OUR MOTTO
“Nothing Without Effort, Nothing But The Best”
Nil Sine Pulvere, Nil Praeter Optima

OUR VISION
is to achieve and celebrate success through a commitment to individual excellence.

PERSONAL DETAILS
Student’s Name: ________________________________
Address: __________________________________________
________________________________________________ Postcode: __________
Telephone: __________________________ Emergency Contact: ____________________
Peer Support Teacher: _________________ Peer Support Class: _________________
House: _______________________________ Year Co-ordinator: ______________________
PSC Teacher: _________________________ PSC Class: ____________________________

HOW TO USE THIS STUDY PLANNER
This study planner has been developed as a learning and communication tool and includes enhanced organisational techniques for students.

You should:
• Place your timetable in the pocket at the back of the planner
• Take this study planner to every lesson
• Write all homework in this study planner
• Record all due dates for assessment items

ACKNOWLEDGMENT OF COUNTRY
Our school would like to acknowledge and respect the traditional custodians of the land on which our school and community gather and pay our respects to all Elders, past and present.

We would also like to extend our respects to the wider Aboriginal and Torres Strait Islander Community.
STUDENT AGREEMENT FORM

Each year you are required to sign this Agreement Form to demonstrate that you accept that there are responsibilities which you need to adopt as a member of the Cavendish Road State High School Community. You sign it in good faith and it is witnessed by your parents(s)/guardian(s) and your Peer Support Teacher to endorse our School’s beliefs and values.

I ______________________________________ agree to the following conditions relevant to my enrolment as a student at Cavendish Road State High School.

• I assume responsibility, with the help of my teachers, for my own work and study and for the submission of essays, projects, assignments and other course requirements.

• I agree that it is of the utmost importance that I respect the dignity of others, fellow students and teachers alike, by treating them with courtesy and consideration. My conduct will at all times be marked by politeness, common sense and respect.

• I will care for the school environment and respect school property. This includes:
  – Properly disposing of litter.
  – Respecting the property of the school, such as lockers and ICT equipment, and not causing harm in any way.
  – Respecting the property of other students and staff.

• I agree to respect the importance of learning and acknowledge the need to:
  – Come prepared for class.
  – Engage in learning activities.
  – Follow the Five C’s of Courtesy, Consideration, Co-operation, Commitment and Challenge.
  – Respect and encourage others in the classroom.

• I agree to abide by the school’s policies and procedures.

• I acknowledge that while at school:
  – Verandas and building steps are out of bounds during the lunch breaks.
  – Sitting on port racks is prohibited for safety reasons.
  – Footpaths and pedestrian lights must be used to cross the road.
  – Students must never enter a staff room.
  – Senior students, who have their own transport, are not to have passengers while travelling to or from school unless parents/guardians/care givers of the passengers and driver have provided approval of the arrangement in writing to the relevant Year Co-ordinator.

• I realise that regular attendance at school and punctuality at all lessons is mandatory. This includes:
  – Being at school before 8.40am.
  – Being at all classes on time and fully prepared.

• I will take an active part in school activities and will try to foster a sense of community spirit in the school by participating in swimming and athletics carnivals, camps, excursions and other school activities.
• I agree to wear the full, correct Cavendish Road SHS uniform as outlined in the uniform section of this planner and to take pride in it. If, on a particular day, I am unable to wear any part of the uniform, I will present a signed and dated note of explanation to my Year Co-ordinator from my parent(s)/guardian(s).

• Realising the harmful nature of tobacco, alcohol and illegal drugs, I agree to abide by the regulations which forbid their use and/or possession.

• I acknowledge that mobile phones, iPods, and other similar electronic devices are not permitted to be visible while on school grounds. I accept that if I do not use ICTs appropriately, as outlined in the Electronic Device Policy section of this planner, I will have it confiscated and returned at the discretion of the school.

• I understand that using photos of staff, students, school buildings, the school’s name and crest without specific written permission is a breach of privacy laws.

• I acknowledge that this planner is owned by the school and I will use it appropriately. I agree that I will replace the planner at my own expense if it is lost, misused, defaced or includes material which is offensive. I accept my school’s decision on what is inappropriate use of the planner.

• I agree to use the planner in the following ways:
  – Record all homework, assignments, assessments and work requirements
  – To complete my learning goals
  – Place my school timetable in my planner
  – As a means of communication between parents and teachers
  – Record information or reminders about excursions and assignments
  – To record events in the school calendar:

• I agree to take my planner to every class and accept it will be regularly inspected by staff.

• I understand that all the school’s expectations, policies and rules apply when I wear the school uniform, even if I am not on the school site.

Student Signature: ___________________________ Date: ________________

Parent/Guardian Signature: ______________________ Date: ________________

PS Teacher Signature: _________________________ Date: ________________
<table>
<thead>
<tr>
<th>Name of Teacher: _ _ _ _ _ _ _</th>
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</tr>
</tbody>
</table>
# TABLE OF CONTENTS

General School Information ............................................................................................................ F
Key Staff ........................................................................................................................................... G
School Map ...................................................................................................................................... H
Bell Times ......................................................................................................................................... I
School Calendar Term Dates 2017 ................................................................................................... I
Responsible Behaviour Plan 2017 ..................................................................................................... J
Code of Conduct ............................................................................................................................... U
Uniforms and Dress Standards ......................................................................................................... V
Year Level Precincts 2017 .................................................................................................................. Y
Attendance Policy ............................................................................................................................ Z
Hat Policy ........................................................................................................................................... AA
Who Should I Talk To If . . . .......................................................................................................... AB
What Should I Do If . . . ................................................................................................................... AC
Student ICT Policy And Acceptable Use Agreement ....................................................................... AE
Emergency Evacuation Procedures ............................................................................................... AI
Emergency Lockdown Procedures ................................................................................................. AJ
Lockdown Occurring During Break ............................................................................................... AJ
Support Contact List ...................................................................................................................... AK
Study Resources ............................................................................................................................. AL
Referencing ......................................................................................................................................... AM
Maths Problem Solving Strategy ..................................................................................................... AN
Student Instructions ....................................................................................................................... AO
Assessment ......................................................................................................................................... AQ
Notes ................................................................................................................................................ AR
GENERAL SCHOOL INFORMATION

ADDRESS: cnr Cavendish and Holland Roads, Holland Park 4121
POSTAL ADDRESS: PO Box 156, Holland Park QLD 4121
PHONE: 3394 0777
FAX: 3394 0700
ABSENCE LINE: 3394 0703
EMAIL: admin@cavroadshs.eq.edu.au
WEBSITE: www.cavroadshs.eq.edu.au
FACEBOOK: Cavendish Road SHS
TWITTER: @cavroadshs
OFFICE HOURS: 8 am to 4 pm (Monday to Friday)
Finance Department Hours 8 am to 1:30 pm (Monday to Friday)

PARENTS AND CITIZENS’ ASSOCIATION: Meets 7.00 pm third Tuesday of the month

NEWSLETTERS
A Newsletter will be available via email once a month. Information on school social activities and variation to routine will be communicated to families through the newsletter.

ABSENTEEs
If a student is absent from school for any period of time, a note or a phone call explaining such absence is required from the parent/guardian/caregiver. When an “unexplained” absence is entered against a student’s name, a text message is sent to the mobile of the parent/guardian/caregiver of each student. This communication occurs on a daily basis. Absentee checks are made every lesson. Students must ensure that their absence records are accurate and all absences are explained by their parent/guardian/caregiver.

LUNCH BREAKS
- No student may leave the school grounds during breaks.
- On the first bell to mark the end of the break, students should move to classrooms.
- Students are NOT permitted to go to the local shops at any time during the school day.

LEAVING SCHOOL DURING THE DAY
Written permission from home is required if, for any reason, a student has to leave the school grounds during the day. This letter must be signed by the teacher during Peer Support, taken to the Office at first break where a leave pass will be issued. Appointments to doctors, dentists or other urgent appointments should be the only reasons students leave early. Appointment cards or doctors’ letters or medical certificates will be required.

TUESDAY/WEDNESDAY AFTERNOON: Sport is a requirement of the curriculum and, as such, absences on a sports afternoon (except for the urgent reasons above) are not acceptable.
GENERAL SCHOOL INFORMATION

STUDENT’S PROPERTY

- All books, clothing and personal property must be clearly marked with the owner’s name and address.
- Electronic devices are NOT permitted and will be confiscated.
- White-out and permanent markers are not permitted in the school and will be confiscated. This equipment will be supplied where required.
- Chewing gum, distracting toys, laser pointers, aerosol cans, cigarettes, lighters, matches and other contraband items are not permitted at any time.

KEY STAFF

PRINCIPAL: Ms C McMillan
ASSOCIATE PRINCIPAL: Ms M Johnston
DEPUTY PRINCIPALS:
- Mr P Cox
- Mr M Morgan
- Ms E van Genderen

HEADS OF DEPARTMENTS:
- Business and Technology: Mr D Thomson
- English: Ms D McFadzean
- Health & Physical Education: Mr A Caruso
- Humanities: Mr S Kosanovic
- Information Services: Ms K McFarlane
- Mathematics: Mr T Moran
- Science: Mr M Denner
- Head of Special Education: Ms S Davis
- Student Wellbeing: Ms R Gardiner
- The Arts: Mrs G Tippett

EXCELLENCE IN TEACHING:
- Year 7 & 8: Mrs L Williams
- Year 9 & 10: Mr B Reynolds
- Year 11 & 12: Ms K Trapp

YEAR CO-ORDINATORS:
- Year 7: Mr P Brent, Mr S Brown (Associate Coordinator)
- Year 8: Ms R Rusit
- Year 9: Mr M Baker
- Year 10: Mr D Zimmerlie
- Year 11: Ms N Coutts
- Year 12: Ms A Pacek
### BELL TIMES

<table>
<thead>
<tr>
<th>MONDAY, THURSDAY, FRIDAY</th>
<th>TUESDAY, WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warning Bell</strong></td>
<td>8.40</td>
</tr>
<tr>
<td><strong>Peer Support</strong></td>
<td>8.45 to 8.55</td>
</tr>
<tr>
<td><strong>Period 1</strong></td>
<td>8.55 to 10.05</td>
</tr>
<tr>
<td><strong>Period 2</strong></td>
<td>10.05 to 11.15</td>
</tr>
<tr>
<td><strong>FIRST BREAK</strong></td>
<td>11.15 to 12.00</td>
</tr>
<tr>
<td><strong>Warning Bell</strong></td>
<td>11.55</td>
</tr>
<tr>
<td><strong>Period 3</strong></td>
<td>12.00 to 1.10</td>
</tr>
<tr>
<td><strong>SECOND BREAK</strong></td>
<td>1.10 to 1.40</td>
</tr>
<tr>
<td><strong>Warning Bell</strong></td>
<td>1.35</td>
</tr>
<tr>
<td><strong>Period 4</strong></td>
<td>1.40 to 2.50</td>
</tr>
<tr>
<td><strong>SPORT</strong></td>
<td>1.35 to 2.50</td>
</tr>
<tr>
<td><strong>Warning Bell</strong></td>
<td>11.35</td>
</tr>
<tr>
<td><strong>Period 2</strong></td>
<td>10.00 to 11.10</td>
</tr>
<tr>
<td><strong>FIRST BREAK</strong></td>
<td>11.10 to 11.40</td>
</tr>
<tr>
<td><strong>Warning Bell</strong></td>
<td>11.35</td>
</tr>
<tr>
<td><strong>Period 3</strong></td>
<td>11.40 to 12.50</td>
</tr>
<tr>
<td><strong>SECOND BREAK</strong></td>
<td>12.50 to 1.35</td>
</tr>
<tr>
<td><strong>Warning Bell</strong></td>
<td>1.30</td>
</tr>
<tr>
<td><strong>Period 4</strong></td>
<td>1.35 to 2.50</td>
</tr>
</tbody>
</table>

**FRIDAY PERIOD 1** is comprised of school assemblies/year level assemblies/peer support/pastoral care.

**Full school** assemblies will occur every **second** week.

**Year level** assemblies will occur on the **alternate** week.

### SCHOOL CALENDAR TERM DATES 2017

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Monday 23 January - Friday 31 March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 2</td>
<td>Tuesday 18th April - Friday 23 June</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 10 July - Friday 15 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 3 October - Friday 8 December</td>
</tr>
</tbody>
</table>
Cavendish Road State High School

Responsible Behaviour Plan for Students based on The Code of School Behaviour

1. Purpose
Cavendish Road State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

2. Consultation and data review
Cavendish Road State High School developed this plan in collaboration with our school community. Broad consultation with parents, staff and students was undertaken through community meetings.

A review of the following important data sets for this school relating to attendance, unexplained absences, cancellations, suspensions and exclusions, behaviour incidents including bullying and cyberbullying. Other inappropriate online behaviour including inappropriate use of mobile phones or other electronic devices also informed the development process.

The Plan was endorsed by the Principal and the President of the P&C in 2016, and will be reviewed in 2018 as required in legislation.

3. Learning and behaviour statement
All areas of Cavendish Road State High School are learning and teaching environments. We consider the Responsible Behaviour Plan to be an opportunity for valuable social learning as well as a means of maximising the success of student learning programs.

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

Our Responsible Behaviour Plan is based on our CODE OF CONDUCT which identifies the following five behaviour expectations:

- Commitment
- Challenge
- Courtesy
- Consideration
- Co-operation

Our CODE OF CONDUCT has been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland’s Code of School Behaviour.

4. Processes for facilitating standards of positive behaviour and responding to unacceptable behaviour
Universal Behaviour Support
The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Cavendish Road State High School we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students designed to prevent inappropriate behaviour and provide a framework for responding to unacceptable behaviour.
A set of behavioural expectations has been attached to each of our five behaviour expectations in our Code of Conduct. The Schoolwide Expectations Teaching Matrix below outlines our agreed facets of the Code of Conduct and specific behavioural expectations in all school settings.

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

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

- Pastoral Care and Peer Support lessons conducted by classroom teachers
- Reinforcement of learning from these lessons on School Assemblies and during active supervision by staff during classroom and non-classroom activities.

Cavendish Road State High School implements the following proactive and preventative processes and strategies to support student behaviour:

- Explicit teaching of the Code of Conduct through the Peer Support Program and Pastoral Care Program
- Design of engaging and relevant curriculum programs
- A structured recognition program to acknowledge and reinforce positive behaviour
- Communication and consultation with the immediate and wider school community to gain rich and authentic feedback that ensures continuous improvement
- Clearly defined policies and practices that are published for the entire school community and are consistently applied
- An extensive base of support personnel including Guidance Officers, Chaplain, School Based Youth Health Nurse and Indigenous Liaison Officer to guide and support students.
- Communication to parents occurs monthly via the online school newsletter which enables parents to be actively and positively involved in school behaviour expectations
- The school executive leadership team provide regular information to staff and parents, and support to others in sharing successful practices
- Year level co-ordinators work closely with Deputy Principals to assist in the communication and enforcement of the code of conduct, rules and regulations
- Comprehensive induction programs in the Cavendish Road State High School Responsible Behaviour Plan for Students delivered to new students as well as new and relief staff
- Individual learning plan developed with students, parents and relevant specialists (where appropriate) for students who demonstrate repeated inappropriate or unacceptable behaviour to provide a personal framework of positive behaviour expectations and actions and to enable staff to provide consistent strategies or adjustments across all learning environments.
- Implementation of specific policies to address:
  - the use of personal property technology devices at school (Appendix 1) Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
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**PROCEDURES FOR PREVENTING AND RESPONDING TO INCIDENTS OF BULLYING (INCLUDING CYBERBULLYING AND RECORDING INCIDENTS FOR DATA COLLECTION) (APPENDIX 2)**

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**PROCEDURES REGARDING THE USE OR POSSESSION OF WEAPONS INCLUDING KNIVES AND ANY OTHER ITEMS THAT COULD BE CONSIDERED A WEAPON IN SCHOOL (APPENDIX 3).**

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**REINFORCING EXPECTED SCHOOL BEHAVIOUR**

- At Cavendish Road 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.
- Every student at Cavendish Road State High School participates in Peer Support and Pastoral Care Programs. These programs articulate the school’s beliefs and expectations of all students.
- Visual – signage across the school
- Verbal – the use of a common language
- Modelling – student leaders and staff model the desired behaviours

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**RESPONDING TO UNACCEPTABLE BEHAVIOUR**

Students come to school to learn. Behaviour support represents an important opportunity for learning how to get along with others.

**RE-DIRECTING LOW-LEVEL AND INFREQUENT PROBLEM BEHAVIOUR**

When a student exhibits low-level and infrequent problem behaviour, the first response of school staff members is to remind the student of expected school behaviour, then ask them to change their behaviour so that it aligns with our school’s expectations.

Our preferred way of re-directing low-level problem behaviour is to ask them how they might be able to ensure they comply with the Code of Conduct. This encourages students to reflect on their own behaviour, evaluate it against expected school behaviour, and plan how their behaviour could be modified so as to align with the expectations of our school community.

**TARGETED BEHAVIOUR SUPPORT:**

- Year Co-ordinator support
- Detentions & After School Detentions
- Student daily monitoring cards
- Withdrawal of privileges
- Contact with parents/guardians
- Mediation
- Student Disciplinary Absences

**INTENSIVE BEHAVIOUR SUPPORT: SUPPORT SERVICES TEAM**

Cavendish Road State High School is committed to educating all students, including those with the highest behavioural support needs. We recognise that students with highly complex and challenging behaviours may need comprehensive systems of support that require regular reviews in consultation with parents/caregivers and other relevant specialist staff. The Support Services Team:

- works with other staff members to develop appropriate behaviour expectations and strategies
- monitors the impact of support for individual students through continuous data collection
- provides consistent strategies and adjustments outlined within the Individual Learning Plan, and
- works with the School Administration to achieve continuity and consistency.

The Support Services Team has a simple and efficient referral system in place. Following referral, a team member contacts parents and any relevant staff members to form a support team and begin the assessment and support process. In many cases the support team also includes individuals from other agencies already working with the student and their family, a representative from the school’s administration and specialist behaviour services staff.

**5. CONSEQUENCES FOR INAPPROPRIATE OR UNACCEPTABLE BEHAVIOUR**

Cavendish Road State High School makes systematic efforts to prevent inappropriate or unacceptable behaviour by teaching and reinforcing expected behaviours on an ongoing basis. When these behaviour incidents occur, it is important that consequences are predictable. Our school seeks to ensure that responses to inappropriate or unacceptable behaviour are consistent and proportionate to the nature of the behaviour.

Behaviour incidents are recorded in OneSchool.
Minor and major behaviours
When responding to behaviour incidents, the staff member determines if the problem behaviour is minor or major, with the following agreed understanding:

- **Minor** behaviour incidents are handled by staff members at the time it happens
- **Major** behaviour incidents are referred directly to the school Administration team

**Minor** problem behaviours are those that:
- are minor breaches of the school rules
- do not seriously harm others or cause you to suspect that the student may be harmed
- do not violate the rights of others in any other serious way
- are not part of a pattern of inappropriate behaviours
- do not require involvement of specialist support staff or Administration.

**Minor** problem behaviours may result in the following consequences:
- a minor consequence logically connected to the inappropriate behaviour, such as complete removal from an activity or event for a specified period of time, partial removal (time away), individual meeting with the student, apology, restitution or detention for work completion.
- a re-direction process where a staff member takes the student aside and:
  1. names the behaviour that student is displaying
  2. asks student to name expected school behaviour
  3. states and explains expected school behaviour if necessary
  4. gives positive verbal acknowledgement for expected school behaviour.

**Major** behaviours are those that:
- significantly violate the rights of others
- put others / self at risk of harm
- require the involvement of school Administration.

**Major** behaviours result in an immediate referral to school Administration because of their seriousness. When major unacceptable behaviour occurs, staff members calmly state the behaviour and remind the student of expected school behaviour. The staff member then escorts the student or directs the student to report to Administration or contacts the Administration for assistance. A report of the student’s behaviour is recorded in OneSchool.

Major unacceptable behaviours may result in the following consequences:
- **Level One**: Time out, detention (see Safe, Supportive and Disciplined School Environment procedure for guidelines), loss of privilege, restitution, warning regarding future consequence for repeated or persistent inappropriate behaviour, referral to Support Services Team
  
  AND/OR
  
- **Level Two**: Parent contact, referral to Guidance Officer, referral to Support Services Team, referral for specialist behaviour services, Student disciplinary absence, a Discipline Improvement Plan.
- **Level Three**: Students who engage in serious unacceptable behaviours such as major violent physical assault or the use/supply or possession of weapons (including knives) or drugs may receive a A Discipline Improvement Plan or a School Disciplinary Absence (suspension or proposal/recommendation for exclusion) as a consequence of unacceptable behaviour.

**Definition of consequences**

<table>
<thead>
<tr>
<th>Time out</th>
<th>A principal or school staff may use time out as a strategy for students to manage their own behaviour and to assist the student to calm down. During time out, student is to be supervised and given an opportunity to rejoin class in intervals of no more than 10 minutes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detention</td>
<td>A principal or teacher may use detention as a consequence for disobedience, misconduct, or other breaches of school expectations. A detention is no more than 20 minutes during school lunch or 30 minutes after school (parent will be contacted before after school detention is imposed providing 24 hours notice).</td>
</tr>
<tr>
<td>Temporary Removal of Property</td>
<td>A principal or staff member of Cavendish Road State High School has the power to temporarily remove property from a student, as per the procedure Temporary Removal of Student Property by School Staff.</td>
</tr>
</tbody>
</table>
## RESPONSIBLE BEHAVIOUR PLAN 2017

### SCHOOL DISCIPLINARY ABSENCES (SDA)

#### Suspension
A principal may suspend a student from school under the following circumstances:
- disobedience by the student
- misconduct by the student
- other conduct that is prejudicial to the good order and management of the school.

#### Discipline Improvement Plan
A Discipline Improvement Plan is a written agreement that sets out strategies and steps to improve a student’s behavior. It outlines the expectations for behavior, the consequences for inappropriate behavior and the support that will be provided by the school.

#### Proposed exclusion or recommended exclusion
A student may be suspended pending a decision to exclude when the student’s behavior is so serious that suspension of the student from the school would be inadequate to deal with the behavior. A student may be suspended or excluded for the following reasons:
- disobedience
- misconduct
- other conduct that is prejudicial to the good order and management of the school, or
- breach of Discipline Improvement Plan

#### Cancellation of enrolment
The enrolment of a post compulsory school age student may be cancelled if the student’s behaviour amounts to a refusal to participate in the educational program provided at the school.

*Refer to departmental procedure Safe, Supportive and Disciplined School Environment for further details.

### The following table outlines examples of minor and major behaviour incidents*

<table>
<thead>
<tr>
<th>MINOR</th>
<th>MAJOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of equipment/Incorrect use of equipment</td>
<td>Possession, supplying or selling illicit or prescription substances</td>
</tr>
<tr>
<td>Verbal disruption eg constant silly or annoying sounds</td>
<td>Unprovoked violent assaults</td>
</tr>
<tr>
<td>Initially refusing to follow teacher directions in classrooms, grounds, front of school, etc</td>
<td>Serious vandalism whilst in school uniform or on school property</td>
</tr>
<tr>
<td>Not doing homework</td>
<td>Gross disobedience</td>
</tr>
<tr>
<td>Incorrect uniform</td>
<td>Alcohol or other drug use</td>
</tr>
<tr>
<td>Talking when asked not to</td>
<td>Fighting</td>
</tr>
<tr>
<td>Refusing to work/learn but not disrupting others</td>
<td>Possession or use of weapons</td>
</tr>
<tr>
<td>Lateness</td>
<td>Stealing from bags/classrooms/school grounds</td>
</tr>
<tr>
<td>Bringing banned items to school</td>
<td>Possessing weapons</td>
</tr>
<tr>
<td>Riding bikes/scooters/skateboards on school grounds</td>
<td>Verbal and/or physical abuse eg swearing, pushing of teacher, threatening or violence</td>
</tr>
<tr>
<td>Minor swearing in frustration</td>
<td>Persistent internet abuse</td>
</tr>
<tr>
<td>Chewing gum or eating in class</td>
<td>Refusing to give name or giving wrong name</td>
</tr>
<tr>
<td>Calling out in class</td>
<td>Harassment of students</td>
</tr>
<tr>
<td>Littering/spitting</td>
<td>Audio or visual recording of another student or teacher</td>
</tr>
<tr>
<td>Failure to complete detention</td>
<td>Use of camera anywhere a normal camera would be considered inappropriate such as classrooms, change rooms and toilets</td>
</tr>
<tr>
<td>Being in an out of bounds area</td>
<td>Blatant repeated offences related to assessment policy</td>
</tr>
<tr>
<td>Truancy</td>
<td>Promoting and/or provoking violent attacks</td>
</tr>
<tr>
<td>Wandering – couldn’t find class</td>
<td>Inappropriate interactions with members of the public whilst in school uniform</td>
</tr>
<tr>
<td>Talking when teacher is talking</td>
<td>Driving dangerously on school grounds</td>
</tr>
<tr>
<td>Insolence – answering back/disrespect</td>
<td>Anti-social/unhygienic behaviours in toilets</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Any sexually explicit act</td>
</tr>
<tr>
<td>Breach of electronic device policy in class</td>
<td>Possession/use of dangerous projectiles</td>
</tr>
<tr>
<td>Running around buildings/stairwells</td>
<td>Sexual harassment</td>
</tr>
<tr>
<td>Mobile phone evident in any part of the school at any time without authorisation (written permission from an authorised staff member)</td>
<td>Inappropriate use of personal technology devices or social networking sites, which impacts on the good order and management of the school</td>
</tr>
<tr>
<td>Minor physical contact (pushing/shoving)</td>
<td>Repeated refusal to follow teacher instructions</td>
</tr>
<tr>
<td>Unco-operative behaviour</td>
<td>Failure to complete assessment items</td>
</tr>
<tr>
<td></td>
<td>Cheating/lying to the teacher</td>
</tr>
</tbody>
</table>

*N*
## RESPONSIBLE BEHAVIOUR PLAN 2017

<table>
<thead>
<tr>
<th>MINOR</th>
<th>MAJOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persistent lack of required equipment</td>
<td>Wilful defiance</td>
</tr>
<tr>
<td>Vandalism – desks, chairs, walls, garden</td>
<td>Bullying and harassment</td>
</tr>
<tr>
<td>Major interference of others' learning</td>
<td>Swearing at other students</td>
</tr>
<tr>
<td>Leaving class at any time without permission</td>
<td>Water/food fights</td>
</tr>
<tr>
<td>Breach of ICT agreement</td>
<td>Persistent non-compliance with uniform policy</td>
</tr>
<tr>
<td>Repeated truancy</td>
<td>Failure to complete detention</td>
</tr>
<tr>
<td>Smoking on school grounds or in school uniform</td>
<td>Entering staffrooms without consent</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Sexting</td>
</tr>
<tr>
<td>Possession of pornography on mobile phones</td>
<td></td>
</tr>
</tbody>
</table>

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

### Relate inappropriate or unacceptable behaviour to expected school behaviours

When responding to inappropriate or unacceptable behaviours, staff members ensure that students understand the relationship of the behaviour to expected school behaviour. One method that staff members might use to achieve this is to have students:

- articulate the relevant expected school behaviour
- explain how their behaviour differs from expected school behaviour,
- describe the likely consequences if the problem behaviour continues; and
- identify what they will do to change their behaviour in line with expected school behaviour.

Should an inappropriate or unacceptable behaviour be repeated, the staff member may not repeat the discussion/explanation process but simply remind the student of the consequences of their problem behaviour.

### Ensuring consistent responses to inappropriate or unacceptable behaviour

At Cavendish Road State High School staff members authorised to issue consequences for behaviour incidents are provided with appropriate professional development and/or training. Through training activities, we work to ensure consistent responses to behaviour incidents across the school.

Students also receive training about how to respond when other students display inappropriate or unacceptable behaviour. The courteous way to respond when a staff member redirects a student’s behaviour is taught and rehearsed to reduce the impact of peer engagement in the behaviour incident.

Student disciplinary absences (suspension and exclusion) may be considered:

- in the event of a serious, one-off behaviour incident or
- after consideration has been given to all other responses.

Any student witnessing inappropriate late behaviours or allegedly involved in inappropriate behavior will be directed to complete an Incident Report (Appendix 5) in writing, signed and dated. This policy and practice ensures all students are afforded natural justice.

### 6. Emergency situation or critical incident responses

It is important that all staff have a consistent understanding of how to respond to emergency situations or critical incidents involving severe unacceptable behaviour. This consistency ensures that actions taken are responsive to the safety and well-being of students and staff.

An emergency situation or critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action.

Severe unacceptable behaviour is defined as behaviour of such intensity, frequency, or duration that the physical safety and well-being of the student or others is likely to be placed at serious risk.
7. Network of student support
Students at Cavendish Road State High School are supported through positive reinforcement and a system of universal, targeted, and intensive behaviour supports by:

- Parents
- Teachers
- Support Staff
- Head of Department
- Administration Staff
- Guidance Officer
- Advisory Visiting Teachers
- School Based Youth Health Nurse
- Senior Guidance Officer
- School Chaplain

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

- Disability Services Queensland
- Child and Youth Mental Health
- Queensland Health
- Department of Communities (Child Safety Services)
- Queensland Police Service
- Local Council
- Neighbourhood Centre.

8. Consideration of individual circumstances
To ensure alignment with the Code of School Behaviour when applying consequences, the individual circumstances and actions of the student and the needs and rights of school community members are considered at all times.

Cavendish Road State High School considers the individual circumstances of students when applying support and consequences by:

- promoting an environment which is responsive to the diverse needs of its students
- establishing procedures for applying fair, equitable and non-violent consequences for infringement of the code ranging from the least intrusive sanctions to the most stringent
- recognising and taking into account information relevant to the students’ age, gender, disability, cultural background, socioeconomic situation, mental health and wellbeing, emotional state (such as individualised learning plan or individual education plan), and
- recognising the rights of all students to:
  - express opinions in an appropriate manner and at the appropriate time
  - work and learn in a safe environment regardless of their age, gender, disability, sexual orientation cultural background or socio-economic situation
  - receive adjustments appropriate to their learning and/or impairment needs
  - provide written or verbal statements that will be taken into consideration in the decision making processes
  - ensure that processes maintain the dignity, respect, privacy and confidentiality of the student, consistent with the rights of the rest of the community.

9. Related legislation

- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability Standards for Education 2005
- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006
- Criminal Code Act 1899
- Anti-Discrimination Act 1991
- Commission for Children and Young People and Child Guardian Act 2000
- Judicial Review Act 1991
- Weapons Act 1990
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Right to Information Act 2009
- Information Privacy (IP) Act 2009

10. Related procedures

- Safe, Supportive and Disciplined School Environment
- Inclusive Education
- Enrolment in State Primary, Secondary and Special Schools
Responsibilities for Appropriate Behaviour 2017

- Student Dress Code
- Student Protection
- Hostile People on School Premises, Wilful Disturbance and Trespass
- Police and Child Safety Officer Interviews with Students, and Police Searches at State
- Educational Institutions
- Acceptable Use of the Department’s Information, Communication and Technology (ICT) Network and Systems
- Managing Electronic Identities and Identity Management
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- Temporary Removal of Student Property by School Staff

11. Some related resources
- Schoolwide Positive Behaviour Support
- Code of Conduct for School Students Travelling on Buses
- National Safe Schools Framework
- Working Together resources for schools
- Cybersafety and schools resources
- Bullying. No way!
- Take a Stand Together

Appendix 1

The Use of Personal Technology Devices* at Cavendish Road State High School

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

Certain Personal Technology Devices Banned From School

Students must not bring valuable personal technology devices like cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in disciplinary consequences.

Confiscation

Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. They will be made available for collection from the school office at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

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 will be advised to contact Queensland Police Service (QPS) directly.

Students who have had a Personal Technology Device confiscated will be issued with a thirty minute detention after school on the Friday after which the device has been confiscated.

Students who have a personal technology device confiscated more than three times in a term will be disciplined for persistent breach of school rules as deemed necessary by the Principal.

Personal Technology Device Etiquette

Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption to learning associated with them. However, if they are brought to school, they must be turned off and out of sight whilst the student is on school grounds or involved in a school event outside of school eg swimming carnival, excursion.

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 Cavendish Road State High School Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) to disseminate to others (including distribution by phone or internet posting) build a culture of distrust and disharmony.
Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy).

Recording of events in class is not permitted unless express consent is provided by the class teacher.

A school student 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 bullying1, 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, Snapchat, Facebook, display, internet uploading etc); and/or,
• knowingly being a subject of a recording

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

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to the Queensland Police Service (QPS).

Text communication
The sending of text messages that contain obscene language and/or threats of violence and/or obscene pictures otherwise referred to as “sexting” may amount to bullying and/or harassment or even stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the school administration.

Assumption of cheating
Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

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 assistive 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 Deputy Principal or Principal.

Inappropriate behaviour outside of school hours
Students may receive disciplinary consequences for bullying or cyberbullying or other inappropriate online behaviour that occurs out of school hours, and affects the good order and management of the school.

* Personal Technology Devices include, but are not limited to the following devices: portable gaming devices, the iPhone, IPod, IPod Touch or IPad, Tamagotchi™ and similar games, laptop computers, PDAs, Blackberries®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones and devices of a similar nature.

1 Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.
APPENDIX 2

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

PURPOSE
1. Cavendish Road State High School strives to create positive, predictable environments for all students at all times of the day. The disciplined teaching environment that we are creating is essential to:
   • achieving overall school improvement, including the effectiveness and efficiency of our student support procedures
   • raising achievement and attendance
   • promoting equality and diversity and
   • ensuring the safety and well-being of all members of the school community.
2. There is no place for bullying in Cavendish Road State High School. Research indicates that both those being bullied and those who bully are at risk for behavioural, emotional and academic problems. These outcomes are in direct contradiction to our school community’s goals and efforts for supporting all students.
3. Bullying behaviours that will not be tolerated at Cavendish Road State High School include name-calling, taunting, mocking, making offensive comments, kicking, hitting, pushing, taking belongings, inappropriate text messaging, sending offensive or degrading images by phone or internet, producing offensive graffiti, gossiping, excluding people from groups, and spreading hurtful and untruthful rumours.
4. Bullying may be related to:
   • race, religion or culture
   • disability
   • appearance or health conditions
   • sexual orientation
   • sexist or sexual language
   • young carers or children in care.
5. At Cavendish Road State High School there is broad agreement among students, staff and parents that bullying is observable and measurable behaviour. When considering whether or not bullying has occurred, we will therefore avoid speculation on the intent of the behaviour, the power of individuals involved, or the frequency of its occurrence. Whether bullying behaviour is observed between students of equal or unequal power, whether it occurs once or several times, and whether or not the persons involved cite intimidation, revenge, or self-defence as a motive, the behaviour will be responded to in similar fashion, that is, as categorically unacceptable in the school community.

RATIONALE
6. Research indicates that many problem behaviours are peer-maintained. That is, peers react to bullying in ways that may increase the likelihood of it occurring again in the future. Reactions include joining in, laughing, or simply standing and watching, rather than intervening to help the person being bullied. Whilst our school would never encourage students to place themselves at risk, our anti-bullying procedures involve teaching the entire school a set of safe and effective responses to all problem behaviour including bullying, in such a way that those who bully are not socially reinforced for demonstrating it.
7. The anti-bullying procedures at Cavendish Road State High School are an addition to our already research-validated schoolwide positive behaviour support processes. This means that all students are being explicitly taught the expected school behaviours and receiving high levels of social acknowledgement for doing so. Adding lessons on bullying and how to prevent and respond to it is a subset of procedures that our students are already accustomed to.

PREVENTION
8. Attempting to address specific problem behaviours will not be successful if the general level of disruptive behaviour in all areas of our school is not kept to a low level. Therefore, our schoolwide universal behaviour support practices will be maintained at all times. This will ensure that:
   • Our universal behaviour support processes will always remain the primary strategy for preventing problem behaviour, including preventing the subset of bullying behaviour
   • All students know the Code of Conduct and have been taught the expected behaviours attached to the code of conduct in all areas of the school
   • All students have been or are being taught the specific routines in the non-classroom areas, from exiting the classroom, conducting themselves in accordance with the school expectations in the playground and other areas, to re-entering their classrooms
All students are receiving high levels of positive reinforcement for demonstrating expected behaviours, including those associated with following our routines, from all staff in the non-classroom areas of the school.

A high level of quality active supervision is a permanent staff routine in the non-classroom areas. This means that duty staff members are easily identifiable and are constantly moving, scanning and positively interacting as they move through the designated supervision sectors of the non-classroom areas.

Cyberbullying often does not occur at school. Students are explicitly taught Cybersafety for example how to safely conduct and internet search, what cyberbullying is and what they should do if they receive unwanted messages including for example:

- Not to respond to messages but keep them to report to parents and/or teachers immediately
- Report any instances they see as a bystander of cyberbullying to parents and/or teachers immediately.

Cavendish Road State High School will then investigate and respond to any incident of cyberbullying.

The student curriculum modules of the anti-bullying process consist of lessons taught by all teachers in all classrooms to a schoolwide schedule of instruction. At all times simultaneous instruction is our goal, in order to maintain consistency of skill acquisition across the school.

An initial introductory lesson is delivered, which teaches the 3-step process to be used by all students when experiencing bullying behaviour either as a person being bullied, the person bullying or bystander. The introductory lesson is followed by several shorter lessons, each of which focuses on one of the bullying behaviours that the school has identified and defined. These lessons include instruction on how to approach adults and also on what reactions and systemic responses they should expect from adults.

Cavendish Road State High School will take part in the National Day of Action Against Bullying and Violence on the third Friday of March each year. This is to highlight the importance of bullying issues within our school community and what our school is doing to prevent this.

Research indicates that a common outcome of anti-bullying programming is an improvement in understanding of bullying but little change in the frequency or nature of actual bullying behaviour. One of the reasons cited for this outcome is the lack of behavioural rehearsal in the programming. The anti-bullying process at Cavendish Road State High School takes care to combine knowledge with practice in a process of active learning, so that students understand by 'doing' as much as by 'knowing'.

Cavendish Road State High School uses behavioural data for decision-making. This data is entered into our database on a daily basis and can be recalled as summary reports at any time. This facility allows the school to track the effectiveness of its anti-bullying process, to make any necessary adjustments, and to identify specific bullying behaviours that may need to be revisited or revised in the instructional process.

**APPENDIX 3**

**Working Together To Keep Cavendish Road State High School Safe**

Every student has the right to feel safe and be safe at school.

- No knives are allowed to be taken to school by students.
- There is no reason for a student to have a knife at school, and it is against the law for a student to have a knife at school.

If a student has a knife a school, they can expect serious consequences, such as fines and possibly jail. Longer jail sentences can be given to young people if someone is injured with a knife during an assault.

**What kinds of knife are banned?**

- No knives of any type are allowed at school, including flick knives, ballistic knives, sheath knives, push daggers, trench knives, butterfly knives, star knives, butter knives, fruit knives or craft knives, or any item that can be used as a weapon, for example a chisel.
- Knives needed for school activities will be provided by the school, and the use of them will be supervised by school staff.
- In circumstances where students are required to have their own knives or sharp tools for particular subjects or vocational courses, the school will provide information about the procedures for carrying and storing these items at school.
The Principal can take action against a student who brings a knife to school.
- If a student has a knife at school, the principals can inform the police.
- Possessing a knife at school may result in serious disciplinary consequences such as suspension or exclusion.
- Police can search a student and their property at school if they suspect a student has a knife.
- A student may be charged with a criminal offence and may face serious consequences if convicted, including a fine or jail.
- School property such as desks or lockers may be searched if the Principal suspects that a student has a knife on or in school property.
- If the Principal suspects the student has a knife in their bag, the bag may be temporarily confiscated until police arrive.
- If the student does have a knife at school, it can be confiscated by the Principal and given to the police.

How can parents help to keep Cavendish Road State High School safe?
- Make sure your child knows what the laws and rules are about knives.
- Do not include knives or knife tools in children’s lunch boxes, pencil cases or craft kits.
- Contact your school Principal or Deputy Principal if you believe your child is being bullied or threatened at school.
- If you want to talk about students and knives at school, please contact either the Principal or a Deputy Principal.

CODE OF CONDUCT

The Code of Conduct is developed around five words:

- COURTESY
- CONSIDERATION
- CO-OPERATION
- COMMITMENT
- CHALLENGE

Students and Staff at Cavendish Road State High School will:
- Be COURTEOUS and RESPECT the rights and feelings of others.
- Be CONSIDERATE of the rights of all.
- Be CO-OPERATIVE in working together and TOLERANT of others.
- Be COMMITTED to making a positive effort.
- Be CHALLENGED to achieve your best.

STUDENTS ARE TO:
- Observe the Code of Conduct;
- Accept responsibility for their own behaviour and learning;
- Develop self-control/self-discipline;
- Contribute to a POSITIVE learning environment;
- Work hard to contribute to their own success.
The Cavendish Road State High School Parents’ & Citizens’ Association has determined the policy of the wearing of a school uniform and that students must be professionally presented at all times. FORMAL UNIFORMS are worn to and from school every day except Tuesday (Years 7, 8 and 9) or Wednesday (Years 10, 11 and 12), when full sports uniform may be worn. When Physical Education classes require the wearing of the sports’ uniform, students will change during break times before class and change back into their formal uniform at the end of the class.

**All aspects of the uniform are to be well maintained, clean and where applicable, recently ironed.**

**JEWELLERY and TATTOOS**
- Visible tattoos are not permitted.
- A wristwatch may be worn.
- One SMALL earring (a maximum 3mm stud or sleeper) in each ear, placed in the lower end of the ear lobe is permissible.
- Stretchers or spacers are not permitted.
- No other visible body piercing is allowed, such as nose, chin, eyebrow, tongue studs or rings (including clear plastic ones).
- The wearing of office bearer badges is encouraged.

**MAKEUP**
- The wearing of make-up is not permitted.

**NAIL POLISH**
- Nail polish is not permitted. Decorated nails are also not permitted.

**HAIR**
- Hair must not be dyed in unnatural colours and must be neatly styled – not in the student’s face.
- Hair which is longer than shoulder length must be tied back for both boys and girls.
- School green or white ribbons are optional.
- Boys must be clean shaven.

**SUN SAFE**
- In 2017, all students in all year levels (Years 7-12) are required to wear a school hat (formal hat, bucket hat or cap) whenever students are outdoors. The school formal hat is compulsory for all Year 7 and 8 students.

**FORMAL SCHOOL SHOES**
- Please note that black college leather polished shoes with a heel and black laces are required to be worn with the formal uniform. (Please refer to the picture for acceptable black college leather shoes.)

**SHORT TERM UNIFORM PROBLEMS**
- When a student has a problem with the uniform code, he/she must contact a Year Coordinator in room K14 before school to obtain a replacement uniform. Detentions will be given to students who do not conform and have not followed school procedures. Persistent offenders of the dress code may be disciplined.
## Girls' Formal Uniform

(Items indicated with an * need to be purchased from the school uniform shop.)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAILS</th>
<th>HOW/WHEN WORN</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>BLOUSE:</em></td>
<td>White overblouse with short sleeves, button opening at the centre front and soft gathers into a semi-fitted band. A wide roll collar is attached to a V-neckline. A spade pocket is embroidered with the school monogram.</td>
<td>Top button must be done up. Blouses need to be of an appropriate size which does not allow the mid-riff to be seen when arms are raised. The blouse is not worn tightly.</td>
</tr>
<tr>
<td><em>TIE:</em></td>
<td>Bottle green tie – attachable to the blouse. Year 12 students wear a striped school tie.</td>
<td>The tie is knotted at the collar. The knot of the tie must cover the top button. A school badge worn mid-way down the tie secures the tie. Recently purchased ties have the school crest embroidered on the tie, therefore a metal school badge is not required on these ties.</td>
</tr>
<tr>
<td><em>SKIRT:</em></td>
<td>A-line bottle green skirt with 3 hip-stitched pleats either side of the centre front and centre back, and a side zipper opening.</td>
<td>The finished length is on or below the knee. Skirts are worn on the waist and not to be rolled up.</td>
</tr>
<tr>
<td>SOCKS:</td>
<td>Compulsory Cavendish Road white socks which are available at the Uniform Shop.</td>
<td>Can be worn with formal uniform only.</td>
</tr>
<tr>
<td>STOCKINGS:</td>
<td>Black full length stockings – not knee-hi stockings.</td>
<td>Laces are to be tied with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished at all times.</td>
</tr>
<tr>
<td>SHOES:</td>
<td>Black college leather polished shoes with black laces. Non-leather sports shoes/slip-on shoes/contemporary urban design shoes from the likes of Nike or Globe are NOT permitted. (Canvas shoes do not conform to Workplace Health &amp; Safety requirements.)</td>
<td>It must be worn tucked into shorts or trousers. The collar must be turned down. The sleeves must not be rolled up above the elbows. The knot of the tie must cover the top button.</td>
</tr>
<tr>
<td><em>LONG PANTS:</em></td>
<td>Bottle green polyester gabardine (Available on order from the Uniform Shop.)</td>
<td>Optional for terms 2 and 3. Can only be worn with the formal blouse.</td>
</tr>
<tr>
<td>FORMAL HAT</td>
<td>The school broad-brimmed white hat with school crest on the band.</td>
<td>The formal hat is compulsory for all Year 7 and 8 students and is available for any interested students of other year levels across Years 9-12.</td>
</tr>
<tr>
<td>HAIR ACCESSORIES</td>
<td>Plain bottle green or white.</td>
<td></td>
</tr>
<tr>
<td>HEAD SCARVES:</td>
<td>Plain bottle green or white – no decorations or tassels.</td>
<td></td>
</tr>
</tbody>
</table>

## Boys' Formal Uniform

(Items indicated with an * need to be purchased from the school uniform shop.)

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>SHIRT:</td>
<td>*Bottle green short sleeved shirt open necked, with white facings on collar and sleeve. Year 12 students must wear a plain white long or short sleeved business shirt with the striped school tie. Long sleeve shirt must be worn with the sleeves rolled down.</td>
<td>It must be worn tucked into shorts or trousers. The collar must be turned down.</td>
</tr>
<tr>
<td>UNDER SHIRT:</td>
<td>A plain BOTTLE GREEN or WHITE T-shirt ONLY can be worn under the shirt.</td>
<td>It must be worn tucked into shorts or trousers. The collar must be turned down. The sleeves must not be rolled up above the elbows. The knot of the tie must cover the top button.</td>
</tr>
<tr>
<td>TROUSERS/SHORTS:</td>
<td>College grey tailored short or college grey long trousers.</td>
<td>The under shirt must only be visible at the collar of the formal shirt. It must not extend below the formal shirt sleeve.</td>
</tr>
<tr>
<td>SOCKS:</td>
<td>Long grey socks with school colour tops.</td>
<td>Top of sock must be turned over appropriately and be worn below the knee. Garters must be used if long socks are not self-supporting. Socks must be worn pulled up at all times, rolled over at the top, with the stripes visible.</td>
</tr>
<tr>
<td>BELT:</td>
<td>Plain black belt with a plain buckle.</td>
<td>Shorts or trousers are worn with the belt.</td>
</tr>
</tbody>
</table>
UNIFORMS AND DRESS STANDARDS

Boys’ Formal Uniform continued

(Items indicated with an * need to be purchased from the school uniform shop.)

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>SHOES:</td>
<td>Black college leather polished shoes with black laces. Non-leather sports shoes/slip-on shoes/contemporary urban design shoes from the likes of Nike or Globe are NOT permitted. (Canvas shoes do not conform to Workplace Health &amp; Safety requirements.)</td>
<td>Laces are to be tied with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished at all times.</td>
</tr>
<tr>
<td>FORMAL HAT:</td>
<td>The school broad-brimmed bottle green hat with the school crest on the band.</td>
<td>The formal hat is compulsory for all Year 7 and 8 students and is available for any interested students of other year levels across Years 9-12.</td>
</tr>
</tbody>
</table>

Boys’ and Girls’ Winter Clothing – Optional

(Items indicated with an * need to be purchased from the school uniform shop.)

<table>
<thead>
<tr>
<th>ITEM</th>
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</tr>
</thead>
<tbody>
<tr>
<td>*Jumper:</td>
<td>Pullover – bottle green with white stripes on the neck.</td>
<td>Jumper is to be worn at the wrist and must be in good condition. Sleeves are not to be pulled over the hands.</td>
</tr>
<tr>
<td>*Jacket:</td>
<td>Bottle green with white trim (available from Uniform Shop).</td>
<td>Can be worn with either the formal or sports uniform.</td>
</tr>
<tr>
<td>*Blazer:</td>
<td>Bottle green with monogram on pocket.</td>
<td>Worn with the formal uniform.</td>
</tr>
<tr>
<td>*Trackpants:</td>
<td>Bottle green school trackpants with white pin stripes.</td>
<td>Worn over the sports shorts.</td>
</tr>
<tr>
<td>*Scarves:</td>
<td>Bottle green scarf with white monogram.</td>
<td>Worn around the neck.</td>
</tr>
</tbody>
</table>

Boys’ and Girls’ Sports Uniform

(Items indicated with an * need to be purchased from the school uniform shop.)

<table>
<thead>
<tr>
<th>ITEM</th>
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</tr>
</thead>
<tbody>
<tr>
<td>*Shorts:</td>
<td>Bottle green purchased from the Uniform Shop.</td>
<td>To be worn at a length that finishes at the top of the knee.</td>
</tr>
<tr>
<td>*Shirt:</td>
<td>Bottle green polo shirt with a lateral white strip with CAV RD on it purchased from Uniform Shop.</td>
<td>Shirt is not tucked in.</td>
</tr>
<tr>
<td>Socks:</td>
<td>Compulsory Cavendish Road white sports socks which are available at the Uniform Shop.</td>
<td></td>
</tr>
<tr>
<td>Shoes:</td>
<td>Low cut lace-up joggers/track shoes/runners/sports shoes. Vans, skate shoes, deck shoes, slip-ons and canvas casual shoes are not permitted.</td>
<td>Laces are to be tied with a bow. Shoes must be clean and in good order. Boots are not acceptable.</td>
</tr>
</tbody>
</table>

SCHOOL BAG
A formal school bag is compulsory for Year 7 and 8 students for gradual implementation each year and with any interested students of other year levels (9-12).

SENIOR JERSEYS
Each year, Year 12 students have the opportunity to purchase a senior jersey, which is designed and organised by a team of Year 12 students under the leadership of the Year Co-ordinator. These senior jerseys are designed as a memento of the students’ senior year and can be worn to school over the sports uniform on Wednesdays only. Student’s first name or last name only is to be printed on the back of and high on the jersey, no nick names are permitted. Students may choose to not have a name printed on the back of the jersey.
The following areas have been designated as areas for the exclusive use of the particular year level.

<table>
<thead>
<tr>
<th>YEAR LEVEL</th>
<th>DESIGNATED AREA</th>
<th>HANDBALL AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Y Block and area from Y Block to the bottom oval</td>
<td>Basketball Courts</td>
</tr>
<tr>
<td>8</td>
<td>Amphitheatre below the hall; scenic rim area which is the astro-turf area above the top oval near V block; outside and under K block</td>
<td>A parade</td>
</tr>
<tr>
<td>9</td>
<td>H Block – under H and on the oval side of H block; below G block and between G and N block</td>
<td>Under H block; A parade</td>
</tr>
<tr>
<td>10</td>
<td>Under O Block; between O and T block; between G and T block; between E and F block</td>
<td>Under O block</td>
</tr>
<tr>
<td>11</td>
<td>Cav Road side of D block; B block and canteen; under D block; around canteen area</td>
<td>Between D and E block</td>
</tr>
<tr>
<td>12</td>
<td>Resource Centre side of P block; L block and around hall; between X and L block</td>
<td>Outside Resource Centre</td>
</tr>
</tbody>
</table>
ATTENDANCE POLICY

Cavendish Road State High School

Rationale

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

Cavendish Road State High School expects students to attend school every day of the school year. If students are unable to attend school it is for reasons of sickness, bereavement or events of cultural significance only. Our whole of school expectation is 95%, which is equivalent to no more than 2.25 days off per term.

Cavendish Road State High School attendance policy aims to:

• Raise the understanding of the importance of attending school every day.
• Reduce the number of full and part day absences due to late arrivals and early departures.
• Highlight the role of the community, parent, students and school staff in ensuring that each student attends school every day, all day.

Responsibilities

School responsibilities:

• Record student attendance/absence and track student attendance accurately and in a timely manner.
• Attendance Rolls are legal documents which are subject to checking by the Department of Education and Training. Teachers will only mark a student as being in attendance if the student is physically present in the classroom.
• Promptly report attendance issues to parents and other key stakeholders.
• Clearly communicate school expectations regarding attendance to students, parents and the community.
• Provide challenging and meaningful learning experiences to ensure student engagement in a course of learning.
• Provide work and assessment to students who will be legitimately absent for an extended period of time.
• Develop a whole of school strategy that rewards 95% or greater student attendance.

Student responsibilities:

• Attend school every day, all day with necessary equipment. Be on time and prepared to learn.
• Attend school at least 95% of the school year which is equivalent to no more than 2.25 days off per term.
• Provide reasons for absences on their first day of return to school to their Peer Support Teacher.
• Catch up on work missed whilst absent and ensure parent contact or medical certificate is provided when handing in assessment items if the due date has elapsed.
• Report to the Student Counter in the Main Office if arriving late to school, sign in and read the daily notices when appropriate. Students will be issued with a date and time-stamped photo ID late slip to present to their class teacher.
ATTENDANCE POLICY

• Present a written note from a parent/guardian to the Student Counter in the Main Office during first break if needing to leave early. The student will then be issued with a leave pass. Never leave the school grounds without obtaining the appropriate leave pass.

Parent responsibilities:
• Ensure your son/daughter attends at least 95% of the school year.
• Promote attendance at school with students by only allowing absences to occur for sickness, bereavement, or events of cultural significance.
• Support the implementation of tailored intervention strategies when required to address persistent absence.
• Communicate valid reasons for absences or lateness to the school in a timely manner by emailing attendance@cavroadshs.eq.edu.au or phoning the Student Absences phone number 33940703
• Ensure that the school has the correct address and contact phone numbers for students and parents.
• Contact a School Guidance Officer is a student refuses to attend school.

HAT POLICY

The Department of Education, Training and Employment is committed to protecting students from the harmful effects of the sun. To comply with Government regulations, the Sun Safety component of our school uniform policy, requires all students to wear a Cavendish Road State High School hat (formal hat, bucket hat, cap).

No other coloured caps or caps with any logos or symbols are acceptable.

A hat must be worn by ALL students:
• To and from school
• When in the sun – before and after school; during lunch breaks; between classes; during PE classes or sport activities.

FOR YEAR 7 AND 8 STUDENTS:
The formal hat must be worn to and from school, between classes and during breaks when wearing formal uniform. The only exceptions are as follows:-

If a student rides a bicycle to school, a student may leave their hat in their locker. Once a student enters the school gates, they must dismount their bike and go straight to their locker to pick up their formal hat.

If a student is playing an activity on the oval or the basketball court, then he/she may wear a school bucket hat or a school cap whilst participating in that activity. Once they cease that activity, the bucket hat/cap must be replaced with the formal hat.

On sports days, students should wear their school bucket hat or cap with their sports uniform. Anytime, a student wears their formal uniform on sports days e.g. he/she is attending an excursion, then the formal hat must also be worn.

CONSEQUENCES when a student does not comply with the above policy –
• the student will be issued with a uniform detention which must be completed before or after school within three days of the policy breach.

The above policy applies to students throughout the day including sport.
WHO SHOULD I TALK TO IF ....

I need to change a subject.
I need career advice.
I need assistance with time management.
I need support managing my workload.
I have personal issues I would like to discuss.

WHO & WHERE

GUIDANCE OFFICERS
Kate Niland and Paul Ross
(Located in B block—directions will be given at the Student Services counter)

I have an issue that impacts on my health and wellbeing whether it be physical health, mental health or sexual health (not first-aid).

SCHOOL BASED YOUTH HEALTH NURSE
(B18) Kathryn Webb
(Appointments are made at the Student Services counter)

I have questions regarding spirituality.
I need to talk to someone about personal difficulties.

SCHOOL CHAPLAIN
Margita Downey
(Located at the rear of the Resource Centre)

I identify as an indigenous person and would like to discuss educational or personal issues with an indigenous person.

INDIGENOUS LIAISON OFFICER
Kym Ford
(Located in B block—appointments are made at the Student Services counter)

I need an extension for my assignment.
I have concerns about my learning and achievement.

HEAD OF DEPARTMENT
(Located in faculty staffrooms)

I need a uniform pass.
I need to talk to someone about problems at school.
I need school rules clarified.
I need to talk to someone about a school problem.
I need to get some general advice.
I need to talk to someone about subject selection.

HEAD OF DEPARTMENT—JUNIOR SECONDARY YEAR COORDINATOR
(Located in faculty staffrooms)

I need to speak to someone about computer issues.

HEAD OF DEPARTMENT—INFORMATION SERVICES
(Located in room D10)
WHO SHOULD I TALK TO IF ....

I would like to be involved in leadership activities.
I need to talk to someone about problems at school.

WHO & WHERE

HEAD OF DEPARTMENT—STUDENT WELFARE
(Located in Resource Centre)

I need to obtain textbooks through the Texthire Scheme.

BOOKSHOP
(Located in Resource Centre)

I need to purchase food.

CANTEEN
(Located on the ground floor of D Block)

I need to purchase uniforms.

UNIFORM SHOP
(Located on the ground floor of D Block)

I need to use a computer, borrow books, access research information.

RESOURCE CENTRE

WHAT SHOULD I DO IF ....

I am absent from school …
Your parent/guardian/carer needs to:
• Contact the school absence line on 3394 0703 or
• Email admin@cavroadshs.eq.edu.au
• Information required: student’s name, year level, peer support class, date of absence, reason for absence, name of person advising of absence and relationship to student.

I have been absent and my parent/guardian/carer did not contact the school…
• You must provide a note explaining your absence which is signed by your parent/guardian/carer to your peer support teacher.

I am late to school …
• Report to the office so that your attendance can be recorded.
• Provide your ID CARD and a signed note from your parent/guardian/carier.
• You will be issued with a late pass to enter your next class.
• Ask your class teacher to sign the note and submit it to your Peer Support Teacher the following day.
WHAT SHOULD I DO IF ....

I feel sick...
- Ask your class teacher for a note, then report to Student Services.
- During first or second break, report to Student Services.
- You will then be able to access Sick Bay for a short period of time.
- Your parents will be contacted and asked to collect you if you are too sick/injured to stay at school.
- Students must not contact parents/guardians/carers via mobile phones—these phone calls will be made by Student Services staff once you have been admitted to Sick Bay.

I need to leave school early ....
- If you have an appointment during the day for something that cannot be scheduled out of school hours or have to leave school during the day your parent/guardian/carer must:
  ♦ Write a letter or contact the school office on 3394 0777, providing all details regarding the appointment.
  ♦ This note needs to be presented to your Peer Support teacher for signing. You must then take this note to the school office before the end of first break, where a leave pass will be issued.
  ♦ Parents are discouraged from writing notes requesting that students leave early instead of attending Sport on a Wednesday afternoon. A supervised room is available for injured students or students who cannot participate due to illness.

I have lost something ....
- Check the areas or rooms where the property was last seen.
- Go to Student Services and report our loss. Lost Property is stored in this area.
- If you have lost a valuable item eg. Money/phone/IPOD—check with Students Services and then report the loss at the office.

I have to bring valuables to school ....
- Take the item to Students Services for safe keeping during the day.
- Collect the item at the end of the school day.
- Do not leave valuables in unattended bags, particularly in the change rooms or on the ovals.

I have to pay money to the school ....
- Report to the Finance Window outside B block, before or after school or during your breaks.
- The Finance Department hours are 8.00am to 1.30pm

I have lost my ID card ....
- Go to the Finance window at B block to pay for a replacement card.
- Take your receipt to the office to order a replacement card.

I change my address or my parent/guardian/care giver changes a phone number ...
- Bring a note to the office that contains the new details which is signed by your parent/guardian/care giver.

I wear incorrect uniform ....
- Before school, present a note from your parent/guardian/care giver for the incorrect uniform to a Year Co-ordinator in K15 to access the uniform exchange.
Usage
• Don’t use technology devices on soft surfaces (e.g. sofa, bed or carpet) because it can restrict airflow and cause overheating.
• Avoid dropping or bumping technology devices.
• Don’t place technology devices in areas that may get very hot.
• Don’t get technology devices wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
• Follow all instructions given by teachers.
• Login correctly and logoff when finished.
• Always shut down computers through the ‘Start – Shutdown’ mechanism.
• Always package, carry and store technology devices in appropriate and secure carry cases for transporting.
• Don’t place objects on top of your laptop and never carry it around while it is turned on.
• Avoid exposing your laptop computer to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration
• Don’t eat or drink whilst using your laptop.

Handling your laptop computer
• Try to avoid moving your laptop around when it is on. Before switching on, gently place your laptop on a stable surface and then switch on.
• You still need to be careful with your laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the laptop bag gently down.
• Be careful when putting the laptop in the car that no other items are on top of it and nothing will roll onto the laptop bag.
• Laptops should be switched off before being placed into the bag.

Packing away your laptop computer
• Always store your laptop bottom down and with the LCD facing away from the front of the backpack.
• Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

Care of laptop computer bag
• The bag should be fully zipped or velcroed up before being carried
• The bag should be fully unzipped before removing the laptop to avoid non-warranty bag damage.

LCD screen
• LCD screens are delicate - they don’t like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don’t slam the screen closed and always be gentle when putting your laptop down.
• To clean your LCD screen:
  • Switch off your laptop computer.
  • Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
  • Do not directly apply water or cleaner to the screen.
  • Avoid applying pressure to the screen.
AC Power adapter
• Connect your adapter only to your laptop computer.
• Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
• When unplugging the power cord, pull on the plug itself, rather than the cord.
• Do not wrap your cord tightly around the adapter box.

Battery pack
• Once a week fully flatten your batteries. Then re-charge the batteries fully. This will extend the life of your battery cells.
• Do not tamper with the connections.

Keyboard
• Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
• If any key tops are missing or keys are in a damaged state, take your laptop to Technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

Case cleaning
• Wipe with a dampened non-abrasive cloth. Do not spray any cleaners directly on to the casing.
• Gently rub your laptop casing with the moistened cloth to remove any dirty marks.

Security
• Report any technology device fault or suspected virus activity to the nearest staff member.
• Undertake virus scans of computers after home usage and prior to reconnecting to the school’s ICT network.
• Make regular backups of your saved work.
• Keep your login and password confidential.
• Don’t tamper either physically or electronically with either hardware or software settings.
• Don’t attempt or undertake any malicious behaviour towards the School’s ICT resources.
• Don’t attempt to make unauthorised access to ICT resources or entities.
• Don’t have food or drink near the technology device.
• A good idea is to attach a fairly large name tag in a bright colour to the case or bag so it is easy to identify. Remember, over the life of the program this laptop may not be with the same student the whole time, and it may need to be returned for servicing at any time.

Software
• Don’t copy any software from the school’s ICT network or system unless directed.
• All technology equipment should only have operating systems loaded that are compliant with departmental standards.
• Keep your virus check software up-to-date. If your virus check software detects virus activity then carefully follow the instructions for removal and advise the nearest staff member. If unsure, quarantine your computer and disks and immediately consult with the IT staff.
• Always adhere to licensing and copying agreements.
• Never use technology devices to engage in illegal activity, including violation of copyright or other contracts.
Batteries
- Don’t use incompatible computer batteries and chargers.
- Computer batteries can get hot during use. Do not use your computer on your lap.
- Have fully charged battery/batteries at the start of each school day. All charging should be undertaken at home, as the school will not have the infrastructure or resources available to charge batteries for every student.
- Don’t permit a loose battery to come in contact with metal objects, such as coins, keys or jewellery.
- Don’t crush, puncture or put a high degree of pressure on the battery as this can cause an internal short-circuit, resulting in overheating.
- Don’t get your battery wet, even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow battery usage, storage and charging guidelines found in the computer’s user guide.

Wet weather
- Particular care needs to be taken during wet weather, whether at school or while travelling to/from school or at home
- Never drop your bag into a puddle, leave it out in the rain or where water might run, or have it otherwise unprotected from rain – if your school bag gets wet, your laptop might also.

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

1to1 Laptop Usage – Take home and At School Usage
- The School’s Student Network / Internet Access Agreement and Internet Usage Policy also apply to your use of the network / internet when you are accessing the internet using the Laptop.
- You must not allow anyone else to use the Laptop for their own purposes, including family members and friends. You must not tell anyone else your account name and password.
- The Laptop must not be taken out of Australia.
- You accept responsibility for the security and care of the Laptop. You must transport the laptop to and from school and around school in its protective case.
- You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Therefore please ensure all your school work and important documents are backed up onto disc or other device.
- The software loaded on the Laptop is licensed to the Department of Education and Training or the School. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.
- All software installed on the laptop must have a legitimate licence. If you have been authorised as a Local Administrator on the laptop, you may install software provided you have a legitimate licence. The school has the right to inspect the licence for any software installed on the laptop at any time. If the school has not authorised you as Local Administrator, then all software must be installed by the School’s Technical Administrator.
• You may upload/download onto the laptop music, images, video and other data files provided you have a licence or ownership for such files. Any personal data files stored on the laptop are not to be uploaded to school server(s).

• You must not open, or allow anyone else to open, the hardware case of the Laptop to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the Laptop, without the School’s written consent.

• You must take all reasonable steps to prevent a virus from infecting the Laptop, including never disabling the installed anti-virus software, monitoring any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the Laptop.
An emergency evacuation will be sounded by a continuous siren and/or a portable alarm. When the **EMERGENCY EVACUATION SIGNAL** is heard students must:

- Depart the school buildings and move to the assembly points.
- Leave books and equipment in rooms and bags in port racks.
- Walk swiftly to the oval under the strict supervision of their teacher.
- Walk around the perimeter of the buildings and not underneath.
- Consult evacuation maps which are displayed in every room (if needed).
- Assemble in their class group and report to their teacher where a roll will be taken.

**Evacuation During Break**

If an emergency evacuation signal is heard during breaks or before/after school, students are to report to Assembly Points (with their bags).

Students are to remain at the Assembly Point until the usual “All Clear” signal is sounded. In the event of a fire/bomb threat after school, students left in the school grounds are to leave the school via the nearest gate/entrance which does not necessitate walking under or near buildings.
EMERGENCY LOCKDOWN PROCEDURES

When the foghorn is sounded to indicate an EMERGENCY LOCKDOWN:

• Students are to stay in the room with the class teacher.
• Teachers will close and lock (where possible) doors and windows. Students and teachers will get down on the floor, out of sight as much as possible (preferably under desks).
• Students are to remain as silent and calm as possible until the “all clear” sounds.
• Students out of class should move to the closest classroom/office.
• Classes on the oval are to move to the far side of the oval or to the closest safe haven.
• Students are NOT to use mobile phones.
• The “all clear” (a continuous sounding of the foghorn) and/or an announcement will be made to inform staff and students when the threat or danger is over.

LOCKDOWN OCCURRING DURING BREAK

In the event of a lockdown situation occurring during a break, the lockdown alarm tone will sound and the lockdown announcement will be made over the PA system on all Cavendish Road State High School PA system speakers.

Upon hearing the “Lockdown to Classroom” alarm, all students must immediately:
1. Go to a classroom in their general vicinity – the objective here is that students are told to go to the nearest room and each of those rooms must have a supervising teacher
2. Close and lock all windows
3. Take cover under classroom desks near the walls and away from the doors

Upon hearing the “Lockdown to Classroom” alarm, all teachers must immediately:
1. Lock all doors
2. Check that all windows have been closed and locked
3. Take cover under classroom desks near the walls and away from the doors
4. Remain in position until the “all clear” is sounded
5. Mark a list of all students, staff and contractors that were in the room during the lockdown.
<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMERGENCY NUMBERS</strong></td>
<td></td>
</tr>
<tr>
<td>Emergency Services</td>
<td>000</td>
</tr>
<tr>
<td>Kids Helpline</td>
<td>1800 551 800</td>
</tr>
<tr>
<td>Lifeline (Crisis helpline)</td>
<td>13 11 14</td>
</tr>
<tr>
<td>Sexual Assault Helpline (7.30am – 11.00pm)</td>
<td>1800 010 120</td>
</tr>
<tr>
<td>Telehealth</td>
<td>13 43 25 84</td>
</tr>
<tr>
<td><strong>ACCOMMODATION</strong></td>
<td></td>
</tr>
<tr>
<td>Brisbane Youth Service</td>
<td>3252 3750</td>
</tr>
<tr>
<td>Youth Emergency Services</td>
<td>3357 7655</td>
</tr>
<tr>
<td>Zigzag Women’s Resource Centre</td>
<td>3843 1823</td>
</tr>
<tr>
<td><strong>ALCOHOL, TOBACCO AND OTHER DRUGS</strong></td>
<td></td>
</tr>
<tr>
<td>ADIS</td>
<td>1800 177 833</td>
</tr>
<tr>
<td>(Alcohol and Drug Information Service)</td>
<td></td>
</tr>
<tr>
<td>Brisbane Youth Service</td>
<td>3252 3750</td>
</tr>
<tr>
<td>ADAWS</td>
<td>3163 8400</td>
</tr>
<tr>
<td>(Adolescent Drug &amp; Alcohol Withdrawal Service)</td>
<td></td>
</tr>
<tr>
<td>QUIT LINE</td>
<td>13 78 48</td>
</tr>
<tr>
<td><strong>EATING DISORDERS</strong></td>
<td></td>
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<tr>
<td>Eating Disorders Association, Greenslopes</td>
<td>3394 3661</td>
</tr>
<tr>
<td>ISIS</td>
<td>3844 6055</td>
</tr>
<tr>
<td><strong>MENTAL HEALTH</strong></td>
<td></td>
</tr>
<tr>
<td>CYMHS – Crisis number (24 hrs)</td>
<td>3068 2555</td>
</tr>
<tr>
<td>(Child &amp; Youth Mental Health Service)</td>
<td></td>
</tr>
<tr>
<td>Headspace Woollongabba online services</td>
<td>3249 2222</td>
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<tr>
<td>(GP, Psychology, Counselling)</td>
<td></td>
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<tr>
<td>Beyond Blue</td>
<td>1300 224 636</td>
</tr>
<tr>
<td>Open Minds (Stones Corner)</td>
<td>3896 4222</td>
</tr>
<tr>
<td><strong>LEGAL SERVICES – KNOW YOUR RIGHTS</strong></td>
<td></td>
</tr>
<tr>
<td>Youth Advocacy Centre</td>
<td>3356 1022</td>
</tr>
<tr>
<td><strong>DENTAL CARE</strong></td>
<td></td>
</tr>
<tr>
<td>Oral Health Services</td>
<td>1300 300 850</td>
</tr>
<tr>
<td><strong>DOMESTIC VIOLENCE</strong></td>
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</tr>
<tr>
<td>DVConnect</td>
<td>1800 811 811</td>
</tr>
<tr>
<td>Brisbane Domestic Violence Service</td>
<td>3217 2544</td>
</tr>
<tr>
<td><strong>SEXUAL HEALTH/UNPLANNED PREGNANCY</strong></td>
<td></td>
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<tr>
<td>PA Sexual Health (PASH) (Free sexual health service)</td>
<td>3176 5881</td>
</tr>
<tr>
<td>True Relationships &amp; Reproductive Health (Formerly known as Family Planning)</td>
<td>3250 0200</td>
</tr>
<tr>
<td>Children by Choice</td>
<td>3357 5377</td>
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<tr>
<td><strong>SEXUALITY</strong></td>
<td></td>
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<tr>
<td>Open doors</td>
<td>3257 7660</td>
</tr>
<tr>
<td>(Youth LGBTI Counselling and Health)</td>
<td></td>
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<tr>
<td>Q Life</td>
<td>1800 184 527</td>
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<tr>
<td><strong>OTHER</strong></td>
<td></td>
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<tr>
<td>Child Safety</td>
<td>1800 177 135</td>
</tr>
<tr>
<td>Immunisation</td>
<td>3403 8888</td>
</tr>
<tr>
<td>Multicultural Mental Health</td>
<td>3167 8306</td>
</tr>
<tr>
<td>ATSI Community Health Service</td>
<td>3240 8924</td>
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<tr>
<td><strong>APPS/WEBSITES</strong></td>
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<tr>
<td>STRESS/ANXIETY</td>
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<tr>
<td>Brave Program</td>
<td><a href="https://brave4you.psy.uq.edu.au">https://brave4you.psy.uq.edu.au</a></td>
</tr>
<tr>
<td>Talking Anxiety (apple only app)</td>
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<tr>
<td>Smiling Mind (apple and android)</td>
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</table>
RATIONAL

At Cavendish Road SHS we believe that in order for students to develop excellent study habits, they require a range of study resources that can be readily applied across the curriculum. Cavendish Road State High School’s FLAG booklet is the hub of the school’s study resources and includes links to QUT Studywell which has been adopted as the school’s central study resources suite.

FLAG

Cavendish Road State High School’s FLAG booklet, which is available in hard copy to Year 7 students and electronically to all students, provides resources and links to assist students in developing their formal language skills and in developing their study skills.

FLAG shortcut
G: \Common\FLAG

QUT STUDYWELL

QUT Studywell is an online suite of learning tools, templates and activities for students that facilitates greater study effectiveness, and enhances academic performance and achievement.

www.studywell.library.qut.edu.au

QUT CITE|WRITE

QUT cite|write is an online guide to citing, referencing and academic writing.

www.citewrite.qut.edu.au
RATIONALE

At Cavendish Road State High School we believe that it is important for all scholars to acknowledge the sources they use in order to maintain academic integrity and honesty. Students at our school use Harvard referencing to create reference lists and in-text citations. In Science, students use QUT Numbered referencing in the senior years.

DEFINITIONS

**Bibliography** list of all materials consulted in the preparation of the assignment

**Reference list** list of all sources cited in the assignment

**In-text citation** the abbreviated reference used within the text of the assignment

EXAMPLES

Below are some examples of Harvard referencing for common sources. For further information refer to **FLAG** and **QUT cite|write**.

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>REFERENCE EXAMPLE</th>
<th>STYLE GUIDE</th>
</tr>
</thead>
</table>

In-text citations

Include the number of the page where the information was found.

For 1-3 authors use all author surnames: (Surname1, Surname2 and Surname3 Year, page)

For 4 or more authors use the first author’s surname plus et al: (Surname1 et al. Year, page)
MATHS PROBLEM SOLVING STRATEGY

Step 1
- What is the question asking?
- What do you need to find?
- What information is important?

Step 2
- What strategy or strategies will you use to solve the problem?

Step 3
- Carry out your plan
- Is your plan working?
- Do you need a new plan?

Step 4
- Does the answer make sense? Is your answer reasonable?
- Have you met all the conditions in the question?
- Write your answer as a complete sentence.
Accessing your Course & Assessment Planners

**Step 1.** Using Internet Explorer go to:

http://oslp.eq.edu.au

**Step 2.** From the Available Reports/Letters drop down menu. Select the “Student Course Planner”
Step 3. Generate both the Course and Assessment Planners using the below screen.

Course Planner

Assessment Planner

Step 4. Check through your Assessment Planner and transcribe the important dates into your student planner. Please take this opportunity to let your subject teachers know if you find any issues/concerns with assessment dates. (i.e. 3 exams for 3 different subjects on the same day). Seniors should be aware that exam blocks will appear heavily loaded and planning for study and assignments well before these weeks is essential.
<table>
<thead>
<tr>
<th>WHAT I DID WELL</th>
<th>WHAT I CAN IMPROVE ON</th>
<th>NOTES</th>
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<tbody>
<tr>
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