45pm on the due date to submit any assessment that may have been left at home.

Non-Submission & Late Submission
An assignment not submitted by the due date, or submitted after the due date, will receive the rating awarded to the last draft reviewed.

An assignment not submitted by the due date or submitted after the due date, will receive the rating awarded to the last draft reviewed.
- If a draft has not been submitted the rating will be NS (Non-submit).
- Non-submission of an assessment item is a serious issue as it means that course requirements may not have been met. **Selective updating in own time or through season schools is the student’s only option.** This will require consultation with the relevant teacher and Head of Department.
- Every effort must be made to submit assessment on the day of absence.
- If this is not possible, the assignment must be submitted on the day of return to school. A medical certificate or relevant documentation should be attached to the assignment.
- Failure to provide relevant documentation may result in the assessment being considered as a non-submit (see non-submissions).
- If students are on an excursion, the assignment must still be submitted on the due date.
- Students absent due to work placement, TAFE attendance or other school related activities must negotiate an alternative submission date prior to the due date.
- A student who does not submit a draft by the due date may be required to attend time management support sessions. Senior students will be issued with a referral form and a parent letter. Details will be entered in a Head of Department’s log in a staffroom register. Junior students will receive a non-submission of draft notification.
Lost Assignment
Students are to discuss the matter with both the class teacher and relevant Head of Department. Provided drafts have been submitted, extenuating circumstances will apply (see Extensions) and an extension date may be negotiated.

Oral Assessment and Group Work
- A written script of the oral or group performance must be submitted on the due date, whether it is performed or not.
- If absent on the due date for the script, the procedures outlined for Submission and Students Absent on Assessment Day must be followed.
- If absent on the due date of the performance, a parent or guardian is to notify the class teacher or HOD (or be available to verify the absence) on the day via telephone, in person or via email and provide appropriate evidence (see Extensions and Students Absent on Assessment Day).
- The group will perform and be assessed on the due date regardless of absences. Another student will be given a copy of the script to fill in for absent group members.
- Upon the day of return to school, the student must provide the teacher with appropriate evidence of absence and negotiate a new performance date and time for both individual and group presentations.
- Group members who are required to perform their item twice due to forced negotiation will be awarded the better result of their two presentations.
- Failure to perform within one week will result in a Non-Submission rating.

Special Consideration:
Special consideration may be given for:
- learning disability and/or difficulty
- students of non-English speaking backgrounds
- students who are Aboriginal or of Islander descent
- physical disability
- emotional impairment
- other special circumstances (refer to Guidance Officer)
Documentary evidence may be required to support some of these grounds for special consideration.

Technology Use
If the computer problem occurs on the day the assignment is due, hard copy drafts must be provided as evidence of work completed.

Suspensions
Students placed on external suspension are responsible for adhering to due date requirements for any assessment. Any missed exam is to be re-negotiated with the relevant teacher immediately upon returning to school.

Appeals
Students who believe that the schools assessment policy has not been followed, or who have concerns with the level of achievement allocated for all or part of an assessment item should explore the following options (in order):
1. Discuss the matter with the teacher concerned
2. Consult with Head of Department if they still wish to appeal a result or procedure.
3. Appeal to the Principal or Deputy Principal.

Out Of Bounds
For the safety of all students and to maintain a clean and healthy environment, several areas of the school are designated out of bounds for eating and socialising during school hours.
These areas are beyond the perimeter of the school buildings and are in areas not easily accessible by staff.
Ovals are available for student games only. The specified ovals and tennis courts are OUT OF BOUNDS at all times unless SPORTS TEAMS are training.

Bicycles
The school provides an enclosure, between G and K Blocks, for students to place bicycles, but will not be liable for loss of property. All bicycles must be adequately locked and secured. Bicycles should be walked through the school via Brooke Avenue. Helmets are required by law. Students are not to go to this area at any other time of the day. Items other than bicycles such as SKATEBOARDS or SCOOTERS are not to be brought to school.

Personal Property
All personal belongings, including clothing, should be clearly marked with the owner’s name. Articles which are unmarked cannot be identified. School bags should accompany students at all times, everywhere in the school; consequently the school cannot accept responsibility for student property. Students should not bring valuable items to school or leave money or other valuables unattended this includes personal technology devices. Money must be kept on their person at all times. If it is necessary for students to bring large sums of money or items of value to school then these should be left at Student Services on arrival at school.
Lockers
Minimal school lockers are available for student use. Contact Student Services for details.

Mobile Phones and other Personal Technology Devices
It is preferable that students DO NOT bring mobile phones or other personal technology devices to school. If students do bring a phone to school, it must be switched off during class or at any time when the student is receiving instruction or being addressed by a staff member. Class teachers will have a mobile phone and personal technology device protocol as part of their classroom management plan. This protocol must be adhered to at all times by all students. If a student uses their phone for any purpose during class time it will be confiscated and kept at Student Services until the end of the day when it can be collected by parents.

The school accepts no responsibility for lost or stolen phones or other personal technology devices.

As it is a breach of the Privacy Act students are not permitted to use personal technologies to take photos or video footage of other students or staff without their permission. Any student caught doing this will have their technology confiscated and could face further consequences.

For full details of the school’s ICT Policy please visit the website.
https://southportshs.eq.edu.au/Ourschool/Rulesandpolicies/Pages/default.aspx

Prohibited Items
The following items are prohibited: weapons and replica weapons, tools and other sharp items, razor blades, illicit drugs, alcohol, cigarettes, tobacco products, lighters, aerosol sprays, laser pointers, pornographic material or photos, gambling material, and computer viruses. The following food items should not be brought onto school premises: soft drinks, drinks in glass bottles, lollies, energy drinks containing caffeine, Take Away Food, and chewing gum. Any student involved in misdemeanours regarding food or drink will have their food confiscated.

Bullying and Harassment
Our policy has two main strategies:
- We provide a supportive care structure and processes for developing positive relationships between students in our school.
- We educate our school community about bullying and provide an effective range of reporting and intervention strategies to deal with bullying when it occurs.

Definition
Bullying is typically repeated and intentional hurt inflicted on someone by words or actions of another person or group to exert power.

What Bullying may look like.
- Repeated Verbal threats and cruelty
  - Name calling and persistent teasing
  - Ridiculing another person’s appearance, physique or actions
- Repeated Physical threats and cruelty
  - Punching, pushing, poking, shoving, spitting, etc
  - deliberate property damage.
- Repeated Indirect threats and cruelty
  - Malicious gossip, spreading rumours
  - Deliberately hiding property
  - Ignoring and persistent exclusion from friendship circles, social exclusion
- Cyber
  - Deliberate inappropriate use of mobile phones texts messaging and internet communications

When Bullying occurs, what should be done?
By the students
- Initially use appropriate responses to solve the problem (eg walk away)
- Seek intervention by reporting bullying to a teacher, support staff or parent
- Demonstrate positive bystander behaviour and tell a teacher, support staff or parent if they see another student being bullied
- Never ignore the situation

By the parent
- Model appropriate behaviour at all times
- Support the school’s philosophy
- Watch for signs of your child being bullied
- Instruct your child to immediately tell a teacher or support staff if they are bullied
- Inform the school immediately of any suspected bullying
By staff
- Model appropriate behaviour at all times
- Reassure the individual that bullying is unacceptable listen to the student and ask what you can do to help
- Provide advice, intervene and monitor.
- Investigate bullying behaviour or threats quickly and fully.
- Invite the student who has been bullied to take control of the situation. This step addresses the potential powerlessness of the ‘victim’ in a bullying situation. Making the choice about what happens next places this person into a situation where they are at least somewhat in control of events. The Principal, Deputy Principal, Dean of Students or Year Coordinator will advise about the suitability of the option chosen.

**Variation to School Routine Policy**

A variation to school routine in the form of excursions, field trips, camps, work education, or sporting events are offered at Southport State High School to supplement and extend the range of learning experiences and activities normally offered at the school for students.

As such the school offers a variation to students under the following terms and conditions:

They are not compulsory therefore alternative arrangements are always planned and operated at school. Non-involvement does not mean time off.

Students can be excluded from participating if:
- deadlines for payment and return dates of forms are not met;
- standards of behaviour have not met school expectations;
- uniform requirements are not met (ie day uniform not worn for excursions);
- relevant school fees have not been paid, or a negotiated payment plan has been approved and kept up to date.

Students who cannot comply with the above terms and conditions should not seek to participate in the activity.

**What to do When**

1. **You are absent from school**
   - A note of explanation for each day’s absence must be signed by a parent or guardian and be handed to your Roll Mark teacher on the day of your return.
   - If you are likely to be absent for three or more days, ask your parents to contact the school.

2. **You are late to school (Outside schedule)**
   - Report to Student Services with a note of explanation. You will be given a late slip to take to your teacher, and your name will be recorded on the school attendance system and then your official roll. Please read the daily notices before going to class.
   - Repeated lateness to school will result in a referral to the Dean of Students for your year level.
   - A failure to provide a note/or reasonable explanation will result in catch up time to support learning issued by the Dean of Students.

3. **You get sick at school**
   - If you are in class tell your teacher who will direct you to Student Services with a sick bay slip.
   - You will remain in sick bay until your parents/guardians have been contacted.
   - If it is out of class time, come to Student Services yourself and the same procedure outlined above will occur.
   - **Students must not leave the school without going through Student Services with appropriate permission.**
     (It is the responsibility of Student Services to contact parents if a student presents as unwell at school. Students are not permitted to contact parents directly.)

4. **You have to take some form of medicine for a long-term illness**
   Have your parent complete a permission form at Student Services. Students requiring paracetamol must have a completed Permission Form lodged at Student Services and supply their own paracetamol.

5. **You need to leave school for an appointment**
   Bring a note of explanation to Student Services before school. You will be allocated an “Early Leaving” slip. You must show this slip to the teacher(s) whose class you will miss and carry your slip with you when you leave the school.

6. **You miss an exam**
   You will be required to bring a doctor’s certificate when you return to school. This certificate should be taken to your subject teacher on your immediate return to school. See the POLICY section on assessment.

7. **You have an appointment with Support Services eg Guidance Officer, Chaplain, School-based Nurse, Dean of Students:**
   You will be given an appointment slip that you must show to the teacher of the class you will be leaving. Your teacher will sign the slip before you are permitted to attend the appointment.

8. **You want to change a subject**
   To change a subject, students must make an appointment with the Guidance Officer or Senior Schooling HOD. If a change is agreed to students will receive a form that then requires the signatures of teachers and Heads of Department of the
subject they are changing to and from. Students then obtain a parental/guardian signature and forward the completed form to the Deputy Principal coordinating the timetable. Under no circumstance are students to attend a new class before the paperwork is finalised. The cut-off time for subject changes is 3 weeks after the beginning of each semester unless special circumstances apply. These are to be determined by the Guidance Officer or Administration.

Students who have failed to pay appropriate school subject fees will have their curriculum choices reviewed.

9. **You need to make an urgent phone call**
   Go to Student Services and ask for permission to use the phone before or after school or during breaks. The phone MUST NOT be used during class time.

10. **You have trouble with your work**
    Firstly, ask your teacher for help in class as soon as you have trouble. Then, if necessary, go to your teacher in the staffroom before school, after school, or during the lunch hour, and ask him/her for help. Don’t be afraid to ask for help. You can also talk to the HOD and Guidance Officer about these difficulties.

11. **You change your address or family circumstances**
    Go to Student Services and fill in a “Change of Address” form. The school needs this information in case we have to contact your parents quickly in an emergency.

12. **Your parents would like to discuss something with a member of staff**
    Contact one of the Deputy Principals or Deans who will arrange a time that is convenient for all.

13. **You lose or find property**
    Report your loss or find to a teacher or the Student Services staff.

14. **You have money or valuables at school**
    If possible, do not bring extra money or valuables to school. If it is essential, carry it on your person at all times or leave it at Student Services for safekeeping. Your school bag must be with you at all times. If required to be left outside the classroom, remove your valuables and keep them with you.

15. **You want to drive a car to school**
    Inform the Dean of Students that you will be driving to school. Students are required to complete a Student Driver Form so that vehicle details are noted. This may be required when vehicles have lights left on or need to be moved to provide access. These forms are available from Student Services. Do not give friends a lift unless their parents have given written permission to the Dean. Student cars are NOT to be parked in the school grounds. Passengers of a vehicle driven by student drivers must complete a permission form for any vehicle they may travel in whilst in Senior School.

16. **You are sick or injured and need work set to complete at home**
    Have a parent contact the Student Services to say how long you will be away and to ask for work to be set. Student Services staff need 48 hours notice for work to be set. Student work for absences can be collected from Student Services.

17. **You are out of uniform**
    You must report to Student Services before Roll Mark. Arrangements will be made for appropriate uniform to be obtained for you, either from home or the uniform shop. If appropriate uniform cannot be obtained, you will not be permitted to attend classes for that day. Repeated uniform breaches will result in a referral to the Dean of Students for your year level.

18. **Leaving school to enrol at another school or to work**
    Only a the Principal or Deputy Principals can initiate the leaving process. 48 hours notice is required to complete all leaving procedures. A transfer or leaving letter and refund can be issued if all outstanding debts are finalised. (The time frame may extend because any outstanding materials or money will need to be returned before Administration will issue a clearance form.)

19. **Confirmation of identity**
    Students may, for various reasons, request confirmation of identity to include: date-of-birth, current enrolment and home address.
    This information can be provided, in the form of a letter, if Student Services receives 24 hours notice from the student. (The ID card should be sufficient in most cases.)
    A Student Services Officer is the only one who can issue this information.
    Students are to contact Student Services, who will complete the details from those entered in the school’s computer records. The student can collect the letter the following day from Student Services. (It is important that personal details are current prior to this request.)

20. **You lose your ID card**
    A replacement ID card will cost $5.00. The student payment window will issue you a receipt, which you will take to Student Services to have your ID photo taken. The card will be completed and returned to the Student Services who will place your name on the student notices.