Our School Vision aims:

To be a school that inspires our students to seize opportunities, realise their potential, reach above and beyond their experiences, and know success.

Our philosophy on learning is:

‘We believe that every student should have opportunities to achieve excellence, in every lesson, every day’…

Complementing our Motto of:

‘Soaring to Great Heights’…

We have a strong focus on developing and nurturing relationships between teachers, students and parents, and the wider community within an engaging environment that prepares students for their future.
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PRINCIPAL’S WELCOME

Dear Parents and Carers,

Thank you for choosing to enrol your child at Tullawong State High. Tullawong State High is a school community that was founded in 1994, with a strong commitment to traditional values, high expectations and the pursuit of excellence in teaching and learning. Today this commitment is as strong as ever and remains at the forefront of our work as teachers and students. We strive to provide an academic advantage to our students in a learning climate that is calm, focussed and alert.

In consultation with staff, students and community representatives we established a new vision for our future, which states we will be ‘a school that inspires students to seize opportunities, realise potential, reach above and beyond their experiences and know success. We will do this with open heart, open minds, courage and capability’.

This vision is underpinned by the core values of Diligence, Integrity, Courage and Respect and will reflect the aspiration of our school motto, “Soaring to Great Heights”.

The policies and procedures of Tullawong State High reflect our high expectations of performance, attendance, uniform and behaviour. Students and staff are supported to meet these expectations through a strong school leadership culture and an experienced and expert teaching community.

Our policies and procedures are endorsed by our P&C and student leaders. Together we work to ensure that every student at Tullawong State High School has the opportunity to learn in a disciplined and supportive learning environment that enables them to reach their potential.

Our school is organised into five great Houses, Alinta, Bambara, Garagah, Kiata and Wooroonga. Our House Leaders and Care Teachers ensure daily contact and support for all students to meet the requirements of their everyday work and enjoy a happy, fulfilling school life.

Our students are motivated, enterprising young people who strive for personal success in their studies and are committed to the values, aspirations and goals of our school. I encourage you to read this handbook carefully and contact us if you need clarification or further information that will assist your child to meet the expectations of Tullawong State High School.

Yours faithfully

David Friis
Principal
Tullawong State High School
KEY STAFF

Principal ........................................... David Friis

Deputy Principals ......................... Kim Williams Alinta Deputy
                                     David Ferguson Garagah Deputy
                                     Bronwyn Mawn Wooroonga Deputy
                                     Val Lane Kiata Deputy
                                     Business Services Manager ........ Nicole Burger

HEADS OF DEPARTMENT/GUIDANCE

English ................................................................. Ms Freyja Hellqvist
Mathematics ............................................................. Mrs Robyn McPherson
Science ................................................................. Mrs Charmaine Keal
Humanities/Languages .............................................. Mr Kevin Gale
Health and Physical Education .................................. Ms Peta Rogerson
Information Technology/Business Education ............... Mrs Shona Hall
Technology and Design ........................................... Mrs Chloe Brown
The Arts ................................................................. Mr Geoff Hooton
Head of Special Education Services ............................. Ms Kate Allen
Head of Department Senior School ............................... Ms Sally Dexter
Head of Department Learning and Engagement .......... Ms Lillian Oh
Guidance Officer .................................................. Arlene Walker

HOUSE LEADERS

Alinta ................................................................. Shannon Trims
Bambara ............................................................... Evan Thomas
Garagah ................................................................. Jon Keal
Kiata ................................................................. Jason Williams
Wooroonga ............................................................ Melanie Horton
SCHOOL CONTACT INFORMATION

POSTAL ADDRESS: 
PO Box 1129
Caboolture Qld 4510

SCHOOL ADDRESS: 
Del Rosso Road
Caboolture Qld 4510

TELEPHONE NUMBER: 
(07) 5428 5222

FAX NUMBER: 
(07) 5428 5200

WEBSITE: 
www.tullawongshs.eq.edu.au

EMAIL: 
tshs@tullawongshs.eq.edu.au

OFFICE HOURS: 
8.00 a.m. – 3.30 p.m.

SCHOOL HOURS

Years 7 – 12 are required onsite between 8.25am – 2.30pm

Care class begins daily at 8.30 am. Students are required to be at school in time to prepare for their day. Punctuality is expected. In addition, students are encouraged to attend before school, lunch hour and after school activities such as sports coaching, cultural activities and debating.

ENROLMENTS

Enrolments can be arranged from the first student free day of the year by contacting the office to arrange an appointment with a member of the Administration. All students under the age of 18 must be enrolled by a parent or legal guardian. An appointment needs to be made beforehand. These enrolments are carried out by members of the Administration team and school staff.

Parents should bring a copy of a birth certificate, recent report and, where applicable Court or Custody orders. The enrolment interview also involves the signing of an Enrolment Agreement. The Enrolment Agreement includes acceptance of the policies and procedures of Tullawong State High School. Within the enrolment process and/or as part of the Enrolment Agreement reference is made to the following polices and procedural matters:

- Uniform and appearance
- Responsible Behaviour Plan
- Student Resource Scheme (SRS)
- Computer Network and Internet Access Policy
- Mobile Phone and Electronic Device Policy
- Assessment Policy
- Attendance/Participation Policy
- Hands Off Protection Policy including Cybersafety
- Good Standing Policy

The information about each of these is contained in this later in this handbook and in student diaries.

Mature Age enrolment applicants are only able to enrol at schools registered for mature aged students.
ATTENDANCE

Everyday Counts/Attendance Improvement Plan – see Policies, Procedures and Rules section. Good attendance and success at school go hand in hand. It is expected that students who are absent from school make up the work they miss (see section on Good Standing Policy). Students should only be absent from school because of illness or bereavement. Where possible, all appointments should be made out of school time. Parents are asked to comply with the following requests when their students are absent:

a) Send a written note of explanation on the day that the student returns to school (available in Student Diary). This note should be given to the Care teacher.

or

b) Telephone the school’s absence line on 5428 5285 and inform us of the circumstances of the absence.

c) Respond via text to the SMS message sent by the school for student absence.

It is the student’s responsibility to collect any work they have missed during their absence.

Students are not allowed to leave the grounds during school hours without the permission of a Deputy Principal. It is a requirement that time is made up for lost lesson/s ie wagging/truancy. Please note that it is a requirement of student financial support, eg. Youth Allowance, that students maintain an 85% attendance.

LATE ARRIVALS

Students have a responsibility to be punctual at all times. Students arriving after 8.35am must report to the office for a late slip, so that their attendance can be recorded. Students will be issued with a detention if school not contacted by parent.

LESSON SCHEDULE

Years 7, 8, 9, 10, 11 and 12:
Care/House Parade; Period 1; Period 2; Lunch 1; Period 3; Lunch 2; and Period 4.

SCHOOL ASSEMBLY

School assemblies are held on Tuesdays during Core Skills, lesson 3. Performances by students involved in the School’s Arts program are a feature of our assemblies.

BELL TIMES

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<thead>
<tr>
<th></th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
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<td>WARNING BELL</td>
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<td>CARE/HOUSE PARADE</td>
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<td>PERIOD 2</td>
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<td>Lunch 1</td>
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<td>WARNING BELL</td>
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<td>PERIOD 3</td>
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<tr>
<td>Lunch 2</td>
<td>12.50</td>
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<tr>
<td>WARNING BELL</td>
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<td>1.15</td>
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<tr>
<td>PERIOD 4</td>
<td>1.20</td>
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<td>1.20</td>
<td>1.20</td>
<td>1.20</td>
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<tr>
<td>END</td>
<td>2.30</td>
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<td>2.30</td>
<td>2.30</td>
<td>2.30</td>
</tr>
</tbody>
</table>
EMERGENCY PROCEDURES

EMERGENCY EVACUATION

Intermittent SIREN (Whoop-Whoop-Whoop) for 60 seconds

LOCKDOWN

Repeated BONG sound, increasing in volume
for at least 60 seconds

ACCIDENT AND ILLNESS

As a general rule, if a student is not well enough to attend lessons, he/she should not be at school. If a student becomes ill at school, he/she will be cared for, and every effort made to contact parents with a view to having the student taken home.

Students who are injured, or who become ill at school, may be transported to hospital without cost to the parents. Parents will be contacted.

BICYCLES

Bikes are to be wheeled into and out of the grounds in a safe and responsible manner. They must be locked in the school’s racks. No student is permitted to go near the bikes during the day. (The bike rack is out of bounds between 8.25am and 2.30pm.)

Students are advised to engrave their name or identifying details onto their bikes, and onto their helmets, which should be chained to the student’s bike.

STUDENT DRIVERS

Students wishing to drive their own vehicles to and from school are firstly required to complete a Student Driver’s Agreement for endorsement by the Principal. Forms are available from the student services counter. Completed forms are to be returned to the Head of Senior Schooling.

The following conditions apply:

- Student drivers are to park in the general car park outside the school entrance.
- Students are not to visit cars or leave the grounds prior to the scheduled finishing time.
- No students are to linger in the car parking area before or after school.

Student drivers are not to transport other students to or from school, unless prior parental/guardian consent, in the form of a Passenger’s Contract, has been forwarded to the Principal for consideration. Forms are available from the student services counter. Completed forms are to be returned to the Head of Senior Schooling.

As for all students, drivers are expected to observe safe and responsible practices en route to and from school, at all times. Failure to comply with these conditions jeopardises the safety and welfare of Tullawong students and will not be tolerated.
I.D. CARDS

In Year 7, every student at Tullawong High School is issued with a Student ID card. These cards are re-issued in Year 10. New students are required to obtain an ID card at enrolment. Student ID cards are a Tullawong requirement, as they enable students to borrow sporting equipment and items from the Resource Centre. They are also required for all money collections as they include the student’s ID number. They are becoming increasingly requested in the wider community as a means of identification. Students can purchase a replacement ID Card through the administration if lost or destroyed.

STUDENT DIARIES

Each year, every student at Tullawong High School is issued with a Student Diary.

The student diary is used in Core Skills classes; to record homework; to store the student’s timetable; as a calendar of school events; and as a means of communication between parents and teachers. The diary remains the property of the school, and must, therefore, remain free of graffiti, photographs and other matters not directly related to learning.

Parents are encouraged to make regular checks of the student diary to ensure that it contains no graffiti or extraneous materials; to monitor the completion of set homework; and to maintain open channels of communication with teachers. Care Teachers will require that parent’s sight and sign the diary on a weekly basis.

Students can purchase a replacement diary through the Administration if lost or destroyed.

COMMUNICATION

The following methods are employed to bring important matters to the attention of the student community:

- Daily Notices
- House Noticeboards and Meetings
- Weekly House Assembly
- Weekly Full School Assembly
- School Newsletter
- Front-of-School and Canteen Noticeboards

Communication with parents is maintained through:

- Newsletters
- Parents and Citizens’ Association Meetings
- Progress and End-of-Semester Reports
- Student, Parent and Teacher Interviews
- Parent/Teacher Information Evenings
- School Committees
- Orientation Open Day for primary students
- Sporting and permission notes for off campus activities
- Direct contact with teachers and the Administration
- Front-of-school Electronic Noticeboard
- Website
- SMS text messaging advising of student absence
RESOURCE CENTRE

The Resource Centre is a key learning facility that aims to provide suitable materials for research in all curriculum areas. It also aims to provide all members of the school community with material for their own enrichment, development and enjoyment. It is the right of every individual to read, research or study in the Resource Centre.

Hours of Opening: 8.00am – 2.30pm (Open till 3.00 pm for assignment submissions)
Photocopying: An A4 photocopier is available for students to purchase copies
Borrowing: Fiction items can be borrowed for two weeks. Non-fiction items can be borrowed for one week. Magazines items are also one week loans. Students can borrow a selection of fiction and non-fiction items. Students need to present their ID card when borrowing.

HOMEWORK AND STUDY

Students may be expected, dependent on their learning needs, to do homework or study each night. Some curriculum areas may not give homework on a nightly basis: however there will always be ongoing reading and revision. It is important that homework is treated seriously if students are to achieve the best possible results.

Homework has two main objectives:
• To establish consistent study patterns
• To reinforce subject matter learned in class

How much homework should students have?
It is school policy that students receive homework on a regular basis. As a guide, the following study times are recommended for different year levels:

<table>
<thead>
<tr>
<th>Year Level</th>
<th>The following times are a guide only:</th>
<th>Ed Qld Homework in State Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>½ hour/night – 2 ½ hours/week</td>
<td>“could be up to but generally not more than 2 ½ hours per week”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>“some homework can be completed daily or over a week.”</td>
</tr>
<tr>
<td>Year 8</td>
<td>1 hour/night - 5 hours/week</td>
<td>“could be up to but generally not more than 5 hours per week”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>“some homework can be completed daily or over a weekly or fortnightly period..”</td>
</tr>
<tr>
<td>Year 9</td>
<td>1 hour/night - 5 hours/week</td>
<td>“the amount of time devoted to independent study will vary according to the student’s learning needs and individual program of learning, determined through their Senior Education and Training Plan”</td>
</tr>
<tr>
<td>Year 10</td>
<td>2 hours/night - 10 hours/week</td>
<td></td>
</tr>
<tr>
<td>Year 11</td>
<td>2 hours/night - 10 hours/week</td>
<td></td>
</tr>
<tr>
<td>Year 12</td>
<td>2½ hours/night - 12½ hours/week</td>
<td></td>
</tr>
</tbody>
</table>

What is classified as homework?
• Set homework due for class lessons
• Set revision work and assessment
• Assignment research and preparation
• Set reading
• Daily review of Learning Goals and associated work
Homework process:
- Students take their diary to every lesson.
- All homework must be recorded in the student’s diary.
- If no homework is set for a particular lesson, a ‘nil’ entry should be made and students should do revision work for that subject or spend the equivalent time reading aloud – perhaps from a text, novel or magazine.
- Parents are encouraged to check regularly that set homework is being completed.
- Any concerns can be communicated to specific teachers through the diary.
- Care group teachers sign junior secondary diaries on a regular basis and ensure that they are countersigned by parents.

THE SQ3R STUDY SYSTEM...
This is a general purpose study system that combines several specific learning strategies. Remember it can be used with large bodies of material (eg. textbook chapters).

Survey: Use the table of contents or chapter summary to give you an overview of the material that is being studied. This should not take more than a few minutes and could also involve looking at pictures, graphs and sub-headings.

Question:
After the survey you should ask some critical questions about the material you want to learn. The WHO, WHEN, WHERE, WHAT, WHY and HOW questions are the easiest to use. If you are looking at book chapter that deals with plant growth you might ask a question like, “When do plants grow best?” or “What are the things that plants require to grow?” Having someone else to work with will often help in this part of the process.

Read:
Next read the chapter without taking notes and answer the questions that you have posed. Use the graphs and pictures to help answer these questions. Make sure that the answers are in your own words. Understanding will be much better if you do this.

Recite:
This step is about memorising the answers written in your own words by reciting or saying them aloud. Talking aloud is far more effective than saying the material to yourself. This part of the system is the most time consuming and should take up to half of the total study time.

Review:
The trick to retaining this information for a long period of time is to regularly review or repeat the information that you have recited earlier. Review should be done from two days to two weeks depending on the amount and complexity of the material.

NATIONAL CURRICULUM
The Australian National Curriculum is taught in years 7 to 10 and currently offers Maths, English, Science, History, LOTE and Geography.

The school produces year level specific Curriculum Handbooks. These should be accessed by families when selecting subjects or courses of studies. Consultation with key staff such as the Guidance Officer will help align career aspirations and student interest with subject choice. The option to choose subjects becomes progressive more available to students as they progress through the year levels. Elective subjects in the later years help broaden the student’s learning’s and need to be selected wisely as often they will be stepping stones to career paths or courses of further study.

Remember to refer to the current year level Curriculum Handbook for your child when making subject choices.
JUNIOR SECONDARY CURRICULUM

A number of core curriculum areas are taught in multi-levels of study.

YEAR 7
All Year 7 students study the following curriculum areas:

<table>
<thead>
<tr>
<th>English</th>
<th>Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Literacy for students under National benchmark</td>
</tr>
<tr>
<td>Science</td>
<td>Home Economics</td>
</tr>
<tr>
<td>History, Geography and Civics</td>
<td>The Arts (Visual Art, Music, Drama, Dance, Dance Extension, Music Extension)</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>Manual Arts – Industrial Technology</td>
</tr>
<tr>
<td>LOTE: French</td>
<td></td>
</tr>
</tbody>
</table>

YEAR 8 & 9
In Year 8 and 9 we offer a unitised curriculum program, allowing students considerable choice and flexibility with their studies pathway. The curriculum program is divided into CORE and ELECTIVE areas with direct links with the nationally-recommended KEY LEARNING AREAS.

SENIOR PHASE CURRICULUM

YEAR 10
The Year 10 course is structured to allow an easier transition from the Middle School program to Senior Study and to promote a more seamless transition between Year 10 and Year 11.

The Year 10 program is characterized by a number of features. They are as follows:
- Year 10 subjects are structured in the same manner as senior subjects.
- Senior Subjects commence in Year 11 in essentially the same way as they have in past years.
- All subjects are offered as full year subjects.
- Students in Year 10 undergo the SET Plan process.
- Senior subject modules may be offered in Year 10 if deemed desirable by individual subjects and hence students access full certificates (e.g. Cert I, Cert II etc).
- The selection of English and a Maths subject remains compulsory in Year 10.

SENIOR CURRICULUM
- Senior students are expected to study six subjects. Variations to this can occur when other learning is done through school-based traineeships, TAFE, or university.
- English or English Communication is compulsory.
- Students seeking an O.P. for tertiary entrance must select at least 5 AUTHORITY SUBJECTS. 6 Authority subjects are recommended.
- Senior students at Tullawong High School will receive valued and relevant qualifications through accessing the curriculum and its opportunities.

CO-CURRICULAR PROGRAMS
Students will also undertake a co-curricular program which runs as a valued parallel to studies. Included in the program are:
- Interschool, Recreational Sport and tutorials
- Support and Personal Development incorporating career guidance, welfare and health areas (Core Skills)
- Work Placements and School Based Traineeships
- Brisbane School of Distance Education for subjects such as German, French or Spanish
It needs to be noted that students are enrolled in full-time studies, and it is a requirement that they are in full-time attendance every lesson, every day, participating in all facets of the senior course.

Further information on the Studies program at Tullawong High is documented in the Junior Curriculum Handbook and the Senior Curriculum Handbook. Copies of this information may be accessed through the Resource Centre or from the Administration front office.

**MUSIC EXTENSION**

Music Extension is an Arts Signature Program. It is designed to encourage students to become musical innovators, equipping them with the skills, processes and approaches for the experience of music beyond their schooling years. The 21st Century musician must be equally adept at both the traditions of music, performance skills, composition and analysis and newer avenues such as using technology. These approaches of both specialisation and having a broader skills base are crucial to the life and work of a musician; similar approaches are found in University and TAFE music courses.

Students will study music from a wide range of historical traditions and contemporary genres and complete strands in performance, composition and analysis. The course is focused on developing aural musician skills and group ensemble techniques in a variety of styles. Tullawong’s Music Extension program strives to foster a commitment to success and a passion for music amongst its students. It will prepare them for some of the many paths in both a career as a musician and a lifetime of enjoyment from music.

**DANCE EXTENSION**

Dance Extension is an Arts Signature Program unique to Tullawong State High School. The program is specifically designed to extend and challenge the skills of committed and talented dance students through technique classes, choreography and composition workshops, Arts career development and planning, industry skills and Dance Troupe.

Dance Extension is by audition only and student will complete competencies to receive a Certificate II in Live Production, Theatre and Events on the completion of Year 12. The course provides student with real life opportunities and experiences in the Dance, Arts and Entertainment Industry. Throughout the year, students will develop their performance skills through the many performance opportunities offered including: eisteddfods and other dance competitions, primary school tours, the annual interstate dance tours, dance night, extension performance evenings and much more.

In addition to this, students are offered professional performance and leadership opportunities which, in conjunction with exposure to training with professional artists, aim to increase student’s chances of gaining meaningful employment in the arts industry.

Students will study classical ballet, jazz, tap, contemporary, lyrical, commercial dance, hip hop, world dance, nutrition, fitness and well-being, Pilates and yoga to ensure that they are well rounded and versatile dancers. Students will also be a member of our Dance Troupe where they will work with others to create large group performances suitable for performance standard.

This exciting course provides excellent opportunities for those who are passionate about dance.
INSTRUMENTAL MUSIC PROGRAM

Tullawong High’s Instrumental Music Program has 40 students within the program. These students participate in one 45-minute lesson and at least one ensemble rehearsal per week. Instruments taught at the school include all Brass, Woodwind and Percussion and all Orchestral String instruments.

There are currently three major ensembles within the program. The Wind Ensemble, Stage Band and String Ensemble all attend a 90-minute rehearsal per week. They perform on many occasions at school and the wider community.

The ensembles tour every year. These tours are designed to allow students to have fun and enjoy each other’s company, while allowing them the opportunity to develop the skills required to present quality performances, and to see places that they may otherwise never see.

The facilities for Instrumental Music at Tullawong High are outstanding. They include soundproof teaching and practice rooms and a 225-seat theatre for performances. The school also has a wide range of instruments available for students to borrow on a yearly basis.

This highly successful program is open to all students at Tullawong High, no matter what level they are currently at on their instrument. The program continues to grow and present students with exciting learning opportunities and lots of fun and friendship.

OTHER STUDENT ACTIVITIES AT TULLAWONG HIGH

Embedded in our philosophy is the desire to provide enrichment opportunities for student involvement in academic, sporting, cultural and citizenship arenas.

At Tullawong, the Co-curricular program runs as a valued parallel to the curriculum, and is designed to encourage maximum participation by students in a range of challenging and worthwhile experiences.

STUDENT LEADERSHIP

Opportunities also exist for students to assume positions of leadership within the school community. Appointments are made as a result of nomination and ballot by the combined student and teaching body and then an interview process.

Positions include:

- School Captains
- Student Representative Council President
- Student Representative Council Executive
- Junior Secondary Leadership
- Junior Care Class Representatives
- Sports Captains
- Arts Captains
- House Captains

The Tullawong spirit is all about participating and achieving. With each year, our spirit is growing stronger.
ASSESSMENT PROCEDURES AND PROGRESS REPORTS

Assessment refers to class tests, examinations and assignments, the results of which contribute to the summative profile of a student.

At Tullawong, there is a formal examination period at the end of semester where the senior (Years 11 and 12) school is blocked for testing (Semester 2 only for Year 11.) In the junior secondary, and for most of the senior curriculum, assessment is integrated into normal teaching time. This means that students studying different courses will not only have different types of assessment, they may also be involved with assessment at different times.

By the end of Week 3 each semester, students will be able to access the Assessment Schedule for that semester on OneSchool. This will list the due dates for all assessment in each subject area.

Reporting on student progress and achievement occurs four times a year. Parents and all students will receive Progress Reports at the end of Term 1 and Years 7-9 students, Term 3, and at the end of each semester a comprehensive, computerised Semester Report is compiled. These will indicate students’ performance and levels of achievement awarded, according to each subject or unit’s criteria (with the exception of a Year 12, Semester 2 report card which is superseded by the Student Education Profile which consists of Senior Statement, Queensland Certificate of Education (if they qualify) and Tertiary Entrance Statement (if they qualify).

A Student Parent and Teacher Interview Session is held following the distribution of the year’s first Progress Report, in April end semester and in June. This session provides a wonderful opportunity to discuss your child’s progress; promoting positive links between home and school. This is in the best educational interest of each Tullawong student.

ASSESSMENT POLICY

At Tullawong State High School, there is a clear expectation that all students will

- Work towards achieving success in all elements of their academic or learning program
- Meet the learning requirements in classes or learning programs, all assessment requirements as well as appropriate participation in school activities.
- All written assessment items are to be submitted at the Resource Centre (Library) before school and during breaks. After school submit at the office.

In order to ensure consistency and merit in the process of awarding subject credit:

- Students must participate in class activities and complete set work and all assessment tasks (assignments / tests / exams / projects etc) by the due date as outlined on the published school Assessment calendar and / or on the Task sheet.
- Extensions will only be granted through application to the Head of Department, Junior Secondary or Senior Schooling, prior to the due date. All assessment must be completed to allow a student to continue in the subject.
- Students with extenuating individualised circumstances will be considered on an individual case basis.

Outcomes

Junior students (7-9)
- Change behaviour level
- Support strategies for completion
- Loss of credit for assessment /subject

Senior students (10 – 12)
- Change behaviour level
- Support strategies for completion
- Loss of subject credit (QSA Policy)
- Cancellation of enrolment
ASSESSMENT POLICY

Credit towards semester results:
- ON time – result according to task or exam result
- LATE/NON submission – assignment result according to draft
  - exam must have supporting medical documentation for absence
  - Senior NON submit can result in incomplete course and Loss of Credit
- Extenuating circumstances – submit according to provision, result according to task
Applying for Special Provisions (alternate arrangements)

A medical absence prior to the due date, bereavement or extenuating personal circumstances may be grounds for requesting special provisions.

- Senior students will need to meet with the HOD Senior Schooling to complete the Request for Special Provisions form.
- Junior secondary students will need to meet with the HOD Junior Secondary to complete the Request for Special Provisions form.
- Supporting documentation will be required (e.g. Medical certificate).
- Please note: A lack of effort, poor time management or inadequate preparation are not acceptable reasons for requesting special provisions.
- If you are granted alternate arrangements, you must complete the assessment task on/by the negotiated date and it will be assessed and results fully credited.

Students on Suspension

Special Provisions will not normally be granted to students on suspension; however, a request for a provision may be granted by the Principal.

Plagiarism

Definition: Plagiarism is the copying of material without appropriate sourcing or citation. It involves:

- Copying of the work of others in whole or in part without acknowledgment/referencing.
- The use of material which is changed in only a minor way.
- Sources of plagiarism include: texts, reference books, internet, other students’ work.

Consequence/Appeal: Those sections deemed to be plagiarized will not contribute to the overall grade for that task. Students may appeal to the relevant Head of Department in instances of plagiarism. Disciplinary action may be taken.

STUDENT BEHAVIOUR

Tullawong State High School is committed to providing a safe, respectful and disciplined learning environment for our students and staff. The Tullawong Responsible behaviour Plan is designed to facilitate high standards of behaviour so that the teaching and learning can be effective and our students can participate positively in our school community. This plan reflects the positive and pro-active approach we undertake at Tullawong in all aspects of our student’s learning and development.

BEHAVIOUR LEVELS FOR STUDENTS

Behaviour levels have been introduced as a system of identifying and reporting levels of behaviour. This will further support our students in their efforts to accept responsibility for their learning and work consistently and persistently toward achieving their learning goals.

To assist each student to have a clear understanding of his/her behaviour and how it relates to the standards and rules within Tullawong State High, six behaviour levels have been described and listed with consequences. Each new student is initially allocated Behaviour Level 3 (standard level). All students will have the opportunity to earn their way to levels 1 and 2 by demonstrating excellent behaviour and initiative.
Students who fall below the accepted standard of behaviour (Level 3) will be held accountable for their behaviour and undertake the consequences for their behaviours. These students will be given a reasonable review period e.g. 2 or 3 weeks in which time they will have the opportunity to demonstrate their commitment to the school rules and standards. When the student has demonstrated this commitment consistently, he/she will return to Level 3, the standard level of behaviour. It is important to note that students at Levels 4, 5 and 6 will not represent Tullawong State High School in any extra-curricular or interschool activities, participate in excursions or school events.

Changes in a student’s level of behaviour will be determined by recommendation, application and review of the student’s current behaviours. Parents will be notified of any change in the reported behaviour of their student and the reasons for the change.

Our intention is to have 90% of our students with a reported behaviour level 3 or above at any given time in the school. This will mean that our students, our staff and our parents will have an accurate and informed understanding of the learning environment at Tullawong.

The behaviour level matrix identifies the expected behaviours demonstrated by students at the various levels and within each level the types of recognition or consequences, people involved with students are each level and actions taken in relation to behaviours at each level.
## BEHAVIOURAL LEVEL MATRIX

<table>
<thead>
<tr>
<th>Level 1 Behaviours: Very Good</th>
<th>Level 2 Behaviours: Good</th>
<th>Level 3 Behaviours: Standard</th>
<th>Level 4 Behaviours: Minor</th>
<th>Level 5 Behaviours: Major</th>
<th>Level 6 Behaviours: Extreme</th>
</tr>
</thead>
</table>

### Indicative Behaviour: Consistently
- Demonstrates leadership among peers
- Involved in School and extra-curricular activities
- Represents the School in a positive manner
- Demonstrates initiative
- Responsible, Respectful and Safe
- Behaves as a role-model and support for other students in all settings
- Demonstrates an exceptional work ethic
- Complies with the School Dress Code
- Works within the School Values
- Well mannered
- Complies with School rules

### Indicative Behaviour: Low Level
- Disrespectful to students, teachers and other adults
- Unsafe actions
- Throwing objects
- Disruptive behaviour
- Name Calling
- Littering
- Bullying
- Out of Bounds
- Persistent disregard of dress code
- Lying
- Failure to follow clear instructions
- Lateness to school
- Unauthorised absence from School or class
- Non compliance with homework/assignment policy
- Other behaviours considered inappropriate
- Disengagement
- Passive resistance

### Possible Recognition
- Letters/postcard home to parent
- Reward day
- Newsletter recognition
- Eligible for School Award
- Recognition in newsletter
- Access to all appropriate School events eg excursions, camps etc
- Eligible for invitation to special events
- Eligible for student leadership roles

### Possible Recognition
- Awards
- Positive comments on OneSchool
- Cumulative award systems
- Certificate on assembly
- Verbal praise
- Positive comments in OneSchool
- House Points
- Special roles within classroom or year level or house
- Eligible for inclusion in School activities eg. excursions, camps etc
- Eligible for invitation to special events
- Eligible for student leadership roles

### Possible Recognition
- Verbal praise
- Positive comments in OneSchool
- House Points
- Special roles within classroom or year level or house
- Eligible for inclusion in School activities eg. excursions, camps etc
- Openness and willingness to learn
- Well mannered
- Complies with School Dress Code
- Prepared for learning
- Listens and interacts with others appropriately
- Safe, Responsible and Respectful
- Demonstrates responsibility for own belongings and litter

### Possible Recognition
- Letter home to parents
- Warnings
- Detention
- Letter to parents/ interviews
- Behaviour Reflection Sheets
- Withdrawal of privilege
- Withdrawal from School activities
- Removal of leadership responsibilities

### Possible Recognition
- Referral to House Support Team
- Letter home to parents
- Warnings
- Detention
- Letter to parents/ interviews
- Behaviour Reflection Sheets
- Withdrawal of privilege
- Withdrawal from School activities
- Removal of leadership responsibilities

### Possible Consequence
- Suspension
- Classroom/Playground Withdrawal
- Community Service
- After school detentions
- Letter to parents/ interviews
- Anger Management/Social Skill/Conflict Resolution Programs.
- Individual Behaviour Contract
- Referral to the Deputy Principal, House Leader or Principal
- Behaviour tracking

### Possible Consequence
- Suspension
- Alternative Ed Program
- Exclusion
- Police Intervention
- Behaviour modification program
- Change of behaviour Contract
- Change of behaviour Contract

### Who may be involved?
- Teacher and student
- Parent
- House Leader/HOD
- School
- Principal

### Who may be involved?
- Teacher and student
- Parent
- House Leader/HOD
- Principal / Deputy Principal

### Who may be involved?
- Teachers, parent in persistent instances.
- House Leader/HOD

### Who may be involved?
- Teachers, students, parents, Deputy Principal, House Leader, Guidance Officer, Chaplain
- House Leader/HOD
- Deputy Principal, House Leader

### Who may be involved?
- Teacher, Students, Parents, Deputy Principal, House Leader, Guidance Officer, Alternative Program, Police, Chaplain
- House Leader/HOD

### Suggested Reporting
- Daily and weekly basis through classroom teachers, duty folders

### Suggested Reporting
- Frequent

### Suggested Reporting
- Weekly support and monitoring required

### Suggested Reporting
- Extensive daily support monitoring and in school alternative program required

### Suggested Reporting
- Incident referral form to HOD or HL to action and record on One School system
- DEPUTY PRINCIPAL to be informed.
- Non compliance escalates to a level 6 behaviour.

### Action
- Teacher initiated action as appropriate.
- Teacher and parent advised through certificates etc
- House Leader/HOD
- Principal / Deputy Principal

### Action
- Daily and weekly basis through classroom teachers, duty folders

### Action
- None required as this is expected student behaviour.

### Action
- Teacher to apply appropriate possible consequence and to record incident on individual/class student behaviour data system
- Restorative Justice
- Withdrawal of participation in extra-curricular activities

### Action
- Entry in One School

### Action
- Deputy Principal/Principal to undertake appropriate action.
HANDS OFF PROTECTION POLICY INCLUDING CYBERSAFETY

Hands Off Protection Policy
At Tullawong State High School policies and programs that deal successfully with bullying and harassment are based on a whole school approach. The Tullawong High School community has developed a school culture that supports effective student management policies and procedures. We also promote a positive learning environment that encourages diversity and empowers students to reach their full potential in their educational and person development.

No Tolerance Approach
Tullawong does not tolerate bullying. Bullying is an abuse of power to threaten or harm another person. Bullying can be defined as unprovoked aggressive or hurtful behaviour, deliberately inflicted on someone repeatedly or in a ‘one off’ incident, where those being bullied find it difficult to defend themselves. Examples of these types of bullying behaviours are:

- Physical: shoving, hitting, kicking, damaging or taking belongings
- Mental: name calling, teasing, insulting or racist remarks
- Relational: spreading rumours, being excluded from groups, offensive gestures
- Sexual: inappropriate sexual touches or comments, being make to look at parts of bodies or pictures you don’t want to look at
- Cyberbullying

A message about cybersafety
The safety of our students is paramount and this responsibility includes management of cybersafety and cyberbullying. Cyberbullying is when technology, such as email, mobile phones, chat rooms and social networking sites, are used to verbally or socially bully another person. This includes sending or posting abusive, threatening, humiliating or harassing messages.

Our school is committed to addressing cyberbullying. The Department of Education and Training protects students from inappropriate websites through special filtering software, blocking sites such as Facebook and YouTube. When used safely, these sites offer opportunities to learn and communicate, however when used inappropriately they can become hurtful and dangerous places.

If students use websites inappropriately outside of school hours the school can, in certain circumstances, take disciplinary action as detailed in our Responsible Behaviour Plan for Students, with serious matters referred to police.

A recommended approach is for parents and carers to discuss cyberbullying with their child and highlight the importance of appropriate online behaviour. If your child is of a suitable age to be connected to any social networking site, reviewing their ‘friends list’ may help you manage their safety and reduce the risk of them associating with inappropriate contacts. Please remember, as a parent or caregiver you play an important role in helping your children have safe and positive experiences online.

For clear directions about the permissible use of mobile phones and other electronic equipment by students during school hours while at school and at school-sponsored or related activities both on and off campus, see the School’s Mobile Phone and Electronic Device Policy and the Computer Network and Internet Policy.

To assist you, provided below are websites containing advice and resources:
http://www.cyberbullying.org.nz/

The department also has cybersafety information available on its website at:
**Report It!**

Tullawong staff deal with bullying incidents. Statements identifying incidents of bullying can be given to House Leaders and Guidance Officers to ensure appropriate action can be taken. House Leaders and Guidance Officers can provide support in the areas of:

- Assertiveness Training
- Conflict Resolution
- Anti-Bullying Strategies

Other student Support Staff includes the Chaplain and the Youth Health Nurse.

**100% ATTENDANCE AND PARTICIPATION POLICY**

Every student enrolled at Tullawong State High School is expected to behave in a mature and responsible manner in all aspects relating to their education and school involvement. Students should be respectful and dignified in their interactions and relationships with all members of the school community.

The purpose of this Attendance and participation policy is:

1. to provide all students with clear expectations on attendance and participation
2. to promote a culture of achievement and personal responsibility amongst students
3. to ensure consistency and merit in the process of awarding subject credit to all students
4. To ensure fairness to all students and integrity of the academic achievements (results)

In this school, there is a clear expectation that all students will:

- **Work towards achieving success in all elements of their academic program and for senior students to attainment the QCE.**

- **Meet the learning requirements in class, all assessment requirements as well as appropriate participation in school activities.**

  Students must participate in class activities and complete set work and all assessment tasks (assignments/tests/exams/projects etc) by the due date as outlined on the published school Assessment calendar and/or on the Task sheet (refer to the ASSESSMENT POLICY for further details).

- **Students are expected to have 100% attendance throughout the school year unless there are extenuating circumstances which are supported by appropriate documentation.**

  This attendance includes all scheduled classes, school assemblies, organised school related activities as well as partnerships with other providers (eg TAFE, work experience).

  Students who are absent from school and classes must present evidence for all absences eg. certificates for medical circumstances and parental notes.

  All students who miss classes, regardless of the reason, are expected to catch up on all missed classwork.

A student will not be regarded as absent from school if he/she is participating in an approved alternative school activity as specified:

- Excursions / Field Trips / Camps
- Sport – interschool, Regional, state or National competitions
- Work Experience, musical, theatre, Drama rehearsals and performances
- Other approved school / educational activities.

Illness (not supported by medical certificate), family holidays and other "personal" reasons or appointments will not be considered approved absences.
Failure to meet these requirements will result in the student’s school enrolment being reviewed and where appropriate, some or all of the following consequences will be followed:

A. Support strategies to reengage students  
B. Review of subject credit and achievement  
C. Enforcement of enrolment/ Cancellation of enrolment

Students absent from school for more than 2 weeks MUST complete the application for exemption and submit to the Principal prior to the absence. It is an expectation that this document is submitted for approval at least 4 weeks prior to the absence. If absence is not a medical absence than students are expected to complete all assessment prior to the absence or meet assessment deadlines while absent from school.

**MOBILE PHONE AND ELECTRONIC DEVICE POLICY**

Parents, students and teachers each have responsibilities relating to correct student use and management of such devices. All enrolled/enrolling students are required to sign the agreement upon enrolment. Where student use of devices falls outside of the agreement or where a breach of this policy occurs, parents are to be informed and consequences apply for students.

This policy is part of the Tullawong State High School’s *Responsible Behaviour Plan for Students.*

As a student at Tullawong State High School, if I bring an electronic device to school I understand that:

- I do so completely at my own risk;  
- Student electronic devices are not a mandatory requirement and I am not required to bring them to school;  
- It is my responsibility to ensure the security of the device and how it will be stored while engaging in school activities;  
- My electronic (phone) will not be used to make or receive phone calls.  
- My electronic device will not interfere with my learning, the learning of others or classroom practices. Any electronic device I have will always remain silent during class and in the playground;  
- My electronic device will not cause disruption or annoyance in the playground;  
- I must adhere to all existing school policies and procedures;  
- It is my teacher’s decision if I am able to use the electronic device in their classroom to enhance learning;  
- I will not take photos or record video / sound of any persons;  
- I will not upload photographs, video or sound taken at school into the public domain (e.g. the internet)  
- I will not use my electronic device in any way that breaches the school bullying and harassment policy;  
- The use of the device will not breach the Computer Use Agreement;  
- The use of the device will not breach the Enrolment Agreement for Students;  
- Workplace Health and Safety Regulations do not allow the use of electronic devices in workshops and kitchens;  
- If I do not follow the school’s policy on student electronic device policy, I will be required to hand the device to the office for collection at the end of the school day or by a parent if it was the third confiscation. I may also be given other consequences for breaching the school’s Responsible Behaviour Plan for Students.
CONSEQUENCES

- Students who breach this policy at school will be sent to the office to have the item confiscated. Students can be sent to the office by any staff member of Tullawong State High School (this includes teacher aides, pre-service teachers, supply teachers, office staff etc).
- Staff members may report students breaching this policy outside of school hours for later follow-up of consequences.
- Repeated breaches of this policy will be treated as willful disobedience and school consequences will apply.
- Action will be implemented for any student who photographs or films other individuals (staff or students) without their consent, distributes or uploads these images to the internet, or who sends harassing or threatening messages.
- Action will be implemented for any student caught using a mobile telephone or electronic device to cheat during exams and assessments.

COMPUTER NETWORK & INTERNET ACCESS POLICY

Computers and computing facilities are used extensively at Tullawong State High School. Students may have access to facilities including computers, scanners, digital cameras, printers and multi-media devices, use the Internet and have an e-mail account for educational purposes.

In order to access such facilities, students and their parents must agree to the conditions set out in this agreement.

Please read the information regarding general computer use, e-mail use and Internet and indicate your acceptance of these terms, by completing and signing the form and returning to the school.

SECTION 1: COMPUTER FACILITIES USE AGREEMENT

As a student of Tullawong State High School, I will:

- respect the computer equipment, take care of the equipment and leave the computer room tidy
- only enter computer rooms when a teacher is present
- sit according to a seating plan or where allocated by a teacher
- report any faulty, damaged or missing equipment immediately to my teacher
- use only the programs my teacher and I have agreed to
- follow the computer room procedures as outlined in each computer room
- use my print account allocation in accordance with teacher direction to minimise wastage.

As a student of Tullawong State High School, I will NOT:

- share my passwords, or allow others to access my accounts
- login to the network or Internet using another's login
- attempt to repair machines or touch cabling
- install unauthorised computer programs onto the network or into my home directory
- delete, modify, destroy or install school computer programs or copy programs for home use
- damage, destroy or steal computer equipment.
SECTION 2: STUDENT E-MAIL ACCEPTABLE USE POLICY

As a student of Tullawong State High School, I will:

- only use the provided e-mail program. I will not use any other e-mail programs or web mail
- use my e-mail account for educational purposes only
- be a responsible e-mail user and respect the rights of others
- have communications consistent with the high standards of our school
- accept that my e-mail account may be withdrawn if I violate any of the above conditions.

As a student of Tullawong State High School, I will NOT:

- send personal e-mail during school hours (unless directed by a teacher)
- send large file attachments (eg. no more than 200 KB)
- conduct offensive, threatening or illegal activities through e-mail. I understand that Education Queensland filters all e-mail and reports to the school any infringements (eg. swear words)
- place unreasonable demands on those whom I contact
- allow another student to use my e-mail or use another student’s e-mail.

SECTION 3: STUDENT INTERNET ACCEPTABLE USE POLICY

Access to the Internet is provided to help students with research and learning. This policy provides appropriate guidelines for students to use the Internet for school purposes and personal interest at appropriate times. Students are given a reasonable Internet time allocation as part of their Student Resource Scheme (SRS) fees.

Should I inadvertently encounter offensive or inappropriate material (ie. of pornographic, racist, violent, illegal, illicit or abusive content) I will immediately report this to a teacher.

I will not:

- intentionally access, distribute, copy, store or print offensive or inappropriate material
- download and use software, games, music, graphics, videos or text materials that are copyrighted without the permission of the copyright owner, except for educational purposes.
- reveal any personal contact details about myself or others on the Web. This includes home, school and work addresses, telephone and credit card numbers.

As a student of Tullawong State High School, I will:

- contribute to the SRS scheme to obtain my initial allocation of Internet. Non-payment of SRS will mean NO access to Internet Services.
- only access material on the Internet that is directly related to my schoolwork during class time
- restrict my use of the Internet to the World Wide Web and will not use News, FTP, Chat, Telnet or any other services without the permission of my teacher/supervisor
- acknowledge any ideas or material of others that I use in my work by listing their source in a bibliography and clearly indicating any directly quoted
- use my access time efficiently and appropriately by not playing games, or using the Internet for non-educational purposes
- accept that my Internet use may be terminated and I may face further disciplinary action if I choose not to follow the guidelines of this policy
- accept that my Internet usage is monitored by the School and Education Queensland, and that I am accountable for the sites visited by my login and I will abide by Education Qld's Internet acceptable use policy.
SECTION 4: MEDIA DEVICE POLICY

Policy regarding the use of USB keys, and any other form of media storage, recording or playing devices.

USB keys are allowed to be used on the school network in order for students to save their work, or to upload work finished at home. It is a student’s responsibility to keep a back up of his/her work on a USB.

Students are not to place non-curriculum related work on their H Drive. This means no games, music, videos, pictures or any other types of information that is not school related.

By bringing in a memory storage device (eg USB) to school, students must be aware that we reserve the right to scan and check for inappropriate content and that there are consequences for the breach of school or Education Queensland Policy if questionable material is found on the device. Parents/Caregivers will be advised if such an event occurs.

UNIFORM AND PERSONAL APPEARANCE POLICY

DRESS STANDARDS

Students are expected to comply with the school’s dress standards. The school uniform was chosen by the Parents and Citizens’ Association after wide consultation. The Parents and Citizens’ Association has also expressed the expectation that all students attending Tullawong State High School should wear the correct school uniform and that it is to be worn without additions or alterations.

Parental/Carer support in these areas is important for the students and for the school.

All TSHS students are required to wear correct school uniform. This is for two main reasons:-

1. Security - promotes a safe environment for learning by enabling ready identification of students and non-students of the school;
2. The reputation of Tullawong State High School is influenced by how students present themselves to the general public. All students need to be aware that future employers are affected, not only by the behaviour they see as students leave school, but how students at this school wear the uniform to and from school. One of our objectives at Tullawong High is to prepare students for future employment, in addition to developing the best possible community reputation for our students and for the school.

Persistent refusal to comply with the school’s dress standards and explicitly stated instructions may result in the student being issued with consequences according to the school’s Responsible Behaviour Policy.

UNIFORMS

All students are expected to wear the prescribed school uniform without additions or alterations (such as rolled sleeves, shirts knotted, clothing hemmed or cut differently to manufacturer’s product). No visible undershirts are to be worn by any student.

YEARS 7, 8 and 9 UNIFORM

ALL Years 7, 8 and 9 students must comply with the following dress standards, at all times.
### YEARS 7, 8 AND 9 UNISEX UNIFORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POLO</strong></td>
<td>Junior Tullawong SHS polo shirt</td>
</tr>
<tr>
<td><strong>SHORTS</strong></td>
<td>Junior Tullawong SHS shorts</td>
</tr>
<tr>
<td><strong>SOCKS</strong></td>
<td>Ankle or Crew – White with Tullawong SHS branded socks</td>
</tr>
<tr>
<td><strong>HAT</strong></td>
<td>Tullawong bucket hat with house colour (NO caps)</td>
</tr>
<tr>
<td><strong>SHOES</strong></td>
<td>Enclosed black (ONLY) shoes leather or leather look shoes with black laces. These shoes must cover the upper surface of the foot. For protection from injury, these shoes must be impervious to liquid and made of a material such as leather. Slippers, baby doll shoes, gym boots, high sided footwear, canvas shoes or similar are not acceptable.</td>
</tr>
<tr>
<td><strong>SOCKS</strong></td>
<td>White with Tullawong SHS branded socks</td>
</tr>
</tbody>
</table>

Above is the everyday uniform and sports uniform.

### FOR WINTER – Term 2 and Term 3

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JUMPER</strong></td>
<td>Zip Front or V Neck Fleece - Grey Marle Cotton Fleece</td>
</tr>
<tr>
<td><strong>JACKET</strong></td>
<td>Spray Jacket - Maroon, zip front, fully lined</td>
</tr>
<tr>
<td><strong>LONG PANTS</strong></td>
<td>Plain black track pants (with Logo) with black socks, OR</td>
</tr>
<tr>
<td></td>
<td><strong>Girls</strong> Formal TSHS Dress Slacks black (with Logo) with black socks</td>
</tr>
<tr>
<td></td>
<td><strong>Boys</strong> Formal TSHS Dress Trousers black (with Logo) with black socks</td>
</tr>
<tr>
<td></td>
<td><strong>BELTS</strong> Black only – no large buckles or additional items such as studs or chains.</td>
</tr>
</tbody>
</table>

NB  Pants such as black jeans, three-quarter length pants, leggings, stubbies, excessively long or loose shorts or trousers, or those pants with large, external pockets are not acceptable.

### YEARS 10, 11 and 12 UNIFORM

ALL Years 10, 11 and 12 students must comply with the following dress standards, at all times.

<table>
<thead>
<tr>
<th>SENIOR GIRLS</th>
<th>SENIOR BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BLOUSE</strong></td>
<td><strong>SHIRT</strong></td>
</tr>
<tr>
<td>White polyester cotton with maroon pin stripes and embroidered chest pocket.</td>
<td>White polyester cotton with maroon pin stripes; short sleeve trimmed with maroon; single pleat in back; embroidered chest pocket on left hand side.</td>
</tr>
<tr>
<td><strong>SKIRT</strong></td>
<td><strong>SHORTS</strong></td>
</tr>
<tr>
<td>Black skirt, three knife pleats each side, front and back with embroidered logo. Length of skirt from under waistband: size 10A – 48cm, size 12A – 52cm, all other sizes – 56cm. May be worn with plain black stockings/tights instead of ankle or crew Tullawong SHS branded socks.</td>
<td>Formal TSHS Dress Shorts black (with logo) with ankle or crew Tullawong SHS branded socks.</td>
</tr>
<tr>
<td><strong>NB</strong> Straight skirts and pleated sports skirts are not acceptable as a uniform skirt.</td>
<td><strong>Or LONG TROUSERS</strong></td>
</tr>
<tr>
<td><strong>LONG SLACKS</strong></td>
<td>Formal TSHS Dress Trousers black (with Logo) with black socks.</td>
</tr>
<tr>
<td>Formal TSHS Dress Slacks (with Logo) with black socks</td>
<td></td>
</tr>
</tbody>
</table>
**SENIOR UNIFORM** (Cont’d)

NB Pants such as black jeans, three-quarter length pants, leggings, junior track pants, excessively long or loose shorts or trousers, or those pants with large, external pockets are not acceptable.

**BELT**
Black only – no large buckles or additional items such as studs or chains.

**HAT**
Tullawong bucket hat with house colour (NO caps)

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**FOR WINTER – TERM 2 AND TERM 3**

**UNI-SEX VEST**
Maroon wool/acrylic blend; v-neck, lightweight; embroidered on left side.

**Or PULLOVER**
Maroon cotton; v-neck; raglan long sleeves; embroidered on left side.

**Or UNI-SEX SPRAY JACKET**
Maroon microfibre with white and grey stripes; front zipper, fully lined, side pockets, half collar, Chinese style; school logo.

**LONG PANTS**

<table>
<thead>
<tr>
<th>Girls</th>
<th>Formal TSHS Dress Slacks black (with Logo) with black socks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Black stockings or tights may be worn with the school skirt</td>
</tr>
</tbody>
</table>

| Boys           | Formal TSHS Dress Trousers black (with Logo) with black socks |

**SOCKS**
Ankle or Crew – White with Tullawong SHS branded socks.

**SHOES**
Enclosed black (ONLY) shoes leather or leather look shoes with black laces. These shoes must cover the upper surface of the foot. For protection from injury, these shoes must be impervious to liquid and made of a material such as leather. Slippers, baby doll shoes, gym boots, high sided footwear, canvas shoes or similar are not acceptable.

**TIE** (Must be correctly worn at all times) 3 tie colours are used and are allocated to a cohort for the 3 years of senior.

<table>
<thead>
<tr>
<th>Year 10</th>
<th>Black Tullawong SHS tie with Logo</th>
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<tbody>
<tr>
<td>Year 11</td>
<td>Black with maroon and grey stripes Tullawong SHS tie with Logo</td>
</tr>
<tr>
<td>Year 12</td>
<td>Maroon Tullawong SHS tie with Logo</td>
</tr>
</tbody>
</table>

**SPORTS UNIFORM**

**UNI-SEX SHIRT** - Marle grey polo with logo on collar with one button front with logo in place of left pocket.

**SHORTS** – Tullawong SHS Uni-sex shorts (same as Junior style)

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**SUN PROTECTION POLICY**

The Tullawong High School policy states that all students must wear a hat to participate in outdoor activities. A school hat has been included as a component of the uniform and this will be the only accepted headwear while at school and when participating in school sporting activities.
Tullawong State High School
Guide to correct footwear

CORRECT FOOTWEAR

INCORRECT FOOTWEAR
PERSONAL APPEARANCE

JEWELLERY
The Parents and Citizens’ Association feels strongly about the quality of our school and imposes the following jewellery restrictions. Students are to wear no jewellery apart from:
- a watch,
- a plain flat ring,
- one matching pair of small, plain sleepers or studs, one in each ear lobe; or a single plain sleeper or stud.

HAIR and MAKEUP
- Coloured nail polish and makeup are not permitted. Students will be asked to remove nail polish and makeup.
- Artificial hair colouring should not be in excessively bright, unnatural colours. Unusually dramatic hairstyles such as extreme colouring or hair of obviously different lengths are not acceptable.
- Hair accessories such as ribbons must be school colours and on negotiated days may be in House colours. Other accessories such as flowers and clips are not part of the uniform.

ADDITIONAL PIERCING and PRESENTATION
We do not recommend facial or additional piercing. For Workplace, Health and Safety reasons, students will whilst at school remove facial and additional piercing when involved in activities where piercings are deemed unsafe.
Students who consistently wear additional jewellery to school (including piercings) may have this confiscated and parents will be requested to collect confiscated items from the office.

At the discretion of the principal, students may be instructed to cover markings or identifiers such as tattoos if they have the potential to cause offence, to be intimidating to others or to negatively influence the reputation of Tullawong State High School.
- If a student has a facial or additional piercings be a clear keeper or removed and left at home prior to coming to school.
- It is recommended that if students are planning to get a facial or an additional piercing, that they do this at the beginning of the Christmas vacation so that the healing time causes least inconvenience to students.
- Students who choose to get a facial or additional piercing where the healing time (generally accepted as six weeks) goes into school days, are required to:
  - At all times have the piercing covered by a flesh-coloured band aid at their own expense;
  - Immediately apply a new flesh-coloured band aid at their own expense if the original band aid comes off during the day;
  - Provide the house leaders with a medical note from parents/guardians stating the date of the piercing (or the date of an infection).

CONSEQUENCES
Students who wear facial or additional piercings to school are to remove them immediately. These items are to be confiscated and stored at the office. Students who have provided medical notes to the House Leaders will be wearing band aids – as per details above and will not be required to remove the piercings within the healing time. House Leaders will keep records and provide students with a uniform slip for the healing time. Students must carry the slip with them at all times, produce it upon request and at all times have their piercing covered with a band aid.

Detentions may be given for breaches of the Uniform and Personal Appearance Policy. Persistent non-compliance will be dealt with by Administration as the student is refusing to comply with school policy.
STORAGE OF VALUABLES

- Students should avoid having valuable items and large sums of money at school and must accept responsibility for ensuring the security of such items.
- Valuables and money are NOT to be left in bags. They should be handed to the main office if they cannot be carried on the student’s person.
- Students are NOT to enter teachers’ staffrooms at any time.
- Students are not allowed to loiter in or around lockers, port racks or toilet areas.
- Students are not permitted to bring items into class that may distract from the learning process e.g. gameboys, mobile phones, music players etc. Refer also to the Mobile Phone and Electronic Device Policy.

TRAVEL TO AND FROM SCHOOL

- Students are to ensure that their behaviour whilst travelling to and from school is such that the school’s good reputation is preserved.
- Bus students must enter the school immediately they are delivered at the school.
- Bikes are to be parked in the racks provided. Bikes must be individually chained if housed in the bike rack area. The appropriate safety helmet is to be worn, and bikes are not to be ridden in the school grounds.
- Skateboards, scooters and rollerblades are not acceptable means of transport to or from our school and as such are not to be brought into the school.
- Students are not allowed to punctuate their journey to or from school at the park opposite the school. Consequences which may include suspensions will apply to students who fail to follow this warning.
- Students are not allowed to drive to and from school or take passengers unless permission is granted by the Principal after an application has been lodged.
- Students are not allowed to be a passenger in a vehicle driven by a student driver unless permission is granted by the Principal after the relevant application has been lodged.

GROUNDS

- Once students have entered the grounds they are not allowed to leave before dismissal time in the afternoon unless they have a note signed by a parent or guardian and/or have been granted permission by the Administration.
- Students who arrive prior to 8.00am due to transport requirements must move into the main part of the school. The area at the front of the school is out of bounds until the end of the school day unless there with your class teacher. Students should leave by 2.45pm unless they have the permission of a teacher and are under his/her supervision.
- On arrival at school, students must immediately enter the school grounds and remain there until school commences. They are to remain in the school, away from gates and fences and keep their bags with them at all times.
- Students, who leave school during the day without the correct permissions established through the office, will have consequences that may include suspensions.
- Students or other persons are not to be in the school grounds on non-school days without the prior permission of the Principal.
- People who are not students enrolled at the school are not permitted to enter the grounds or to meet with students without the permission of the Principal.
- All students are required to contribute to the maintenance of our excellent facilities and gardens by depositing all litter in the bins provided.
- Students found in “Out of Bounds” areas (refer to school Map inside back cover) will be given consequences.
BANNED ITEMS

The following items are banned from Tullawong State High School:

- Aerosol cans
- Alcohol
- Blu-Tack
- Cap gun
- Chewing gum or bubble gum
- Cigarettes
- Drugs
- Explosive devices
- Felt pens
- Skateboards
- Laser pointers
- Electronic smoking devices
- Liquid paper or white out
- Matches or lighters
- Metal rulers
- Motorised cycles
- Music players with or without speakers
- Pornography
- Rollerblades
- Scooters
- Speakers – detachable
- Unicycles
- Knives or other types of weapons, including replica weapons

Or any other item, the Principal determines to be dangerous or a nuisance item.

STUDENT SUPPORT SERVICES

As part of the proactive measures teachers take to correct student behaviour (or poor performance) referral to Support Services is strongly encouraged. Appointments can be made through the Student Services Counter staff in the Administration building.

House Leaders coordinate house activities and support students for harassment and bullying issues, lockers and uniforms and are a point of referral for other sporting, cultural, citizenship and academic needs. House Leaders also have a role in managing behavioural incidents including. A small number of lockers are available for students with medical needs. Each application for use of a locker goes to the House Leader and is considered according to individual circumstances. House Leaders are also a point of contact for parents and carers when concerns arise that might have an impact on their child’s schooling.

Guidance Officers are responsible for helping students with subject selections and counselling in relation to issues that impact on student learning. Some career education and support diagnostic testing is provided by the Guidance Officers.

Indigenous Support Workers. The Indigenous Community Advisor provides academic, cultural and social support for both students and their families. Located in the Wandi Room the Advisor staff works with students and parents/carers to ensure students are given the best opportunities to learn and to achieve their personal best. The Indigenous Teacher Aide is based in Staffroom 4 and assists students in class and in the Wandi Room.

Chaplain provides students with links between school services and community services. The chaplain plays a key role in the spiritual concerns of students of all faiths and helps young people make sense of the world in which they live.

Youth Support Coordinator works at the school 2 days per week. The Youth Support Coordinator provides support for students ‘at risk’ of disengaging from schooling or who have personal problems which are impacting upon school engagement.

Youth Health Nurse works at the school 3 days a week. The nurse provides a confidential counselling service in relation to health and relationships issues, as well as, participating in relevant classroom activities.
SPECIAL EDUCATION SERVICES

HOD Teaching & Learning is responsible for:
- assisting students with learning or support needs by arranging individual or in-class assistance in conjunction with the special education staff;
- organizing Year 8 Literacy classes for identified students;
- liaising with student Support Team in order to find ‘best fit’ programs; and
- offering after school tutorials.

Head of Special Education Services (H.O.S.E.S.) manages the appraisal process when students are referred, works mainly with IEP/ILP students and students working on alternative programs.

SENIOR SCHOOLING

HOD Senior Schooling is responsible for the academic, support and welfare of senior students.

VOC Ed Coordinator plays a key role in the organisation and management of school based traineeships and apprenticeships.

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<th>HOW TO CONTACT?</th>
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<td>▪ BAMBARA</td>
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<td>▪ KIATA</td>
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<td>▪ WOOROONGA</td>
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<td>HOUSE LEADERS ARE THE FIRST POINT OF CALL FOR STUDENT ISSUES OR CONCERNS</td>
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<td>▪ House Leaders’ Offices – Staffrooms</td>
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<td>Enrolments Years 6&gt;7, 7&gt;8, 9; junior programs</td>
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<tr>
<td>▪ SENIOR SCHOOLING HOD</td>
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<td>Academic issues re senior students and Year 10s</td>
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<tr>
<td>▪ TEACHING &amp; LEARNING HOD</td>
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<tr>
<td>▪ SPECIAL EDUCATION SERVICES (HOSES)</td>
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<td>GUIDANCE OFFICER</td>
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<td>Academic and personal counselling</td>
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<td>CLINICAL SCHOOL-BASED YOUTH HEALTH NURSE</td>
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<td>Health issues</td>
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<td>SCHOOL CHAPLAIN</td>
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<tr>
<td>VOC ED CO-ORDINATOR</td>
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<tr>
<td>Work experience, traineeships, apprenticeships</td>
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Making a Complaint
Information for Parents and Carers

During the course of your child’s school years, you may have cause to make a complaint about an issue or concern you have with their education.

The Department of Education, Training and Employment is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues of concerns you may have.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

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

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

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

1. Discuss your complaint with the class teacher

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

2. Discuss your complaint with the principal

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

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the principal or their delegate. The principal may refer your complaint to a delegate such as the deputy principal or Business Services Manager. The staff member will make a record of your complaint and work with you to come to a resolution.

Complaints to the principal may be lodged in person, by telephone, writing or via email. Principal’s email addresses can be accessed through the Schools Directory at www.education.qld.gov.au/directory/ - select the relevant school, then click on the email link.
3. **Contact your local education office**

If you have discussed your complaint with the principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education, Training and Employment Office.

Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records.

Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

When you contact your local education office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the principal of your school. Local office staff will then work with you and your school to seek a resolution.

Addresses and telephone numbers for the Department of Education, Training and Employment offices are listed in the White Pages of your local telephone directory and are also available through the School's Directory at www.education.qld.gov.au/directory/.

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

It is understandable that parents or carers may sometimes feel overwhelmed when approaching a school or the department with a complaint. While the Queensland Council of Parents and Citizens' Association (QCPCA) does not advocate on behalf of individual parents or carers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from QCPCA to provide guidance in resolving the complaint.

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