



CLIFTON STATE HIGH SCHOOL

32 East Street, CLIFTON QLD 4361

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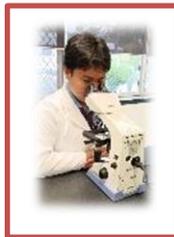
Absence Text Line 0427 215 898

Email: admin@cliftonshs.eq.edu.au

Website: www.cliftonshs.qld.edu.au

Finis Coronat Opus – Success Crowns Effort

Enrolment Handbook 2023



Achieving in Every Field

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Note: ***All information regarding policies and procedures can be found on the Clifton State High School website.***

General Information

SCHOOL MANAGEMENT TEAM

Principal
Deputy Principal
Business Manager

Mr Lou Oberholzer
Mrs Alice James
Mrs Carole Welch

Heads of Department

Senior School
Junior Secondary School
Alternative Pathways/Behaviour
Special Education Services

Mr Adam Layton
Mrs Rebekah Turkington
Mrs Tina Kahler
Mrs Sally-Anne McGrigor

Support Services

School Guidance Officer
Youth Support Co-ordinator
School-based Health Nurse
Chaplains

Mrs Sarah Manttan
Mrs Kerri Crighton
Mrs Joanne Sellick
Mr Doug Espie & Mrs Tracy Durrell

The School Office is open from 8.00 am until 4.00 pm Monday to Friday. Students are not to be on the school grounds before 8.15 am.

The School Canteen operates every day. Students are encouraged to order prior to the lunch breaks to ensure items they wish to purchase are available.

No student is able to leave the school grounds for lunch.

BELL TIMES

	Bell Times
Warning Bell	8:55 - 9:00
Care Group	9:00 - 9:10
Period 1	9:10 - 10:20
First Break	10:20 - 10:50
Period 2	10:50 - 12:00
Transition	12:00 - 12:05
Period 3	12:05 - 1:15
Second Break	1:15 - 1:50
Period 4	1:50 - 3:00

Protocols and Procedures

ATTENDANCE - Students are expected to attend school every day and be punctual at all times.

ABSENCE - All absences must be explained, preferably by a phone call from parents, prior to the absence or by 10:00am on the day of the absence. Same day or future absence may be submitted through QParents app. Extended absences (more than 10 consecutive school days) require an Application for Exemption. An Exemption Form can be obtained from the school office. Refer to the Attendance Policy and Procedures document and the Assessment Policies for further absence requirements.

APPOINTMENTS/LEAVING SCHOOL EARLY – Refer to the Attendance Policy & Procedures V04 – Leaving School Early During the Day.

ASSESSMENTS/ASSIGNMENTS - Refer to the Junior Secondary Assessment Policy and Senior School Assessment Policy on the school website. Hard copies of these documents are available from the office on request.

ASSESSMENT SCHEDULES – Assessment schedules will be given to students early in each Semester. Students need to familiarise themselves with any upcoming assessment to assist with time management of due dates.

EXTERNAL ASSESSMENT SCHEDULES – Year 12 FINAL Assessments will be held in Term 4. The final assessment schedule will be available on the school website once confirmed by QCAA.

BUSES - Students travelling to and from school by bus are required to enter the school grounds immediately after they get off the bus. Behaviour on buses is to be consistent with the standards outlined in the Department of Transport and Main Roads document - *Code of Conduct for School Students Travelling on Buses*. <https://translink.com.au/travel-with-us/school-travel/school-travel-info/code-of-conduct>

BYOD - Students who bring their own laptop or tablet device are liable for its safety and security at all times.

BYOD Equity Device Agreement on

<https://cliftonshs.eq.edu.au/supportandresources/formsanddocuments/documents/byod/byod-equity-device-agreement.pdf> must be signed.

CARE GROUPS – Students are divided into Care Groups and should attend Care Group each morning for roll marking, reading of student notices and behaviour focus discussion. Students are not to leave Care Group until the bell has sounded for Period 1. Any student who fails to attend roll marking during Care Group, for any reason, is to report to the office for a late slip.

CHANGE OF ADDRESS OR FAMILY CIRCUMSTANCES - Please notify the office in writing, as soon as possible as accurate records are vital if we need to contact parents/carers quickly.

DAILY NOTICES – Daily notices are read each morning in Care Groups or at a full school parade.

EXCURSIONS - Excursions occur periodically throughout the year. Students will be issued with a letter to parents/carers providing details and costs involved. Students are required to return permission forms and money to the school office **by the due date**. Money needs to be handed in, before school, in a sealed envelope with name and excursion clearly marked on the front.

FIRST AID – If First Aid is required whilst on the school grounds, please report to the First Aid room at the bottom of the main stairs in B block or the school office to attend sickbay (also refer to *Illness during school*). The blood pressure monitor, Infrared Thermometer and Defibrillator are all kept in the BM's office.

FORMAL UNIFORM – Students are expected to wear full formal uniform at official functions, school assemblies and on all excursions, unless otherwise advised by the teacher .

GRADUATION – A formal Graduation Ceremony for Year 12 students will be held in Term 4 (circumstances permitting). This will be a time of formal recognition of the completion of their secondary education and will be conducted as a whole school assembly. Students are required to wear formal uniform for this event. Students' families are invited and welcome to attend this celebration (circumstances permitting).

INSTRUMENTAL MUSIC – Instrumental Music and School Band is offered to those students who are interested in participating. There is a cost involved and information can be obtained from the Instrumental Music Teacher or the school office.

ILLNESS DURING SCHOOL - If unwell, a student must inform the teacher and gain permission to go to the Office (teachers are to send a note with the student or phone the office). Students will then be signed into sick bay. Should the student continue to be unwell, the Office will notify a parent/carer or emergency contact, so that the student can be collected from the school. If illness or accidents occur during a break, students should report directly to the office.

LATENESS - If a student is late to school, he/she must report to the Office with a note of explanation from a parent/carer **before going to class**. Lateness to school without a parent/carer's explanation may incur consequences.

LOST OR FOUND PROPERTY - Please report to the office to claim Lost Property or to hand in found items.

MEDICAL CONDITIONS – Please notify the office of all medical conditions in writing along with a Management Plan. Refer to Medication Policy.

MEDICATION - For reasons of safety, students are not permitted to retain medication, apart from Ventolin. Parents/carers will be required to complete a medication form and all medication will be stored at the Office, until required by the student as per doctor's instructions. Departmental Policy concerning the administering of prescribed medication to students requires a written authority from parents/carers as well as the instructions from the doctor on the prescribed medication container.

MOBILE PHONES – Bringing personal technology devices to school is not recommended because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, they must be turned off and out of sight at all times. Mobile phones are not to be used within the school grounds. This is inclusive of answering phone calls/texts from parents/carers. Refer to **The use of mobile phones and other devices by students**.

NEWSLETTERS – eNewsletters are issued Week 3, 6 and 9 of each term; parents/carers are advised via email. Newsletters are also uploaded onto the school website or can be forwarded via email on request.

OUT OF BOUNDS AREAS - The following areas are out of bounds to all students before school and during break times:

- behind D Block (Senior Science Lab)
- area around F Block
- beyond the first tree line behind G Block unless actively engaged in sport
- oval and sheltered seating (when students are not actively involved in sport)
- embankments on northern and western sides of oval
- classrooms (unless authorised and supervised by a teacher)
- front of the school, including gate and rose garden
- area between the MPC and the driveway
- between the library and the parking area and library and front fence
- area behind toilet blocks

PARADE / ASSEMBLY – A whole school assembly is generally held fortnightly on the first school day of the week in P2. Students are to be seated alphabetically, in Care Groups, in allocated areas. Rolls will be marked and, generally, the assembly will be addressed by the Principal or Deputy and chaired by the School Captains; aided by the SRC Executive when needed.

PASSWORDS – Students are to keep their password secret. If a student suspects that someone may know their password, they must change it. If a student forgets his/her password, he/she is to report to the classroom teacher to have it reset.

PARENT/CARER / TEACHER INTERVIEWS – Parent/Carer / Teacher Interviews are conducted early Term 2 and early Term 3. Dates will be advised via the Newsletter and email. Bookings can be accessed through www.SOBS.com.au, parents/carers are free to contact teachers directly at any other time during school hours by phoning the school office or via direct email.

PERSONAL PROPERTY - All personal property brought to school should be clearly marked with the student's name. Valuable items and large sums of money **should not** be brought to school, but if this is necessary, these items may be handed into the office for safe keeping to be collected at the end of the day. The school does not accept responsibility for loss, damage or misuse of these items.

PORT RACKS – Students **are not** to sit on port racks. This is a health and safety issue. Students are to use these port racks sensibly, placing their belongings **IN** the port racks, not on top, whilst in class.

PRESENTATION OF AWARDS – Presentation of Awards is held in Term 4 as a celebration of the school year and presentations are made to students who have made outstanding contributions to school activities. Awards are presented for Academic Excellence, Sporting Achievement, Extra Curricular and Service to the School.

PRINTING - The school has provided printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum.

- Before printing, proofread, spell check and print preview documents. When satisfied with the final product, print the document
- Printing is charged at 5 cents per black & white page and 10 cents per colour page. Print credits are non-refundable
- At the start of each year, students will be provided with a print credit balance. Each page printed will reduce the balance by cost stated above; once a print balance reaches 0, the student will need to purchase extra print credit before further printing can take place

QPARENTS – The [QParents](#) web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents/guardians will have secure, online access to their child's student information, anytime anywhere through a smartphone, tablet or computer. To activate your QParents account, you will be invited via email by the Principal and then you are able to register yourself.

RESOURCE CENTRE - The Resource Centre is open Monday, Thursday and Friday lunch breaks for students to borrow books and read quietly.

All resources may be borrowed -

- Non-fiction – two weeks
- Fiction -two weeks
- Resources are to be returned by the due date to the RETURNS slot which is situated in the front desk of the Resource Centre

School bags, food or drinks (except water) and chewing gum are NOT allowed in the library. The library facilities are to be left clean and tidy after use.

REFERENCING IN WRITTEN WORK – Why reference? Information obtained from any source, including the Internet, is covered by copyright law. **Failure to acknowledge sources** of inspiration, ideas or information of any kind is **plagiarism**. Plagiarism involves using someone else's work, but using it as though it were your own.

REPORTS – Students are issued with mid semester and end of semester reports. (Year 12 students do not receive an end of Semester 2 Report). Reports are available via [QParents](#) and/or emailed to parent/carer.

SCHOOL BAGS - School bags may be left in designated year level areas or carried by the student. Bags **are not** to be taken into classrooms. (During break, school bags may be left in the designated secure classroom.)

SCHOOL SPORT - Opportunities for sport (eg. tennis, netball, football) are offered throughout the school year. Swimming, Cross Country and Athletics Carnivals are held throughout the year, and students are expected to attend and encouraged to participate for their houses. Clifton High participates in Southern Downs and Darling Downs Trials throughout the year. Details of extra curricula sporting events are included on student notices and/or forwarded home to parents/carers via letter.

SMOKING - **No smoking, vaping or e-cigarettes** are allowed on the school grounds. Consequences may be issued for non-compliance.

STUDENT CARS – Refer to [Student Driver Policy](#) in the Policy Section of this document. **Note** This permission is for to and from school only. This does not allow students to drive to school activities or excursions or to and from school during school hours. This form is available from the school office. Students **must not** carry other students in their vehicles at any time, unless a signed Student Passenger Registration Form has been provided to the school, and are not permitted to leave the school grounds without following the protocols listed under Appointments/Leaving School Early. **Students may only park in the school grounds with the permission of either the Principal or Deputy Principal.** Students **must** drive with due care at all times.

STUDENT LAPTOPS – CSHS has a BYOD (Bring Your Own Device) scheme. Students bring their own laptop or tablet device and are liable for its safety and security at all times. Please refer to the Information Communication Technology Usage Policy at Clifton SHS. A BYOD agreement must be signed and returned to the office.

STUDENT RESOURCE HIRE – The resource fee of \$250.00 per student covers hire of all textbooks and class sets, basic materials for the Arts and Technology, all printed class notes, materials used for classroom projects, hire of library resources, school planner, subsidy of essential/curriculum excursions, hire of school blazers and equine shirts and BYOD connection fee. The school scheme provides this package for a set fee. It is not available in part. Textbooks will only be issued to students who have paid their fees and/or returned all previous textbooks. Resource hire details are available on the school website.

SUBJECT CHANGES [Senior Schooling Subject Change Forms](#) (available from Guidance Officer by appointment) requires completion after initial consultation with both the Head of Senior Schooling and the Guidance Officer. Forms will need to be completed fully and taken home for parent/carer signature **before** changes will be made. Students must remain in timetabled classes until issued with a new timetable indicating the changes.

SUN SAFETY – Students are required to wear hats/caps and sunscreen for all sporting and outside activities. Sunscreen stations are located around the school.

SUPPORT SERVICES ACCESS - Students are able to access the Guidance Officer, Youth Support Co-ordinator, School Nurse and Chaplain as need arises throughout the year. Appointments may be made through the school office. Students should come to the office first to be signed into their appointments.

- *School Nurse - Monday and Tuesday*
- *Chaplains – Monday, Tuesday and Friday*
- *Youth Support Officer - Wednesday*
- *Guidance Officer - Wednesday, Thursday and Friday*

TECHNOLOGY ACCESS – Please refer to [Information Communication Technology Usage Policy](#).

TELEPHONE CALLS – Students can access the office phone to make calls of an urgent nature to a parent/carer. (They are **not** to use their mobile phones to contact or receive phone calls and/or messages from anyone.)

YEAR 12 FORMAL – A Year 12 Formal is held near the end of Term 3 for all Year 12 students (circumstances permitting). This is a chance for students to celebrate. This is a school event, organised by the Year 12 coordinators in conjunction with the Year 12 cohort. Meetings will be held to discuss and formalise arrangements. Letters will be forwarded home to inform parents/carers of arrangements, costs etc.

YEAR LEVEL AREAS – There are port rack areas designated for each year level.

- **Year 7** – G block
- **Year 8** – lower A Block
- **Year 9** – lower B Block – adjacent to Senior Science Lab
- **Year 10** – lower B Block – adjacent to Tuckshop
- **Year 11** – upper A Block
- **Year 12** – between Home Ec. Building and Senior Science Lab.

Students may leave ports in these areas or carry them with them.

Enrolment Agreement – Yr 7 – 12

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Clifton State High 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 towards all persons, both students and adults
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school's Student Code of Conduct including not bringing items to school which could be considered as weapons
- meet homework requirements and wear school's uniform
- respect the school environment.

Responsibility of parents/carers to:

- ensure your student attends school on every school day for the educational program in which they are enrolled
- attend open events for parents/carers
- let the school know if there are any problems that may affect your student 's ability to learn
- ensure student completes homework regularly in keeping with the school's homework policy
- inform school of student absences and reasons for any absences in a timely manner
- treat school staff with respect and tolerance
- support the authority of school staff thereby supporting their efforts to educate your student and assist your student to achieve maturity, self-discipline and self-control
- not allow your student 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 out-of-home care
- keep school informed of any changes to your contact details or to student's details, such as home, postal or email address and phone details
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- 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 set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the school's Uniform Policy and Footwear Policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example, Program of Chaplaincy Services, sport's programs)
- set, mark and monitor homework regularly in keeping with the school's Homework Policy

- ensure that the parent/carer is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- 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 policy](#)
- treat students and parents/carers with respect.

I accept the rules and regulations of Clifton State High School as stated in the school policies that have been provided to me as follows:

- [Student Code of Conduct](#)
 - Temporary removal of student property
 - The use of mobile phones and other devices by students
 - Preventing and responding to bullying
 - Appropriate use of social media
- Assessment policies
 - [Junior Secondary Assessment Policy](#)
 - [Senior School Assessment Policy](#)
- [Attendance Policy](#)
- Complaints Policy / [School customer complaints management process](#)
- Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
- Department insurance arrangements / accident cover for students – **no cover provided**
- [Homework Policy](#)
- [Information Communication Technology Usage Policy](#)
- [Media Policy](#)
- [Medication Policy](#)
- [Out of Grounds Policy](#)
- [School charges and voluntary contributions](#)
- School instructions for school access – **no access to grounds outside of school hours**
- [Student Driver Policy](#)
- [Uniform Policy](#) and [Footwear Policy](#)

I acknowledge

- That I have read and understood the responsibilities of the student, parents/carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me (either via hard copy or digital format).

***Please complete the appropriate section on the Clifton SHS
Agreements Form and return to the school office***

Student Code of Conduct - 2020 – 2023 (Extract only - [Link to website document](#))

Please refer to the school website to view the Student Code of Conduct in its entirety or request a hard copy from the school office.

Everyone brings their own set of personal beliefs to a school community. These beliefs influence their decisions, behaviour and social practices. It is reasonable to expect that not everyone will share the same set of beliefs, and this contributes to a richly diverse social environment in each school. It can also contribute to differences in expectations and force us to reflect on our own understanding of what we consider acceptable and unacceptable. We encourage any student or parent to make an appointment with the Principal to discuss the models of behaviour support and discipline used at this school.

Student Wellbeing and Support Network

Our school has a comprehensive network of student support. Care group and classroom teachers play an integral role in the day to day support of students. Year coordinators or HOD's may also be the first point of contact for parents who wish to discuss their student's progress and/or aspects of school life. E-mail addresses or calls to the school office can be used for communicating with staff.

The Behaviour Management Team includes HODs, HOSES, Deputy Principal and operates to support students and liaise regularly with school personnel and parents.

The Support Team, comprising of the Guidance Officer, Youth Support Coordinator, School Nurse, Chaplain and Industry Liaison Officer are readily accessible to assist students and parents.

ROLE	SUPPORT
Guidance Officer	Provide a student support program within the school environment, which may include counselling with students on a one-on-one basis or in a group setting Assist students with specific difficulties, acting as a mediator or providing information or other life skills Liaise with parents, teachers or other external health providers as required as part of the support process Complete assessments and referrals
HOSES	Support of students with disabilities (EAP)
HOD's	Junior Secondary/Senior Secondary/Behaviour
Youth Support Coordinator	Provide support to at-risk students and their families, help students remain engaged with their education and enhance opportunities for further education and sustainable future employment
Learning Support	Support of students with learning difficulties
School Based Youth Health Nurse	Health Promotion and Education
Chaplain	Physical, Emotional and Spiritual Support

The Principal and Deputy Principal meet regularly with Support Team members to determine appropriate intervention strategies and support for students.

Some support programs utilised at Clifton State High School

Spark Their Future: <https://www.sparktheirfuture.qld.edu.au>
Respectful Relationships Education Program – Love Bites (NAPCAN)
Road Accident Awareness Prevention
Red Frogs
A2B – Social & Emotional Support Program – Chaplain
Tree of Life Program – Chaplain
Strength Program - Chaplain
Every body needs to know – True Relationships & Reproductive Health (Queensland)
Putting Youth in the Picture – Adair Donaldson
Girls with a Purpose – The Lighthouse Project



Clifton State High School strives to develop a culture that accentuates the positive and by its very nature is proactive in preventing unacceptable behaviour. To this end we have adopted the *Positive Red Car Philosophy of Focusing on what you want to see more of.*

The Philosophy encompasses aspects of “The Positive Behaviour for Learning” framework:

- Capacity building of school staff to deal with behaviour issues within existing resource and skill base is supported throughout the school based on Ten Essential Skills for Learning.
- Competing values and changing community expectations that can mismatch with legislative and policy requirements.
- Impact on staff productivity, absenteeism, illness and stress related issues.
- Re-establishing the connection between learning, behaviour and engagement.

The School’s Red Car Philosophy focuses on the following essential features:

1. Administrator support, participation and leadership
2. Common purpose and approach
3. Clear set of positive expectations for all students and staff
4. Procedures for teaching expected behaviours
5. Continuum of procedures for encouraging expected behaviours
6. Continuum of procedures for discouraging inappropriate behaviours
7. Procedures for ongoing monitoring and evaluating effectiveness of Behaviour Management

The four ‘Keys of Successful Learning’ that Clifton State High School has developed form the basis of our Student Code of Conduct. These include:

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE AND ACCOUNTABLE

BE A PRODUCTIVE LEARNER

The Behaviour Keys’ Matrix provides a statement of what these expectations mean in each of seven (7) different settings – All Settings, Classroom/Learning Environment, School Grounds and Tuckshop, Movement around the School, Bus Travel, Off-Campus and Assemblies. The Matrix forms the basis of the explicit teaching that takes place.

EXAMPLES OF POSITIVE BEHAVIOUR UNDER SCHOOL EXPECTATIONS

Being Respectful
• Taking pride in school work and achievement
• Modelling polite and courteous behaviour
• Using and caring for equipment appropriately
• Being proud of the school, your uniform and the physical environment
• Exemplary conduct in sport
• Accepting and meeting the high expectations of the CSHS community
Responsible and Accountable
• Learning independently
• Helping others with their learning
• Contributing positively to the school community
• High attendance rate (>90%)
• Consistent punctuality
• Bringing equipment to class consistently
• Using the Student Diary effectively

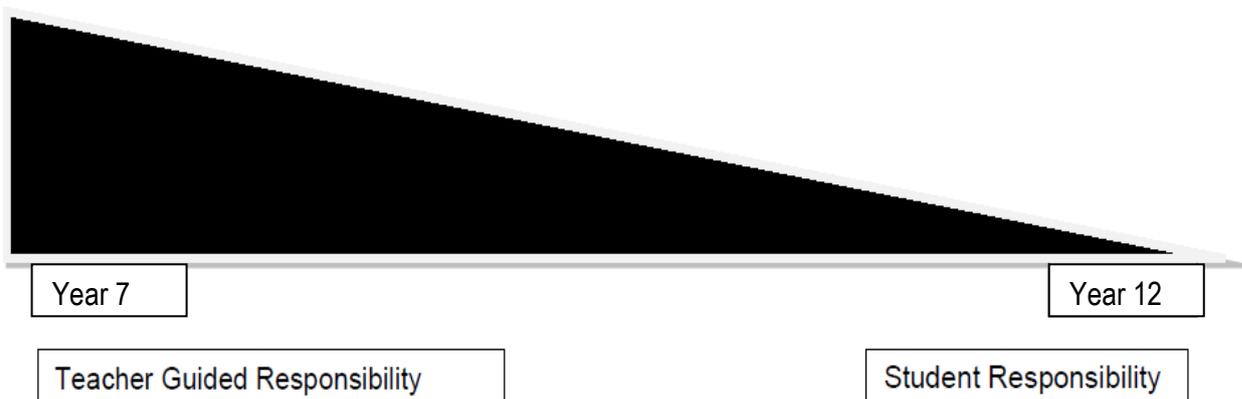


Being a Productive Learner
• Setting clear goals and striving to achieve them
• Actively participating in learning
• Notebook presentation is kept to a high standard
• Excellent classwork
• Improved classwork
• Quality Homework
Being Safe
• Valuing your own safety and ensuring that of others
• Respecting others, their personal space and property
• Consistently following class rules
• Assisting the teacher in the playground

These expectations are communicated to students via a number of strategies, including:

- Behaviour lessons conducted during Pastoral Care Program and modelled by teachers
- Reinforcement of learning from behaviour lessons on School Assemblies and during active supervision by staff in classroom and non-classroom activities

Clifton State High School recognises the importance of teaching students how to behave in a socially acceptable way. As within the Pedagogical Framework of the school, the concept of 'Gradual Release of Responsibility' will also be applied to the positive behaviour program. Whilst it is important to recognise positive behaviours it is also important to recognise that different age groups require different recognition and support. As behaviour can be learned, it is expected that Year 7 and 8 students would require constant reminders, feedback and encouragement by staff to display and make positive behavioural choices, but as they progress through years, the role of the teachers should become less evident as is shown in the diagram below.



At Clifton State High School, communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. 'Essential Skills for Classroom Management' inform the classroom practice. Reinforcement of the Keys of Behaviour is done through the practice of teaching the expectations, recognising the reasons for breaches from the keys and positive guidance in how to move forward.

LEVELS OF RECOGNITION AND DISCIPLINE

There are four levels: Gold, Silver, O, Improvement

RECOGNITION LEVELS

All students are on Level O when they begin at Clifton State High School. Many students remain on this level during their stay at the school because they cooperate with teachers and other students, demonstrate self-discipline, develop maturity and are ever mindful of their rights by practising their responsibilities.

Gold and Silver

By exhibiting excellent effort, behaviour, attendance and a positive contribution to the school, students may apply for exemplary levels of Gold and Silver.

HOW TO ACHIEVE GOLD LEVEL

Minimum Requirements

- Evidence of involvement in community activities with the school and / or wider community
- Excellent and very good ratings for effort and behaviour (average 4.5)
- No unsatisfactory ratings
- Adherence to all school policies and procedures
- Minimum attendance rate of 90% (medical certificates and extenuating circumstances considered)

HOW TO ACHIEVE SILVER LEVEL

Minimum Requirements

- Excellent and very good ratings for effort and behaviour (average 4.0)
- Adherence to all school policies and procedures
- Minimum attendance rate of 90% (medical certificates and extenuating circumstances considered)

All students wishing to seek a Silver or Gold Level need to apply to the relevant HOD. Decisions regarding levels will be made by the Positive Behaviour Support Team. Students gaining these levels will be presented with a certificate and badge that reflect the attained level each term when the criteria is met. The Gold and Silver Levels will be reviewed regularly.

Attainment of Gold and Silver Levels will be included in the process of applying for leadership positions within the school and are a recommendation for SRC nominations.

- To nominate for School Captain or Mentor, a student requires a Gold Level
- To nominate for SRC Executive, a student requires a Gold Level
- To nominate for SRC Reps / House Leaders, a student requires a minimum of Silver Level

Application for Gold/Silver Level

Consideration for the Gold/Silver Level will be identified through report cards. The Gold Level is a further stage after the Silver Level. To be deemed eligible for Gold Level, the student must have first met all the Silver Level criteria, attained a 4.5 average for Effort and Behaviour and provide evidence of involvement in the school and / or wider community through an application form.

A student placed on Gold or Silver Level will be expected to demonstrate continued exemplary behaviour. The Gold and Silver Levels will be awarded at the end of each term. A range of additional activities/rewards will be instituted for students on Gold Level. In order to participate in Reward Days – you must be currently at Gold Level.

NB: Students who do not maintain the minimum requirements for either level may forfeit their level status.

GOLD LEVEL APPLICATION

A minimum of 2 signatures over 4 categories is required.

Academic	Cultural	Sport	School / Community Service	Leadership
Academic Excellence Name: Signed:	Choir Name: Signed:	House Competitions Name: Signed:	Community Work Name: Signed:	Leadership Position / SRC Reps Name: Signed:
Subject/ Academic Competitions Event: Name: Signed:	Band Name: Signed:	Rep / Sport Team Name: Signed:	Anzac Day Name: Signed:	Cadets Name: Signed:
Subject/ Academic Competitions Event: Name: Signed:	Creative Gen Name: Signed:	Participate in Sports Carnivals Name: Signed:	Cattle Team Name: Signed:	Duke of Ed Name: Signed:
Voc Ed – Traineeship / Apprenticeship Name: Signed:	Arts Night Name: Signed:	Good Sportsmanship Name: Signed:	Equine Name: Signed:	Out of School Awards Name: Signed:
Other Name: Signed:	Other Name: Signed:	Other Name: Signed:	Hospitality Name: Signed:	Other Name: Signed:
Other Name: Signed:	Other Name: Signed:	Other Name: Signed:	Other Name: Signed:	Other Name: Signed:

Improvement Level

Students are placed on 'Improvement Level' due to the choices they have made and the behaviour they have demonstrated. They will work with the relevant HOD to establish goals relating to areas identified for improvement. These will be monitored via a Monitoring Card on a daily basis. Parents are required to sign these each night before returning them to school.

Please be aware that consequences of being placed on an Improvement Level may include (but not restricted to) any of the following:

- Withdrawal from some classes
- Withdrawal from playground
- Non-participation in Excursion (non curriculum related)
- Non-participation in School Events – eg School Social, School Formal
- Non-participation in Sporting Events
- Ineligible to apply for leadership positions
- Loss of leadership positions
- Suspension/Exclusion
- Cancellation of enrolment (Year11/12)

Moving From Improvement Level

Once the set goals are being consistently met – students will move back to level O. Students must gain a satisfactory or better from each subject for 5 consecutive days to enable the student's level to be reduced.

If a student has made no attempt to move from an improvement level, other consequences may apply.



In circumstances which require urgent intervention and resolution in the interests of the continuing welfare and safety of the school community, the Principal may suspend a student immediately.

Reward	Focus Area/s	Reward Process	Tangible Reward	Responsible officer
Positive Postcards	In Class <ul style="list-style-type: none"> • Attitude • Effort • Academic Improvements 	Staff to nominate students, during staff meetings, or at any time on line Postcards to be sent	Positive Postcard sent home electronically to Parents/Carers	Staff to nominate Teacher Aide to send home
<i>Achieving In Every Field</i> Tickets	Over and Above Display Behaviour Keys: <ul style="list-style-type: none"> • Be Responsible & Accountable • Be Safe • Be Respectful • Be a Productive Learner 	Staff nominate student and issue ticket to enter draw	Fortnightly draw – various rewards eg. Tuckshop voucher, hat, scarf, beanie etc	Staff to nominate Year Level teacher to conduct draw and distribute reward
Gold & Silver Recognition Assembly	High level of “ <i>Excellent</i> ” on Sem 1 report card for effort and behaviour,	Students to be determined by OneSchool reporting data Parents to be invited to assembly and morning tea (circumstances permitting) to help celebrate success	Gold or Silver badge issued	HOD of Behaviour
Gold Level Rewards	Effort Behaviour	Criteria as per Behaviour Recognition Levels	Trips Morning Teas Special Events	HODs

Targeted School Behaviour Support

Intensive behavioural support is provided to students who, despite previous intervention, are unable to independently modify their own behaviour.

Access to support services is provided via referral to the Student Support Team and the relevant HOD. Intensive interventions may include support from a range of internal and/or external providers, an Individual Behaviour Support Plan or Discipline Improvement Plan.

A formal positive recognition system has been designed in conjunction with the Red Car philosophy of Clifton State High School to increase the quantity of positive interactions between students and staff.

It aims to:

- Support the School's Student Code of Conduct.
- Encourage consistency in application within the classrooms for secondary students.
- Clearly articulate “what we want to see more of” in terms of appropriate behaviours.
- Improve parent/carer communication.
- Encourage student involvement in behaviour decision making.
- Support teachers to move towards more proactive strategies rather than reactive strategies.
- All staff members are trained to give consistent and appropriate acknowledgement and rewards.

There are three (3) areas of achievement in which students can be recognised for going **Above and Beyond** expected behaviours: **PERFORMANCE, ACADEMIC & COMMUNITY**

Targeted Behaviour Support

Our approach to ‘behaviour support’ is based on the ‘Responsible Thinking Classroom’ philosophy. This approach encourages students to think about the choices they make and the consequences of those choices.

Emphasis is on the student accepting responsibility for his/her behaviour. Details are entered in OneSchool and communication is made with parents/carers by phone, email or letter, outlining the reason for referral.

Our Student Code of Conduct includes a ‘Procedure for preventing and responding to incidents of bullying (incl. cyberbullying)’. This policy provides a structured approach to community members who may require assistance from school personnel.



Support and intervention processes, strategies and programs utilised to respond to unacceptable behaviours include the following:

- Communication with parents/carers
- Interviews with students and parents/carers with Support and/or Administration team members
- Placement on a Behaviour Monitoring or Attendance card
- Counselling with a Support Team member(s)
- Education regarding specific issue; eg anger management
- Referral to Community Service Agency
- Engagement in incentive programs.

Intensive Behaviour Support

The school leadership team works in consultation with the Student Support Team to address persistent or ongoing serious problem behaviour. This may include:

- Each case is treated on an individual basis, with an Individual Behaviour Support Plan and Monitoring Program where appropriate, with the goal of re-engaging students and maintaining their sense of well-being
- Inform students and parents/carers of key interventions or processes
- Alternative Learning/Pathway/Program/Timetable
- Consultation with relevant school-based and EQ personnel and external agencies
- AVT Behaviour Support and Student Services Support
- Counselling
- External Agency Support - District Behaviour Team
- Conduct teacher meetings to review and monitor progress of individual cases.
- Suspension (Short Term, Long Term)
- Exclusion
- Charge Related Suspension (student who has been charged with a serious criminal offence is suspended from school until the charge has been dealt with by the relevant justice authorities)
- Cancellation of Enrolment for students older than compulsory school age who refuse to participate in the educational program provided at the school

In some cases, students may engage in programs where they have a reduced subject load that combines traditional classes with a structured work placement, work experience or support team program.

SUPPORT	WHO AT SCHOOL	EXAMPLES OF INTERAGENCY SUPPORT
Curriculum	Classroom teachers HODs ESL Teachers / HOSES STLaN Teacher Aides Deputy Principal Industry Liaison Officer Principal	DDSWQ
Social Emotional Physical	Classroom teacher Care Group Teacher Guidance Counsellor School Based Youth Health Nurse Youth Support Coordinator Chaplain Deputy Principal Principal Support Team	Department of Communities and Child Safety CHYMS Re-Connect Reach Head Space
Behaviour Management	Classroom teacher HOD HOSES Support Team Deputy Principal Principal	DDSWQ Police CHYMS

Consequences for unacceptable behaviour

A process operates to inform students and parents of the frequency and severity of unacceptable behaviours. Students who continue to demonstrate unacceptable behaviours will risk reaching a level where suspension from school is the consequence. Students who persist with unacceptable behaviours that lead to suspensions may then be recommended for exclusion.

Specific incidents involving violent behaviour, threats or abuse of staff, drug or alcohol related offences may result in suspension or recommendation for exclusion regardless of level status or previous involvement in unacceptable behaviours.

Any inappropriate acts of behaviour that occur within our school community will be investigated in accordance with our Student Code of Conduct.

Every classroom in our school uses the Behaviour Keys Matrix, illustrated below, as a basis for developing their behaviour standards. Using this matrix, the class teacher works with all students to explain exactly what each of the expectations look, sound and feel like in the school. The Behaviour Keys Matrix is revisited regularly to address any new or emerging issues.

Expectations	Be Safe	Be Respectful	Be a Productive Learner	Be Responsible and Accountable
Whole School Expectations	<ul style="list-style-type: none"> Wear the school uniform correctly and with pride Mobile phones are not to be used on the school grounds 			
Classroom	<ul style="list-style-type: none"> Minimise unnecessary movement. Follow staff directions promptly Be safe towards others Wear appropriate PPE Use equipment safely 	<ul style="list-style-type: none"> Actively listen to teacher and other students Hands up Allow others' their right to learn Encourage and be kind to others Use manners in our school 	<ul style="list-style-type: none"> Arrive on time ready to learn with all the required equipment Be an active participant in your learning 	<ul style="list-style-type: none"> Move into class in orderly manner Leave the room neat and tidy Use device for curriculum purposes
Out of school (To and from school) Excursions	<ul style="list-style-type: none"> Follow directions Report unsafe behaviour Follow site and bus procedures Always travel safely 	<ul style="list-style-type: none"> Interact positively and respectfully with others 	<ul style="list-style-type: none"> Complete expected homework Work independently on assignments 	<ul style="list-style-type: none"> Use social media appropriately Be responsible for your bag and belongings
Verandahs, walkways and transitions	<ul style="list-style-type: none"> Walk/ Move quickly and directly to class Make space for others 	<ul style="list-style-type: none"> Leave equipment that doesn't belong to you Use appropriate language and volume level Be patient in traffic areas 	<ul style="list-style-type: none"> Unpack all necessary equipment for your class and line up quietly 	<ul style="list-style-type: none"> Look after your own equipment Unpack promptly and place bags and hats in racks outside the classroom
Playground	<ul style="list-style-type: none"> Be sun safe Use equipment appropriately. Play safely in designated areas. Participate in school approved activities Maintain your personal space 	<ul style="list-style-type: none"> Follow staff/teacher instructions Use good manners Put rubbish in the bin Use appropriate language Play fairly Be aware of others and their activities Report playground incidents Allow others to join in 	<ul style="list-style-type: none"> First bell – Stop play, toilet and drink Second bell – Be ready to learn. 	<ul style="list-style-type: none"> Respect others' and school property Follow loudspeaker announcements Welcome guests to the school Use equipment as intended Return any borrowed equipment
Toilets	<ul style="list-style-type: none"> Use appropriately and hygienically Move in and out of toilets promptly 	<ul style="list-style-type: none"> Respect others' privacy. 	<ul style="list-style-type: none"> Go to toilets at appropriate times/breaks 	<ul style="list-style-type: none"> Report any issues to a staff member Keep toilet area clean and tidy
Assembly	<ul style="list-style-type: none"> Sit quietly and calmly in designated area Keep hands and feet to yourself 	<ul style="list-style-type: none"> Hats/beanies off Be an active listener Applaud appropriately Present yourself professionally Participate in National Anthem 	<ul style="list-style-type: none"> Follow any relevant instructions 	<ul style="list-style-type: none"> Arrive on time Sit in alphabetical order Move as directed in an orderly manner
Tuckshop	<ul style="list-style-type: none"> Walk, line up and wait patiently 	<ul style="list-style-type: none"> Be polite to volunteers and staff 		<ul style="list-style-type: none"> Pre-ordering
Pick-up/drop-off zones	<ul style="list-style-type: none"> Look out for all vehicles and wait patiently Line up and board buses responsibly 	<ul style="list-style-type: none"> Think before you act Be a positive role model Speak kindly and be respectfully to the bus drivers and others 		<ul style="list-style-type: none"> Move directly to the front gate Keep it neat and tidy Phone use after leaving school grounds

Temporary removal of student property – V01

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

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

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

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

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

- Illegal items or weapons (e.g. guns, knives*, throwing stars, brass knuckles, chains)
- Imitation guns or weapons
- Potentially dangerous items (e.g. blades, rope)
- Drugs**
- Alcohol
- Aerosol deodorants or cans (including spray paint)
- Explosives (e.g. fireworks, flares, sparklers)
- Flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- Poisons (e.g. weed killer, insecticides)
- Inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda)

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

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

Responsibilities

State school staff at Clifton State High School:

- Do not require the student's consent to search school property such as lockers, desk or laptops that are supplied to the student through the school



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

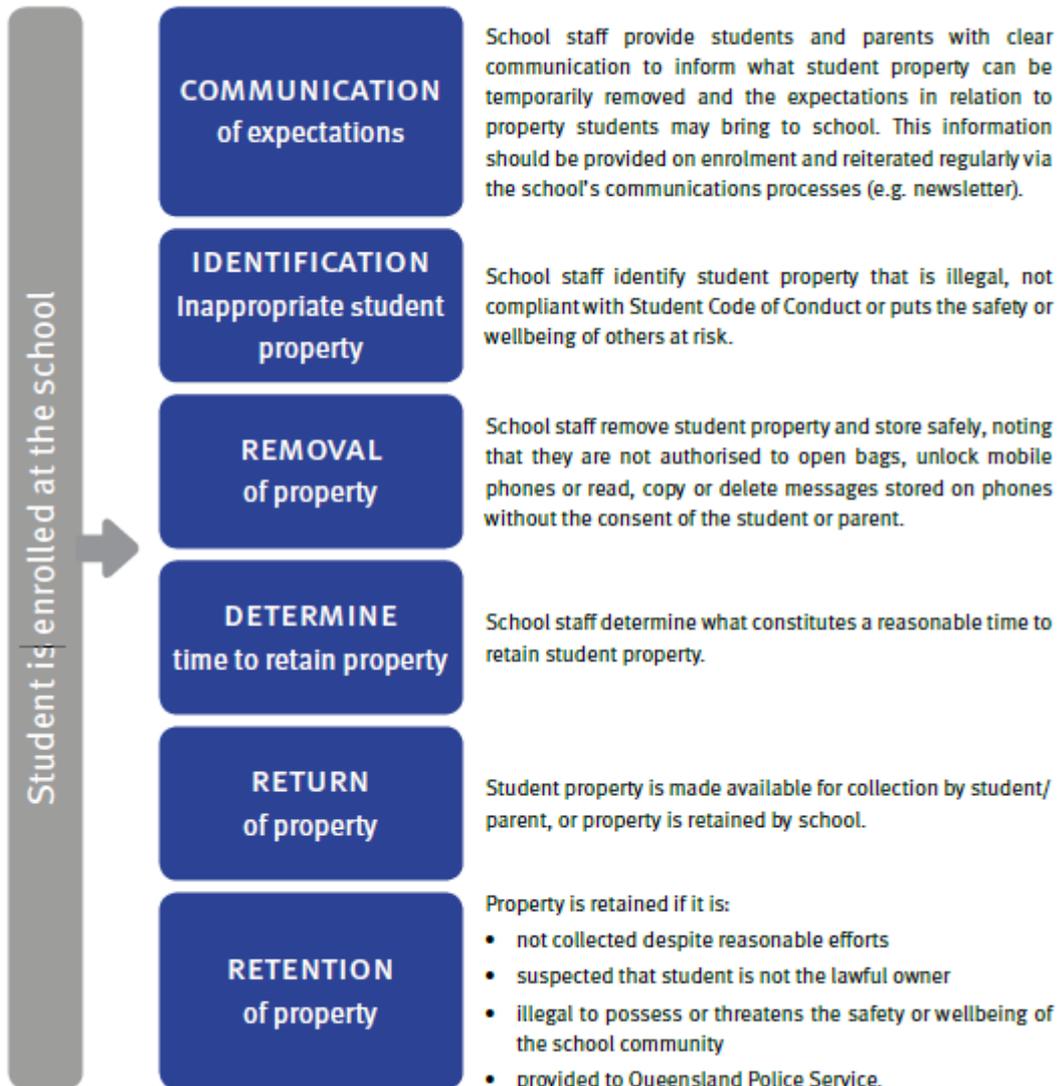
Parents/carers of students at Clifton State High School:

- Ensure your student does not bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:
 - i. Is prohibited according to the Clifton State High School Student Code of Conduct
 - ii. Is illegal
 - iii. Puts the safety or wellbeing of others at risk
 - iv. Does not maintain and foster mutual respect;
- Collect temporarily removed student property as soon as possible after they have been notified by the Principal or state school staff that the property is available for collection.

Students of Clifton State High School:

- Do not bring property onto school grounds or other settings used by the school (e.g. camp sporting venues) that:
 - i. Is prohibited according to the Clifton State High School Code of Conduct
 - ii. Is illegal
 - iii. Puts the safety or wellbeing of others at risk
 - iv. Does not maintain and foster mutual respect;
- Collect their property as soon as possible when advised by the Principal or state school staff it is available.

Flowchart: Temporary removal of student property by school staff



The use of mobile phones and other devices by students – V04

*** Personal Technology Devices include, but are not limited to, portable gaming devices, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods® and devices of a similar nature.**

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

Personal Technology Device Etiquette

Bringing personal technology devices to school is not recommended because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, they must be turned off and out of sight at all times. Mobile phones that are brought to school are not to be used within the school grounds. This is inclusive of answering phone calls or texts from parents/carers.

Consequences

Personal technology devices such as mobile phones and iPods® used contrary to this policy on school premises may receive consequences in line with the Student Code of Conduct.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents/carers will be advised to contact Queensland Police Service directly.

Recording Voice and Images

Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at Clifton State High School. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:

- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or,
- knowingly being a subject of a recording may be in breach of this policy.

Breach of this policy may be subject to discipline (including suspension and recommendation for exclusion).

Students should note that the recording or dissemination of images that are considered indecent is against the law and if detected by the school will result in a referral to the Queensland Police Service.



Text Communication

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and/or harassment or even stalking, and will subject the sender to discipline and possible referral to the Queensland Police Service. Students receiving such text messages at school should ensure they keep the message as evidence and bring the matter to the attention of the Administration.

Recording Private Conversations and the *Invasion of Privacy Act 1971*

It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Special Circumstances Arrangement

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the appropriate school application form and upon agreement by the Principal will be registered on the Mobile Phone Register.



Preventing and responding to bullying – V01

Procedures for Preventing and Responding to Incidents of Bullying (including cyberbullying)

Beliefs

At Clifton State High School we believe that we all have the right to feel safe as we learn and the responsibility to ensure others feel safe.

We believe that the entire school community – staff, student and parent/carer – has a role in building a safe and supportive learning environment and establishing a school culture which reflects care, respect, inclusion, diversity, cooperation and non-violent resolution of conflict.

Definition

Bullying is considered as the ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviours that intend to cause physical, social and/or psychological harm. Such behaviours include ongoing name calling, gossiping, put-downs, threats, sexual or racist comments, physical contact of a negative nature, throwing objects, stealing, excluding people from groups, stalking, dirty looks, spreading rumours, threatening or obscene gestures, sending of threatening, demeaning or degrading messages by personal technology devices such as laptops, PDAs, Blackberrys, cameras and/or voice recording devices, mobile phones, iPods and devices of a similar nature or by using email or internet sites, producing offensive graffiti.

Bullying may be related to:

- Race, religion or culture; disability; appearance or health conditions; sexual orientation

Behaviours that do not constitute bullying include:

- Mutual arguments and disagreements (where there is no power imbalance)
- Not liking some 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 Clifton State High School, our staff will work quickly to respond to any matters raised of this nature in collaboration with students and parents/carers.

Education

Anti-bullying procedures at Clifton State High School are based on building a safe and supportive environment, knowing when bullying is happening, acting to stop it and supporting those involved and managing incidents that have a serious impact on individuals and/or the school.

All students require a positive and supportive learning environment. The following are factors in the provision of this: shared values, beliefs and attitudes in the school community; quality relationships between staff and student and student and student; knowledge of the Student Code of Conduct and sound classroom and playground management strategies. Some students may require more specialised training in conflict resolution, empathy training, assertiveness training, negotiation and mediation skills and/or problem solving.

Follow Up

Reports of bullying will be investigated and acted on. Responses to bullying can include targeted support for victims and perpetrators and sanctions consistent with the Student Code of Conduct.

Students and parents/carers may report instances of bullying directly to the appropriate Care Group teacher, HOD or the School Administration.

Consequences

Consequences for instances of bullying will be undertaken as per the Consequences for Unacceptable Behaviour section.

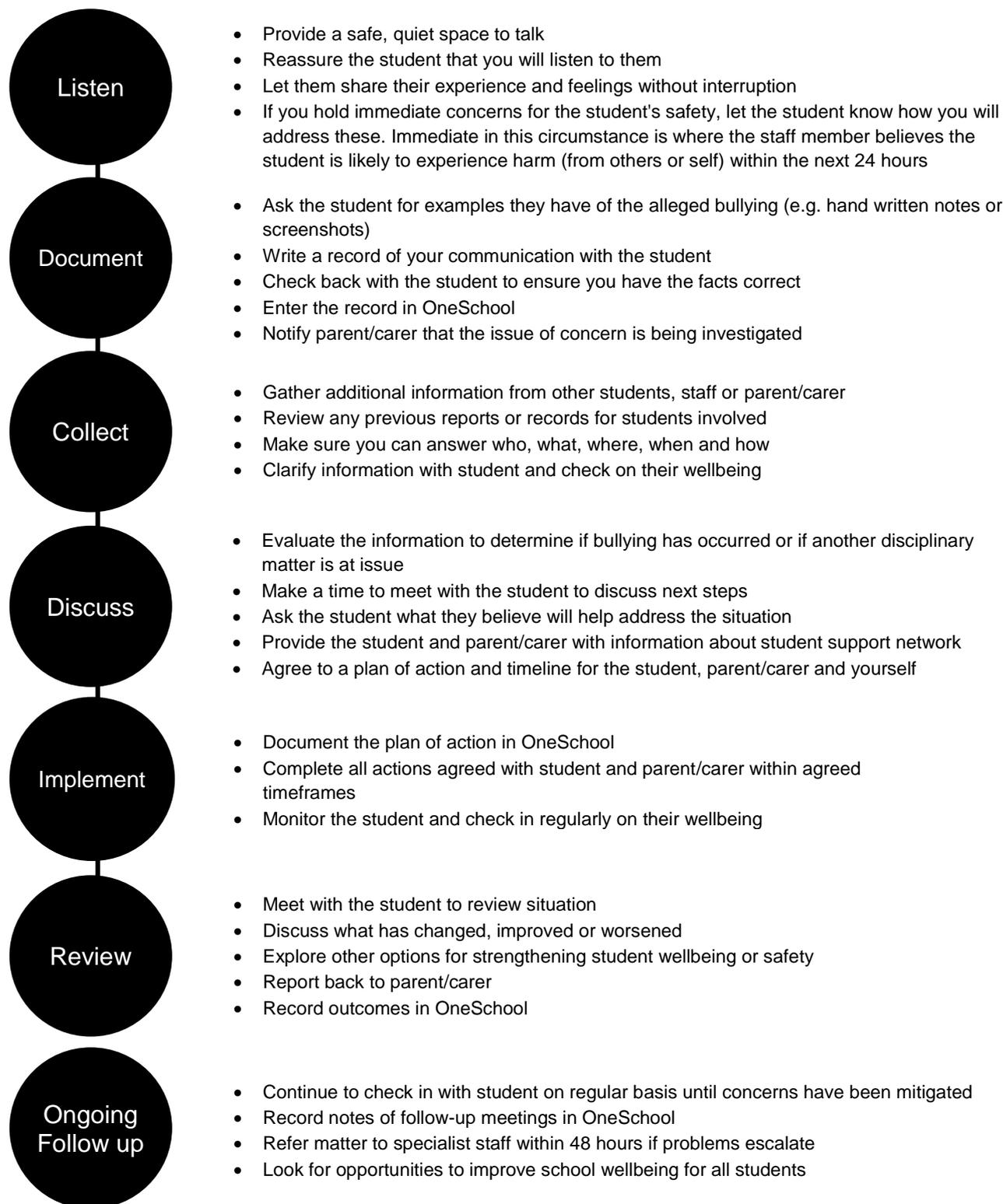


Bullying response flowchart for Clifton State High School

Key contacts for students and parents to report bullying:

Year 7 to Year 9 – Care Group teacher and / or Junior Secondary Head of Department

Year 10 to Year 12 – Care Group teacher and / or Head of Department Senior School



Cyberbullying

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

In the first instance, students or parents/carers who wish to make a report about cyberbullying should approach the Care Group teacher. Students, parents/carers or staff can also approach directly the relevant Head of Department 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 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 Clifton 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 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 Queensland Police Service. State school staff will be referred for investigation to the Integrity and Employee Relations team in the Department of Education. Any questions or concerns about the school process for managing or responding to cyberbullying should be directed to the Principal.

Cybersafety and Reputation Management (CRM)

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

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

The team provides a guide for parents/carers with important information about cybersafety and cyberbullying, and suggestions about what you can do if your child/student is a target or responsible for inappropriate online behaviour.

Student Intervention and Support Services

Clifton 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. All staff at Clifton 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 consequences.



Cyberbullying response flowchart for school staff for Clifton State High School

How to manage online incidents that impact your school

Student protection

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

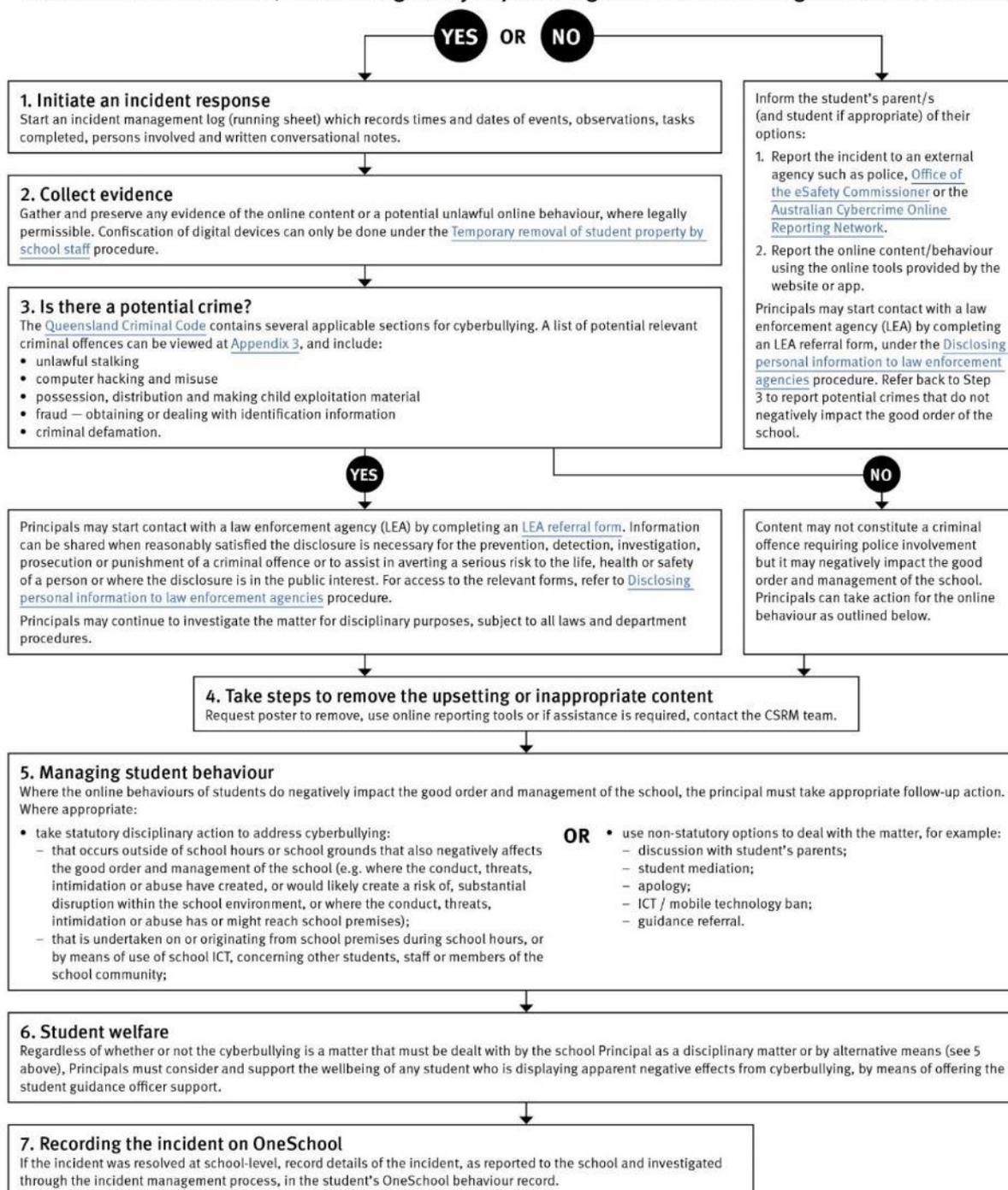
Explicit images

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

Help

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

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



Clifton State High School – Anti-Bullying Compact

The Anti-Bullying Compact provides a clear outline of the way our community at Clifton State High School works together to establish a safe, supportive and disciplined school environment. This compact is provided to all students and their parents upon enrolment, and may be revisited with individual students if problems around bullying arise.

Clifton State High School – Anti-Bullying Compact

We agree to work together to improve the quality of relationships in our community at Clifton State High School. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

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.

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religion, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability or intelligence has the right to feel safe, secure, and respected.

I agree to:

- Treat everyone with kindness and respect
- Abide by the school's anti-bullying policies and procedures
- Support individuals who have been bullied
- Speak out against verbal, relation, physical bullying and cyber bullying
- Notify a parent/carer, teacher, or school administrator when bullying does occur

Student's signature:

Parent's/Carer's signature:

School representative signature:

Date:



Appropriate use of social media – V01

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

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

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

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

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

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

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

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

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

Possible civil or criminal ramifications of online commentary

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

What about other people's privacy?

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

What if I encounter problem content?

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

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

Attendance Policy & Procedures – V04

Rationale

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

Research demonstrates that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/carers have a shared understanding of the importance of regular student attendance.

Clifton State High School's Red Car philosophy focuses on what we want to see more of. Therefore, we are committed to promoting the key messages of the Queensland State-wide initiative *Every Day Counts* which promotes four key messages:

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

Aims

At Clifton State High School, we aim to provide students with the ability to achieve to the best of their ability and to create a clear, inclusive and simple attendance policy that promotes high expectations of student attendance.

We are committed to improving the average attendance rate to at least 90% for students

Responsibilities

The *Education (General Provisions) Act 2006* provides that:

Each parent of a child who is of compulsory school age must-

- a) ensure the child is enrolled at a State school or non-State school; and
- b) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse

Parent Responsibilities:

- Parent/ caregivers are responsible for getting their children to and from school
- Children must arrive at school between 8:30 and 8:55 am
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg illness)
- Parent/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter or telephone call from a parent/caregiver or a medical certificate, particularly in the case of extended illness
- When a student is late for school, it is appropriate that the parent/caregiver explains the reason for lateness
- Parent/caregivers must inform the school if an extended absence is likely
- Contact the School Guidance Officer or the Deputy Principal if a student is refusing to attend school. Initiate or attend meetings to seek support or discuss their child's attendance
- Provide the school with any changes of address or contact details to ensure that the school records are accurate

Student Responsibilities:

- Under the *Education (General Provisions) Act 2006*, students are required to:
 - o Attend school each day.
 - o Be on time and have all necessary equipment.
 - o Attend all classes on time and participate fully in the learning process.
 - o Never leave school during school hours without permission from parents/carers or the school and without obtaining an appropriate *Sign Out Slip* from the Office.
 - o Report to the office if arriving to school late and provide a note from parents/carers explaining their lateness.
 - o Ensure all missed school work is completed.
 - o Ensure absence records are accurate and all absences have been explained by parents/carers.

School Responsibilities:

- Regularly inform students, staff and parents/carers about the Clifton State High School *Attendance Policy and Procedures* (including the Policy and Procedures for *late arrival, early departure and truanting*) and make this publicly available through the school's website, newsletters and enrolment package
- Provide a supporting and inclusive school environment
- Provide a quality curriculum and learning environment
- Monitor student attendance daily through marking the roll at the beginning of each day in Care Group, marking teacher rolls each lesson
- Notify parents/carers of any unexplained absence, through text messaging, phone calls or letters home, requesting a satisfactory explanation for their child's absence
- Monitor school attendance and provide intervention practices where necessary to improve attendance
- Provide students with school work when they are absent for legitimate extended periods of time
- Notify the relevant authorities if non-attendance persists
- Follow the required procedures for persistent non-attendance

Procedures

At Clifton State High student attendance is considered important and we focus on what we want to see more of. Student absences, lateness and truanting are taken seriously.

Attendance

If students are absent from school at any time parents/carers should advise the school by 10:00am, and provide a satisfactory explanation. They can do this by:

- Contacting the office by phone on 0746974730
- Contacting the school through text messaging
- Sending a note with the student to be handed to the care group teacher or office
- Clifton State High School will maintain attendance records and monitor attendance of enrolled students through the following procedures:
 - Students are required to be at school by 8:45am to make sure they are in time for Care Group. Student attendance is marked on the roll for the first time in Care Group
 - Students are marked on ID Attend electronic roll marking for each lesson during the day by the classroom teacher who will only mark students who are physically present in the class. In the case of a supply teacher, who is unable to mark electronically, completed paper rolls will be handed to the office before the end of the day
 - Class teachers inform the office of students who are absent from class and they are followed up by HOD or Deputy Principal

Lateness

- Students who arrive late to school report to the office before attending any classes to ensure that they are marked on the roll. Students should be accompanied by a parent/carer or parents/carers could inform the office, or provide a note of explanation
- Students will be issued with a late arrival slip from the sign in book which they will take to the first class that they attend on the day
- If a student has no valid reason for their lateness they may be interviewed by a HOD or the Deputy Principal and could be disciplined under the school's Student Code of Conduct
- Students who are continually late to school may be required to attend an interview with their parents

Leaving School Early During the Day

- Students are not permitted to leave the school grounds early without providing a dated and signed letter of permission from a parent/carer
- Appointments to doctors, dentists or other appointments should be the only reasons that students need to leave early
- Note: students will not be allowed to leave the school grounds during the day and then return to school that day unless they are collected and signed out by a parent/carer and signed in by the parent/carer

Truancy

- If the school becomes aware of a student truanting from school the parent/carer will be immediately informed
- Students found to be truanting from school or classes will be disciplined under the school's Student Code of Conduct

Responses to absences

Absences for which a satisfactory reason has been provided are considered ***explained absences***, and the student's enrolment is viewed as continuous. An absence for which a satisfactory reason has not been provided is considered an ***unexplained absence***.

Procedures for Unexplained Absences

- Parents/carers will be contacted by phone or text messages where possible using the phone numbers provided on school's data base. Parents are required to respond to the messages by text or phoning the office
- When the student has been absent for 3 consecutive days without explanation, the school will phone the parents/carers or send home an absentee letter
- Where there is a continuation of unexplained absences, or absences without satisfactory reasons, parents will be required to attend a meeting with the Principal to address issues contributing to these absences and to discuss implementation of appropriate strategies and support mechanisms.
- Where unsatisfactory attendance still continues, the Principal may commence processes associated with *Enforcement of Compulsory Schooling and Compulsory Participation*. The Principal is able to seek advice from Central Office Legal & Administrative Law Branch regarding consent to prosecute parents/carers

At Clifton State High School, we are committed to achieving the following targets in improving attendance:
minimum 90% Attendance

Attendance Improvement Plan

- Administration Staff will identify 'at risk' students, ie attendance below 85% and supply care group teachers with Attendance Monitoring forms for the identified students
- Care group teachers will discuss attendance improvement form with the student and fill out the form fortnightly until the agreed improvement target has been reached. If there is no improvement student will be referred to the HOD
- HOD or Year Level Co-ordinator will meet with the student and contact the parent/carer to make an appointment for an interview
- If attendance does not improve, the Deputy Principal will make contact with the parent to review attendance

Some related resources

Every Day Counts

[Student engagement](#)

Departmental Policies and Procedures

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)

Endorsement

Mr Lou Oberholzer
Principal

Mrs Bernadette Sutton
P&C President

Endorsed Date: 25/02/2021

***Please complete the appropriate section on the Clifton SHS
Agreements Form and return to the school office.***

Junior Secondary Assessment Policy – V01

1. Purpose

To establish the processes for the assessment of Junior Secondary curriculum at Clifton State High School.

2. Scope

This policy applies to all Junior Secondary students enrolled at Clifton State High School. It sets out the:

- guidelines for the provision of formative and summative assessment in Junior Secondary school, including assignment and examination requirements;
- processes to be followed by students and teachers when applying for an extension of time to complete an assessment task;
- processes to be followed by students and teachers in the event of a late submission or non-submission of Summative assessment tasks;
- guidelines for consideration of special provisions; and
- roles and responsibilities of the Head of Department for Junior Secondary and Classroom teachers.

All Junior Secondary students enrolled at Clifton State High School are subject to this policy.

3. Overview of Assessment

Assessment is an integral part of the teaching and learning process. Assessment at Clifton State High School has been designed to align with curriculum and pedagogy as set out by the Australian Curriculum and Reporting Authority (ACARA, 2019). The assessment items are underpinned by equity principles and are designed to be responsive to the diverse needs of students undertaking Junior Secondary schooling at Clifton State High School.

3.1 Formative Assessment

Formative assessment in Junior Secondary schooling is assessment *for* learning AND assessment *as* learning. Formative Assessment:

- is ongoing, resulting in a range and balance of evidence compiled over time to reflect the depth and breadth of students' learning;
- provides information to teachers, students and parents about the progress and achievements of individual students;
- enables the determination of the nature and scope of students' learning so that appropriate feedback or intervention can be provided and students can achieve to the best of their abilities;
- allows students to demonstrate and check their knowledge and understanding of content and skills specific to the subject against the learning goals, success criteria and achievement standards of the subject area;
- assessment as learning allows for peer assessment to be incorporated to benefit the students receiving feedback as well as the peer assessor who is able to compare the quality of their own work against the sample.

3.1 Summative Assessment

Summative assessment in Junior Secondary schooling is assessment *of* learning. Summative assessment at Clifton State High School:

- measures students' ability to demonstrate the curriculum achievement standards as set out by the Australian Curriculum and Reporting Authority (ACARA);
- is evidence-based with the use of established standards/continua to make defensible and comparable judgments about students' learning;
- is transparent so as to enhance professional and public confidence in the processes used, the information obtained and the decisions made;
- is created, distributed, marked and moderated in accordance with the Australian Curriculum guidelines and is as such reliable, consistent, dependable and repeatable;
- is accessible by affording each student opportunities to demonstrate what they know and can do; and
- examples/mirrors assessment instruments students will experience in Senior schooling where possible.

4.0 Assessment Submission

Students will be notified of submission requirements at the distribution of assessment, as stated in the conditions on the task sheet. Teachers may require the collection of drafts as part of the authentication of student authorship.

4.1 Drafts and Check dates

It is the classroom teacher's responsibility to ensure that students submit drafts and/or check dates as per the specifications on the summative assessment task sheet. It is suggested that the student submit no more than two drafts for feedback. The classroom teacher will provide feedback to the student (this may take a variety of forms including written and/or verbal) in a timely manner so changes can be made prior to the due date. It is the student's responsibility to ensure they submit the draft by the required date.

In the event a student does not submit a full and complete draft on or before the draft due date:

- the teacher records non-submission;
- where possible, the teacher keeps the student in at a break to complete the draft;
- teacher contacts home to notify of non-submission of draft; and
- contacts are recorded on OneSchool.

4.2 Extensions & Missed assessment

4.2.1 Late submission of Assignments

In the event a student fails to submit a summative assessment task by the due date without reasonable excuse, the student may be subject to a penalty. At teacher and HOD discretion, students may be granted an extension of time for the submission of assessments.

4.2.2 Whole class/cohort extension or exam date change:

- subject teacher discusses with HOD Junior Secondary the need for extension; and
- if approval is provided, classroom teacher advises the students and parents of new assignment due date or exam date by either letter, email or school behaviour.

4.2.3 Individual student request for extension:

- student provides note from parent to HOD Junior Secondary at least 48 hours prior to assessment/exam date;
- HOD JS discusses the extension request with the classroom teacher;
- HOD JS advises the student, parent and classroom teacher if approved or not; and
- HOD JS records contact/s in OneSchool as appropriate.

4.2.4 Procedure for missed exam (unplanned absence):

- parent advises school and provides medical certificate or explanation for absence. If no parent contact, classroom teacher is to notify home of missed exam;
- classroom teacher records non-attendance at exam and advises HOD JS; and
- student completes exam on first lesson back.

Special Provisions

As part of Clifton State High School's promotion of equitable outcomes for all students, a range of circumstances may be considered for students identified as requiring special provisions. The most common circumstances given special consideration in Junior Secondary school relate to:

- verified, imputed or diagnosed disabilities;
- medical/health concerns or absences;
- flexible learning arrangements;
- extended absences; and

Roles & Responsibilities

Head of Department Junior Secondary:

- monitor and maintain assessment tracking for all subjects and all summative tasks;
- distribute student Assessment Planners in Week 3 of each Semester;
- monitor Unit Plan scheduling in OneSchool to inform student Assessment Planners;

- liaise with classroom teachers to complete moderation; and
- monitor and provide approval for extensions - class/cohort/individual.

Classroom teachers:

- plan for, write, mark and report as per Australian Curriculum achievement standards for the relevant subject area;
- provide class time to complete formative and summative assessment;
- use the Junior Secondary assessment template to write summative assessment, including identifying the AC Content Descriptors to be assessed and the QCAA Standard Elaborations for criteria;
- submit summative assessment tasks to the HOD Junior Secondary at least one week prior to the hand out date to students for approval and photocopying;
- direct any requests for extension (class/cohort/individual) to the HOD Junior Secondary for approval;
- monitor completion of summative assessment as per conditions stated on the task sheet;
- monitor and complete CSHS Adjustment cover sheet as required for individual students, this may be done in consultation with the Case Manager, HOD Junior Secondary and/or HOSES; and
- plan for and provide feedback on drafts and/or check dates for summative assessment.

5.0 Endorsement

Kevin Lester
A/Principal

Teena Cameron
President
P&C Association

***Please complete the appropriate section on the Clifton SHS
Agreements Form and return to the school office.***

Senior School Assessment Policy – V01

Please refer to the school website to view the Senior School Assessment Policy in its entirety or request a hard copy from the school office.

***Please complete the appropriate section on the Clifton SHS
Senior School Agreement Form and return to the school office***

Homework Policy – V02

Homework which is thoughtfully assigned and checked can contribute to learning.

Objectives:

Homework must be set to –

- Develop student self-discipline, independence and responsibility;
- Improve student academic achievement;

Operating Principles:

Homework will be thoughtfully assigned for each subject except for practical subjects.

The amount of homework will increase with the complexity of courses from Year 7 to Year 12.

Homework will generally be for –

- practice - opportunities to apply recent learnings
- extension - encouraging the student's individualised and imaginative pursuit of knowledge
- revision - learning work recently covered in class to increase retention.
- completion of assessment tasks or classwork

The types of homework will be varied.

Differentiation will apply to homework.

The student diary should be used to record homework and assessment dates.

Homework will be checked.

***Please complete the appropriate section on the Clifton SHS
Agreements Form and return to the school office.***

Information Communication Technology Usage Policy – V1.2

Clifton State High School provides access to various Information Communication Technology resources, Network facilities, Internet and E-mail. These resources are available to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students. Students are encouraged to become familiar and proficient users of Information Communication Technology. As such, for the benefit of all users, students are expected to observe the guidelines below.

As responsible members of the school community, it is expected that all students and other members of the community will follow and adhere to the established guidelines. These guidelines are based on common sense, common decency, rules established by Clifton SHS and laws established by the State of Queensland and the Commonwealth of Australia. The purpose of such guidelines is to:

- ◆ Ensure that students understand their responsibilities with regards to acceptable use of school information communication technology equipment.
- ◆ Outline to parents and the wider school community the steps that the school has taken to ensure that information communication technology is used appropriately in the learning environment.
- ◆ Parents should note that if a student has their own device at school, he/she is responsible for the care and safety of the device.

Guidelines for use of Information Communication Technology Equipment

The school has endeavoured to ensure that all students' work can be saved, stored, and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources.

School Hardware & Network:

- Log in using your own appropriate ID. It is never acceptable to use someone else's ID.
- Use computers for the purpose directed by the teacher in charge. Students are not to play games or use any other software unless the teacher has given specific permission for this.
- Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network.
- Do not enter a computer room or borrow a laptop unless a teacher is present.
- Do not swap any equipment. That is, no changing of keyboards, mice or other equipment from one computer to another.
- Report all equipment faults, inappropriate use, or accidental access to inappropriate material, to your teacher immediately.

Passwords:

- Keep your password secret. If you suspect that someone may know your password, change it.
- It is unacceptable to gain, or to attempt to gain, another person's password or personal information.
- When a student has been allocated a password, it is the student's responsibility to remember that password. If a student forgets their password, they must ask their teacher to reset it.

Printing:

- The school provides printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum.
- Before printing, proofread, spell check, and print preview your document. When satisfied with the final product, print the document.
- Printing is charged at 5 cents per black and white page and 15 cents per colour page. Print credits are non-refundable.
- At the start of each year, students will be provided with a print credit balance. Each page printed will reduce the balance by cost stated above; once a print balance reaches 0, the student will need to purchase extra print credits before further printing can take place.

Communication:

- Communication using ICTs relates to e-mail, internet, intranet, shared network spaces, and other telecommunications and should only be used for communications relating to school activities.
- No personal information, such as address or phone numbers (yours or others) should be revealed in electronic communications.
- Each student will be provided with an e-mail account that will be systematically scanned for inappropriate usage.

Inappropriate use of Information Communication Technology Equipment

It is both inappropriate and unacceptable to use Information Communication & Technology equipment:

- For purposes which are; anti-social, illegal, discriminatory, malicious, pornographic, relating to substance abuse and/or relating to hacking.
- To communicate messages relating to bullying, harassment, threats and/or extortion.
- To load, use, store and/or replicate software that is in breach of licensing conditions or affects the performance of the school network facilities.
- To conduct business transactions, attempt to access banned internet sites or pass personal information
- Any other activity deemed as unacceptable by the school ICT committee.

Student use of Information Communication Technology Equipment

Students are permitted to use ICT equipment:

- During class time when under the direction of a teacher.
- Before school and during breaks in designated areas such as the Resource Centre.
- For recreational purposes (excluding playing games which are not educational), only during breaks and in designated areas, and must be aware that students requiring access to ICT equipment for educational purposes will always take precedence over recreational users.
- Providing there is no activity or use deemed inappropriate (refer to above).

Students are not permitted under any circumstance to:

- Tamper with, unplug, or rearrange any ICT equipment including keyboards, mice or network cables;
- Remove labels from ICT equipment;
- Vandalise or remove fixed components from ICT equipment;
- Remove any ICT equipment from its designated location, either in the classroom or from the laptop trolley;
- Load executable software (applications) onto school workstations;
- Download software, access streaming media such as sounds, music, video and games without teacher consent and supervision;
- Tamper with classroom printer settings or restock printers with paper;
- Tamper with other student logins;
- Connect any device to a workstation other than a USB memory stick or a digital camera (after first gaining teacher approval);
- Deface ICT equipment or tamper with any workstation settings;
- Have food or drinks while using computers or in any computer lab.

Agreement for use of Information Communication Technology

It is expected that all students will respect the Information Communication Technology Equipment with which they have been provided, and realise that using this equipment is a privilege, not a right. This privilege can be withdrawn if necessary as set down in this document.

Consequences for misuse / inappropriate use:

Student misuse or inappropriate use of ICT equipment as stated in this document would be considered in breach of Clifton SHS, ICT Usage Policy. As such consequences may be imposed, depending on the circumstances and details relating to student misuse or inappropriate use. This will be determined by one or more of the following:

- Information Technology Support Officer
- Information Communication & Technology Committee
- A Head of Department, Deputy Principal, or Principal

Consequences may include:

- Detentions
- Temporary ban from internet/email/network
- Recompense of expenses
- Suspension/Exclusion

BYOD – Bring your own device

All students are expected to participate in the BYOD program. Where financial hardship may be a barrier to this, the school has a limited number of devices that can be provided under the school's BYOD Equity Policy. All students and parents should read the Clifton SHS BYOD Charter and related information regarding suitable devices and responsibilities. These documents are available on the school website, www.cliftonshs.eq.edu.au

Please complete the appropriate section on the Clifton SHS Agreements Form and return to the school office

Note: No student will be given access to the school's Information Communication & Technology system, until this agreement has been signed by Parent / Caregiver & Student.

Media Policy – V04

Please read this consent form carefully. By signing the appropriate section of the Clifton SHS Statements and Agreements Form you are agreeing to allow the school and Education Queensland to reproduce portions of sound, video clips, photographs or the work of your child / children to be used in promotional material for the school and Education Queensland. It also provides long-term permission (which continues after the student has left the school) for him / her to appear on the EQ Internet Sites and Curriculum Exchange. Should you wish to withdraw your consent at any time it is your responsibility to contact the school.

Areas for which permission is sought include, but not limited to, the following:

School Newsletter – e-newsletter
School Newsletter – link via the school website
Newspapers
School Magazine
Media Presentations at School Functions
School Photographs
Facebook
Yr 12 Graduation may include, but is not limited to, the following <ul style="list-style-type: none">- Video presentation- CD given to students- Clifton Courier and Toowoomba Chronicle Supplements- Other Newspapers
Use on EQ Internet Sites, Publications and Curriculum Exchange

I also give permission for my child / children's names to appear in captions on photographs and in written articles.

Please complete the appropriate section on the Clifton SHS Agreements Form and return to the school office.

Medication Policy – V01

Departmental Policy concerning the administering of prescribed medication to children requires a written authority from parents / guardians as well as the instructions from the doctor on the prescribed medication container.

Medication cannot be given if the medication is **not** in the original container which must be accompanied by a Medication Form completed and signed by the parent / guardian.

To assist parents in this regard a pre-printed Medication form has been supplied with the enrolment package. This form can be held at home until required by you, then completed and forwarded to the school when a request is being made to administer medication to your child. Extra forms can be obtained from the school office on request.

The Department has a standardised list of medical condition categories to be used by all state schools. The list of medical conditions ensures student medical details are consistently recorded across all schools.

A list of the categories forms part of the Application for Student Enrolment. Please refer to this list when completing the Medical Condition Category sections on the Enrolment Form or when updating student records on the Medical Details form.

Out of Grounds Policy – V02

Throughout the year, teachers organise excursions / outings for students during school time.

For example, students access the Recreational Grounds, the pool and the F E Logan Hall on a regular basis for sporting and cultural events. As well, teachers may, from time to time, organise excursions in the Clifton area for our students to expand the curriculum. At all times students will be under the supervision of teachers and ancillary staff to access these activities.

Excursions outside the Clifton area will continue to be organised on the basis of permission forms being sent home for perusal and signing.

This form covers the following events:

1. Involvement in everyday curriculum based activities, eg. sport at local venues within the Clifton township.
2. School / Cultural events that are part of the school's commitment to student learning development. Such locations may include venues within the township in addition to the school. Wherever possible, the details of these events will be advertised in the Newsletter before the day.

The parents / guardians retain the right to notify the school that they do not wish their student to attend.

Excursions involving events away from the Clifton area, or travel in private vehicles, will be dealt with via the normal excursion notification processes.

***Please complete the appropriate section on the Clifton SHS
Agreements Form and return to the school office***

Student Driver Policy – V02

Clifton State High School recognises that some parents allow their students to drive to school. As student safety is important, there are some simple conditions placed on drivers and their passengers.

Information for Student Drivers:

1. Student drivers are to submit the **Student Driver Registration Form** to the School Office.
This form details:
 - Parental/guardian consent for the student to drive to, and home, from school
 - The make, model, colour and registration number of the vehicle/s that the student will drive to school
2. Cars must not be accessed or used during the school day (including Engineering Trade Training Centre days) for any reason
3. Cars and the parking area are out of bounds during the school day, including lunchbreaks
4. Students are required to adhere to all road rules and to drive in a safe and responsible manner
5. Students may only park in the school grounds with the permission of either the Principal or Deputy Principal. Should this permission be granted, student drivers park on the school grounds at their own risk. The school accepts no liability for any damage/theft that may occur with a vehicle (staff/student/visitor) parked on school grounds. Student drivers are encouraged to check their vehicle insurance policies in relation to parking on school property prior to doing so.
6. Drivers **MUST NOT** carry passengers who have not lodged a **Student Passenger Registration Form** with the Office
7. Students are not permitted to transport other students to or from any school program or function

Information for Student Passengers:

1. Student passengers (other than siblings) will need to submit a **Student Passenger Registration Form** to the Student Services Office.
This form details:
 - Parental/Guardian consent for the student to travel as a passenger on the journey to, and home from school
 - The student driver's name and the details of the car, including the registration number

Both **Driver and Passenger** will be issued with a **Private Vehicle Transport Permission**. Students are required to be able to produce this pass. If either **Driver** or **Passenger** disregards these requirements, parents will be notified and appropriate consequences, such as **School Disciplinary Absence**, may also apply.

Please contact the school office to request a Student Driver Permission form as required

Uniform Policy – V05

Clifton State High is a P&C endorsed uniform school therefore students are **expected to wear full school uniform at all times.**

Students are expected to wear Full Formal Uniform:

- **Monday**
- **Official Functions and Assemblies**
- to **all** excursions, unless otherwise stated on the excursion letter.

Clifton State High School must meet Workplace, Health and Safety requirements, therefore, we request parents and students assist in making this a safe and sun safe environment by ensuring student's shoes and hats comply.

Full covered shoes or joggers must be worn at all times, as per footwear policy. Leather shoes are required for all practical areas, including (but not limited to), Textile & Food Studies, Industrial Technology and Design, Agriculture, Art and Science (health and safety). Black leather sport shoes could be used as a dual purpose shoe.

School approved hats are required for all outside activities, including break times.

UNIFORM GUIDELINES

1. Students who are out of uniform must bring a note from their parents to school. (notes are only valid for short term uniform variations)
2. Students out of uniform, without a note from home, will be given a detention up to 20 minutes as per *Education Act section 360*

SCHOOL APPROVED LOGOS ONLY ARE ALLOWED ON ANY UNIFORM ITEM	
Girl's Formal Uniform	Boy's Formal Uniform
Formal Over blouse	Sky blue business shirt
Navy skirt/short (minimum knee length) or navy dress slacks	Navy Dress Trousers/shorts
Black pantihose or plain white socks	Plain white socks
Black school shoes	Black school shoes
School tie (Maroon with navy and sky-blue diagonal stripes)	School tie (Maroon with navy and sky-blue diagonal stripes)
Sports Uniform	Unisex items
CSSH polo shirt (long or short sleeve)	School jacket with emblem
Plain navy shorts (shorts no shorter than mid-thigh) - no nylon, denim, football or basketball shorts	Plain navy track pants or zip leg track pants
Plain white socks	V-neck maroon or navy sweat jumper
Sports shoes, predominantly white, blue, grey or black in colour (no bright colours)	School Blazer
Winter scarves and beanies (in school colours only)	Winter scarves and beanies (in school colours only)
School approved hat/cap	School approved hat/cap
<p>Swimming – Girls must wear a modest swimsuit. Boys must wear board shorts when not actually competing.</p> <p>Additional Sport Uniforms/Items may be required from time to time. These are available from the responsible teacher/coach.</p>	

Hair - Natural coloured, clean and tidy (appearance); hair must be tied back for certain tasks and activities (safety/health).

Makeup - Only natural coloured make-up is permitted (**no eye makeup or lipstick**). Wearing of sunscreen is encouraged.

Nail Polish - Only clear nail polish is permitted.

Body Art – No visible tattoos or body art – must be fully covered by the uniform.

Jewellery - Jewellery should complement the uniform, not detract from it (appearance). Wearing of jewellery is discouraged on the basis of safety. The only items of jewellery permitted are watch, small religious pendant, 2 pairs of earrings (small studs or sleepers) and 1 minor simple ring (e.g. signet). **Facial piercings are not permitted**. Students with pre-existing piercings upon enrolment must list piercing on a Facial Piercing Register. Any existing facial piercings are to be replaced with a small clear or skin coloured stud (no rings).

Some or all jewellery must be removed (health/safety/appearance), in certain environments

- School excursions, or when representing the school in the community or on special occasions, such as school photos, Presentation Night, etc. (appearance).
- Practical areas including, (but not limited to), Health and Physical Education, Sport, Textile & Food Studies, Industrial Technology & Design, Arts, Science (health, safety).

Endorsement

Lou Oberholzer
Principal

Bernadette Sutton
President
P&C Association

***Please complete the appropriate section on the Clifton SHS
Agreements Form and return to the school office.***

Uniform Price List

CLIFTON STATE HIGH SCHOOL UNIFORM SHOP Price List

Prices are current as at October 2021 and are subject to change without notice.

Clifton High School P&C Uniform shop (Open Wednesday 8:30 – 9:30am)

Order form available on website or from the school tuckshop or school office.

Payment by cash, EFT or cheque is required prior to collection

<i>Formal Blouse</i>	<i>\$35.00</i>
<i>Girl's/Ladies' Formal Shorts (Navy)</i>	<i>\$35.00</i>
<i>Girl's/Ladies' Formal Trousers (Navy) – Special offer until sold out</i>	<i>\$10.00</i>
<i>Boy's/Men's Formal Shirt</i>	<i>\$35.00</i>
<i>Boy's/Men's Formal Trousers (Navy) – limited sizes</i>	<i>\$40.00</i>
<i>Polo Shirt (short sleeve)</i>	<i>\$35.00</i>
<i>Tudor Short – Unisex</i>	<i>\$30.00</i>
<i>Maroon Sweatshirt</i>	<i>\$30.00</i>
<i>Microfibre Jacket (with emblem)</i>	<i>\$50.00</i>
<i>Microfibre Track Pants (Navy)</i>	<i>\$30.00</i>
<i>Microfibre Unisex Shorts (Navy)</i>	<i>\$20.00</i>
<i>School Tie</i>	<i>\$22.00</i>
<i>School Bucket Hat (Navy - reversible with House colour)</i>	<i>\$20.00</i>
<i>School Cap</i>	<i>\$20.00</i>
<i>Assorted 2nd hand uniform items are available</i>	

Footwear Policy – V02

All students are required to wear appropriate footwear to school. This includes: supportive, sturdy, fully enclosed footwear. Footwear cannot be made of canvas.

All students will be required to wear black, sturdy, fully enclosed, footwear as part of the formal uniform.

Education premises are varied and often complex sites with many different physical environments, possible contaminants, individual factors, varied tasks and pieces of equipment.

Industrial Technology & Design, Textile & Food Studies, Visual Art and Science classes must wear protective footwear to reduce injuries to feet resulting from—

- (a) contact with falling, rolling or cutting objects;
- (b) penetration through the sole or uppers;
- (c) degloving (skin pulled away from the feet);
- (d) contact with chemicals, heat and molten materials;

Examples of appropriate footwear are:

Acceptable all classes – with formal uniform



Acceptable all classes – with sports uniform (sports shoe with leather upper)

Acceptable for general day wear with sports uniform – not for wear in Industrial Technology & Design, Textile and Food Studies & Science classes (sports shoe with non-leather upper).



To comply with the requirements stated, footwear made from light fabric, open weaved; absorbent material or footwear of a non-enclosed or thin soled design is **not** to be worn at school. Footwear with any of these features poses an unacceptable risk.

WHAT WORKS?

YES: Black leather polish-able lace-up formal (not casual or runner style) traditional style school shoes offering safe, full-foot protection.



NO: Insufficient foot coverage and foot support or non-impervious uppers.



YES: Fully enclosed lace-up runners
Safe, full-foot protection



NO: Insufficient foot coverage and foot support or non-protective uppers





CLIFTON STATE HIGH SCHOOL

Achieving in Every Field

P&C Raffle Tickets

Dear Parents / Guardians,

On behalf of the Clifton State High School P&C Association, welcome to our School community. We would like to encourage your active participation in the P&C and school activities. Being involved with the P&C will ensure you are kept well informed and actively involved in the decision making processes of the school.

P&C Meetings are held on the second Tuesday of each month at 4.30pm at the school. We aim to conduct meetings in a timely, friendly manner and have business completed within two hours. As well as organising fundraising activities, we also try to promote some social interaction within our school community and promote the school positively within the wider community.

Occasionally throughout the year, we may conduct raffles as part of our fundraising. These may consist of small special event raffles such as Mother's Day / Father's Day or larger prize raffles.

To enable us to issue you with **Raffle Tickets** to sell on our behalf, please complete the appropriate section on the Clifton SHS Statements and Agreements form and return to the school office.

Regards

P&C Association

Please complete the appropriate section on the Clifton SHS Agreements Form and return to the school office

Chaplaincy Service

Models of Chaplaincy Services

The Models of Chaplaincy Services that can be adopted by state schools may be one or a combination of:

The Pastoral Care Model - *providing an additional dimension to school's care, guidance and support of students with spiritual, religious and/or ethical needs.*

The Mentoring Model - *acting as a role model for students and assisting in development of supportive relationships for, with and among students.*

The Education Support Model - *upon invitation participating as a guest presenter (along with presenters from a diversity of belief groups) when school's syllabus has content relating to study of religion or topics with religious themes.*

Clifton State High School currently incorporates both the Pastoral Care Model and the Mentoring Model.

Chaplaincy in Clifton High is funded with support from the Federal Government and also receives vital financial support from the local community.

The Chaplaincy Service is integrated into the school's overall support system as complimentary to existing support services.

One of the roles a Chaplain fulfils is that of "Emotional First-Aid" which involves identifying and referring hurting students to the appropriate service.

The Chaplain also actively cares for students from a diversity of beliefs or none and specialises in supporting students who have spiritual, religious or ethical needs.

Student participation in programs with spiritual/religious content is optional and subject to written parental consent. Chaplaincy also can offer ongoing one-on-one emotional or spiritual support to students with written parental consent.

The Chaplain is also active as a role model for the students and is involved with the student body to encourage, support and sustain healthy relationships among their peers and families.

If you have any concerns or enquiries regarding Chaplaincy at the local level you can contact Clifton SHS Principal or Chaplain via the school on 46974777.

Please complete the appropriate section on the Clifton SHS Agreements Form and return to the school office

Local Chaplaincy Committee

Every region that engages the Chaplaincy Service also has an L.C.C or a Local Chaplaincy Committee.

The L.C.C is made up of committed members of the school community and assists with:

- collaborative planning and communication about the chaplaincy service
- monitoring provision of the program of chaplaincy service
- identification and resolution of issues regarding the chaplaincy service
- provision of guidance and support to the chaplain.

The purpose of LCC meetings includes but is not limited to:

- operational management and coordination of the chaplaincy service at the school level
- reporting on the progress and outcomes
- monitoring and reviewing the chaplaincy workplan
- identification and management of issues and requirements for chaplaincy services
- fundraising opportunities
- forward planning.

Currently the Clifton Regional Chaplaincy Committee meets on the 4th Wednesday of the month at the Clifton Anglican Hall and holders of its executive positions include:

Greg Dickmann – Chairman
Lionel Rohrlach – Vice Chairman
Robyn Keates – Treasurer
Christine Snars – Minutes Secretary

All members of the community are welcome to be involved in the L.C.C