



2025

Student Enrolment Handbook



**ALBANY
CREEK
STATE
HIGH
SCHOOL**

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All policies and procedures included in this booklet are accurate at the time of printing and are annually reviewed and updated. Please refer to the school website for updated policies.

WELCOME TO...



**ALBANY
CREEK
STATE
HIGH
SCHOOL**

Albany Creek State High School is committed to supporting every student to achieve their personal best across academic, sporting, cultural and community service endeavours.

As Principal, I am extremely proud of our school and the achievements of our students. Our core values of *Respect, Responsibility and Resilience* guide our actions, effort and commitment to uphold the high expectations and standards on which our students and staff pride ourselves. We provide a high-quality education that aims to equip our young people for their future.

Our school vision *Innovative Thinkers - Successful Learners - Connected Community* commits all staff and students to learning that is relevant to the needs of individuals. Our curriculum and our approach to teaching and learning engages student interest and provides multiple pathways for students to realise their potential. This is evidenced in our broad and challenging curriculum offerings, as well as high standards in facilities and resources.

Albany Creek State High School offers Programs of Excellence in The Arts and Football in partnership with universities, industry professionals and coaching organisations. We have also introduced the TORCH Program, a combined curriculum enrichment course designed to provide unique learning opportunities to develop and enhance student skills and knowledge.

Our students are also encouraged to participate in a wide range of co-curricular programs. The extensive computer network integrates information communication technologies into all curriculum areas and BYOD program in Years 7 - 12 ensures a technology rich learning environment.

Outstanding achievements across academic, cultural, citizenship and sporting arenas are the result of talented, hardworking students supported by a highly professional, experienced and dedicated teaching and support staff. High quality teaching is vital for high quality learning.

I am sure that you will enjoy being part of this great school and I encourage you to make the most of the opportunities provided to you. I look forward to sharing and celebrating your successes while on this learning journey at Albany Creek State High School.

Please refer to our website for more detail at <https://albanycreekshs.eq.edu.au>.

Derek Weeks
Principal

GENERAL SCHOOL INFORMATION

Office Hours	8.00 am to 4.00 pm
Location	Albany Forest Drive, Albany Creek
Postal Address	PO Box 40, Albany Creek 4035
Telephone Number	3325 6333
Student Absence Number	3325 6360
Fax Number	3325 6300
Enrolment Email	enrolments@albanycreekshs.eq.edu.au
Email	principal@albanycreekshs.eq.edu.au
Web Address	www.albanycreekshs.eq.edu.au
Absences Email	studentabsence@albanycreekshs.eq.edu.au

Gate closures for safety Please note the closing times displayed on the school gate. The gate is closed to allow student population to safely exit school grounds to limit vehicle access from 2.50 – 3.15pm.

At Albany Creek State High School, we believe that every member of our school community has a right to develop socially, emotionally and intellectually in a safe and supportive school environment. We believe that in respecting the rights of others, in enhancing confidence and esteem and by maintaining a safe and healthy environment, all learners will be supported in their educational progress and have opportunities for individual success.

OUR VISION

INNOVATIVE THINKERS
SUCCESSFUL LEARNERS
CONNECTED COMMUNITY

OUR MOTTO

KNOWLEDGE
PRIDE
TOLERANCE

OUR VALUES

RESPECT
RESPONSIBILITY
RESILIENCE

Our Vision and values drive and influence all our decisions.

- We provide a quality learning environment that meets diverse student and community needs
- We deliver quality teaching and professional development in all learning areas by promoting a community of learners
- We develop and embed a student centred learning framework within a futures orientated curriculum
- Resulting in maximising student potential, self-worth and personal growth

KEY PERSONNEL

Executive Team 2023

	Staff Member	Telephone
Principal	Derek Weeks	3325 6333
Deputy Principal	Mahoney Archer	3325 6333
Deputy Principal	Tanya Grant	3325 6333
Deputy Principal	Shaun Cathro	3325 6333
Deputy Principal - Inclusion	Kym Everett	3325 6333
Deputy Principal - Human Resources	Sandy Kane	3325 6333

Key Support Staff

Learning Connections	Kym Everett	3325 6333
Junior Secondary	Jamie Campbell	3325 6343
Senior Schooling	Luke Martin	3325 6370
Program of Excellence –	Deborah Ruellan	3325 6396
The Arts Production and Performance	Liz Rigby	3325 6351
Program of Excellence - Football	Kevin Swadling	3325 6374

Student Support and Services

Guidance Officer	David Jackson	3325 6304
Guidance Officer	Chloe Tarr	3325 6305
Learning Engagement Centre	Charles Rodger	3325 6373
Chaplain	David Hockey	3325 6362
Social Worker	Hannah Webb	3325 3694
School Based Youth Health Nurse	Eilidh Hambling	3325 6321
First Nations Support Officer	Latrell Siegwalt	3325 6306
Defence School Mentor	Amy Rae	3325 6383
	Rebecca Smith	
Resource Hire Scheme	Library Main Desk	3325 6325
Enrolment Officer	Lori Smith	3325 6330
Uniform Shop	Tuesday and Thursday 8.00am - 10.30am	3325 6368
Wearitto Smart Clothing Centres Store, Aspley	Monday - Saturday	3263 5566

For a more detailed list of staff and their contact details, please refer to the Albany Creek State High School website.

ENROLMENT PROCESS

Albany Creek State High School has an approved Enrolment Management Plan (EMP).

The Albany Creek State High School Catchment Map is available under the secondary catchments section of EdMap (www.qgso.qld.gov.au/maps/edmap/) and provides information concerning the catchment boundary. Any student whose principal place of residence is within the school's catchment area is, subject to the Education (General Provisions) Act 2006, eligible for enrolment at the school.

Prospective families are encouraged to review the Albany Creek State High School Enrolment Management Plan on our website (www.albanycreekshs.eq.edu.au) for details.

Students residing within the Albany Creek State High School Catchment area in Years 7-10

Parents/carers are required to fully complete the Application for Enrolment Form. This form is available via the school website.

The Application for Enrolment form asks for the following documents:

1. A copy of your child's most recent SCHOOL REPORT CARD
2. 2 x proof of student's principal place of residence (as listed on the application form)
3. Court Orders/Parenting Order if applicable

PLEASE DO NOT SEND ORIGINAL DOCUMENTS WITH THE APPLICATION.

Successful applicants will be sent further enrolment and documents required for enrolment **in Term Three**.

Students residing outside the Albany Creek State High School Catchment area and all students applying for Years 11 and 12

Parents/carers are required to fully complete an Expression of Interest (EOI) for Student Enrolment form. This form is available via the school website.

Please be reassured that the wait list for students applying as an Out of Catchment will be compiled based on the time you accessed Trybooking. We encourage prospective parents to ensure that the application is completed carefully and any supporting documentation is gathered and provided at the time of lodging. Your application will be checked after Open Day and you will be emailed if we require further information to complete.

The EOI asks for the following documents:

1. A copy of your child's most recent SCHOOL REPORT CARD
2. A copy of most recent NAPLAN
3. Court Orders/Parenting Order if applicable

PLEASE DO NOT SEND ORIGINAL DOCUMENTS WITH THE EOI APPLICATION.

Successful applicants will be sent an enrolment letter, enrolment application form and other documents required for enrolment **in Term Three**.

Application for Enrolment Forms and EOI applications can be lodged in person on Wednesday, 15 May at our Open Day. Please be advised that we are only accepting EOI applications at the Open Day from 3.30pm. Application for Enrolment Forms, EOI applications may also be emailed from 9.00am Thursday, 16 May. We look forward to welcoming you to our Open Day and trust that you will enjoy your first experience of Albany Creek State High School.

Please note: Applications for Enrolment and EOIs must be fully completed and include all documents requested. Applications which are incomplete will not be accepted for processing. Original documents will be sighted as required.

Programs of Excellence:

Students applying for a Program of Excellence (POE) must book attendance at the Auditions/Trials through Trybooking link provided in the POE application forms and submit their paper application to the school by Thursday 30 May. Students successful in gaining a place in one of the Albany Creek State High School

Programs of Excellence will be notified of their enrolment. **Please note:** All students applying for a POE MUST also submit an Application for Enrolment or an Expression of Interest to Enrol to be considered

Other enrolment information:

Students transferring from another Queensland State High School are required to notify the previous school, once the student's enrolment has been confirmed, to arrange a transfer to Albany Creek State High School. Students transferring from interstate may be required to complete interstate transfer information to enable our school to obtain relevant information. Students enrolling after the initial start day of the school year, will be supported by the Learning Engagement Centre and students from our Peer Support Group. Students must obtain the correct school uniform and resources prior to commencing school.

EOI Applications:

EOI applications which do not qualify for enrolment within the Albany Creek State High School EMP will be placed in order of receipt, on a waiting list. The applications will remain current only for the school year in which they are applying to enrol. Enrolment from outside the catchment area is restricted to ensure student enrolment capacity. If there is sufficient capacity after reserving places for students who may move into catchment, enrolment places will be offered to students on the waiting list from the beginning of Term Four.

ENROLMENT AGREEMENT

Albany Creek State High School's Enrolment Agreement sets out the responsibilities of our students, parents or carers and the school staff about the education of students enrolled at our school.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the staff
- abide by school rules as outlined in the school's *Student Code of Conduct*, including not bringing prohibited items to school
- meet home study and assessment requirements
- wear school uniform as outlined in the *Student Dress Code*
- respect the school's property and the property of other students, staff and community.

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- complete *Application for Exemption* form for any absence greater than 10 consecutive school days
- treat school staff with respect
- attend parent-teacher meetings as required
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes home study regularly in keeping with the school's *Studying at Home Policy*
- inform school of student absences and reasons for absences in a timely manner
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control
- support your student in adhering the *Student Dress Code*
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school to:

- design and implement engaging and flexible learning experiences for individuals and groups
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- inform parents and carers regularly about how their children are progressing
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term

- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the *Student Code of Conduct* and the school's *Student Dress Code*
- ensure parents and carers are aware the school does not have personal accident insurance cover for students
- advise parents and carers of co-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's *Studying at Home Policy*
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure Complaints Management – State Schools
- treat students and parents/carers with respect.

BRING YOUR OWN DEVICE POLICY

Albany Creek State High School has a Bring Your Own Device (BYO) program that enables students to bring to school select technology devices outlined in the "Albany Creek State High School (BYO Laptop) lists". New students are to bring to school a laptop. The laptop must meet the minimum specifications outlined in the BYO Laptop brochure. Students that join our BYO Program must sign a User Agreement before the device can be brought into school.

The purpose of this policy is to define accepted practices, responsibilities and procedures for the use of student owned mobile devices that Albany Creek State High School authorises to connect to the school ICT systems.

Scope and Application

This policy applies to all students of Albany Creek State High School. It affects any device and/or accompanying media that a student uses to access the systems and data of Albany Creek State High School regardless of whether they are used within or outside normal school hours.

Device

Albany Creek State High School will maintain a list of approved devices and publish this on the school's website.

For the life of the program Albany Creek State High School will review the device at the end of Term 3 each year and update the device list by the beginning of Term 4 in preparation for the next school year.

Albany Creek State High School will select appropriate devices for the program based on the pedagogical and operational needs of the school. Devices as determined by Albany Creek State High School that do not meet the needs of the pedagogical and operational needs of the school will not be permitted to be used.

Applications and Software

Albany Creek State High School will maintain a list of required "apps and software" and publish this list on the school's website.

For the life of the program Albany Creek State High School will review the approved apps and software list at the end of Term 3. The school will update the "apps list" during Term 4 in preparation for the next school year's requirements.

Teachers at Albany Creek State High School may have students in their classes load additional apps with no cost during the school year.

Use of the device at school

Albany Creek State High School recognise that the BYO Device is owned by the parent/carer. However, to be successfully used in the school environment there are a number of standards that must be maintained and procedures to follow. Parents/carers will agree via the BYO Device User Agreement to abide by the school rules for the program. In order to use the device at school there are a number of apps and settings that must be maintained by the parent/carers and/or student.

Albany Creek State High School agrees to provide “User Documentation” on the school website that describes the steps required to join the device to the school network resources.

LEARNING EXPECTATIONS FOR BYO DEVICE PROGRAM

All students using laptops to support their learning at Albany Creek State High School are required to comply with the following expectations regarding their use. Students not meeting these expectations will be dealt with according to School’s *Student Code of Conduct*.

During Lessons

Your BYO is a teaching and learning tool. To make the most of learning time, the following routines for the use of your device have been developed.

Wait to use your BYO until your teacher instructs you to do so.

Communicating with other students, using your device, during learning time is not permitted unless under direct instruction from your teacher.

Projecting your own device onto a teachers’ laptop or projector may only occur after direct teacher instruction to do so.

Your device cannot be used during exams unless you are otherwise instructed.

Students are not permitted to take a photo of any assessment task sheet or exam without approval.

Ensure at least 1 GB of storage capacity is available at all times for use in learning activities.

Communicating with others

Your BYO will be an invaluable tool for connecting you to vital information within and beyond the school. Again, there are some routines and procedures required to ensure the most appropriate use of the device in an educational setting.

Remember respectful communication conventions should be used at all times, either on the BYOx or when using other communication methods.

Students have been supplied with an EQ email address. This must be the only email used between students, teachers and other students when communicating or transferring files.

Email or other forms of communication, including through Bluetooth (eg Airdrop), may only be used during class time when directly instructed by a teacher.

Students are not permitted to send private messages through messaging applications.

Use in and around the School

- As learners we must ensure we are ready and prepared to learn. This includes ensuring our ICT equipment is functional and in good working order.
- While at school, your BYO should be used for educational purposes. This includes the use of camera and video devices. The use of these devices is only permitted under teacher direction.
- Ensure your devices are fully charged before school and have enough battery life for all class periods to complete required work.
- Your BYO should be stored in school bags when moving between classes or around the school
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Your device is for your use only. Do not share it with others.
- Regularly check that all ICT equipment, including USBs and home devices are tested for viruses and other threats.

Cyber safety and Security

The safety of our students when working in an online environment is a high priority.

Ensure your cyber safety by keeping your personal details, including username, password, address or phone number private.

Your account details need to be kept private. It is not appropriate to share these details with another student for their use.

- In line with cyber safety guidelines ensure you do not store, send or upload photos of yourself, other students, teachers or visitors to the school under any circumstances.
- Social media (eg Facebook, Ask FM, Instagram, Twitter, Snap Chat etc.) are not to be accessed during school time.
- All activities on the school network, including internet history, may be stored accessed and monitored by authorized Education Queensland staff to determine your compliance with this agreement.
- Hacking or attempting to hack the network and other accounts bypassing network security or filtering are serious and inappropriate uses of ICT equipment and will incur consequences. Virtual Private Networks (VPNs) are not permitted on any BYOx device.
- Downloads of large files, videos or images through the school network will affect the use of the network for others. Internet download limits may be put in place by the school.
- The publishing of inappropriate or abusive material about staff, students or the school in any public or school domain including the internet is a breach of the school's behaviour plan for students.
- The viewing, scanning, storing, transmitting, forwarding, printing, playing etc. of inappropriate images, video, audio or email is strictly prohibited. This applies to anything that could cause offence to others and anything that is disruptive to an activity.

THIRD PARTY WEB BASED SERVICE PROVIDERS

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Albany Creek State High School teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Albany Creek State High School wishes to utilise the third party web based service provider/s to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. They are private companies that are hosted onshore in Australia and/or outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student Name
- Student EQ ID number
- Year Level
- Class Teacher
- Student school email (MIS email)

Information and Communication Technologies (ICTs) are an integral component of schooling at Albany Creek State High School. ICTs are used to support and enhance learning, improve parent/carers awareness of student absenteeism and to improve communication between the school and home.

Before using these outside services, the school has conducted a comprehensive risk analysis of each site and/or app in conjunction with the Department of Education and Training (DET). If we believe that the service adds value to our students' education and has an acceptable level of risk we will use these services as part of our educational programs.

A list of websites and apps that the school may provide student data to is maintained at the Albany Creek State High School Website and will be provided with the Enrolment Forms.

STUDENT RESOURCE SCHEME (SRS)

The Parents' and Citizens' Association, in partnership with the school, has endorsed the continuation of a Student Resource Scheme in 2024. The Student Resource Scheme is discussed at the April meeting of the school's Parents and Citizens Association. Parents/carers are invited to attend this meeting and express their opinions. A vote is taken annually at this meeting on the continuation of the scheme.

Parents/carers are directly responsible for providing students with textbooks and other resources for the student's use while attending school. As a service to assist parents/carers with the cost of these education resources, the school operates a Student Resource Scheme. The purpose of the scheme is to provide parents/carers with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes.

The Queensland Government Textbook and Resource Allowance supports this Scheme. The Textbook and Resource Allowance is paid only once in any calendar year, regardless of the number of schools the student attends. Current allowance rates are available at: <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>

Student Resource Scheme (SRS) – Terms and Conditions

Albany Creek State High School operates a Student Resource Scheme (SRS) to:

- Minimise the costs to parents/carers of providing textbooks and other learning resources for students.
- Ensure that an adequate bank of resources is available to ensure a quality education for all students.

There are very distinct savings to be made from joining the Scheme (refer to the Non-participation section over page).

In 2024 an amount of \$365 per student, in Years 7 to 10 was charged to parents/carers who chose to participate in the scheme.

In 2024 an amount of \$350 per student, in Years 11 and 12 was charged to parents/carers who chose to participate in the scheme.

Endorsing of the 2025 SRS will occur at the June P & C meeting. As this handbook is printed early in May any changes to the 2025 SRS prices will be communicated to parents/carers as soon as possible.

The Scheme does not provide any funds for the Parents' and Citizens' Association, is entirely voluntary and parents/carers are under no obligation to join.

Parents/Carers wishing to take advantage of the services provided by the Student Resource Scheme, pay the annual participation fee and sign the relevant form agreeing to the conditions therein.

Student Resource Scheme Benefits

The SRS operates under the policies and guidelines of the Department of Education and Training. A parent who does not wish to join the scheme is responsible for providing the student with the items that would otherwise have been provided, to the student, by the scheme as detailed on the Year Level Subject Requirements List, to enable the student to engage with the curriculum.

The Student Resource scheme provides the entire package for the specified participation fee and is not available in part.

Parents/carers wishing to take advantage of joining the SRS pay an annual fee and receive the following benefits:

- All prescribed textbooks (repaired and replaced) for subjects, where applicable (including digital textbooks)
- Reproduced class materials, photocopy and printing costs which complement and/or substitute for textbooks
- Student reference material for hire/purchase (eg books, audio/video tapes, software)
- Other student reference books including eBooks and access to web site subscriptions (which would be costly if paid for on an individual basis but as a bulk registration through the school SRS the cost is reduced significantly).
- Student Handbook
- Additional computer software
- Minor equipment
- Materials for subjects where the instruction is extended through providing practical learning experiences in excess of materials provided by school grants including student material used for classroom projects
- Student Identification Card

Text and Resource Allowance (TRA)

The Queensland Government provides a text and resource allowance for eligible students. With the approval of their Parents' and Citizens' Association, schools may be directly provided with this allowance. As such, Albany Creek State High School Parents' and Citizens' Association has approved the direct payment of the TRA to our school.

All eligible students receive the text and resource allowance. Ineligible students include:

- Students enrolled as full fee paying overseas students (FFOS)
- Students enrolled in a Centre for Continuing Secondary Education (CCSE) Students undertaking part time distance education from a non-state school accredited for distance education
- Students enrolled AFTER the first Friday in August

Any student transferring after the end of February from any Queensland secondary school (state or non-state) will be expected to carry a pro rata refund allowance from their departing school to their new school. Albany Creek State High School will calculate the pro rata amount and advise parents/carers of the payment amount due.

In 2024 the TRA amounts were:

- Year 7, 8, 9 and 10 student: \$155
- Year 11 and 12 student: \$337

Participating in the SRS - ☒ Yes, I wish to join the SRS

The subsidy for a student eligible for the TRA has been taken into consideration, and as such, has reduced the total amount that parents/carers contribute to the 2024 SRS. The SRS represents excellent value and provides substantial savings to parents/carers of students in all year levels. The average cost of textbooks is approximately \$65.00 each, with some costing over \$100.00. The digital text package used in Years 7–10 carries a \$110 annual fee. To this end, every effort has been made to contain costs whilst ensuring that an adequate bank of resources is available for student use.

Parents/carers are asked to complete the Student Resource Scheme Participation form for their child/ren. Additionally, the SRS contract conditions must be read, understood and agreed to, by ticking the "Yes, I wish to participate in the 2024 SRS" box and by completing and signing the "Parent details" section.

The fee for the 2024 SRS is payable on submission of the form and should be finalised before 29 March 2024 (unless alternate arrangements have been agreed to by the school). Anyone who joins the scheme but fails to pay the full fee may be excluded from the SRS in following years.

Payment options:

- QParents Online
- Payment of fees can be made by credit card via BPoint, using the hyperlink on the bottom of the invoice <https://www.bpoint.com.au/payments/dete> or phone 1300 631 073 (this service is provided by the Commonwealth Bank)
- Qkr! App for limited items. Please see the How To Guide on the school website to download the Qkr! app and get started.
- Electronic direct debits can be setup by contacting the school.
- Centrepay is a free direct bill paying service available to parents/carers who receive Centrelink payments, such as Family, Newstart and Abstudy. Centrepay can make direct payments to Albany Creek State High School to pay for school fees. Should you wish to take advantage of this service, please contact the Administration office on 3325 6333
- EFTPOS or credit card is accepted at the Administration Office.

Financial Support:

Parents/carers who are experiencing financial stress or would like to spread their expenses by paying in installments, can contact Administration on 3325 6333 to discuss alternative arrangements. Payment plans can be organised by either contacting 3325 6333 or emailing: bsm@albanycreekshs.eq.edu.au to request an application.

An appointment can be made to see the Business Manager to discuss any further alternative arrangements, if necessary, by phoning 3325 6333.

Not Participating in the SRS - ☒ No, I do not wish to join the SRS

Parents/carers who choose not to join the SRS, are asked to complete the Student Resource Scheme Participation form for their child/ren by ticking the "No, I do not wish to join the 2024 SRS" box and by completing and signing the "Parent details" section.

A parent/carer who does not wish to join the Scheme is responsible for providing the student with the items that would otherwise have been provided to the student by the scheme as detailed on the Year Level Subject Requirements List, to enable the student to engage with the curriculum.

The approximate cost to parents/carers of providing all learning materials for the cheaper subject combinations, averaged across all year levels is \$845.00

If eligible, the Text and Resource Allowance (TRA) as shown above, will be refunded to the parent/carer. Additionally, Albany Creek State High School will provide a comprehensive list of all textbooks and resources required to be purchased by parent/carer, in lieu of joining the SRS. Non-participation families will then be invoiced for those materials that can only be supplied by the school; eg photocopying, student handbook, ID cards and practical subject consumables. The textbook and resource allowance will be credited to their account.

Other fees and charges not covered by the Scheme

Programs of Excellence: The Programs of Excellence (The Arts and Football) require students to use additional materials to fulfill course requirements. For example, in Art students are provided with specialist art products to allow them to produce artworks; in Dance students are provided with specialist choreographic training; in Football a range of equipment is provided as well as coaching clinics. The Program fee is for the costs of materials and services used in the course.

Camps and Excursions: The User Pays process is associated with external charges to the school; for example, bus hire, admission costs, guest speakers and camp fees. Where a third party charges the school for the activity a User Pay fee is charged to the parent/carer. User Pays are to be balanced for each activity and a refund may be given as per the School Refund Policy, endorsed by the Parents' and Citizens' Association.

VET and Certificate Courses: VET course fees are invoiced as a User Pays fee. Where a third party charges the school for the activity a User Pay fee is charged to the parent/carer.

Other: A User Pays fee will also apply for the hire of equipment in the Instrumental Music program. A fee may also be applied in some co-curricular activities and programs (eg performances in WAVE, sporting and WAM/TAM activities, swimming/lifesaving certificates). Additional expenses listed in the curriculum handbook.

Stationery Items are not covered by the Scheme

Stationery items, as outlined in the stationery list available from Term 3/4, will need to be provided by parents/carers. **These items do not form part of the Student Resource Scheme.**

STUDENT DRESS CODE

Our school values the highest standard of student safety, behaviour and appearance. The accurate wearing of the school uniform conveys a significant message to our community about the expectations we have of our students, and helps to create a positive perception of our school. A clean, neat and tidy uniform helps students develop a sense of belonging and enhances student pride in their school. Personal hygiene, uniform cleanliness and a neat general presentation assist students to develop self-worth and confidence in their appearance.

In accordance with section 360 of the Education (General Provisions) Act 2006 (Qld), a principal may develop a student dress code that will apply when students are attending, or representing, the school. The purpose of a dress code is to promote a sense of identity and pride; help strengthen school community cohesion; enhance student safety, health and wellbeing; and prepare students for the expectations of some workplaces.

Albany Creek State High School's Student Dress Code (endorsed by the Parents & Citizens' Association) outlines the expectations of students with regard to uniforms and personal appearance. These expectations are explained during the enrolment process and are agreed to by parents/carers and students.

Parents/carers of students who for religious, cultural or health reasons need to modify/adjust the approved uniform are required to make an appointment with the Deputy Principal for further discussion. All Dress Code variations/exemptions are approved by the Principal.

Students in all year levels are required to wear their formal uniform each Monday and Friday. On other days, either the formal or sports uniform may be worn. Formal uniforms must also be worn for formal occasions and on excursions.

School uniforms should be worn at school and when travelling to or from school. Students should change out of school uniform upon arrival at home. They should not wear parts of the school uniform with casual clothing at other times.

*All uniform items are available at the uniform shop.

Formal Uniform – Set One (Years 7-9)

- White blouse with school logo on lower right
- Panelled teal skirt with side pocket (knee-length) OR tailored teal shorts (knee-length) OR grey tailored trousers with school logo on back waist
- White socks with two teal stripes or flesh coloured/black stockings/opaque tights
- All black, polishable, leather lace-up shoes
- Teal Taslon jacket/Knitted grey jumper with teal stripe/School blazer with school logo on breast pocket
-

Formal Uniform – Set Two (Years 7-9)

- Short sleeve teal shirt with pocket
- Tailored grey shorts with school logo above back pocket OR long college grey trousers with school logo
- Ankle or long grey socks with teal stripe
- All black, polishable, leather lace-up shoes
- Teal Taslon jacket/Knitted grey jumper with teal stripe/School blazer with school logo on breast pocket

Formal Uniform – Set Three (Years 10-12)

- White blouse with school logo on lower right
- Pleated teal skirt with side pocket (knee-length) OR tailored teal shorts (knee-length) OR grey tailored trousers with school logo on back waist
- White socks with two teal stripes or flesh coloured/black stockings/opaque tights
- All black, polishable, leather lace-up shoes
- School tie

Formal Uniform – Set Four (Years 10-12)

- Short sleeve pinstripe shirt with school logo on pocket
- Tailored grey shorts with school logo above back pocket OR long college grey trousers with school logo
- Ankle or long grey socks with teal stripe
- School tie
- All black, polishable, leather lace-up shoes
- Teal Taslon jacket/Knitted grey jumper with teal stripe/School blazer with school logo

Sports Uniform – Set 5 (Years 7-12)

- Polyester teal, white and gold polo shirt with school logo
- Black micro-fibre shorts with ACSHS logo sewn on lower leg (mid-thigh length)
- White socks with the ACSHS logo (no ankle socks)
- All black, polishable, leather lace-up shoes (high-tops are not permitted, flat-soled shoes are not suitable for physical activity)
- Teal Taslon jacket/ Knitted grey jumper with teal stripe

Other Uniform Items

- School bucket hat with ACSHS logo (available in House colours, compulsory for practical lessons and all outdoor activities)
- A school backpack with the school logo (optional)
- School badge (optional)
- Religious headwear may be worn in school colours. No headwear is to have any jewelled adornments.
- Students participating in the Music Ensembles, Dance/Drama Teams, Football Excellence Program, AC Racing and eSports Teams have specific uniforms to wear when engaging in curriculum/competitions.
- Year 12 students have the option of the Senior Jersey which may be worn with Sets 3, 4 or 5
- Students may wear their House Shirt with Set 5 each Tuesday, on designated House Days, Non-Uniform Days and for Sporting Carnivals

Set 1



Set 2



Set 3



Set 4



Set 5



Blazer



Football Excellence Program - Training Shirt



School Bucket Hats – Reversible House Colours



Sports Shorts



Formal Jumper



Football Excellence Program - Shorts



Sports Tracksuit Pants



Sports Jacket



Music



Sports socks



School Bag



Music



School Footwear

Student footwear must provide adequate protection and cover the entire foot. Shoes must have a tongue and substantive uppers to meet Workplace Health and Safety requirements (no canvas, no mesh).

Albany Creek State High School shoe checklist for BOTH formal and sports shoes:

1. Shoes must be fully enclosed black, polishable, and lace-up (no coloured logos, no coloured laces).
2. Trimmings must be all black (sole, shoe lace, logos must be black – no other colour trims permitted).
3. Shoes should provide arch support and a heel counter to keep active, growing adolescent feet healthy.

Note on specialist shoes: Shoes for a specific program/activity (eg track and field, football boots, ballet slippers, etc) may only be used during designated lessons and must NOT be worn at other times.

Students are permitted to wear all black polishable, lace-up, unisex sports shoes for both their formal and sports uniform, if they desire.



School Bag

- Students should have a school bag that is of an appropriate size to carry necessary school equipment
- Bags should be of appropriate design and material to ensure they can be sealed in order to protect school equipment and students' belongings
- Bags must not display any inappropriate offensive words or images (this includes pencil cases)

Jewellery

- Permitted items include a watch and plain sleepers or studs (no more than 5mm in diameter), with a maximum of two earrings per ear
- Other jewellery items such as necklaces, bracelets, rings and anklets must not be worn. (Jewellery which holds religious, cultural or sentimental significance must not be visible)
- Facial or other piercings must be removed or covered at all times. Clear studs are not permitted. Spacers and spikes must be removed.

Hair

- Natural looking hair colour, not decorative in nature and neat styles are permitted
- Hair that is below the collar of the shirt must be tied back at all times
- A thin hair tie/ribbon with a maximum width of 20mm in any of the school colours (teal, gold, white or black) is permitted
- Students are to be clean shaven at all times

Make-up and nail polish

- Make-up and nail polish worn should be of a protective nature (eg tinted sun-block, clear nail polish) and not of a decorative nature (eg bright/dark nail polish, eye shadow, mascara).
- Acrylic/gel nails are not permitted
- Tattoos should not be visible. Visible tattoos must be covered by a skin toned bandage or plaster (eg medical sleeve bandage).
- False or artificial eye lashes are not permitted

Unacceptable items include, for example, but not limited to:

- The wearing of any item of clothing which is visible beneath appropriate dress
- Scarf, beanie, gloves
- Handbags, tote bags
- Hoodies
- Active Wear, including leggings and yoga pants

Non-Uniform Days

- May take place up to four times each year to raise monies for worthy causes. This decision is at the discretion of the Principal
- School dress on such days must adhere to sun-safety, workplace health and safety and must not cause offence or embarrassment
- Students are not permitted to wear singlet tops, spaghetti straps or midriff tops
- Students are not permitted to wear leggings/yoga pants
- Shorts must reach mid-thigh
- Symbols or slogans on clothing items need to be appropriate
- *The Student Dress Code* regarding jewellery and make up apply on these days
- Shoes must have a tongue and substantive uppers to meet Workplace Health and Safety requirements (ie no canvas, no mesh)

NB Students who choose to wear their school uniform must wear it in its entirety.

Procedures and Consequences for Non-Compliance with the Student Dress Code

All school staff have a responsibility to support the *Student Dress Code*. Teachers will regularly:

- reminding students of the school's expectations
- articulating students' responsibilities regarding uniform and appearance
- reinforcing the importance of portraying a positive image of the school
- taking appropriate action with students who regularly disregard these guidelines

The school will regularly present the expectations in the *Student Dress Code* at Junior and Senior Assemblies, Year Level Assemblies, in the daily notices, in the School Newsletter and through the WAVE Program.

The following measures can be provided to students to remedy their breach of the *Student Dress Code*:

- Students will be asked to remove items that breach the code
- Contact with a parent/carer to explain the breach and help the student remedy the breach and avoid ongoing breaches

When in breach of the Student Dress Code:

- A note is required from a parent or carer to explain each uniform breach.
- Students who are in breach of the *Student Dress Code* will present this note at the Learning Engagement Centre between 8.15am and 8.45am to receive a uniform pass.
- Students in breach of the *Student Dress Code* without a Uniform Pass from the LEC will be given a lunchtime detention. Typically, this is issued by the WAVE teacher during roll marking. This is recorded in Daymap. Students will then attend a detention at lunch time on the same day the detention is issued.
- If a student fails to attend the issued detention or develops patterns of non-compliance further consequences will be issued by Year Level Coordinators and Deputy Principals.
- Students who do not dress appropriately or as requested for particular events/excursions will not be permitted to participate.

If a student does not comply with the *Student Dress Code*, one of the following sanctions may be imposed:

- Detention of the student for a period mentioned in section 283(3) of the Education (General Provisions) Act 2006 (Qld).
- Withdrawal of the privilege for the student attending, or participating in, any school activity that, in the reasonable opinion of the school Principal, is not part of the essential educational program of the school (this includes, but is not limited to district/regional sport, eisteddfods, WAM/TAM interschool activities, senior formal, competitions and other activities).
- If a student continues to be out of uniform and/or fails to complete a detention, this will be considered as 'wilful disobedience' and as such consequences in line with our *Student Code of Conduct* will be applied.

Uniform Shop

School Uniforms may be purchased through Wearitto...Smart Clothing Centre. You may purchase these through the campus Uniform Shop, at the Wearitto uniform outlet or online.

The campus Uniform Shop is located in the MPC and is open Tuesday and Thursday from 8:00am – 10:30am. Phone 3325 6368. Payments of cash and EFTPOS are accepted.

The Wearitto uniform outlet is located at 41 Kirby Road, Aspley and is open from 8:30am to 5:30pm Monday to Friday and 9:00am to 12:00pm on Saturdays. Phone: 3263 5566.

Online orders can be delivered or can be collected at the campus Uniform Shop during opening hours.

GENERAL PROCEDURES FOR STUDENTS

Personal property

- Clearly label all your personal property, school bucket hat, jumpers, books, bags, drawing instruments, calculators etc. – with your name and WAVE class.
- Liquid paper and oil-based markers are not to be brought to school.

Safety

- Do not run or behave boisterously on walkways or near windows. All ball games must be played away from school buildings in approved areas. Football is only permitted on the oval.
- Bags should not be taken into rooms except with teacher permission. Bags should be left on port racks provided or in a designated area.
- Students must bring their laptops/iPads into their classroom.

Respect and personal space

At all times students are to be respectful of others' personal space. At no time should students be closer than 30cm to each other; no holding hands, cuddling, kissing, play fighting, pushing etc.

Movement around school

- Students are to enter a school room only if a teacher is present; if no teacher is present, wait quietly outside the room in two lines without blocking the walkway.
- Move directly from one classroom to the next – (not via taps, toilets or tuckshop) – at the end of Roll Class and Period 2.
- When waiting to be served at the tuckshop, form an orderly queue. Courtesy should be extended at all times to tuckshop staff. Students are not permitted to carry their bags with them while in the tuckshop queue.
- During class time, students should not be out of classrooms without permission. Students must have an *Out of class* pass provided by their teacher at all times when moving around the school during class time.
- Students must not leave school grounds between 8.50am – 2.50pm without the permission of the Parent/carer and Administration – see 'What To Do When'.

Out of bounds areas

- Students are not permitted behind R Block, K Block, F Block and P Block.
 - Students are not to enter any bushland surrounding the school. As required, students will be given authority to enter these areas.
 - Year 7s are the only student cohort to use the Year 7 area (U Block to V Block and behind V Block) during breaks.
 - The Junior Secondary basketball courts are exclusive to Year 7 students in Term 1, after which is it shared with Junior Secondary students.
 - Students must wear a school bucket hat when engaging in outside activities.
-
- Junior Secondary Precinct identified within grid
 - Whole School Map located on page 43



Travel to and from school

NOTE: Once students enter school grounds in the morning, they are not permitted to leave school grounds until the end of the school day without parental permission. This is regardless of what time a student arrives at school prior to the official commencement of the school day.

- Any student who fights, harasses or bullies another student or member of the public while in transit to or from school will be referred to the relevant Deputy Principal.
- Any students identified as gathering near a fight on or out of school grounds while in transit to or from school will be referred to the relevant Deputy Principal.
- Any student who is wearing the school's uniform and whose actions bring the school into disrepute while in transit to or from school, will be referred to the relevant Deputy Principal.
- All students are to use the pedestrian crossing when crossing the road outside of the school.
- A Duty Teacher will supervise students leaving the school grounds.
- Failure to follow these instructions will result in a referral to the relevant Deputy Principal.

Public Transport

Students must organise their own yearly bus and train passes through their local train station or bus company.

- Students using public transport must move straight into the school grounds on arrival.
- Students waiting for buses in the afternoon are required to wait inside the school grounds in the designated area behind the bus gate until their bus arrives. Students may only exit the school grounds when the Duty Teacher instructs them to do so.

Private Transport

- Students awaiting collection by parents/carers must stay inside the grounds at the main gate entrance until their parent/carer arrives. They must then use the pedestrian crossing to make their way to the vehicle.
- Students arriving by private transport must move straight into the school grounds on arrival at school.
- Students who are awaiting other transportation must not leave the school for any reason without the explicit permission of the Duty Teacher or written permission of the Administration.
- Students who drive themselves to school must complete a Student Driver Form. These forms can be collected from the Year Coordinator or Deputy Principal.

Walking to and from School

- Students who walk home are not to leave the school grounds until after 2.50pm, once being dismissed by their Period 4 teacher.

Bicycle Riders

- Students bring bicycles to school at their own risk.
- All riders must obey all road rules and wear helmets at all times.
- The school provides bicycle racks in secure enclosures to store bicycles.
- Students should use a chain and lock to secure their bicycles to the racks individually – not with another student's bicycle.
- Entry to the bicycle racks is made from the main gate access on Albany Forest Drive.
- Bicycles must not be ridden in school grounds at any time. Bicycles should be walked in and out of the school grounds and must not be ridden across the pedestrian crossing. Failure to follow these instructions will result in a referral to the relevant Deputy Principal.

Skateboard/Scooter Riders

Skateboards and scooters are not permitted at school. Infringement will result in the skateboard/ scooter being confiscated and parents/carers being contacted to collect the item. Skateboards/ scooters will not be stored in the office. They present a Workplace Health and Safety issue.

Smoking

Government regulations forbid smoking within the school grounds. Cigarettes, tobacco, matches and lighters **MUST NOT** be brought to school. Students must not smoke while travelling to and from school or at any school function organised at night or on weekends. Smoking in school uniform breaches our school *Student Code of Conduct* and may result in serious consequences including suspension.

Use/possession of illegal drugs/implements

Students found in possession of, or using either an illegal drug/implement for the use of an illegal drug will have the drugs/implements confiscated and passed on to the police. Parents/carers will be notified and students will face serious consequences.

General

- Food must not be eaten within buildings or on sporting fields.
- Chewing gum and energy drinks are prohibited within the school grounds.
- Paper and food scraps are to be disposed of appropriately in bins provided. Littering the school grounds is not acceptable.
- Respect all school property. Damage to school buildings and property must be reported immediately to the Administration Office.
- Pen knives or weapons of any description must not be brought on to school grounds.
- Dangerous or inappropriate materials should not be brought to school.
- Aerosol deodorants are not permitted in the school due to the range of respiratory illnesses that can be triggered by their use.

Preparation for lessons

- Be punctual. Arrive at lessons on time and move briskly from Roll Class to Period 1 and from Period 2 to Period 3.
- Bring all necessary learning materials – homework, writing implements and required equipment, including fully charged iPad or laptop – to every lesson.
- Bring resources and textbooks to appropriate lessons.

ALL STUDENTS MUST CARRY THEIR STUDENT ID CARD AT ALL TIMES

VOLUNTARY STUDENT PARTICIPATION IN CHAPLAINCY PROGRAM

The school community provides a chaplaincy program endorsed by the school's Parents and Citizen's Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities which are free of spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent/carer requests in writing that this is not to occur for their children.

Chaplains may also be involved in activities with spiritual and/or ethical content and additional consent is sought from parent/carer for these specific activities.

Information about the school's chaplaincy program is available on our school website. Prior to commencement of any additional activities with spiritual and/or ethical content in the school, parent/carers will be advised through the school website and newsletter.

Voluntary Student Activities with Spiritual and /or Ethical Content

These activities are available to students on a voluntary basis if a parent/carer has given consent in writing. Activities include:

- Prayer Meetings
- Prayers on Assembly
- Groups visiting the school for performances
- One to One meeting with the Chaplain for support
- Student lunchtime social groups – activity based groups for students run with the assistance of chaplaincy volunteers

DEFENCE SCHOOL MENTOR

At Albany Creek State High School, a Defence School Mentor works within our school community to support students from Australian Defence Force families. Defence School Mentor provides assistance in many ways such as:

- Assisting young people from Australian Defence Force families integrate into the school community
- Co-ordinating appropriate welcoming and farewelling strategies for young people of Australian Defence Force families
- Supporting your child to develop their self-confidence and resilience with the assistance of school staff
- Encouraging young people to explore curricular and extra-curricular options with the advice of school administration, Heads of Department and teachers, so students can make the most of opportunities within the school community
- Assisting young people manage the challenges of transitions
- Referring students where necessary to appropriate student support services including the Guidance Officer, School Nurse, Chaplain, Heads of Department and Administration
- Developing and implementing programs and resources that address idiosyncratic issues and needs specific to Defence Force students
- Raise awareness of Defence related issues facing students such as parental absence due to service requirements and assist young people at school during the times of parental absence
- Advocating for and supporting Defence Force students within the school
- Facilitating students' participation in cultural, sporting, academic and personal development programs
- Linking students to school and community programs.

The Defence School Mentor operates an open door policy for both students and parents/carers; this allows for comfortable relationships and the ability to work collectively towards achieving the best outcomes for students.

FIRST NATIONS SUPPORT

The Indigenous Support Officer, focus on promoting student success, wellbeing and assisting the school community in many ways such as:

- Support students' learning in and outside the classroom; liaison with teachers, staff and students about school academia and classroom performance
- Liaison with our school community, First Nations community, parents and other Agencies
- Coordinate and organise multicultural and First Nations celebrations for the school community
- Liaison with Indigenous vocational agencies and tertiary institutions
- Networking with Community Educational Counsellors and attending various Indigenous Leadership Workshops
- Coordinate and organise the Aboriginal and Torres Strait Islander students' involvement in the many school functions, excursions and school camps.
- Apply for grants to promote the First Nations student body wellbeing
- Contribute to the wellbeing of our students by being a part of the Student Support Team.

POLICY DOCUMENTS

The acceptance and acknowledgement of the Albany Creek State High School policy documents is required to be signed off at your child's enrolment interview, before starting at the school. Please ensure you read each of these documents with your child prior to the enrolment interview.

For your convenience, the following is an extract from The complete and latest versions of all school policies are available from the school website.

STUDENT CODE OF CONDUCT

1. Purpose

Albany Creek State High School is committed to providing education responsive to the needs of all learners in the school community. It is the school community's aim to create the best possible environment for effective teaching and learning by: all school community members accepting ownership of their behaviour, their responsibilities and respecting the rights of others; prompting the development of self-disciplined behaviour in all community members; and, promoting a harmonious school environment where conflict and stress are minimised for all.

The focus at our school is for students to embody the personal attributes of Respect, Responsibility and Resilience in order to create a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

The *Student Code of Conduct* is the means by which we ensure that this supportive school environment is established and maintained. The Code 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.

Consultation and data review

The consultation process used to inform the development of the Albany Creek State High School *Student Code of Conduct* occurred in three phases.

In the first phase, we held a series of internal meetings with staff between May and August 2020. During these meetings, we examined a range of data sets on student and staff attendance, school disciplinary absences (SDA) and outcomes from the most recent School Opinion Survey. We identified strengths and successes from our previous school behaviour plan, and areas for further development. From these discussions, our staff collaboratively developed a Draft *Student Code of Conduct*.

In the second phase, a series of meetings were held with student and parent representatives along with members of the school's Behaviour Committee to make comment on the Draft which was then distributed for comment to all members of the school community. In this phase the Draft was shared with the P&C Association and the School Council for feedback. Staff considered all feedback provided and incorporated suggested changes into the Draft *Student Code of Conduct*.

The third phase of consultation occurred with the finished version sent to the P&C Association meeting in November 2020 for endorsement. The P&C Association unanimously endorsed the Albany Creek State High School *Student Code of Conduct* for implementation in 2021.

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

The school's Behaviour Committee, Data Committee and Student Support Team regularly look at relevant school data including School Opinion Surveys, School Disciplinary Absences and behaviour data. Staff undertake ongoing data reviews to reflect on and amend practice.

Members of these groups provided input into the development of this *Student Code of Conduct*

2. Learning and behaviour statement

All areas of Albany Creek State High School are teaching and learning environments. Our *Student Code of Conduct* outlines our system 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 Albany Creek State High School to create and maintain a positive and productive teaching and learning environment. This facilitates all school community members having clear and consistent expectations and understandings of their role in the educational process.

Our school community believes in:

- Excellence and enthusiasm in teaching and learning to achieve the best possible range of outcomes
- A quality curriculum that meets and responds to the diverse needs of all students
- High standards of work habits, manners and personal presentation
- Continuous improvement through innovative, responsive and accountable leadership
- Positive management practices which empower students to accept responsibility for their learning and behaviour
- The development of self-esteem, team work, respect and positive interpersonal relationships
- Innovative, critical and creative teaching and learning practices incorporating new technologies
- The enhancement of learning opportunities through productive community partnerships

Albany Creek State High School is committed to building a world class learning organisation. We strive for excellence through three core values:

- **Respect**
- **Responsibility**
- **Resilience**

Student Wellbeing

Albany Creek 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 their Year Level Coordinator or a member of the Student Support Team 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.

Curriculum and pedagogy

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

Albany Creek State High School acknowledges the positive impact that a meaningful relationship between teacher and students can have on students' academic and social outcomes.

ACCESS Team

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. Albany Creek State High School is proud to have a comprehensive team in place to help the social, emotional and physical wellbeing of every student. Under our ACE Model, three prongs of student support are in place to deliver provisions for students facing specific barriers to their learning across three areas:

ACE Model

A = ACCESS – students facing wellbeing & equity challenges and complex mental health

C = Connections – students with diagnosed disability and DDA

E = Engagement – students with behaviour needs

Our ACCESS Hub houses members of our Albany Creek Centre for Equity and Student Support (ACCESS).

Students can approach any trusted school staff member at Albany Creek 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 ACCESS Team.

Role	What they do
Guidance Officer	<ul style="list-style-type: none"> 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 assists students with specific difficulties, acting as a mediator or providing information on other life skills liaises with parents, teachers, or other external health providers as needed as part of the counselling process
Year Level Coordinators	<ul style="list-style-type: none"> responsible for student welfare at each year level provides continuity of contact for students and their families through the six years of schooling ensures students feel safe and comfortable and want to come to school nurtures a sense of belonging to the home group, year level and school
Head of Learning Connections	<ul style="list-style-type: none"> provides a comprehensive academic and well-being program through Learning Connections for students with a verified disability and student with needs that are identified in the Disability Discrimination Act liaises with parents, teachers, or other external health providers as needed as part of this process
Social Worker	<ul style="list-style-type: none"> provides advisory and advocacy services to students provides professional services to students, their families and carers for the purpose of assisting student's educational outcomes
School Chaplain	<ul style="list-style-type: none"> assists the school community to provide pastoral care, social and emotional support for all students, irrespective of their faith or beliefs
First Nations Support Officer	<ul style="list-style-type: none"> provides support services to Aboriginal and/or Torres Strait Islander students and communities
Defence School Mentor	<ul style="list-style-type: none"> monitors the social and emotional wellbeing of Defence students enhances awareness and appreciation of the unique Defence lifestyle in schools and communities
School-Based Youth Health Nurse	<ul style="list-style-type: none"> provides individual health consultations with assessment, support, health information and referral options related to: <ul style="list-style-type: none"> healthy eating and exercise relationships personal and family problems mental health including feeling sad or stressed sexual health smoking, alcohol and other drugs
Deputy Principal Student Engagement	<ul style="list-style-type: none"> leads the strategic work undertaken by the Student Support Team (SST), designs and refines the data processes to identify and track students supported by the SST drives the development of a shared vision for the team

	<ul style="list-style-type: none"> liaises with other Deputy Principals about students supported and additional support needed at this level monitors student engagement and stakeholder involvement collaborates with the team and other providers to support the needs of the SST
Head of Department - Junior Secondary	<ul style="list-style-type: none"> coordinates transition to secondary for students moving from Year 6 to Year 7 Monitoring Academic performance of Students in Years 7-9 Managing Gifted and Talented and Enrichment programs liaises with parents, teachers and Year Level Coordinators to support students academically and with the well-being and engagement of Junior Secondary students
Head of Department - Senior Secondary	<ul style="list-style-type: none"> coordinates transition to Senior Secondary for students moving from Year 9 to Year 10, and for new students moving into Senior (Year 11/12) monitors academic data to identify areas of additional need to support QCE attainment and Next Step pathways liaises with parents, students, teachers and Heads of Department to support students academically

Learning Engagement Centre

The Learning Engagement Centre was established in 2019 and has evolved into a key component of our school. The work of the LEC focusses on guiding students to understand themselves, develop and learn strategies to manage their behaviours. It is also a place where students are supported to engage in restorative processes to acknowledge and repair the impact their behaviour has had on relationships with peers or staff.

The LEC is led by the Head of Learning Engagement and the team includes teachers and teacher aides. The LEC also accesses the services of the Student Support Team to assist with supporting students in the development of skill to engage productively in their learning.

The LEC also supports students who access time out, who need first aid and who are checking in with their Responsible Behaviour Card. These cards are monitored by the LEC staff each morning, checking on teacher feedback, parent or carer feedback and student reflections.

The LEC also welcomes and provides Orientation Program for all student new to the school. Staff also monitor students through the Responsible Behaviour Card process, students accessing Time Out Procedures and student attendance.

Role	What they do
Head of Department - Learning Engagement	<ul style="list-style-type: none"> responsible for student wellbeing years 7 – 12 monitors student attendance 7 – 12 co-ordinates student leadership manages learning engagement programs manages the School Representation procedures ensures students with behavioural challenges are provided with opportunities to participate in restorative practices, reflective learning and monitoring where needed manages restorative conversations develops Individual Behaviour Support Plans

Behaviour Support Teacher	<ul style="list-style-type: none"> • reviews each student's behaviour and engagement in learning. • works with the student to identify strategies that will assist students to manage their behaviour. • tracks and follows up when necessary through with the Student Support Team involved where necessary • communicates with the student's teachers to share strategies the student will try and to explain how the class teacher can help. • focuses on assisting students to manage their behaviour by understanding themselves and strategies that work for them. • helps students manage their behaviour so their engagement can be at a level where they can improve their learning outcomes. • manages restorative conversations • develops Individual Behaviour Support Plans
LEC Teacher Aide	<ul style="list-style-type: none"> • liaises with teachers about work for students to complete whilst in the LEC • monitor Responsible Behaviour Cards each day for students who are being monitored during break time or class times • communicate with parents when needed to support student engagement in the LEC • record data linked to the operations of the LEC • ensures students on internal retrieval complete set work
Attendance Officer	<ul style="list-style-type: none"> • maintain attendance records including reasons for absences and providing reports as needed • provide first aid as required and maintain records linked to this • monitor students on Time Out, recording this as agreed, communicating with teachers and parents or carers as required

It is also important for students and parents to understand there are regional and statewide support services also available to supplement the school network. These include Principal Advisor Student Protection, Mental Health Coach, Autism Coach, Inclusion Coach, Success Coach, Advisory Visiting Teachers, Metropolitan Behaviour Support Team and Senior Guidance Officers.

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

- Disability Services Queensland
- Child and Youth Mental Health Services
- Queensland Health Services
- Department of Communities
- Department of Child Safety
- Queensland Police Service
- Child Protection Investigation Unit
- Headspace
- Open Doors

WHOLE SCHOOL APPROACH TO DISCIPLINE

At Albany Creek State High School, we believe discipline is an opportunity for learning. This reflects our belief that student behaviour is a part of the overall teaching and learning approach in our school. Our staff take responsibility for making our school expectations clear, for providing supportive instruction about how to meet these expectations and strive to use behavioural incidents as opportunities to re-teach.

The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Albany Creek State High School, we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support – a strategy directed towards all students designed to prevent problem behaviour and provides a framework for responding to unacceptable behaviour.

The School Wide Expectations Teaching Matrix (Attachment 1) outlines our agreed behavioural expectations attached to each of our three school values.

Consideration of Individual Circumstances

Staff at Albany Creek 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. 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 consequence another student might have received, we will not disclose or discuss this information with anyone but the student's family. This applies even if the behavioural incident, such as bullying, involves your child. You can be assured that school staff take all matters, such as bullying, very seriously and will address them appropriately. 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 Year Level Deputy.

School Representation Policy

In order to maximise achievement of students, minimum benchmarks have been set for students to participate in extra or co-curricular activities or to undertake school representation. These benchmarks relate to adhering to the school dress code, engagement, school attendance and standard of behaviour. Breaches of these standards are evidenced by set detentions, absence reports, reports on OneSchool and comments on interim/semester reporting.

It is important to maintain high expectations of students in relation to curriculum engagement, personal presentation, attendance and behaviour in demonstrating our values of respect, responsibility and resilience.

Student eligibility for extra-curricular events and as a school representative of Albany Creek State High School is subject to meeting behaviour expectations. If a student does not consistently uphold school values, then they may be restricted from attending these events and be placed on the Non-Representation list.

School Representation includes **any activity where the student represents the school**. Examples for these activities include: year level reward trips, year 12 formal, sporting days, district/regional sports and all other school events or activities which involve positive rewards, are extra-curricular activities and are school representative activities.

Curriculum activities such as subject excursions which relate to assessment are not included.

Each circumstance will be considered on an individual basis by the Executive Leadership Team and others as appropriate.

Use of Mobile Phones and Other Devices by Students

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

In consultation with the broader school community, Albany Creek State High School has determined that explicit teaching of responsible use of mobile phones and other devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

Mobile phones and other portable electronic devices are an integral component of today's society. In the school context however, these devices may:

- be a disruption to the teaching and learning process
- infringe upon the privacy of others when misused
- impact on students' ability to communicate and interact with their peers and teachers
- encourage anti-social behaviours
- be used to access internet content not consistent with the values and ethics of Albany Creek State High School

Consequences

Expectations with regard to this policy will be clearly articulated to students. Should a student be found with a visible or audible mobile phone or other personal electronic device between 8.30am and 2.50pm the possible consequences include:

Expectations with regard to this policy will be clearly articulated to students. Should a student be found with a visible or audible mobile phone or other personal electronic device between 8.30am and 2.50pm the possible consequences include:

1. Student will be directed to surrender the device to the office and may collect after 2:50pm that day.
2. Parent/carer will be notified by email by the office staff with the Policy attached detailing the consequences.
3. The student may also complete an after school detention.
4. The student may be referred to the Learning Engagement Centre.
5. Persistent failure to comply with school policies and procedures may result in more serious consequences, including suspension, in accordance with the school's *Student Code of Conduct*.

This policy applies to students while they are on the grounds of Albany Creek State High School and while off site participating in school activities such as camps and excursions.

Preventing and Responding to Bullying

At Albany Creek State High School, we have an expectation that everyone will be treated with respect. Everyone should feel safe and valued at our school and it is everyone's responsibility to ensure that this happens.

Albany Creek State High School encourages this through our values of:

**RESPECT
RESPONSIBILITY
RESILIENCE**

We consider that these values are important for us to have a caring school community. When we feel embarrassed, frightened, humiliated or uncomfortable, as a result of someone's deliberately hurtful actions or words, it affects our self-confidence. If it persists, we find it hard to concentrate on our work, to enjoy going to school and to keep good relationships with others.

Albany Creek State High School uses the [Australian Student Wellbeing Framework](#) to 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/Carers 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.

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 Albany Creek State High School our staff will work to quickly respond to any matters raised of this nature in collaboration with students and parents/carers.

Cyberbullying

Cyberbullying is treated at Albany Creek 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.

Students or parents/carers who wish to make a report about cyberbullying should approach the Year Level Coordinator. Students, parents/carers or staff may approach the Student Support Team for assistance in preventing and responding to cyberbullying.

It is important for students, parents/carers 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/Carers 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 Albany Creek 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/Carers or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents/carers 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.

Student Intervention and Support Services

Albany Creek 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 Support Network 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. The school also provides students the opportunity to confidentially report bullying via the Something's Not Ok form on Sharepoint. This is monitored by Deputy Principals and members of the Student support Team.

All staff at Albany Creek 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.

Categories and Possible Consequences for Minor and Major Behaviours

CATEGORY OR BEHAVIOUR	MINOR		MAJOR
	Teacher Managed	HoD Managed	Deputy Principal or Principal Managed
Definition	<ul style="list-style-type: none"> Low level behaviours Minor breaches of school rules Do not seriously harm others or cause you to suspect that the student may be harmed Do not violate the rights of others in any other serious way Are not part of a pattern of inappropriate behaviours 	<ul style="list-style-type: none"> Persistent low level behaviours Persistent breaches of school rules May require involvement of specialist/ support staff/ Head of Department 	<ul style="list-style-type: none"> Continued pattern of unresolved minor problem behaviours Significantly violates the rights of others Puts others / self at risk of harm Requires the involvement of specialist/ support staff/ Administration (Deputy Principal or Principal)
Disruption; defiance; threat/s; refusal to participate a program of instruction	<ul style="list-style-type: none"> Classroom disruption and disobedience Incomplete classwork/ homework Incomplete assessment (in line with Assessment Policy) Failure to bring learning materials to class Failure to follow instruction 	<ul style="list-style-type: none"> Persistent classroom disruption and disobedience Persistent incomplete classwork / homework Failure to submit assessment (in line with Assessment Policy) Persistent incidences of not bringing materials to class Persistent and/or repeated failure to follow instruction 	<ul style="list-style-type: none"> Major classroom disruption and disobedience Persistent refusal to respect the learning of others (e.g. major disruption) Persistent failure to submit assessment (in line with Assessment Policy) Continued refusal to participate or follow reasonable teacher and/or HOD requests
Non-compliant with routine; dress code; truancy; lying/ cheating	<ul style="list-style-type: none"> Lateness to class Truancy from class (with Attendance Officer) Breaches of <i>Student Dress Code</i> Disobedience of teacher directions Failing to attend detention Being out of bounds (general) Eating/drinking in classrooms or foyers Running on concrete or around buildings, stairwells Playing in toilets during break times Failure to follow health and safety procedures 	<ul style="list-style-type: none"> Persistent lateness to class Leaving school grounds at break time without permission Repeated breaches of <i>Student Dress Code</i> Persistent disobedience of teacher directions Cheating / plagiarism / assessment infringement Class truancy / leaving class without permission Being out of bounds Refusal to comply with school policies and/or procedures 	<ul style="list-style-type: none"> Persistent and/or repeated truancy Persistent breaches of <i>Student Dress Code</i> Leaving school grounds without permission Persistent failure to comply with the requirements of the area of study currently undertaken Having a phone or other electronic device in exam conditions Continual refusal to comply with school policies and/or procedures
Physical or verbal misconduct	<ul style="list-style-type: none"> Inappropriate language (not directed at staff or students) 	<ul style="list-style-type: none"> Continued use of obscene language (not directed at staff or students) 	<ul style="list-style-type: none"> Obscene and/or abusive language directed towards staff or students

	<ul style="list-style-type: none"> Minor inappropriate physical contact with students without potential to cause harm Unsafe behaviours Public displays of affection 	<ul style="list-style-type: none"> Rough physical play 	<ul style="list-style-type: none"> Physical misconduct with potential to cause harm, including physical assault of staff / students or any violent assault Discriminatory language / behaviour Inappropriate intimacy or sexual acts (including dacking)
Bullying/ harassment; threats	<ul style="list-style-type: none"> Isolated or infrequent low level inappropriate behaviours with potential to cause harm 	<ul style="list-style-type: none"> Minor harassment / bullying / cyber bullying Minor intimidation of staff or students 	<ul style="list-style-type: none"> Major harassment / bullying / cyber bullying Major intimidation of staff or students Intentional use of racial and/or discriminatory language against staff and/or student Direct verbal, written or online abuse or defamation of staff Sexual harassment/misconduct
Misconduct involving an object, IT or property	<ul style="list-style-type: none"> Inappropriate use of electronic device or school resources Misuse of equipment (low-risk) Interfering with the property of other students or staff Low level destruction of classroom resources or property Littering Graffiti on self, own or others property 	<ul style="list-style-type: none"> Persistent inappropriate use of electronic device Misuse of the internet / social networks including uploading of unauthorised digital content on the internet Persistent misuse of equipment (low-risk) including tampering with classroom and/or school safety equipment Unauthorised access of computer systems including hacking, password stealing and loading unauthorised software Persistent interfering with the property of other students or staff Persistent littering 	<ul style="list-style-type: none"> Use of electronic device for harassment / filming or photographing without permission / infringe privacy / breach school systems Possession of pornography Abuse of teachers on a website or via social media Misuse of equipment (high-risk) including safety equipment Theft / stealing Vandalism/graffiti Deliberate damage of school property
Possessing prohibited items	<ul style="list-style-type: none"> Bringing prohibited items to school (low risk) 	<ul style="list-style-type: none"> Persistently bringing banned items to school (low risk) 	<ul style="list-style-type: none"> Bringing of banned items to school (high risk) Bringing of any item that can be considered a weapon (includes replica items) Possession of alcohol, drugs, e-cigarettes, vapes
Substance misconduct (tobacco or other legal substance; illicit substance)			<ul style="list-style-type: none"> Possessing / selling / distributing illicit drugs or other medications or substances Possession of implements for the use of illicit drugs Smoking / possession of tobacco-related products Consumption / possession of alcohol

			<ul style="list-style-type: none"> • Presenting under the influence of drugs or alcohol • Use of e-cigarettes or vapes, or refills for these items
Other conduct prejudicial to the good order and management of the school			<ul style="list-style-type: none"> • Inappropriate conduct while travelling to or from school • Continual refusal to comply with school policies and/or procedures • Bringing the school, staff or other students into disrepute in the school or community, including serious or continued inappropriate use of personal technology devices or social networking sites • Disadvantaging the wellbeing of self and others including unsafe behaviours • Attendance at the school or school events, or at any State School or school activity while suspended • Charged with a serious offence (s282 of the EGPA)
Possible Consequences	<ul style="list-style-type: none"> • Verbal negotiation and reinforcement • Reminder of classroom expectations • Truancy referral to HOD through OneSchool • In-class separation • Lunch time detention • Removal from classroom for one-on-one resolution • Apology and/or restitution • Send student to buddy class • Student contract/agreement with class teacher • Teacher referral to Student Support Team • Assign student to accompany teacher on playground duty • Detention to completion class work • Parent contact • Record on OneSchool 	<ul style="list-style-type: none"> • Ongoing monitoring • Restorative conference supported by Learning Engagement Centre • Peer mediation • Referral to Student Support Team • Lunchtime or after hours detention • Restitution • Removal from network access • Parent contact 	<ul style="list-style-type: none"> • Student interview with Executive Member • Student contract/agreement with HOD or DP • Parent/carer contact or interview • Lunchtime or after hours detention • Referral to Learning Engagement Centre • Referral for school-based assessment and specialist support with parent/carer agreement • Referral to outside agency with parent/carer support • Referral to alternative education program • Referral to a school based support program • Restorative conference • Student/parent interview on return from suspension • Responsible Behaviour Card monitoring • Community Service Interventions • Withdrawal from school representation in extracurricular activities • Individual Behaviour Support Plan • Police notification (if illegal behaviour) • Suspension or exclusion

Please note that this is not an exhaustive list. Other behaviours will be dealt with as appropriate.

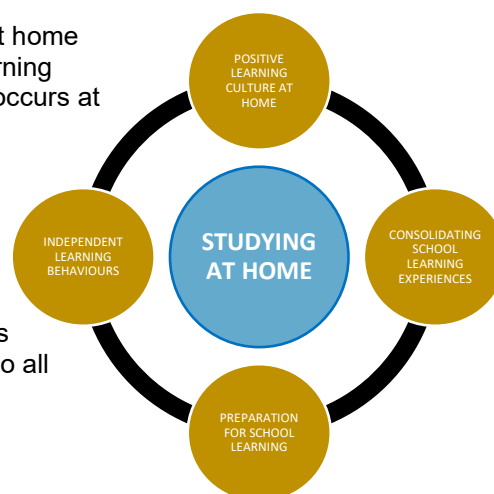
For the full version of the *Student Code of Conduct*, please refer to the Albany Creek State High School website.

STUDYING AT HOME POLICY

PURPOSE OF STUDYING AT HOME

Learning occurs in various settings. Teachers set learning to occur at home and/or before and after school to encourage an independence in learning behaviours, provide consolidation opportunities for the learning that occurs at school and as a means to prepare for upcoming classroom experiences.

This type of learning also involves family members in the student's academic life and encourages a learning culture in the home that is critical to foster lifelong learning habits. Students need to have a balanced lifestyle that includes sufficient time for family, sport, culture, recreation and part-time employment where appropriate. This policy takes this into account and encourages a balanced approach to all aspects of a young person's life.



STUDENT RESPONSIBILITIES

Students will take responsibility for their own learning by:

- recording home learning in their student diary
- discussing with their parents/carers home learning expectations
- accepting responsibility for the completion of these expectations in set time frames
- incorporating feedback provided by teachers
- seeking assistance when challenges arise
- managing their time to balance expectations at home and in their broader life
- keeping a copy of the student diary in their school bag

SCHOOL RESPONSIBILITIES

The school will help students to establish a routine of regular, independent study by:

- setting home learning on a regular basis
- clearly communicating the purpose, benefits and expectations of home learning
- checking home learning regularly and providing timely feedback
- explicitly teaching strategies to develop organisational skills and providing varied and challenging work related to class work and appropriate to learning needs
- discussing with parents/carers any developing issues that may be impacting their child's work and suggesting strategies to assist

PARENT/CARER RESPONSIBILITIES

PARENT/CARER RESPONSIBILITIES

Parents and carers could help their students by:

- reading and talking with them about their learning
- encouraging them to organise their time and take responsibility for their own learning and direct them to resources
- encouraging an interest in the world around them
- limiting recreational screen time
- contacting teachers to discuss concerns
- discussing set tasks and the requirements of assessment

PHASES OF LEARNING

Junior Secondary phase:

Home learning can be set daily or over a weekly/fortnightly period and should:

- include daily independent reading
- be coordinated across different subject areas
- in Years 7, 8 and 9 students are encouraged to take more responsibility for their own learning.

Students are required to engage in independent learning to complement work undertaken in class.

Senior Secondary phase:

Years 10, 11 and 12 students may find that the amount of time devoted to home learning and independent study will vary according to the student's learning needs and program determined through their Senior Education and Training (SET) Plan. Daily independent reading is also encouraged in the senior secondary phase of learning.

All students in Years 7 to 12 have a student diary to record and monitor their learning at home.

For the full version of the Policy, please refer to the Albany Creek State High School website.

WHOLE SCHOOL ASSESSMENT POLICY

This policy provides information for teachers, students and parents/carers about roles, responsibilities, processes and procedures to ensure the integrity of assessment. The Albany Creek State High School community is committed to enabling opportunities where students are encouraged to achieve their best. Staff and students will work together to build capacity and develop their knowledge and skills.

PRINCIPLES

Teaching, learning and assessment at Albany Creek State High School are founded on principles of academic integrity. Assessment should be:

- aligned with curriculum and pedagogy
- equitable for all students
- evidence-based, using established standards and continua to make defensible and comparable judgments about students' learning
- ongoing, with a range and balance of evidence compiled over time to reflect the depth and breadth of students' learning
- transparent, to enhance professional and public confidence in the processes used, the information obtained and the decisions made aligned to the attributes of quality assessment – validity, accessibility and reliability

LOCATION AND COMMUNICATION OF POLICY

The school assessment policy is available on the school website.

The school will ensure that students are made aware of this policy through general class instruction, assemblies and additional programs. Parents/Carers and the wider community will be made aware via social media communication, enrolment information, website and newsletter.

EXPECTATIONS ABOUT ENGAGING IN LEARNING AND ASSESSMENT

Albany Creek State High School expects learning and assessment to be regarded highly and the manner in which students and teachers conduct themselves to be of the highest standard.

Assessment will be scheduled and communicated in a timely manner to the school community. All information relevant to a subject's assessment will be available to students through OneSchool and QParents by the end of Week 3 each Semester.

Consideration is given to assessment loads and the balance of assessment across subject areas. Assessment will not overlap with other assessment processes such as block testing where possible. The Principal has overall responsibility for all types of assessment within the school, with specific details for each subject the responsibility of the Head of Department.

DUE DATES

All set assessment is expected to be completed by designated due dates.

All assessment will align with the relevant curriculum/syllabus requirements (e.g. conditions, file types etc.). Staff will ensure that sufficient working time is enabled for students to complete set assessments. Albany Creek State High School staff will ensure that moderation of assessment occurs and all expectations regarding assessment are consistently applied.

SUBMITTING, COLLECTING AND STORING ASSESSMENT INFORMATION

All assessment that contributes to decision-making about student academic performance must satisfy the following criteria:

- Submitted work must be authenticated as the student's own work (see Academic Misconduct section below)
- The total submission must be presented/submitted in full by 3:15pm on the due date.
- Students are responsible for backing up information. Technology failure will not be considered a valid reason for lack of submission. Incomplete submission of assessment may result in draft work or existing evidence being used to determine a result.
- All extension applications must be made prior to the due date to the Head of Department (Years 7, 8 and 9) or to the Principal's Delegate (Years 10, 11 and 12 through the Applications Manager) for approval. Extensions should be applied for as early as is practical in case the application is not approved.

Method of submission:

Digital submissions must be made to the subject submission folder or equivalent by the due date as indicated by your class teacher.

Across all year levels, all assessment must be submitted digitally. Additionally, a hard copy may be required.

ABSENCE AT TIME OF ASSESSMENT

If a student is absent on the due date, the following actions are required:

- Student or parent/carer to contact the school to inform of absence
- Every effort must be made to send assignment to school by family or friend, or via email to the Head of Department or Teacher by 3:15pm on the due date
- Students in years 7, 8 and 9 are required to provide documentary evidence (e.g. parent/carer note) immediately upon their return
- Students in years 10, 11 and 12 are required to provide a medical certificate immediately upon their return if the absence is related to an illness and may require an AARA Extension
- If the absence is related to extenuating circumstances, e.g. bereavement; then supporting evidence is required. Technology issues are not be considered an extenuating circumstance given access to email and the use of USBs.
- Students who have been absent when an examination has been held will be required to sit a comparable assessment as soon as possible upon their return and that result will be recorded.
- Lateness on a day when an examination is scheduled will not be accepted unless a suitable reason is supported by written documentation:
Years 7, 8 and 9 – parent/carer note for students
Years 10, 11, 12 – medical certificate.
- Under no circumstances will students sit exams early regardless of exemption or by way of absence. The assessment or a comparable instrument is to be completed as soon as possible upon return and in some cases this will mean the start of the following school year.

Academic integrity

Academic integrity is the ethical way that members of our school community will engage with their academic responsibilities. Albany Creek State High School staff will ensure that processes and high expectations regarding academic integrity are part of our school culture.

School leaders and subject teachers will ensure the consistent application of this policy.

Albany Creek State High School staff will ensure that:

- assessment instruments are suitable and allow students to produce responses within an indicated length/condition
- teachers will support students in the teaching and learning process to develop skills in managing the length of their work to meet the conditions of assessment (e.g. determining relevance, editing)
- examples of responses that observe the assessment conditions are provided to students
- students are provided with feedback if responses are not meeting requirements

Albany Creek State High School students will:

- develop a response of the required length
- respond to draft feedback about the length of their response
- document the length of their submission.

Access arrangements and reasonable adjustments (AARA)

When circumstances necessitate and eligibility criteria have been met, a student may apply for AARA for single or multiple assessment events.

Refer to the *Albany Creek State High School AARA Policy and Procedures*.

Managing non- submission of assessment by the due date

Years 7-12

If assessment responses are not submitted by a designated due date a teacher will make judgements on available evidence. This may take the form of previously submitted drafts, class work or other authenticated evidence.

Years 10, 11 and 12

Late submissions will not be accepted without an approved AARA.

If no evidence can be used to make a judgement, a student will receive a 'Not-Rated' (NR). In such circumstances where a student response is judged as NR, the student will not meet the requirements for that subject.

Internal quality assurance processes

Internal moderation processes are consistently applied across the school. Assessment instruments are peer reviewed and quality assured by subject teachers and Heads of Department. Student responses are cross-marked to ensure equity in the marking process and the reporting of results.

Managing academic misconduct

Fairness in academic performance is valued highly at Albany Creek State High School. Academic misconduct incorporates a broad range of behaviours by which students inappropriately and falsely demonstrate their learning. Cheating, collusion, copying, disclosing or receiving information about an assessment or fabricating information used for assessment, impersonating another student, examination misconduct and plagiarism are some examples that constitute misconduct. Any practice that enables advantage over another will be managed seriously.

PROCEDURES FOR MANAGING ACADEMIC MISCONDUCT

Authorship issues

When authorship of student work cannot be verified or aspects of a response is not entirely a student's original work Albany Creek State High School staff will provide opportunities for a student to demonstrate their authorship of submitted work.

All academic misconduct

Judgements will be made using available and authenticated evidence that has been submitted under the conditions specified in the assessment instrument.

Academic misconduct (examinations)

Students will receive a NR and where necessary an appropriate consequence may apply.

For the full version of the Policy, please refer to the Albany Creek State High School website.

INTERNET USE:

Information & Communication Technology Acceptable Use Agreement

The use of Information and Communication Technology resources at Albany Creek State High School is a privilege which involves the acceptance of certain responsibilities.

As a student at Albany Creek State High School I will use ICT resources responsibly. I understand and agree to the following:

Information and Communication Technology (ICT) includes computers, printers, scanners, digital cameras, Internet and email facilities, and other associated electronic and mechanical hardware and software.

When using ICT resources, I will:

- engage in class work and assignments set by teachers
- develop appropriate 21st Century knowledge, skills and behaviours
- author text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
- conduct general research for school activities and projects
- communicate or collaborate with other students, teachers, parents, caregivers or experts as part of assigned school work
- access online references such as dictionaries, encyclopaedias, etc.
- research and learning through the school's eLearning environment
- ensure my BYO device is fully charged before bringing it to school to enable continuity of learning.
- be courteous, considerate and respectful of others when using a device
- switch off and place out of sight my BYO device during classes, where these devices are not being used in a teacher directed activity to enhance learning.

• When using ICT resources, I will not:

- send private messages in messaging applications
- use the device in an unlawful manner
- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for internet filtering that have been applied as part of the school standard
- download (or use unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or using obscene or abusive language
- deliberately waste printing and Internet resources
- intentionally damage any devices, accessories, peripherals, printers or network equipment
- commit plagiarism or violate copyright laws
- use unsupervised internet chat
- send chain letters or spam email (junk mail)
- access private 3G/4G networks during lesson time

- knowingly download viruses or any other programs capable of breaching the department's network security
- use the device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the device (including those with Bluetooth functionality) to cheat during exams or assessments
- take in or use devices at exams or during class assessment unless expressly permitted by school staff.

For the full version of the Policy, please refer to the Albany Creek State High School website.

ATTENDANCE POLICY

All schools in Queensland are committed to providing safe and supportive learning environments for all students, which address their educational needs.

In Queensland, research shows **that higher student attendance is associated with higher student achievement**. Attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience.

Albany Creek State High School's attendance policy aims to ensure students are actively engaged in school and attend every day to ensure optimal individual outcomes and student participation. An additional aim is to provide students with every opportunity to achieve to the best of their ability and to create clear and consistent processes pertaining to attendance. We have high expectations of student attendance.

Albany Creek State High School operates under the following guidelines:

- Attendance at school each day is a legal requirement under the Education (General Provisions) Act 2006 current as at 1 July 2021.
- It is a legal requirement to explain all absences.
- Attendance Rolls are legal documents which are subject to checking by the Department of Education.
- Full attendance gives students the optimal chance for success.
- Attendance is a shared responsibility between the staff of the school, parents/carers, students and members of the wider community.
- The early identification of, and intervention in, poor attendance is known to improve student outcomes.

School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. It is important that we all:

- are committed to promoting the key messages of *every day counts*.
- believe all children should be enrolled at school and attend school all day, every school day.
- monitor, communicate and implement strategies to improve regular school attendance.
- believe truanting can place a student in unsafe situations and impact on their future opportunities.
- believe attendance at school is the responsibility of everyone in the community.
- understand the importance of high expectations around attendance on every school?

When a student misses ...	That equals ...	Which is ...	Over 13 years of schooling ...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

When a student misses ...	That equals ...	Which is ...	Over 13 years of schooling ...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a year
20 minutes per day	1 hour 40 mins per week	Over 2.5 weeks per year	Nearly 1 year
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 and a half years
1 hour per day	1 day per week	8 weeks per year	Over 2 and a half years

The School will:

- regularly inform students, staff and parents/carers about the Albany Creek State High School's Attendance Policy and Attendance Procedures and make this publicly available through the school's website, newsletters and enrolment handbook and interviews.
- monitor attendance through the marking of the roll at the beginning of each day and every lesson.
- notify parents/carers of unexplained absence, requesting a satisfactory explanation for the absence.
- provide students with school work when they are absent for legitimate extended periods of time.
- offer support when school attendance has become a problem.
- notify the relevant authorities if non-attendance persists.

Students will:

- attend all classes on time, with the necessary equipment.
- remain at school during school hours unless permission for early departure is given by parents/carers.
- gain an appropriate *Leave Pass* from the Learning Engagement Centre before school, and then sign out at the office prior to leaving the school grounds.
- ensure all school work is completed including for the days the student is absent.
- report to the LEC if arriving to school late, with communication from parents/carers explaining the reason for late arrival.
- discuss attendance with the Year Level Coordinator, Head of Learning Engagement and/or Deputy Principal if there are attendance issues or concerns.
- ensure absence records are accurate and all absences have been explained by parents/carers.

Parents/Carers will:

- ensure that their child attends school every day.
- provide a satisfactory explanation to the school via email, phone call, QParent message or written note if their child:
 - arrives late
 - needs to depart early from school
 - is going to be or has been absent from school
- ensure absence records are accurate and all absences have been explained.
- apply for an exemption if their child will be absent for more than 10 consecutive days.
- engage regularly with the school where students have extended periods of absence and notify the school of extenuating circumstances.
- advise the school of any change of address or contact details to ensure school records are accurate.
- contact the school prior to any planned absence. Where this is not possible provide the reason for any absence as soon as possible. This should take the form of a medical certificate if a student is missing assessment for medical reasons.
- contact the Deputy Principal if their child's absence is to be for an extended period of time and request school work.
- contact the Deputy Principal if their child is refusing to attend school. Initiate or attend meetings to seek support and discuss your child's attendance or participation in their educational program.

School absenteeism and truancy can impact significantly on students' learning and wellbeing. It is a legal requirement that parents/carers ensure their student is enrolled and attending school on all school days unless there is a reasonable authorised excuse.

If your child does not want to go to school, or is missing school without permission, contact must be made with the school immediately for assistance and support.

Strategies

Albany Creek State High School **promote 100% attendance by:**

- monitoring student attendance
- marking the roll at the beginning of every lesson.
- marking students as being in attendance if students are physically present in the classroom.
- employing a designated attendance officer
- using a text messaging system to promptly inform parents/carer of student's unexplained absenteeism.
- reminding students and parents/carers to explain all absences. If students are absent from school at any time, parents/carers should advise the school and provide a satisfactory explanation for the absence.
- addressing truancy in a timely manner with prompt follow up.
- applying consequences for students who are continually late.
- low attendance will impact on students' ability to represent the school in extracurricular activities.

For the full version of the Policy, please refer to the Albany Creek State High School website.

INFORMATION FOR STUDENTS

Day Structure

Students are expected to arrive to their Roll Class each day, at least 5 minutes before the bell with all the required equipment for the day and the correct school uniform.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Roll/WAVE Class - Every Morning at 8:50 am to 9:00 am					
1	9:00 to 10:10	9:00 to 10:10	9:00 to 10:10	9:00 to 10:10	8:50 to 10:10 WAVE/ Assembly
Morning Tea - 10.10 am to 10.40 am					
2	10:40 to 11:50	10:40 to 11:50	10:40 to 11:50	10:40 to 11:50 TAM (Year 9) ESP (Years 10-12)	10:40 to 11:50
3	11:50am to 1:00pm	11:50am to 1:00pm	11:50am to 1:00pm	11:50am to 1:00pm	11:50am to 1:00pm
Lunch - 1.00 pm to 1.40 pm					
4	1:40 to 2:50	1:40 to 2:50	1:40 to 2:50 WAM (Years 7 - 8)	1:40 to 2:50	1:40 to 2:50

Other programs in the weekly structure include:

- WAM - Wednesday afternoon module (period 4) for Years 7 and 8
- TAM - Thursday activity module (period 2) for Year 9
- ESP - Essential Skills Program Thursday (period 2) for Years 10-12

WHAT TO DO WHEN...

You are late for school	<ul style="list-style-type: none"> Report to the Attendance Officer in the Learning Engagement Centre (LEC) with a note from your parent/carer to explain the reason for being late. You will be issued with a printed slip to take to your teacher
You have an external appointment during school time	<ul style="list-style-type: none"> Notification from a parent/carer, which can include text message, email, voicemail, QParents or a note to the Attendance Officer in LEC before school, detailing collection arrangements Once verified, the Attendance Officer will authorise the leave request and provide a printed slip. Show your class teacher when it's time to leave and present the slip to the Student Counter in the Administration Office before you leave the school.
You are feeling ill	<ul style="list-style-type: none"> Obtain a note from your teacher to leave class Report to the office Do not use mobile phone to call or text your parent/carer Your parent/carer will be contacted by an administration staff member
You have an accident and injure yourself	<ul style="list-style-type: none"> In class: inform your teacher who will arrange for the necessary attention Out of class: report to the LEC or in the case of a more serious injury, have someone notify the LEC immediately. If you are unable to be moved, a student should be sent to get a member of staff to arrange the necessary attention
You are out of uniform	<ul style="list-style-type: none"> Bring a note from your parent/caregiver to explain the situation and hand into the Attendance Officer in LEC before school If no note or unacceptable reason, you will be issued with detention
You lose something (clothing, books, etc.)	<ul style="list-style-type: none"> Firstly, ensure you label all your belongings Check Lost Property in the LEC If an item has your name on it, it will be returned to you
You find lost property	<ul style="list-style-type: none"> Take it to Lost Property in the LEC
You need help with study skills, time management or organisation	<ul style="list-style-type: none"> Make an appointment to see the Guidance Officer, Year Level Co-ordinator or a member of our Student Support Team
You break something or find something broken or out of order	<ul style="list-style-type: none"> Report the breakage or problem to the Office immediately
You change address and/or phone number	<ul style="list-style-type: none"> Collect a Change of Details form from the office or school website Supply the new information to the office
You have valuables	<ul style="list-style-type: none"> Large sums of money are not to be brought to school. All items of value should be clearly named and kept on your person for safe keeping
You see visitors around the school	<ul style="list-style-type: none"> Assist with directions if appropriate If you have concerns report to nearest staffroom or office
You need to contact home	<ul style="list-style-type: none"> If a parent/carer needs to contact you during the school day, they must phone the school office so that a message can be passed on. Direct contact using

	mobile phones, iPads or laptops is a breach of our Personal Technology Device Policy. If the matter is urgent, you will be informed immediately.
You need to pay for something to the school	<ul style="list-style-type: none"> • Money must be paid to the payments counter located at office • Using QParents or Bpoint is the preferred payment option. Qkr! for limited items
You need or are holding medication	<ul style="list-style-type: none"> • Asthma inhalers/Spacers, Epipens and Diabetic emergency items are the only forms of medication to be carried by students and must be accompanied by a written Action Plan provided by the student's GP. A copy must be provided to the Office at the start of every school year. Parents/carers must advise the school if this is relevant to their student All other medications must be left at the office with specific instructions from a doctor or chemist as to their use and dosage. Parent/carers must sign the Consent to administer medication form before any medications will be administered • School staff are not permitted to hand out paracetamol or other pain killers. No medication is to be given by any student without an Action Plan.
You lose your Identification Card	<ul style="list-style-type: none"> • Immediately report your loss to the office. To organise a replacement card, you can go to the Resource Centre in the Library and have a photo taken and order a new card. A fee of \$10 applies to all replacement cards
You travel to and from school	<ul style="list-style-type: none"> • Display common sense and the school values • Demonstrate appropriate care and courtesy • Obey traffic laws and observe safety rules • Always cross roads at traffic lights or designated crossing areas • Behave in ways that would bring credit to self and the school (eg standing for adults on public transport) • Comply with rules detailed by the Principal regarding students' driving cars to school • Do not congregate in car park areas within the grounds or park student motor vehicles within the grounds.
You want to use the Tuckshop	<ul style="list-style-type: none"> • Orders may be placed via the Qkr! App, or join a queue, standing behind the painted lines (instructions for Qkr! are located on the school website) • Move away from the area once you have been served • Respect the rights of other students and of parents/carers helping in the tuckshop • Always use your manners and have your money or card ready when you get to the register to pay
You want a locker	<ul style="list-style-type: none"> • Available to students upon request to the Resource Centre • A hire fee applies • Use the Trybooking link on our website to apply for a student locker
You are out of class	<ul style="list-style-type: none"> • During class time, students should not be out of classrooms without permission. Students must have an Out of class pass provided by their teacher at all times when moving around the school during class time.



ALBANY CREEK STATE HIGH SCHOOL

A Administration - Main office
B Business and IT
C Textile and Food Technologies
D Food Technologies
E Visual Arts
F Design and Technology
GG Design and Technologies
H Tuckshop / Amenities / HPE
I Innovation Classrooms & Robotics
J MPC - Multi-purpose Centre
K English
L Library - Resource Centre
M Humanities

O General Classroom
O4 General Classroom
P Science
Q Mathematics
R Mathematics and Business
S Year 7 Classrooms
T Japanese and Year 7
U Maths / LOTE - Staffroom
V Year 7 Classrooms
W Learning Connections
X Performing Arts Centre
Y Music Centre

1 Main Entrance - Admin
2 Pedestrian Entrance
3 School Bus Shelter
4 Drop off (2 min.) / Bus Stop
5 Staff access only
6 Translink Bus Stop
7 Uniform Shop
8 Book Resource Hire
9 Student / Payments Counter
10 Learning Engagement Centre
11 Staff Only Car Park
12 Visitor Car Park

13 Arts Staffroom
14 Grounds Shed
15 Sport Shed
16 Netball / Basketball Courts
17 Main Oval / Football Excellence
18 Emergency Vehicle Access Only
19 Tuckshop / Canteen
20 Sandstone Amphitheatre / Oval 2
21 Robotics Laboratory
22 Construction Workshop
23 Conference Room and Lanai
24 S Block Shelter

SCHOOL MAP

