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LOGANLEA
STATE HIGH SCHOOL

INFORMATION & ENROLMENT PACK 2027

NOTE:

Please read and sign permissions within this Pack.
Once completed return to the Loganlea SHS Administration Building

Our small school advantages…

Choosing a school is one of the most important decisions you can make for your child. In Logan City there are many choices of secondary schooling, enough to make it tough to decide!

Like many secondary schools Loganlea State High School offers a broad academic program and an exciting range of co-curricular and extra - curricular opportunities. However, we pride ourselves on an important difference … we are small and we care!

Our vision is "Making a difference for every student" and as a smaller school it is possible for "everyone to know everyone". Our school community is close-knit, friendly and supportive of all its students, parents/carers and staff. We value a strong sense of belonging and positive partnerships and this enhances the learning experiences of our students. At "super-sized" schools, students often report feeling like "just a number". At small schools like ours, your child will not "slip under the radar". Our staff ensure they know and connect with every student and their parents/carers. We will work hard to meet both your child's individual needs and your expectations of us.

We aim to cater for all students' interest areas an therefore offer a range of Excellence programs. Our motto at Loganlea "To the Stars …" and our Excellence programs are called STAR programs, in line with our motto. Our STAR programs aim to inspire students to reach their true potential at school by embracing students' interests.

In our "small school" learning environment, we hope you and your children will feel welcome and valued. Our vibrant and talented staff are dedicated to teaching your children. It is with their help, support and guidance that your children will reach their full potential.



TABLE OF CONTENTS

OUR EXECUTIVE TEAM 5
OUR DEANS 5
ATTENDANCE POLICY & PROCEDURE 6
Rationale 6
Role Marking Procedures 6
ID Attend Processes 6
Daily School Absentee List 6
Explaining Absences 7
Student Arriving Late to School – Applies After 8:40am 7
Persistent Lateness to School 7
Strategies 8
Staff Key Attendance Duties 9
Attendance Policy & Procedure 10
APPENDIX 1: THE ROLE OF THE CARE GROUP TEACHER - ONE CARING ADULT 11
UNIFORM POLICY 12
Some of the reasons for a school uniform: 12
Parents and students need to ensure that: 12
Other Uniform Policies 12
Junior School Uniform (Year 7-9) 13
Senior School (Year 10-12) – Formal Uniform 13
Senior School (Year 10-12) – Sports Uniform 14
ASSESSMENT POLICY 15
Principles 15
Academic Integrity 15
Non-submission of assessment 16
External Assessment 16
Academic Misconduct 16
ACCEPTABLE USE POLICY 17
I Understand that 17
I Agree that 17
ELECTRONIC DEVICE POLICY 19
SUNSMART POLICY 21
Rationale 21
Objectives 21
Our Commitment 21

Our Expectations 22
Review 22
CONSENT FORM DETAILS 23
PUBLICITY CONSENT 24
Form Details 24
THIRD PARTY WEBSITE CONSENT FORM 26
STAR PROGRAMS 27
ARGIBUSINESS EXCELLENCE 27
HOSPITALITY EXCELLENCE 27
SIGNATURE EXCELLENCE 27
DANCE COLLECTIVE 27
UPPER 90 EXCELLENCE 27
LYDP - LOGANLEA YOUTH DEVELOPMENT PROGRAM 28
NETBALL EXCELLENCE 28
DIGITAL INNOVATIONS 28
SCHOOL OF ROCK 28
LOCATION 29
Map & Transport 29
Trains 29
Buses 29
Cars 29
Links 29
PRIVACY STATEMENT 36

OUR EXECUTIVE TEAM



BRENTON FARLEIGH

PRINCIPAL



ROSS DAVIS

DEPUTY PRINCIPAL



MARIA DOBLO

DEPUTY PRINCIPAL



KIRI GRIFFITHS

DEPUTY PRINCIPAL



JACQUELINE FORSTER

DEPUTY PRINCIPAL
SPECIAL EDUCATION

OUR DEANS



ASHA CAMERON

DEAN OF STUDENTS
YEAR LEVEL 10



TESS HOY

DEAN OF STUDENTS
YEAR LEVEL 11



KATHERINE BLAKE

DEAN OF STUDENTS
YEAR LEVEL 12



JOANNE SYMES

DEAN OF STUDENTS
YEAR LEVEL 7



KEVIN ROY

DEAN OF STUDENTS
YEAR LEVEL 8



JARROD BAKER

DEAN OF STUDENTS
YEAR LEVEL 9

ATTENDANCE POLICY & PROCEDURE

Rationale

Attendance Goal: 92- 100%

All schools in Queensland are committed to providing safe and supportive learning environments which address the educational needs of all students. Within this environment Loganlea State High School promotes the department of Education attendance policy Every Day Counts.

In addition to this framework, the Loganlea SHS attendance policy aims to:

- Develop and reinforce the importance of the connection between school, student, home and the wider school community to positively impact on student attendance, engagement and academic achievement
- Develop relationships between teachers (Care Group teacher or other) and students so that students feel safe to attend school and voice their needs – academic, social or emotional
- Provide a platform for students to develop resilience and self-motivation

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

Role Marking Procedures

Every morning students attend Care Group sessions to have the roll marked. If a student is not in attendance a text message is sent home in Period 1, 2 3 & 4 to parents to notify them of the absence.

If the student arrives late to school they are to present at the office to have their names marked off the roll.

The marking of the roll in each session every day is a very important responsibility as it informs the school where students are, which students are not arriving to school and to class on time.

ID Attend Processes

Loganlea State High School's key attendance program is ID Attend. Staff record all student attendance and absences, late to class or other infringements (i.e. uniform, phones, late to school etc.) in this application as detailed above.

Daily School Absentee List

Loganlea State High School is committed to closely monitoring student attendance as a matter of routine. Each day attendance is monitored and a process of notifying parents is in place, this includes texts, emails and phone calls.

If you receive notification of your child being absent and you believe it to be an error, please contact the school as soon as possible.

Explaining Absences

All students must provide notification from a parent/guardian when they are absent from school. Please note that for students of compulsory school age, there is a duty of care to establish the reasons for absence from school. For students of post-compulsory age, school staff have a responsibility to seek reasons for absences from school, although the responsibility for providing the information rests firmly on the students and parents.

A parent/guardian can explain an absence in the following ways:

- A note submitted to the Student Foyer. Doctor's Certificates are acceptable notes provided that they cover the total period of absence
- A phone call during office hours.
- A message left on absentee hotline Ph: 3451 8777 press 1 to leave a voice mail
- An entry on Qparents
- Email attendance@loganleashs.eq.edu.au

Further information for parents and carers is available at: Education Queensland Attendance

If a student is to attend a non-school representative sport, dance or cultural event the school must be notified before the date of absence by contacting the School Attendance Officer on 3451 8777 or via email to attendance@loganleashs.eq.edu.au

Acceptable Absence Reasons
• Serious illness or medical conditions (the majority of these conditions should be accompanied by a medical certificate) • Representative activities including sport, academic and cultural • · Serious family emergencies (these should be rare)
Unacceptable Absence Reasons
• Holidays outside of school holiday periods • Non-essential activities (e.g. shopping trips, parties, functions during the school day) • Medical appointments that can be scheduled outside of school hours ** If you are unsure, contact the school on Ph: 3451 8777*

Student Arriving Late to School – Applies After 8:40am

- Student signs in at Student counter in Administration Block.
- Student proceeds to class with their 'sign in' slip .
- When the lateness was avoidable the student will make up for the lost class time later in the week.

Persistent Lateness to School

- The Student Dean will monitor the number of times students are late to school and provides the reason for their lateness.
- If a student is regularly late to school, a teacher, HOD or Dean of students will contact guardians to explain the school's concerns regarding attendance and provide appropriate notification of lateness. If the student continues to be late, a staff member will be contacted to liaise with the student and parents to assist the family with any barriers contributing to lateness.

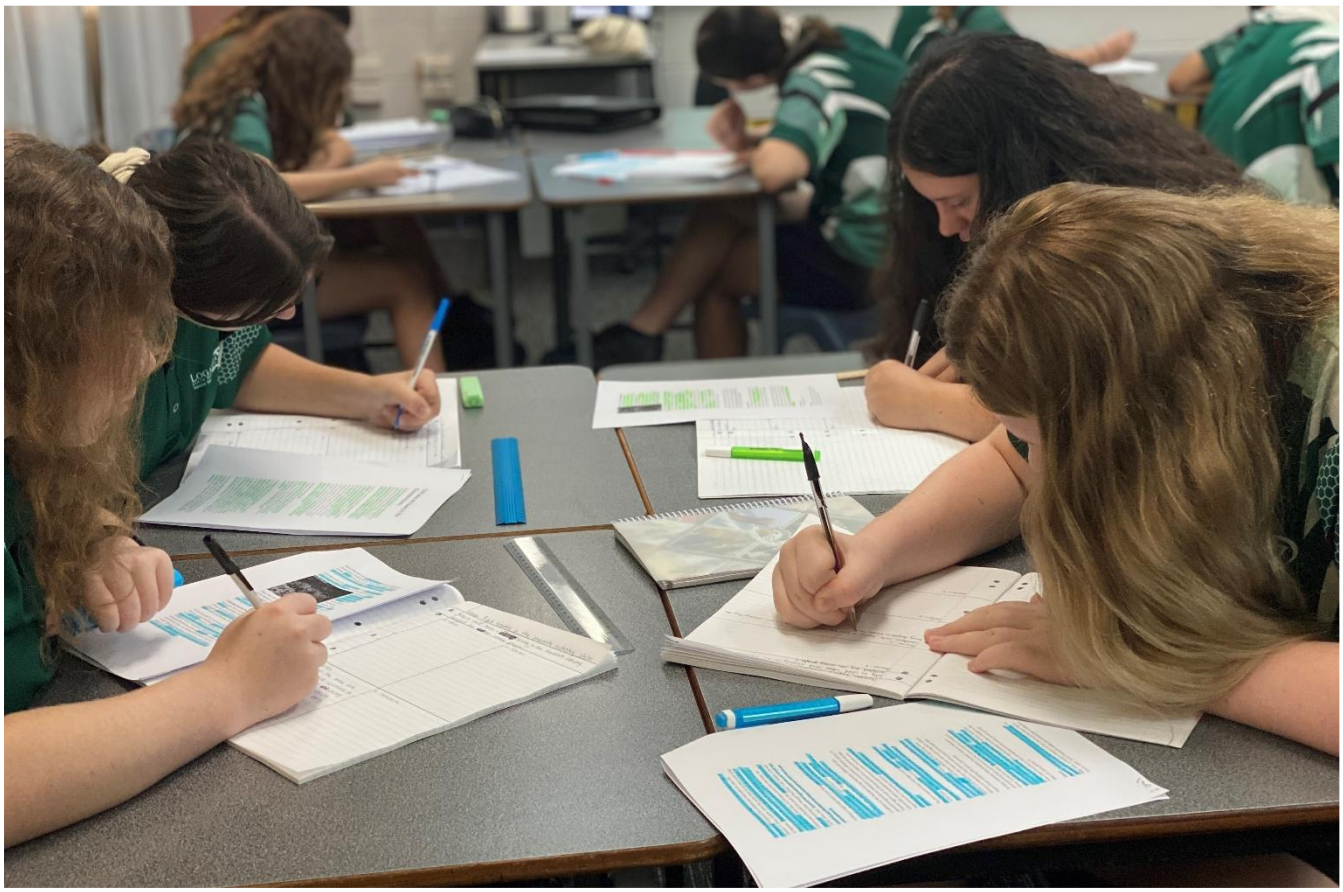
Further information is available at: Every Day Counts

Strategies

Loganlea State High School promotes the cooperation of all stakeholders (students, parents, staff and community) to ensure that every student attends school on every school day.

To achieve this vision, Loganlea SHS:

- Establishes and maintains a positive school culture
- Communicates the importance of the "Every Day Counts" policy
- Implements the Loganlea SHS "One Caring Adult" strategy (Appendix 1)
- Implements a student reward points program to acknowledge excellence in attendance (Appendix 2)
- Deploys an attendance team to consistently notify parents of consecutive absences
- Implements a whole school case management process for consistent proactive management of attendance
- Communicates with parents and the community through Facebook and with invitations to come into the school to celebrate student success
- Provides support for parents/guardians struggling to get their students to school
- Operationalizes an Attendance Working Party and employs a dedicated Attendance Officer and Youth Support Coordinator to analyse data and develop strategies toward improved outcomes
- Sets whole-school achievable targets and engages the school community in meeting those targets
- Utilises a systematic monitoring and action process with clearly defined roles, responsibilities and timelines informed by data and linked to a strong action/review
- Implements a case monitoring process - PASS (Proactive Approach to Student Success) to track and address attendance issues



Staff Key Attendance Duties

Ensuring students are accounted for and safe is a key priority at Loganlea SHS. Many staff are involved in the recording and tracking of attendance and behaviour at Loganlea SHS. These staff include but are not limited to: The Principal, Deputy Principals, Deans, Youth Support Coordinators, Guidance Officers, Community Education Counsellor, Chaplain, Behaviour Advisory Teacher and Attendance Officer. These staff all contribute to effective monitoring of attendance at Loganlea SHS and this is actioned through collaboration with parents and the wider community, which is necessary to achieve high attendance rates for students.

Staff at Loganlea SHS:

- Are committed to promoting the key messages of **Every Day Counts.**
- Believe all children should be enrolled at school and attend school all day, every school day.
- Monitor, communicate and implement strategies to improve regular school attendance.
- Believe truanting can place a student in unsafe situations and impact on their future employability and life choices.
- Believe attendance at school is the responsibility of everyone in the community.

Specific key processes and staff responsible:

PROCESSES	RESPONSIBLE OFFICER
Monitoring attendance	Care Group Teachers PASS Case Managers Youth Support Coordinators Deans of Students Deputy Principals
Daily Absence SMS sent P1, P2, P3 & P4 Updates attendance tracking spreadsheet	Attendance Officer
3 Days of Unexplained Absences Phone call home – If answered a confirmation email will be sent home / if no answer, a 3 confirmation day letter will be emailed/posted home	Attendance Officer
Home Visits Deliver an attendance reminder letter Where a home visit is not possible a reminder letter will be emailed/posted home	Youth Support Coordinators Chaplain Behaviour Advisory Teacher Community Education Counsellor
Enforcement Process Formal letters will be posted home and referred to Department Education Training Regional Officer	Deputy Principals

ENFORCEMENT OF COMPULSORY SCHOOL ATTENDANCE

Student absent from school for four or more non-consecutive days.

Attendance Officer, after 3 or more non-consecutive days absent per week, is to contact guardian via phone in regards to reason for absences. If absence is persistent and recurring, a medical certificate or appropriate documentation is required from the guardian. If unable to contact guardian via phone, an optional email can be sent to the guardian. All contacts to be recorded in OneSchool with appropriate referrals.

Youth Support Coordinator to phone the designated contact for the student after 4 consecutive unexplained absences or regular non-attendance - more than 4 days per week without appropriate justification. If unable to contact, a home visit will be conducted by a staff member. A reminder letter will be hand delivered or emailed at the time of the visit.

Unsatisfactory attendances explanation

Youth Support Coordinator/Chaplain/Behaviour Advisory Teacher/Community Education Counsellor to conduct a home visit after 6 consecutive unexplained absences or a concerning pattern of non-attendance more than 6 days if:

a) Parents are uncontactable or have not responded to communication.

Satisfactory explanation of absences established

Or

Improvement of attendance

Continued Attendance Improvement Strategies:

- Contact with parent
- Daily attendance monitoring
- Late arrival monitoring with consequences

Enforcement Process - Junior

If no improvement of attendance, no change in circumstance, parent did not make contact with the school:

Form 4 (Failure to Attend) sent via registered mail

If student does not attend school or parent fails to meet with Deputy a **Form 5** (Warning Notice) will be sent via registered mail

Enforcement Process - Senior

If no improvement of attendance, no change in circumstance, parent did not make contact with the school:

Commencement of cancellation of enrolment process.

Prosecution (Junior) / Cancellation (Senior)

· Regional Office will advise parents of the process

APPENDIX 1:
THE ROLE OF THE CARE GROUP TEACHER ONE CARING ADULT

Care groups comprise the primary point of pastoral care in the school. Working within the house system and with the support of House Masters and Deans of Students - Care groups are vital to the development of positive relationships with students.

"All teenagers need relationships that are both caring and stable. They need to build a sense of trust and have the time to communicate the complexity, frustrations, and positive aspects of their lives in and out of school. Only after creating a strong relational base will an adult have the platform to be a source of enduring and cherished advice to a student. Students won't confer trust to an adult based on his or her role as a counsellor, psychologist, or social worker; we have to earn it by building a relationship" (Prof M. Ellis, Edutopia).

Student Well-being – Care for students' social emotional development

- Teaching the student, school and community values.
- Each day creating a sense of belonging by genuinely welcoming the student to school.
- Encouraging participation in learning and school events.
- Reading the morning notices and distributing any literature to members of the care group as per the associated instructions.
- Fostering enjoyment of school.
- Providing a point of student advocacy and support for students concerns.
- Promoting perseverance and resilience with difficult matters.
- Promoting healthy choices and life-style.
- Maintaining communication with parents with regard to their child's wellbeing.

Student Attendance – care for students' engagement with their course of study

- Communicating the importance of regular school attendance (with a target of 95%).
- Marking the official care rolls each morning.
- Checking absences and collecting any notes explaining past absences from school.
- Contacting parents when students are not attending and encouraging them to return to school and/or passing on relevant reason for absences to the attendance officer.
- Addressing persistent lateness to school with the student, parents and House Master to find a solution or issue an appropriate consequence.
- Checking the daily attendance inconsistencies report to monitor and address fractional truancy issues. If persistent, contact parents and the relevant Dean of Students.
- Taking an interest in students' academic performance, in regard to such items as progress, completion of homework, problems with studies and curriculum achievements.
- Working with the student to set and record SMART learning goals for each subject.
- Checking students have a diary and that it is regularly signed by parents.

Student Appearance – care for students' physical health and welfare

- Checking the physical appearance of all students to monitor general health. If concerns arise, communication with the relevant Dean of Students and/or Guidance Officer
- Checking students' appearance meets school standards with respect to uniform, jewellery or make-up; directing students to the Dean of Students to address the issue.

UNIFORM POLICY

Loganlea State High School has a uniform policy which has been developed in consultation with the P&C Association. It is our school community's belief that a school uniform is an important part of a student's life at the school.

Some of the reasons for this belief are because a school uniform:

- avoids competition between students to be dressed in expensive, brand name clothes;
- ensures that students are dressed in clothes that are appropriate for learning activities;
- creates a good impression of students and the school to the wider community;
- easily identifies intruders to the school when all others are in uniform; and, complies with Workplace Health and Safety requirements. In particular activities in Art, Industrial Technology, Agriculture, Hospitality and Science require impervious shoes to protect the feet in the event of a chemical spill. As such the school has chosen to apply that standard to all students in all classes

Parents and students need to ensure that:

- Students must have enough items of uniform to be properly dressed every day.
- Students are to wear the entire formal or sports uniform at any one time (but not a combination of both).
- Jewellery is limited to a watch, one non-offensive rubber/fabric wrist band, and two studs or sleepers in the ears. Sleepers are to be smaller than a 5-cent piece and studs 5 mm or smaller in diameter.
- Other piercings are not allowed apart from a small, clear plastic retainer. Students with a new facial piercing are to report to a Dean of Students, Deputy Principal or the Principal to get a note allowing them to cover the facial piercing with a plain, skin-coloured band-aid until the piercing has healed, at which time the student can use a small, clear plastic retainer as per the above.
- Visible make-up is not to be worn.
- Boys must be cleanly shaven, or with facial hair neatly trimmed.
- Students' hair is to be a natural in colour and appearance, conservative in style and should be neatly groomed at all times.
- Students nails are to be short, neatly trimmed and without coloured nail polish.
- Every student has a school jumper or jacket by the beginning of Term 2.
- Any clothing worn under the school uniform is not to be visible.
- Uniform shoes are to be entirely black, impervious and polishable leather or vinyl shoes that do not rise more than 2 cm above the ankle and have a heel lower than 2.5 cm.
- Only "Loganlea" scarves may be worn as optional winter uniform items.
- Head dress worn for religious or cultural reasons is to be plain green, black or white.

Other Uniform Policies

1. In the senior school (grades 10 to 12) the polo shirts are part of the sports uniform only and as such may only be worn with sports shorts.
2. In the senior formal uniform the tie is a compulsory element.
3. Students with genuine religious, cultural or medical considerations may discuss their particular concerns with the Principal. As such, if exemption to the uniform policy is granted, the student will carry a note signed by the principal, in their student diaries.
4. Students in years 10 – 12 are to wear formal uniforms every Monday and to all school excursions, unless advised otherwise by the excursion coordinator.
5. Approved alternate Loganlea SHS uniforms with a school logo may only be worn on Fridays and/or during the timetabled lessons in which the student has the class.
6. Some external providers may supply a uniform to students for programs on or off the school site. Students are only allowed to wear these uniforms when participating in these programs.

Please note students may face disciplinary action for repeated breaches of uniform policy or wilful refusal to comply with the school dress code.

Junior School Uniform (Year 7-9)

Item of Clothing	Description and Comments
Polo Shirt	Bottle green with school logo, two-button tab front and sleeves almost elbow length.
Uniform shorts or tracksuit pants	Shorts – black with bottle green school initials embroidered at the hem of the left leg. Shorts length to be no more than 10 cm above the knee. Tracksuit pants – black ankle length pants with bottle green school initials embroidered vertically to finish at the hem of the left leg.
School jacket, jumper or hoodie	Bottle green with white school logo embroidered on the chest.
Socks	Plain black socks rising clearly above the shoes and no higher than mid-calf.

Senior School (Year 10-12) – Formal Uniform

Item of Clothing	Description and Comments
Formal Shirt/Blouse	Collared white with fine green stripes and buttons down the front. Single pocket (left side) features school logo.
Tie	The tie forms a compulsory part of the formal uniform. Boys - plain bottle green. Girls - plain bottle green, buttoning below the collar of the blouse.
Long Pants	Plain matt finished school black, ankle-length pants with bottle green school initials embroidered at the hem of the left pocket.
Shorts/Skirt	Shorts - school black tailored shorts with side tabs and zipped fly front, with bottle green school initials embroidered at the hem of the left pocket. Skirts – school black tailored skirt with two inverted box-pleats front/back, with bottle green school initials embroidered at the hem of the left pocket.
School jacket or jumper	Jacket, jumper or hoodie - bottle green with white school logo embroidered on the chest.
Socks Stockings	Plain black socks rising clearly above the shoes and no higher than mid-calf. Stockings may only be worn with the formal skirt and are to be black and in good condition, without holes or ladders.

Senior School (Year 10-12) – Sports Uniform

Item of Clothing	Description and Comments
Sport Shirt	Bottle green with school logo, two-button tab front and sleeves almost elbow length.
Sport shorts or tracksuit pants	Shorts – black with bottle green school initials embroidered at the hem of the left leg. Shorts length to be no more than 10 cm above the knee. Tracksuit pants – black ankle length pants with bottle green school initials embroidered vertically to finish at the hem of the left leg.
School jacket, jumper or hoodie	Bottle green with white school logo embroidered on the chest.
Socks	Plain black socks rising clearly above the shoes and no higher than mid-calf.

Item of Clothing	Description and Comments
Hats	School caps, bucket or bush hats with the school logo may be purchased as an optional uniform item. Non-uniform caps or bush hats may be worn but must be black, bottle green, tan or white with no inappropriate markings or symbols.
School Shoes	Students are reminded that the only shoes students may wear are entirely black, impervious and polishable leather or vinyl shoes that do not rise more than 2 cm above the ankle and have a heel lower than 2.5 cm.

ASSESSMENT POLICY

Principles

Loganlea State High School is committed to education that encourages all students to achieve personal excellence by developing their talents and abilities through teaching, learning and assessment grounded in principles of academic integrity and excellence.

Academic Integrity

Loganlea SHS promotes academic quality and integrity through the following whole-school procedures:

- Communicating and consistently applying the full version of school assessment policy, located both on the school website and the student intranet homepage.
- Publishing due dates for final responses and drafts in the online OneSchool assessment planner by Week 10 of the preceding term. This planner will be available to a variety of devices, both within the school and in any external venue where students can access OneSchool through the internet.
- Encouraging students to engage in their learning, record relevant assessment due dates, manage their time to meet the due dates and produce assessment that is their own work.
- Where students experience unforeseen short term circumstances that means they are unable to meet a due date, they may seek an extension to an assessment date, by informing the head of department and classroom teacher as soon as possible, providing them with the relevant documentation, and adhering to the alternative arrangements for submission of assessment, if applicable, as decided by the school. Copies of the extension application and medical report template are available on the school website and students intranet homepage.
- Similarly where students believe their long term disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment, they may seek an AARA application (Access Arrangements and Reasonable Adjustments) to consider relevant adjustments to the assessment conditions relevant to the impairment. As above, the application is to be made to head of department and classroom teacher as soon as possible, providing them with the relevant documentation.

Loganlea SHS ensures academic integrity through the following whole-school procedures:

- Providing scaffolding for assessment to both help students understand the process for completing the task and to maintain the integrity of the task and its related unique students responses.
- Providing assessment checkpoints on task sheets, to monitor progress and establish student authorship.
- Ensuring drafts are submitted, as the single opportunity for formal feedback to students about their response.
- Students must adhere to assessment response lengths as specified by syllabus documents. If the student's response exceeds the word length, the school will allow students 48 hours to redact their response to meet the required length, before making judgments on the redacted student work. If a redacted response is not provided within 48 hours, the school will mark only the work up to the required word length.
- Applying additional *a*uthentication strategies such as submitting the assessment to an online authorship platform where that is specified on the assessment instrument .

Non-submission of assessment

Where a final response to an assessment is not submitted, the school will make judgments based upon any available checkpoint/draft responses. Where there is no evidence available on the due date a “Not Rated” will be recorded and the students will be deemed to have not met the requirements for that subject.

External Assessment

Please note end of year external assessments are developed and administered by the QCAA for all General and General (Extension) subjects. For more information refer to the QCE Handbook - Sections 7.3.2, 10.3 and 10.4

Academic Misconduct

Students who knowingly falsely demonstrate their own or other student’s learning may face both assessment penalties and school disciplinary consequences. For examples of academic misconduct and the likely school responses, see the full version of the school assessment policy.

ACCEPTABLE USE POLICY

I Understand that :

- The use of the network is a privilege not a right. Access is provided to promote educational excellence by facilitating resource-sharing, innovation and communication.
- As a public place in cyberspace, students are expected to exhibit the high standards of behaviour on the Internet which are expected at all other times and places.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. I must make my own judgments about the accuracy and relevance of information.
- It is not possible for the school to filter out all controversial, offensive or inappropriate material available through the network. It is my responsibility to not initiate access to such material or distribute it by copying, storing or printing.
- The school makes no guarantee that the school network will be error-free or without defect. The school will not be responsible for any cost I may suffer by circumstances such as loss of data or interruption of service.

I Agree that

I will accept responsibility for individual privacy:

- I am responsible for my individual account and will take all reasonable precautions to prevent others from being able to use my account. Under no conditions will I give my password to another user.
- I will not attempt to access another user's files.

I will accept responsibility for my personal safety:

- I will not send personal contact information (including home address, telephone, email address etc) about myself or other people over the internet or school network.
- I will disclose to my teacher any message I receive that is inappropriate or makes me feel uncomfortable.

I will accept responsibility for network security:

- I will not attempt to gain unauthorised access or go beyond my authorised access to the network. I will immediately notify a teacher or the system administrator if I have identified a possible security problem. I will not go looking for security problems.
- I will avoid the inadvertent spread of computer viruses by following the school virus protection procedures if I download files.
- I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

I will be considerate of other users:

- I will not use coarse, inflammatory, threatening or disrespectful language.
- I will not engage in personal, prejudicial or discriminatory attacks.
- I will not harass another person by persistently acting in a manner that distresses or annoys them. If told by a person to stop sending them messages, I will stop.
- I will not knowingly post false or defamatory information about a person.
- I will not scan or display graphics; record or play sounds; or type messages that could cause offence to others.
- I will allow others to work uninterrupted.

I will respect resource limits:

- I will use the system only for educational and career development activities.
- I will not download large files unless absolutely necessary. If necessary, I will download the file at a time when the system is not being heavily used.
- I will not post chain letters or engage in spamming by sending an annoying or unnecessary message to a large number of people.
- I will check my email frequently and delete unwanted messages promptly.
- I will not waste printing resources and internet bandwidth and realise that limits apply to both these resources.
- I will prepare a list of keyword search terms before using the World Wide Web.

I will use my network access appropriately:

- I will not plagiarise works that I find on the network, by taking the ideas or writings of others and presenting them as if they were mine.
- I will respect the rights of copyright owners by not inappropriately reproducing a work that is protected by copyright law. If a work contains language that specifies appropriate use of the work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner.
- I will not use the network, or material that advocates illegal activity.
- I will not use the network to access material that advocates violence or discrimination towards other people except to conduct research with both my teacher and parent/carer approval.
- If I mistakenly access inappropriate information, I will immediately tell my teacher or system administrator.
- I will follow my parent's/carer's instructions if there is additional material that they think it would be inappropriate for me to access.

ELECTRONIC DEVICE POLICY

In order to maximise the learning opportunities for every student, the following guidelines are to be followed by all students at Loganlea State High School.

- Mobile phones must be turned off and out of sight during school hours inclusive of lunchtimes. This means students are required to have their phones off and out of sight from 8.40am – 2.35pm.
- Students traveling to or from school must display courtesy, consideration and respect for others whenever they are using a mobile phone.
- Students must not use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms, toilets, classrooms or the playground.
- iPods, MP3 players and other listening devices are banned in class time unless for sound educational purposes. Exceptions must be cleared with the Principal via Heads of Department e.g. Dance, Music.
- Caution should be exercised if used while traveling to and from school (to ensure student safety).
- Students are not permitted to receive or make phone calls, send or receive text messages or to take video or photographs during school time or during any other school-related activity on or off campus. With the exception of sound educational purposes e.g. Media Studies.
- All contact with or from parents/carers (emergency or other) must be made through the school office. It is absolutely essential that the school is aware of any changes to a student's routine during the day so that it can carry out its duty of care. This includes having information about whether a student uses the bus to go home at the end of the day. Students are not permitted to use their mobile phones to contact parents/carers on occasions when they are ill. All phone calls of this nature must be through the school office to ensure the student's health and safety. These calls are made at no cost to the student.

Storage of Mobile Phones

- Phones are to be switched off between the hours of 8.40am – 2.35pm.
- Students who bring mobile phones to the school are solely responsible for this property at all times. Loganlea State High School does not accept responsibility for the theft or damage of mobile phones or electronic devices (unless it can be established that the loss theft or damage resulted from the school's negligence).

Electronic Devices

It is recognized that electronic devices play a large role in students' education however it has become apparent that electronic devices such as iPods, mp3s, laptops, iPads, mobile phones and digital cameras are impacting negatively on students' learning environment and their right to privacy. Students are not permitted to use the above listed electronic devices at school or during any other school-related activity on or off campus.

Exemptions

Personal laptops – Students are permitted to bring personal laptops under the following strict conditions:

- The express permission of the Principal must be obtained in writing.
- The IT Manager must be permitted to check the device for unlicensed software and appropriateness of content prior to use at school.
- The device must not be able to connect remotely to the internet whist in use at school (i.e. no 3G or dongle).
- iPads are subject to the same conditions..

Consequences

- Students using mobile phones or electronic devices during school hours will be asked to hand them in at the office. Students can be sent to the office by any staff member of Loganlea State High School (this includes teacher aides, pre-service teachers, supply teachers, office staff etc).
- These consequences apply to use of mobile phones or electronic devices between 8.40 am – 2.35pm.
- Should a student repeatedly use a mobile phone or electronic device in school hours, the matter will be treated as willful disobedience and school consequences will apply.
- Consequences may also be established 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 or who uses a mobile telephone or electronic device to cheat during exams and assessments.

Student referred with mobile phone or electronic device in class or in playground (no warnings)

- Teacher/staff member directs student to office to hand in device.
- Student takes device to the office.
- Database checked – students advised they are able to collect the device at 2.35pm.
- Student returns to teacher with slip from office.
- After school, item is picked up (when student returns slip).
- Record is made on student behaviour database /database of confiscated items.

5th Time referred with mobile phone in class or in playground in a term.

- Teacher/staff member directs student to office to hand in device.
- Student takes device to the office.
- Database checked and student advised.
- Dean of Students will follow up with the student & an appropriate consequence will be discussed with the parent/guardian.
- Student returns to teacher with slip from office.
- Record made on student behaviour database by Administration.

Subsequent referrals will be dealt with by Administration as student is refusing to comply with school policy.

SUNSMART POLICY

Rationale

Too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure during the first 15 years of life contributes significantly to the lifetime risk of developing skin cancer. Australia has the highest rate of skin cancer in the world, with two out of every three Queenslanders developing some sort of skin cancer in their lifetime.

Skin cancers account for 80% of all new cancers diagnosed in Australia each year and melanoma is the most diagnosed cancer for 15 – 44 year olds. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first fifteen years.

With ultraviolet radiation (UVR) levels being highest during the hours that young people are at school, Loganlea State High School recognises the need to protect young people's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

Objectives

The purpose of this SunSmart policy is to ensure that all young people attending our school are protected from the harmful effects of the sun throughout the year, particularly between 10am and 3pm when UV levels reach their peak. This will be achieved by:

- Increasing student and community awareness about skin cancer and sun protection.
- Encouraging the entire school community to use a combination of sun protection measures all year round.
- Working towards a safe school environment that provides shade for students, staff and the school community.
- Assisting students to be responsible for their own sun protection.
- Ensuring that families and new staff are informed of the school's SunSmart policy.
- Creating an awareness of the need to reschedule work commitments and outdoor activities to support.

Our Commitment

Loganlea State High School will:

- Increase the amount of shade in the school grounds, where possible, by building shelters and planting trees particularly in areas where students congregate eg. lunch areas, canteen, outdoor lesson areas and popular play areas.
- Ensure that shade provision is considered in plans for future buildings and grounds.
- Incorporate education programs that focus on skin cancer prevention into the school curriculum.
- Regularly reinforce and promote SunSmart behaviour to the whole school community through newsletters, school homepage, school assemblies, and student and teacher activities.
- Encourage teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour.
- Encourage all students and staff to wear hats that protect the face, neck and ears, and encourage the use of SPF 30+ broad-spectrum, water-resistant sunscreen when students are involved in outdoor activities.
- Encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times.
- Ensure that, wherever practicable, outdoor activities take place before 10:00am or after 3:00pm.
- Ensure that adequate shade is provided at sporting carnivals and other outdoor events.
- Ensure that SPF 30+ broad-spectrum, water-resistant sunscreen is included in the school sports kit.
- Ensure that students can access SPF 30+ broad-spectrum, water resistant sunscreen every day at application points within the school.
- Review the SunSmart policy annually.

Our Expectations

Parents / Carers will:

- Provide a hat for use in all outdoor activities.
- Ensure that their child's clothing at sporting carnivals provides adequate protection from UVR.
- Provide SPF 30+ broad-spectrum, water-resistant sunscreen for their child's use.
- Act as positive role models by practising SunSmart behaviour.
- Support the school's SunSmart policy and help to regularly update this policy.

Students will:

- Be aware of the school's SunSmart policy, participate in SunSmart education programs and contribute to regular updates of the policy.
- Take responsibility for their own health and safety by being SunSmart by undertaking the wearing of suitable hats, clothing and sunscreen.
- Apply SPF 30+ broad-spectrum, water-resistant sunscreen twenty minutes before going outdoors.
- Use shaded or covered areas when outdoors.
- Act as positive role models for other students in all aspects of SunSmart behaviour.

Review

The Principal and Parents and Citizen's Association, in consultation with the school community, will review the effectiveness of this policy when required.

They will:

- Review the SunSmart behaviour of students, staff, and parents/carers and make recommendations for improvement. Assess shade provision and usage and make recommendations for increases in shade provision.
- Review and update curriculum material relevant to SunSmart Activities.

CONSENT FORM DETAILS

Please sign the corresponding consent form in the permissions pack to consent to your child attending sporting activities relevant to them, both away from school and at school, throughout their enrolment at Loganlea State High School. Sports played include Netball, Volleyball, Soccer, Basketball, Futsal, Touch Football and Rugby League.

During the Logan District Interschool Sporting season & Gala Days your child may be travelling away to play sport on varying days throughout the year. Students will be travelling by bus (accompanied by a teacher) to these schools. There will be a cost per session for the bus used to travel between venues. Your student will be invoiced at the beginning of each session and a specific permission note will be provided for these events.

In signing this form, you acknowledge that you understand that the appropriate precautions will be taken to help provide a safe environment to participate, and realise that there is always a risk of injury associated with participating in any sport and/or physical activity. Should you wish to change permission for your child at any stage, please provide written notification to the school.

To minimise the risk of injury to your child it is expected that they follow all procedures and safety instructions.

PUBLICITY CONSENT

Form Details

Introduction to the State School Consent Form (attached) for Loganlea State High School.

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and, more broadly, celebrating Queensland education.

To achieve this, the school may use its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by parent/carer.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control; however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: *www.loganleashs.eq.edu.au*
- Facebook: *www.facebook.com/loganleastatehigh*
- Local newspaper
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact:

Administration Office
Loganlea State High School
07 3451 8777

The Administration Office should be contacted if you have any questions regarding consent. Please retain this letter for your records and return the signed consent form.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at http://ppr.qed.qld.gov.au/ to ensure you have the most current version of this document.

THIRD PARTY WEBSITE CONSENT FORM

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

The use of web based educational resources has risen steadily over the last decade. Teachers are increasingly using these resources across Queensland to improve student-learning outcomes.

Our school and teachers make decisions about the best eLearning experiences to meet the needs of our students. While the Department provides most of the resourcing we use at school, sometimes a need exists that is not included. On these occasions, it is beneficial for students to utilise services provided by third party web based providers.

Our school wishes to utilise the third party web based service providers listed below to aid students learning. For your child to use these services, their teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service.

Registration *may* include disclosing the following information about your student:

- Student Name (First Name ONLY)
- Year group
- Class Teacher and
- Student Education Queensland email address

In the case of the services outlined below they are private companies that are hosted *onshore in Australia and/or outside of Australia.* Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws.

We need your permission for the registration and use of these sites by your child and for this reason a website consent form is included as part of the school consent form pack.

Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the Principal. Please note that, given the significance that these services provide, the school will contact you to discuss your reasons should you not consent or fail to provide a response.

STAR PROGRAMS

ARGIBUSINESS EXCELLENCE

Loganlea State High School offers students in year 7 to 12, a unique opportunity to experience learning in an Agribusiness program in a city environment.

Our Agribusiness teachers are passionate about the value of Agriculture and Environmental awareness to the individual and to the Australian economy. They are keen to share their considerable experience and enthusiasm with students.

HOSPITALITY EXCELLENCE

Students in the hospitality program in years 7 to 12, have the opportunity to experience learning in our Hospitality Trade Training Centre which has a commercial kitchen and attached restaurant and bar. Training in both back and front of house, students will engage with Industry Partners, workshops and excursions to gain the necessary skills and knowledge to follow a career into the Food, Wine and Tourism Industry. In the Senior years, students have the opportunity to gain a Certificate II in Hospitality and Certificate II in Kitchen Operations.

SIGNATURE EXCELLENCE

Loganlea State High School takes great pride in delivering curriculum catering to the diverse needs of all students. The Signature Program is a vehicle that provides students in year 7 to 10, opportunities to be engaged in the learning process with peers of a similar ability level in their timetabled CORE classes. Teachers are not only highly enthusiastic but also experienced with a passion for English, History, Geography, Science and Mathematics. The English and Humanities component focuses on reading and writing excellence. The Mathematics and Science component has a strong focus on higher order thinking skills and incorporates STEAM excellence (Science, Technology, Engineering, Arts & Mathematics).

DANCE COLLECTIVE

The Star Dance program is an innovative program to support the development of dance performance, choreographic, analytical and technical skills while promoting excellence in education through industry and community engagements. This program is offered to students Grade 7 - 12, no matter their starting point or previous dance training. Students will engage with the viewing of live performances, participate in technique training, participate in workshops run by industry professionals, attend dance camps both local and interstate and have opportunities to perform at local and regional competitions. This program develops students' confidence and self-esteem while increasing their engagement in a safe and supportive learning environment.

UPPER 90 EXCELLENCE

The Upper 90 Academy is an elite training and coaching program designed to support talented male and female footballers. The program operates within the Loganlea Institute of Sport and supports students in their whole football development. Selected students are guided and supported in the process of developing a 'whole footballer', allowing the program to support more than just the 'technical' aspect of the game.

LYDP - LOGANLEA YOUTH DEVELOPMENT PROGRAM

The Loganlea Youth Development Program (LYDP) is a leadership program for students in year 7 to 12 run by Loganlea State High School in partnership with Kirra Surf Lifesaving Club. In years 10 to 12, students complete three camps plus excursion days each year. During these camps, students gain valuable awards and experience that benefit both themselves and their community. Students gain their Certificate II in Public Safety (Bronze Medallion) on the first camp. After they get this award, they are expected to patrol Kirra beach on weekends during the surf season. Students also gain their First Aid Certificate, CPR Certificate, Advanced Resuscitation Certificate and IRB Crewman certificate.

NETBALL EXCELLENCE

The Loganlea Netball Academy strives to teach students skills to excel on and off the court. Students will be developed using the Netball Australia KNEE program to minimise injuries and create life long athletes. The Netball academy will not only focus on the body but the holistic growth of players focusing on sport psychology, nutrition and fostering leaders within the community. SMART training goal principles are used to ensure targeted athletic development of players. The academy will be an excellent pathway for students looking for a future in Health Services.

DIGITAL INNOVATIONS

Digital Innovations is a STAR program that is IT and technology focused. In years 7 – 10, students will have the opportunity to explore and engage with several immersive technologies such as VR, Unity 3D game development and 3D printing. The program is intended to create autonomous and independent learners, with students first gathering a foundational knowledge of the technology to which is then expanded upon through student-lead innovation calculated risk taking and creativity. Students will learn valuable, industry level skills such as C# coding, operating VR hardware and software, creating 3D printed solutions to existing problems all the while working in small teams to achieve a common goal.

SCHOOL OF ROCK

Our Music Excellence program has been designed to provide musicians with the opportunity to further develop their music performance and composition skills whilst completing their core music course work. Entry into this course is based on a successful application. Applicants need to exhibit a high standard of musical skills and knowledge while also demonstrating a strong commitment to working productively in a positive team environment.

RUGBY LEAGUE

COMING SOON

LOCATION

Map & Transport

Loganlea State High School is conveniently located to maximise a variety of transport options to and from school.

Although general information is provided, for more detailed public transport routes and timetables, please contact Translink.



Trains

Loganlea State High School is located an easy 5 minute walk from the Loganlea train station. Regular services (at least every 15 minutes) run from both the North and South of this station.

School students can travel to and from school on any TransLink service, regional *qconnect* or designated school bus services.

Primary and secondary school students are eligible for concession fares. Eligible students may be entitled to additional fare assistance.

Buses

A number of school bus services operate to Loganlea State High School. Parents should access the Logan Coaches website for the latest information.

Cars

There is no parking available on the school grounds. Parents and Carers are requested to park on the street along Isabel Street or Neridah Street.

For students with a physical disability, access is available through Gate 3, where a turning circle drop-off area is located near A Block.

Links

Concession Fares
https://translink.com.au/tickets-and-fares/concessions

Additional Fare Assistance
https://translink.com.au/tickets-and-fares/concessions/school-students/school-transport-assistance

Department of Transport and Main Roads



Code of Conduct for School Students Travelling on Buses

Information for Parents/Carers

What is the Code of Conduct for School Students Travelling on Buses?

The Code outlines expected standards of primary, middle and secondary school student behaviour while travelling on buses so that bus travel can be safe and enjoyable for everyone. The Code encourages all students to be safe and responsible passengers, provides clear processes for dealing with misconduct, outlines categories of inappropriate behaviour, consequences for students who misbehave and the rights and responsibilities of those involved in school bus transport.

How can I help my children to be safe and responsible bus travellers?

Parents/carers need to ensure that their children have the necessary skills and knowledge to be safe and responsible bus travellers and are capable of travelling independently on the bus. You can support your children by talking about the Code to ensure that they are aware of their rights and responsibilities and the consequences of misconduct on the bus.

Who is involved in implementing the Code of Conduct?

Ensuring the safe transport of each and every child is a shared responsibility which brings together the efforts of students, their parents/carers, schools, bus drivers and bus operators. If there are any bus conduct issues involving your child it is important that you cooperate with the bus operator and the school principal in discussing reported incidents of bus misconduct and in implementing agreed consequences. As a parent/carer you play a leading role in influencing and guiding your child's behaviour. Therefore, your involvement in this process is essential to ensure a satisfactory resolution and to help your child understand the importance of safe and responsible bus behaviour.

What are my responsibilities under the Code of Conduct?

Parents' and carers' roles

To actively support bus safety with their school aged children.

Parents' and carers' rights

- Safe and comfortable travel for their children.
- To be respected and treated fairly.
- To be consulted and to receive accurate information about the bus behaviour of their children.

Parents' and carers' responsibilities

- To ensure that their children are capable of travelling independently on the bus.
- To ensure their children have an understanding of the Code and the bus rules.
- To communicate respectfully with the operator, school and transport staff.
- To teach their children about bus safety and consequences for misconduct.
- To demonstrate appropriate bus travel behaviours to their children.
- To co-operate with the school and bus operator in managing bus misconduct.
- To ensure the safe travel of their children to and from the bus stop.
- To be available for discussions about the behaviour of their children.

Parents' and carers' expected behaviours

- To provide their children with the correct bus fare.
- To cooperate with their children's school and the bus operator in discussing behaviour incidents and in implementing any agreed disciplinary action.
- To communicate with the bus operator and the school about their children's bus transport and respond to phone and written communication.
- To address concerns about their children's bus travel by promptly contacting the bus operator so that relevant issues can be managed using the procedures outlined in the Code.

What if a student does not pay the bus fare?

Unfortunately, the incidence of fare evasion by school students has increased in recent times. Some students have exploited the framework for safe travel of school students by not paying the correct fare, thinking that they will not be refused travel. As a parent/carer, you need to let your children know that they cannot expect to travel on the school bus unless they pay their fare and that there are consequences for fare evasion. Therefore, you must ensure that they have the required bus fare for their school bus travel.

What about bullying on the bus?

Bullying is a complex societal issue which is not the responsibility of just one individual or group. Everyone, especially those who have responsibility for the care of children, need to cooperate in managing bullying.

Physical bullying which affects the safety of bus travel can be easily observed and is dealt with under the Code. However, other forms of bullying, while being totally unacceptable, can be very difficult to identify as threats to passenger safety. When the bus driver has concerns, either observed or reported, of bullying issues the bus operator will be advised and will then inform the school of the situation.

Useful information about strategies to identify and to deal with bullying is available for parents/carers at www.bullyingnoway.gov.au.

What can I do if I am dissatisfied with the bus service?

If you are dissatisfied with any aspect of the service provided by the bus company you should contact the bus operator to lodge a complaint and to attempt to resolve the issue. If you are not able to resolve the matter effectively with the operator you can consider referring the issue to the nearest Department of Transport and Main Roads Translink regional office (school transport) (for list of locations refer to www.translink.com.au/schooltransport) to investigate according to the Department's complaints management process.

What can I do if I am dissatisfied with a decision made by the bus operator?

After implementing the processes outlined in the Code, an operator may decide to refuse a student travel on the bus or to implement alternative consequences. If you are dissatisfied with this outcome you may request that the operator review the decision.

If attempts to resolve your dissatisfaction with the operator's decision are unsuccessful and you wish to take the matter further, more formal procedures are involved. In these circumstances you may contact the nearest Department of Transport and Main Roads Translink regional office (school transport) (for list of locations refer to www.translink.com.au/schooltransport) and request, in writing, a review of the decision.

What are the possible consequences for not following the Code*?

Category 4: The behaviour is immediately life threatening

- Refused bus travel for a defined period (school weeks) plus behaviour agreement (agreement period up to one school year) or
- Permanent refused travel.

Category 3: The behaviour is dangerous/destructive and highly likely to cause immediate harm to property and others

- Refused bus travel (maximum 10 school weeks) plus behaviour agreement (agreement period up to one school year).

Category 2: The behaviour is unsafe where there could be harm to property and others

- First Report – refused bus travel (maximum five school days).
- Repeat Report within 10 school weeks – refused bus travel (maximum 10 school days) and/or behaviour agreement (agreement period up to 10 school weeks).

Category 1: The behaviour is irresponsible but not likely to cause harm

- Report of single incident – written caution considered.
- Report of repeat of incidents in single journey – written caution and/or one to two days refused travel.
- First Repeat Report in 10 school weeks (repeat incidents across multiple journeys) – written caution and/or one to two days refused travel.
- Second Repeat Report in 10 school weeks – maximum five days refused travel and/or behaviour agreement for up to 10 school weeks.
- Third Repeat Report in 10 school weeks – maximum 10 days refused travel and/or behaviour agreement for up to 10 school weeks.

** In some circumstances an alternative consequence may be considered appropriate.*



Code of Conduct for School Students Travelling on Buses

Information for Students

What is the Code of Conduct for School Students Travelling on Buses?

The Code outlines expected standards of primary, middle and secondary school student behaviour while travelling on buses so that bus travel can be safe and enjoyable for everyone. The Code provides clear processes for dealing with misconduct and outlines consequences for students who misbehave. The Code encourages all students to be safe and responsible passengers.

How can I be a safe and responsible passenger?

If you follow these guidelines for student expected behaviours you will be a safe and responsible passenger:

Students' role

To be a safe and responsible passenger.

Students' rights

- To be safe
- To be respected and treated fairly

Students' responsibilities

- To act safely and responsibly by:
  - following driver instructions
  - following the bus rules and the Code
  - respecting self and others
  - respecting own property and the property of others
  - communicating respectfully with others
  - accepting consequences for bus misconduct.

Students' expected behaviours

- Hail the bus and wait in an orderly manner.
- Respect other people and their property.
- Behave in a way that ensures a safe bus journey for all passengers by:
  - following bus rules
  - staying in the right place
  - behaving in a calm, non-aggressive way
  - keeping hands and feet to self
  - speaking politely
  - storing all objects safely
- Get off the bus in an orderly manner.
- Follow the driver's safety instructions.

Description of students' expected behaviours

Hail the bus and wait in an orderly manner

- Stand in a visible location or at a designated bus stop
- Stand well back from the edge of the road when waiting for the bus
- Hail the bus as it approaches
- Remain quiet and calm without pushing or shoving
- Be patient and wait until the bus comes to a complete stop before getting on
- Have bus pass, ticket, card or money ready
- When the bus stops, move quietly to the bus

Respect other people and their property

- Speak respectfully to the driver and other passengers.
- Respect other people's belongings and personal space.
- Ask for permission before touching other people's belongings.
- Keep hands, feet and belongings to self.
- Follow the driver's directions.
- Follow the bus rules.
- Look after the bus and bus equipment by making sure students:
  - leave the bus and bus equipment tidy and undamaged
  - report any damage to the driver.

Behave in a way that ensures a safe and enjoyable bus journey for all passengers

- Show the driver bus pass, ticket or ID upon request.
- Pay the correct bus fare.
- Show care, courtesy and common sense while on the bus.
- Sit properly on the bus (if a seat is available) and make sure to:
  - place feet on the floor
  - keep hands and feet out of the aisle
  - face the front of the bus
  - wear a seatbelt at all times, if one is available
  - store belongings under the seat or in an appropriate luggage area
  - remain seated until the bus has come to a complete stop and the door is opened
  - keep entire body inside the bus.
- If required to stand:
  - remain in the area designated by the driver
  - face the front of the bus
  - hold the rail firmly.
- Avoid distracting the driver and remember to:
  - speak quietly
  - use calm voices and polite language
  - use headphones or mute options when using hand-held computer games or electronic devices.
- Keep doors and aisles clear.

Get off the bus in an orderly manner

- Get off the bus at the designated stop.
- Press the stop button once to signal the intention to get off at the next bus stop or raise hand and say "next stop" to the driver.
- Begin to move to get off the bus when the bus has come to a complete stop and the door is opened.
- Gather belongings and leave the bus in a quiet, safe and orderly way.
- Remove headphones so that the traffic can be heard.
- Wait in a safe location until the bus has moved away before making a decision to cross the road.
- Cross the road safely
  - look to right, left, right again
  - make sure the roadway is clear
  - walk, don't run.

In case of an emergency or a breakdown, follow the driver's safety instructions

- Follow the driver's instructions at all times.
- Wait until the bus stops before standing up to get off.
- Leave the bus in a quiet and orderly way.
- Wait in the area indicated by the driver.

What are the possible consequences for not following the Code*?

Category 4: The behaviour is immediately life threatening

- Refused bus travel for a defined period (school weeks) plus behaviour agreement (agreement period up to one school year).
- Permanent refused travel.

Category 3: The behaviour is dangerous/destructive and highly likely to cause immediate harm to property and others.

- Refused bus travel (maximum 10 school weeks) plus behaviour agreement (agreement period up to one school year).

Category 2: The behaviour is unsafe where there could be harm to property and others

- First Report – refused bus travel (maximum five school days).
- Repeat Report within 10 school weeks – refused bus travel (maximum10 school days) and/or behaviour agreement (agreement period up to 10 school weeks).

Category 1: The behaviour is irresponsible but not likely to cause harm

- Report of single incident – written caution considered.
- Report of repeat of incidents in single journey – written caution and/or one to two days refused travel.
- First Repeat Report in 10 school weeks (repeat incidents across multiple journeys) – written caution and/or one to two days refused travel.
- Second Repeat Report in 10 school weeks – maximum five days refused travel and/or behaviour agreement for up to 10 school weeks.
- Third Repeat Report in 10 school weeks – maximum 10 days refused travel and/or behaviour agreement for up to 10 school weeks.

** In some circumstances an alternative consequence may be considered appropriate.*

Passenger code of conduct

TransLink is committed to providing a safe and inclusive environment for everyone on public transport.

This code of conduct applies to customers travelling anywhere on our network; either on a service or at any public transport stop or station. To help us ensure everyone has a safe and comfortable journey:

Respect

- Treat all public transport staff and other passengers with courtesy and respect. Verbal or physical aggression towards staff or other passengers will not be tolerated.
- Report any incidents of anti-social behaviour (including incidents of bullying, harassment, discrimination and vilification of any kind) to either a driver or public transport staff at the time the incident occurs.
- Please let everyone disembark the service before boarding.
- Be mindful of other passengers, such as people with disabilities, seniors, pregnant women or people with small children, and offer them your seat.
- If you're sitting in an area designated for the use of persons with disabilities or with reduced mobility, you will need to vacate your seat when such people board the service.

Any immediate threats of physical harm to people or property should be reported to Police on 000. Non-urgent matters can be reported to Policelink on 13 14 44.

Safe and efficient

- It is the customers' responsibility to ensure they have a valid ticket for the entirety of their journey. Have a go card, valid paper ticket, or the correct fare ready before boarding and ensure you have a valid ticket to travel for the entire length of your journey.
- If you're travelling on a concession fare, you need to have your proof of entitlement with you and be able to show staff when requested.
- If you're a student travelling on a concession fare, please let adults have your seat if the service is full.
- Keep doorways and walkways free from bags and other items, and please don't put your feet or bag on seats.
- Please don't talk to or distract the driver of a public transport service while you are travelling. Never interfere with controls or safety equipment as this could endanger the driver and other passengers.
- Please don't bring excessive luggage on board, or occupy more than one seat. Use the storage racks on the service if available.

Clean and comfortable

- Animals are not allowed on a public transport service, unless they are an approved guide, hearing, or assistance animal.
- Smoking is not allowed on public transport services or near public transport infrastructure such as bus stops or terminals. This includes electronic cigarettes.
- Food and drink is not allowed to be consumed on board services and please take any rubbish with you.
- Use earphones when listening to music or watching videos on a personal device, and keep the volume at a reasonable level. Please don't play musical instruments on a public transport service.

If you have an issue to report or if you see something on your public transport service that is not right, call us on 13 12 30 or complete our online feedback form (https://translink.com.au/contact-us/feedback).

Thank you for adhering to this code of conduct.

Related links

- Queensland Anti-Discrimination Act 1991 (https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085)
- Conditions of travel (/tickets-and-fares/conditions-of-travel)

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PRIVACY STATEMENT

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS).

The information will only be accessed by school employees administering the SRS.

However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery.

Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law.

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