



CHANCELLOR STATE COLLEGE MIDDLE CAMPUS

VISION

- To empower adolescent learners to be successful in their life pathways.

VALUE

- Rigour - through Challenge and Commitment
- Relevance - through Connection
- Relationships - through Care, Cooperation and Courtesy
- Resilience - through coping with Change
- Reflection – through Innovation and ‘Best Practice’
- Responsibility – through ‘owning’ individual pathways to success and being part of a community.

We aim to provide experiences, opportunities and challenges that enable young people to be ‘the best they can be’.



WELCOME TO OUR MIDDLE SCHOOL

Welcome to Chancellor State College Middle School (Secondary Campus). The Middle School is a purpose built facility for our Year 7 - 9 students. Our Primary Campus opened in January 1997, whilst the Middle School opened in January 2004 (with Years 7 and 8) and progressed to Year 9 in 2005. 2006 saw our College extend its Campuses to include the Secondary Campus.

Our Middle School philosophy aims to embrace the fundamental values and beliefs that create dynamic, innovative and relevant learnings for our adolescent students. Research over the past 10 - 15 years has identified the need for educational institutions to 'refocus' and reform curriculum, school environment and teaching pedagogy. Our Middle School is committed to use current educational research to inform the design of the learning environments we create for our students. Our Vision statement identifies the '6 R's' (Rigour, Relevance, Relationships, Resilience, Reflection and Responsibility) that inform the way in which we aim to assist the academic, emotional and social development of adolescents.

The Middle School is fortunate to be located in the Sippy Downs Educational Precinct. Partnerships with the University of the Sunshine Coast and Education Queensland's ICT Centre create genuine and relevant learning experiences for our students and staff. Further, the future growth of the 'Health Hub' will create a greater depth of partnerships and opportunities for our learning environment.

We are committed to generating a 'futures' focused curriculum that is driven by a dynamic curriculum. The foundations of this curriculum insist that teachers and staff embrace 'life long' learning, whilst fostering creative thinking, intellectual rigour, learnings that are 'connected' and a sense of individual and team success. Our professional staff aim to continually enhance student programs to ensure they are challenging, and assist our students to become confident and personally responsible young adults. Our curriculum is continually updated to match student needs and current 'best practice'. Further, our growing International program and exchanges permit deeper understanding and acceptance of students' role in a global community.

Our Middle School teachers work closely with Primary & Senior School colleagues to ensure a smooth transition from the Primary Campus (Yr 6 to Yr 7) and then transition to the Senior Phase of Learning (Yr9 to Yr10).

Our 'state of the art' facilities and professional team of teachers focus on the integration of ICTs as a tool for everyday working and learning. This same team of staff are continually engaged in reviewing, reflecting and updating their own professional skills. This commitment assists our Middle School to create challenging, innovative and relevant learning experiences for our students.

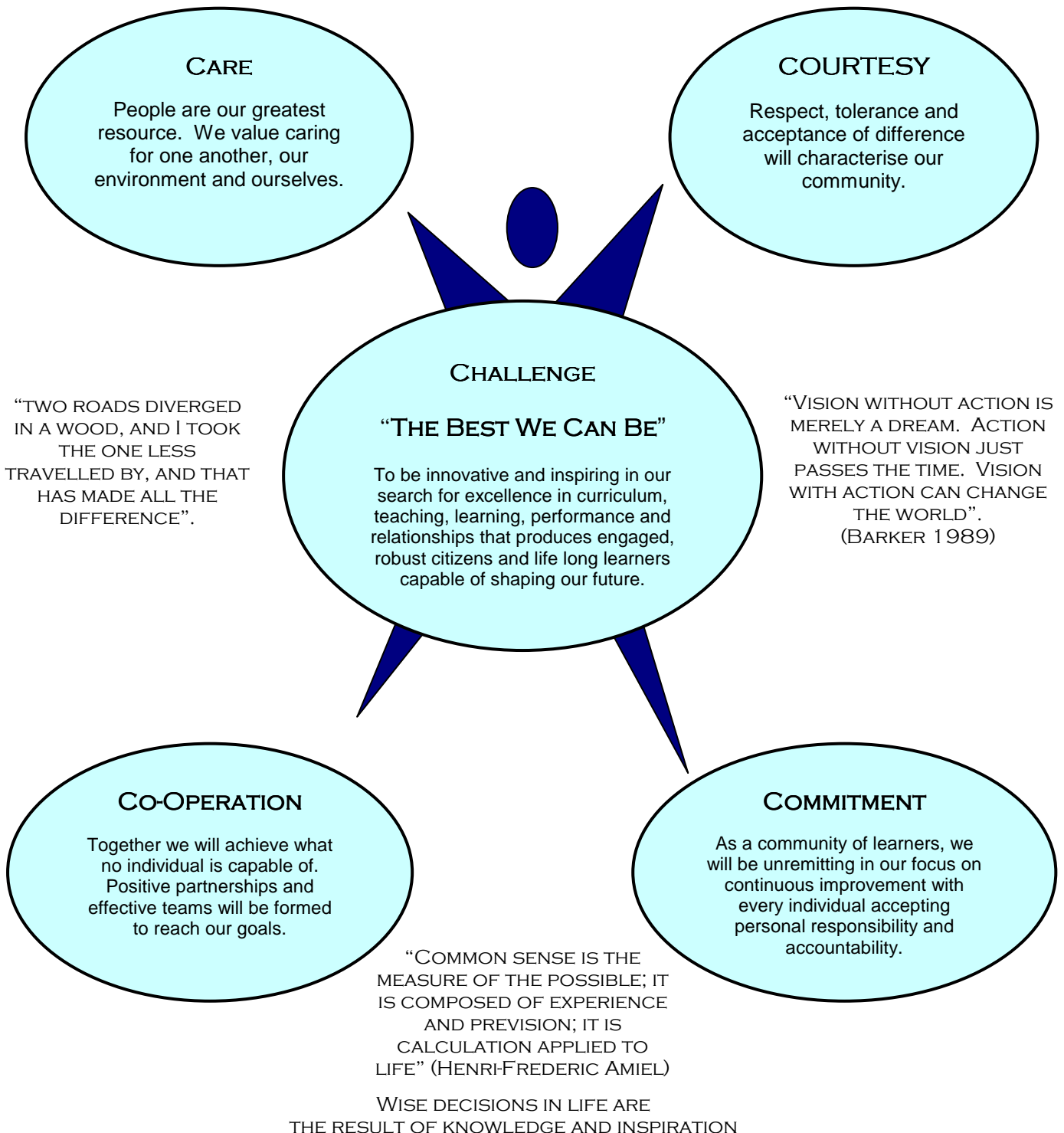
We invite you to be part of the 'Chancellor' experience. We look forward to partnering your students on their learning journey and will encourage them to **all** to be 'the best we can be'.

Learnie Jensen-Steele
Secondary Campus Principal

CHANCELLOR STATE COLLEGE

A COMMUNITY OF LEARNERS

COLLEGE CHARTER



CHANCELLOR STATE COLLEGE

A COMMUNITY OF LEARNERS

STUDENT CHARTER

"MANAGEMENT IS DOING THINGS RIGHT; LEADERSHIP IS DOING THE RIGHT THING". (DRUKER & BENNIS, 1989)

CARE

We will help each other and show respect, support and encouragement for everyone.

COURTESY

We will respect everyone by treating them the way we wish to be treated.

CHALLENGE

"THE BEST WE CAN BE"

We will make the most of our opportunities to achieve our best.

"I AM IN CONTROL OF MY OWN DESTINY"

"SUCCESS TOMORROW BEGINS TODAY!"

"WHY GIVE UP WHEN SUCCESS IS JUST AROUND THE CORNER?"

"THE BETTER THE EFFORT, THE BETTER THE RESULTS".

CO-OPERATION

We will listen to each other and work together as a team.

"COMMON SENSE IS THE MEASURE OF THE POSSIBLE; IT IS COMPOSED OF EXPERIENCE AND PREVISION; IT IS CALCULATION APPLIED TO LIFE" (HENRI-FREDERIC AMIEL)

WISE DECISIONS IN LIFE ARE THE RESULT OF KNOWLEDGE AND INSPIRATION.

COMMITMENT

We will work hard and never give up.

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ADDRESS AND CONTACT DETAILS – GENERAL SCHOOL INFORMATION

ADDRESS:

Chancellor State College
Sippy Downs Drive
Sippy Downs Qld 4556

POSTAL ADDRESS:

Chancellor State College
PO Box 7066
Sippy Downs Qld 4556

TELEPHONE: 5453 3222**FACSIMILE:** 5453 3200**OFFICE HOURS:** 8.00am to 3.30pm**WEBSITE:** www.chancellorsc.eq.edu.au**EMAIL:** secondary-enquiry@chancellorsc.eq.edu.au**EXECUTIVE PRINCIPAL:**

Bevan Brennan

CAMPUS PRINCIPAL:

Leanne Jensen-Steele

DEPUTY PRINCIPALS:

Middle School	Glen Robinson
Senior School	Barry Dittman
College	Mark Treichel

ACADEMY HEAD OF DEPARTMENTS:

Curriculum - Middle School.....	Troy Ascott
Student Services	Ron Harrison
World & Change	Victoria Anstey
Business & Enterprise Innovation...	Dale Dittman
Art & Design Technology.....	Ann Hounslow
Research & Discovery	David Thomson
Senior Schooling	Natasha Wicks

BUSINESS SERVICE MANAGERS:

Angela Anderson
Natalie Richter-McQueen

ASSEMBLIES

Our school gathers each week either as a whole campus, sub-school or in year level teams to celebrate the efforts and achievements of students. Students are responsible for leading these assemblies to develop skills in leadership and public speaking.

Assemblies are an opportunity for us to celebrate the success of students – academic, sporting, social and cultural achievements.

ASSIGNMENTS / KEY ASSESSMENT TASKS

All students will be engaged in completing in-depth learning tasks that require investigation, application and synthesis of knowledge. These tasks will challenge students and require them to be committed learners.

Student Responsibilities

- Develop a plan for completing tasks on time and add due dates to student diary.
- Complete all work by due dates (including drafts and final products).
- Ask for assistance when needed.
- Use class time assigned for assessment tasks/assignments efficiently.
- Special considerations need to be negotiated BEFORE the due date if required.
- A medical certificate is required for incomplete or late work.

Teacher Responsibilities

- Support students in planning to complete tasks by due dates.
- Provide some class time for completion of tasks.
- Provide detailed task and criteria sheets for student reference.
- Contact parents/guardians for support when work is incomplete or late.
- Liaise with year level coordinators and school administration for persistent incomplete or late work.
- Provide feedback to students re performance in tasks/assignments.

Parent/Guardian Responsibilities

- Discuss with student tasks/assignments due for the term.
- Encourage student to plan and work towards task completion through appropriate time management.
- Assist student in accessing resources needed for task completion.
- Contact class teacher for support if required.

ATTENDANCE AT SCHOOL

Students must attend school regularly in order to ensure satisfactory learning outcomes. If your child is absent from school please notify the school, either:

- in **writing**,
- by **phoning the student absence line** (5453 3260),
- or by **email** (secondary-enquiry@chancellorsc.eq.edu.au).

This ensures our accountability and your child's safety/wellbeing. Students who arrive late must sign in at the school office in the Administration building. Students require a note from a parent/guardian explaining late attendance. Once again, this is linked to effective management achieving the best possible academic outcomes.

Absenteeism

Teachers will report unexplained student absences of more than three days to the Administration – assuming no other communication has been made. Formal correspondence will be sent home if absences reach 3 days in a row without explanation and at the end of each term regarding all unexplained absences. The Administration team will request that communication be made, to work towards support structures or otherwise. If school communication is not responded to, the Department of Child Safety will be involved to ensure your child's safekeeping.

BOOKWORK

Student bookwork provides a record of the daily learning experiences and a reference for ongoing study and review. Well presented and organised notes and diagrams allow for effective review of the material.

Student Responsibilities

- Bring appropriate resources to class each day.
- Use black or blue biro or pencil (no coloured pens) for written work.
- Use a margin and date all written work.
- Write legibly.

Teacher Responsibilities

- Model appropriate bookwork and note-taking procedures.
- Check work regularly.

Parent/Guardian Responsibilities

- Ensure student has the materials/resources required for classes.

BYTES CAFÉ

The Cafeteria operates five days a week. It provides an array of food types to meet students' needs and to raise funds for the P&C. The cafeteria operates under the 'Healthy Schools' policy.

Volunteers are always welcome. If you are willing to help, please contact the Cafeteria Convener, Rosemary Shepperd, on 5453 3242 or the office for further information.

CODE OF BEHAVIOUR

Chancellor State College expects and achieves a very high standard of behaviour from all members of our school community.

Our Goal

We believe we must work together to help students create productive partnerships and successful outcomes in a community environment.

CODE FOR STUDENTS

Expectations

All students and members of the school community are expected *at all times* to:

- Respect the rights of others.
- Be aware of their responsibilities.
- Observe classroom and school rules.
- Act *courteously, cooperatively, considerately* and with *common sense*.
- Commitment & accept challenges presented.

Strategies

We use strategies that encourage each student to accept responsibility for his/her behaviour. These practices are based on the techniques and methods of leading educationalists in behaviour management – predominately linked to Restorative Practices that involves students **rethinking** chosen behaviours and attitudes.

STRATEGIES AND PRACTICES INCLUDE

Our Beliefs

- Adults in the school are positive role models, leading through example.
- Teachers and students work together to develop classroom expectations that allow every child to learn and feel safe.
- Positive and appropriate behaviour is encouraged.
- Students are reminded of classroom and school policies.
- Logical consequences are used for abuse of guidelines.
- Students are assisted to learn productive ways to resolve conflict.
- Students are expected and assisted to work out how they are going to improve their behaviour and be part of a 'team' environment.

Where necessary

- If a student persistently misbehaves, parents/guardians will be requested to visit the school to be involved in creating a support structure for students.
- Administration and specialist teachers provide additional support.
- Counselling services are provided through our support services.
- Students are withdrawn from class into the 'Rethink' facility.
- Students are suspended and/or excluded from school.

Harassment

Harassment means teasing, hurting or upsetting another person through:

- Physical threats or actions (e.g. hitting, punching, kicking).
- Verbal threats (e.g. taunting, teasing, swearing, harassing).
- Non-verbal threats or actions (e.g. aggressive looks, body language, gestures).
- Extortion (e.g. threatening another person with violence to obtain something of value: money, toys, food)
- Exclusion (e.g. deliberately ignoring someone and/or excluding them from games, friendship groups and activity groups).

Our school does not condone or tolerate harassment in any form. To ensure the safety and wellbeing of all students, staff will respond to any harassment. Parents/Guardians may be requested to work with staff and students to ensure positive partnerships. As often as possible, Restorative Practises will be used to assist resolution of this situation.

Each member of our community has the right to feel safe and respected in our school environment. Educational proactive and reactive processes may be used to curb ongoing harassment issues – suspension/exclusions may ultimately result.

COMMUNICATION BETWEEN SCHOOL AND HOME

Ongoing communication between school and home plays a vital role in your child's learning experience. We encourage you to be involved and to communicate with teachers about your child's progress. **It is important to notify us if you have a concern or if you believe your child is experiencing a problem.**

SOME WAYS OF COMMUNICATING ARE

Parent/Guardian - Teacher meetings

You are welcome to discuss your child's progress with the teachers concerned. Please organise a mutually agreeable meeting time. Teachers are unable to meet with you while they are responsible for supervising other students. Please telephone or email to coordinate a mutually agreeable time.

Parent/Guardian - Teacher interviews

Parent/Guardian-teacher interviews are arranged for the end of Term One and Three. A 'Summary of Interview' form is available to parents/guardians who attend these interviews. These interviews provide an opportunity for teachers to discuss student progress, classroom procedures / issues and teacher / student expectations.

Parent/Guardian - Guidance Officer / HOD / Deputy Principal / Campus Principal Meetings

Parents/Guardians are welcome to discuss their child's progress with any of the above mentioned support personnel. Each year level has an assigned Administration person to support communication and consistency. Please telephone the office to make an appointment.

Messages

Contact with the school can always be made by telephone, email or letter. Letters that contain sensitive information should be sealed and addressed to the intended reader. Phone messages will be relayed to teachers.

Newsletter

The electronic campus newsletter is emailed home each fortnight. Parents/Guardians can register for the Schoolzine publication by visiting the school website and following the links or by visiting the websites listed below. Newsletters contain information about College activities, student achievements, coming events, and educational information.

Please register online at:

www.schoolzine.com.au/secure/chancellorpc6295 (for Primary newsletter)

www.schoolzine.com.au/secure/chancellorsc6294 (for Secondary newsletter)

An archive of past newsletters is also available on our College website.

COMPUTERS

Information and Communication Technologies play a crucial role in the expansion of learning opportunities for your student. All teachers in our college are equipped with laptop technology to ensure integration of digital resources in the learning and teaching process. In the Senior School we have adopted two processes to ensure student access to these resources.

- College Resources and Student Laptop Program (**Me** Learning for Senior School)
- College Resources: The school's curriculum network for Year 7-12 includes over 500 computers. We have pods of computers and data projectors in most classrooms.

Further, we have computers located in:

- Resource Centre
- Industrial Technology Systems Building
- Internet Café
- Enterprise Building
- Digital Imaging Room
- Flexible Learning spaces
- Mobile Laptop Trolleys
- Lower L Block (SD19)

Students have access to the latest software packages, whilst using ICT as an integrated tool within the learning process.

CURRICULUM – UNITS OF EXCELLENCE

ESSENTIAL LEARNING PROGRAM

The **Essential Learning Program** encompasses the 'Essential Learnings' as outlined by the Queensland Studies Authority in the areas of LITERACY and NUMERACY are addressed.

Literacy

Literacy is at the heart of all learning on the Middle Campus. Genres (writing styles) that are covered fall out of the INTEGRATED STUDIES PROGRAM and are complemented by skill development during the Essential Learning Program. Our challenge is to coordinate a program of excellence in literacy development, using techniques appropriate for the 21st century. It is in the interplay of scaffolding dynamic genres, including a range of multi-literacy's, supported by solid skills development during ELP that a rigorous contemporary program takes shape.

Numeracy

At Chancellor State College numeracy learning is focussed in real world contexts whilst ensuring basic mathematical concepts are addressed. To this end, ours is a program of spiralling skills development during the ELP complemented by MATHEMATICAL KEY ASSESSMENT TASKS that are linked to the units covered in the Integrated Studies (outlined below). The ultimate aim of approach to numeracy is to embed within students a competent set of numeracy skills whilst encouraging them to think numerically within a range of deep and challenging contexts.

INTEGRATED STUDIES

At Chancellor we have a unique, award winning approach to the delivery of an integrated curriculum that engages students in dynamic learning relevant for the students of tomorrow.

Integrated Studies merges the ‘Essential Learnings’ from Key Learning Areas (KLA) in a coordinated and rigorous approach to learning for new and changing contexts of the world we live in. Ours is an Inquiry Based Approach that aims to develop students as lifelong learners who are resilient in a world of change, thinkers and innovators in a dynamic global village.

The integrated curriculum is organised into five worlds (which have specific KLA and strand foci), and continues the work undertaken in the P-6 Chancellor campus.

	Natural World	Changing World	Amazing World	United World	Personal World
Base KLA	Science	SOSE	Science	SOSE	HPE
Strands	<i>Earth and Beyond, Life and Living</i>	<i>Time, Continuity & Change, Systems, Resources and Power</i>	<i>Energy & Change, Natural & Processed Materials</i>	<i>Culture & Identity, Place & Space</i>	<i>Health of Individuals and Communities, Enhancing Personal Identity</i>

Embedded within each of the units are skills and processes from the **ENGLISH**, **TECHNOLOGY** and the **ARTS** syllabi. It is completing the Essentials from these KLA's that students develop skills in analysing and composing language, designing and constructing projects and expressing knowledge and opinions. These processes, therefore, are encouraging a depth of sustained inquiry.

The integration of **INFORMATION** and **COMMUNICATION TECHNOLOGIES** (computers and associated technology) is a focus of every unit, with students using these skills to research, process information and present work within a range of applications. OUR FOCUS IS ON CREATING REAL LIFE EXPERIENCES.

ENHANCED LEARNING OPPORTUNITIES (ELO's)

Enhanced Learning Opportunities (ELOs) are learning options designed to complement Integrated Studies by adding richness and depth of experience within the learning options chosen by the students. ELOs end with a **Culminating Task** that showcases the skills and knowledge developed during the term or semester.

ELOs respond to a growing body of research that suggests that students as young as ten respond positively to guided choice within the curriculum. As an options program, the ELOs are designed to attract students in activities that are **relevant** and **stimulating**. In some cases, ELOs may have a direct link to future educational and work pathways. In other cases, ELOs may add to the students' breadth and enjoyment within a particular key learning area. In all cases, it is important that students choose their ELOs wisely, after discussions with parents/guardians.

As the ELO program is an options program there may be additional costs to do some of the ELO's. These costs are available in the ELO handbook and must be paid prior to the commencement of the ELO program.

ACTIV8

Activ8 is a unique feature of our school day. It is a 20-minute Fitness/Activity program designed and shared by Teams. It involves interactive team games created and developed by students and staff to enhance the active start to the day - healthy body and mind - whilst engaging in team building activities.

HEALTH AND WELLBEING

Recognises and addresses the inclusion of physical activity, physical education, sport, health, personal development and skill acquisition as integral to the Chancellor State College curriculum and the student's personal growth.

MY JOURNEY

My Journey embraces the 'affective' goals of the curriculum and aims at developing students' social skills, thinking skills and building habits for them to be successful in life. The program provides opportunities for students to: identify their strengths, learning and career pathways; track and develop their personal growth; reflect on their progress and learning; and develop a sense of community.

SPECIAL EVENTS AND ACTIVITIES

Throughout the year a number of events are organised. You will be notified of these events through the school's newsletter, or a letter directly home.

Specialist language teachers provide an interesting program incorporating language, literature, cooking and an extensive International Visitors Program.

EXCURSIONS

Excursions and camps will be organised throughout the school year. You will be notified of these trips well in advance. Full school uniform is required while on excursion (unless otherwise negotiated).

ENROLMENT PROCEDURES FOR NEW STUDENTS

Enrolment procedures aim to identify and monitor the individual education needs of your child. If you do not reside within Chancellor's Management Plan area and wish to proceed with enrolment, please address your inquiries to the Executive Principal.

Appointments for enrolment can be made through the Administration Office. A member of the Administration team or the Guidance Officer will conduct the interview with you and your student. You will need to supply:

- Evidence that you reside within our boundaries (2 documents required eg. Rates Notice, Lease Agreement, Electricity Bill),
- Report Card - most recent,
- Birth Certificate,
- Transfer Note if you are coming from another Queensland State Secondary School,
- Completed Enrolment Handbooks and Enrolment Forms prior to the interview.

Our enrolment procedure consists of discussions of school philosophy and expectations, class allocation, discussion of books, uniform and equipment issue, and general operational policy. These processes are all essential in order that your child has a smooth transition into our school.

Interstate and overseas students may need to specifically meet with the Guidance Officer to ensure the most appropriate placement.

Enrolment Handbooks/forms and documents listed above must be completed and handed into the Administration Office 24 hours prior to the enrolment interview to allow for class allocation and a smooth transition into school.

EXCURSIONS, CAMPS & ACTIVITIES

PAYMENT REQUIREMENTS

Payments for all excursions, camps and activities must be received at the office two (2) days in advance of the excursion.

Before a student can be considered for participation in school excursions, camps or activities, all 'outstanding' family payments must be up-to-date.

A Parent who has elected to participate in the Student Resource Scheme must have:

- Fully paid for all students in their family for the Student Resource Scheme and all previous excursions, camps and activities; OR
- Paid for all students in their family for the Student Resource Scheme up-to-and-including the term in which the excursion, camp or activity takes place and all previous excursions, camps and activities; OR
- Made REGULAR on-going payments for all students in their family towards the Student Resource Scheme and all previous excursions, camps and activities (as per the payment plan previously arranged with the school).

A Parent who has elected NOT to participate in the Student Resource Scheme must have:

- Fully paid for all students in their family for all previous excursions, camps and activities; OR
- Be up-to-date with all on-going payments for all students in their family towards all previous excursions, camps and activities (as per the payment plan previously arranged with the school).

Provisions are made for families who experience financial difficulties in meeting the costs of camps and excursions. Confidential enquiries for assistance may be made to a member of Administration.

APPLICATION FOR REFUND

Refund Policy

- All requests for refunds must be made within 30 days of the activity on the 'Application for Refund Form'.
- A 10% administration fee will be held on all refunds.
- If payment in advance is made by the school to the venue, no refund will be available. Transport cost may also be deducted from refunds due to our costing schedule.

Please note that any refund processed will be automatically credited to your school account if there is money owing.

If there is no money owing on your family account a refund will be processed into your nominated bank account.

GUIDANCE

The role of a Guidance Officer is primarily one of counselling whether it is individual students, groups of students or families. The areas in which we work include:

Educational Counselling	Study skills, goals development, Education Adjustment Profiles (EAP), psychoeducational assessments, special considerations, subject considerations and decision-making.
Career Counselling	Enhancing student knowledge of job descriptions, career information and vocational direction.
Personal Counselling	Conflict resolution, stress and time management, behavioural concerns, grief, mental health issues and personal development.

Students and parents/guardians are welcome to access our Guidance Officer by appointment.

HEALTH

Accidents and Illness

Students who are sick or injured receive treatment from staff trained in First Aid. Parents or primary care givers will be notified where a condition cannot be treated by First Aid.

If a sudden illness or suspected serious injury occurs, the Ambulance will be called and if necessary will take your child to the nearest hospital or doctor. Parents are contacted to inform them of serious injuries. If you cannot be contacted, your child will still receive treatment. Treatment provided will be at your expense.

Contact Details must be kept up to date to ensure that you, your family doctor or the emergency contacts you have submitted on your enrolment form can be contacted in an emergency. You should also update any medical information relevant to your child health and safety.

Dental Van

A mobile dental clinic provides a free service to students each year. It operates from the school grounds and is staffed by dental therapists and dental nurses. The Nambour School Dental Service can be contacted on 5441 2763 for dental emergencies or

treatment. Children are only treated if written consent is received from parents or guardians. Consent forms are sent home prior to the clinic visiting the school.

Head Lice

This is a problem within schools and can only be managed by consistent and persistent support from parents. **Check weekly. Treat quickly. Tell the school.** Please report any infestation to the school office so that a reminder letter can be sent to all parents in that class to check children's hair. Further information and facts related to the treatment of head lice can be found on the Queensland Health Website or can be requested at the office.

Immunisation

There is no policy requiring immunisation of students but parents whose children are infectious should inform the College so other families can be informed. Some infectious diseases require exclusion from school. See the Qld Health Department Website www.health.qld.gov.au.

Medical Conditions

If your child has a serious medical condition, please inform school administration during enrolment and inform them of emergency procedures required. This information is displayed in the health room for quick reference.

Medication

If medication is to be administered during school hours, parents must complete a medication form available from the school office. All medication must have a pharmacy label with the **student name, dosage and specific time** medication is to be administered included on the label. Any homeopathic medications must be accompanied by a letter from your practitioner. If these guidelines are not adhered to, school staff cannot be authorised to give medication to a student.

Asthma Medication

Students can be responsible for inhalers at school with written permission from a parent or legal guardian. Please address your request to the school principal.

INFECTIOUS DISEASES CHART

CONDITION	CHILD WITH INFECTION	PERSON EXPOSED TO INFECTION
Chickenpox and shingles	Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over.	Exclude children with immune deficiencies e.g. Leukaemia or on chemotherapy
Conjunctivitis	Exclude until discharge from eye has ceased.	Not excluded
Cytomegalovirus	Exclusion not necessary	Not excluded
Diarrhoea (campylobacter, cryptosporidium, Giardia, rotavirus, salmonella, shigella)	Exclude until diarrhoea has ceased for 24 hours	Not excluded
Glandular Fever (mononucleosis)	Exclusion not necessary	Not excluded
Hand, Foot and Mouth disease	Exclude until all blister have dried	Not excluded
*Hepatitis A	Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate of recovery	Not excluded
Hepatitis B - Hepatitis C	Exclusion not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while sores are weeping (sores should be covered with a dressing where possible)	Not excluded
Human Immune-deficiency virus (HIV AIDS Virus)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo (school sores)	Exclude until treatment has started. Sores on exposed skin should be covered.	Not excluded
Influenza & influenza like illness	Exclude until well	Not excluded
*Measles	Exclude for at least four days after the rash first appears.	Immunised children not excluded. Non-immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person.
Bacterial Meningitis and meningococcal Infection	Exclude until well	Not excluded
Mumps	Exclude for 9 days or until the swelling goes down.	Not excluded
Parvovirus (erythema infectiosum, slapped cheek or Fifth Disease)	Exclusion not necessary	Not excluded
Ringworm, Scabies	Exclude until day after approved treatment has commenced	Not excluded
Head Lice		Not excluded
Rubella (German Measles)	Exclude for at least four days after the rash first appears.	Not excluded (Female students or staff of childbearing age should check their immunity to rubella with their GP)
Streptococcal infection (including Scarlet Fever)	Exclude until child has received antibiotic treatment for at least 24 hours	Not excluded
*Tuberculosis	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate	Not excluded
*Typhoid Fever (including paratyphoid fever)	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate	Not excluded unless advised by public health authority
#*Whooping Cough (pertussis)	Exclude for 14 days from onset of coughing or until patient has taken five days of a 7 day course of antibiotics. (erythromycin)	Household contacts who have received less than 3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of a 7 day course of erythromycin, or from 14 days after their last exposure to the infection

*Schools and childcare centres should notify the nearest Public Health Unit as soon as possible if attending children or staff are diagnosed with any of these conditions.

**Recommendations for exclusion of persons exposed to Whooping Cough (contacts) are specific to Qld Health and may differ slightly from recommendations in 'Staying Healthy in Childcare'.

HOMWORK

At Chancellor State College we consider homework to be an important aspect of a student's learning.

Regular, meaningful homework assists students to develop the required study routines for current and future educational pathways and instils a sense of responsibility. Homework allows parents/guardians to monitor the work and progress the student is experiencing at school.

When is Homework Set?

Homework is set each week and generally includes reading, consolidation or revision of work done in the classroom, learning or written work.

Homework will be given at a regular time each week to allow students and families to organise their time in advance.

Students may be required to devote some time to the completion of set work. This work is considered essential for:

- (a) completion of assessable tasks and assignments
- (b) preparation for study habits and expectation students will experience in senior school

Guidelines for the periods of time that students should spend each night in completing their homework are:

Year 7 – Approx ½ hour

Year 8-9 – Approx 1 hour

Student Responsibilities

- Record homework in school diary
- Complete work by due dates and return to school for checking
- Ask teacher/parent/guardian for assistance if needed

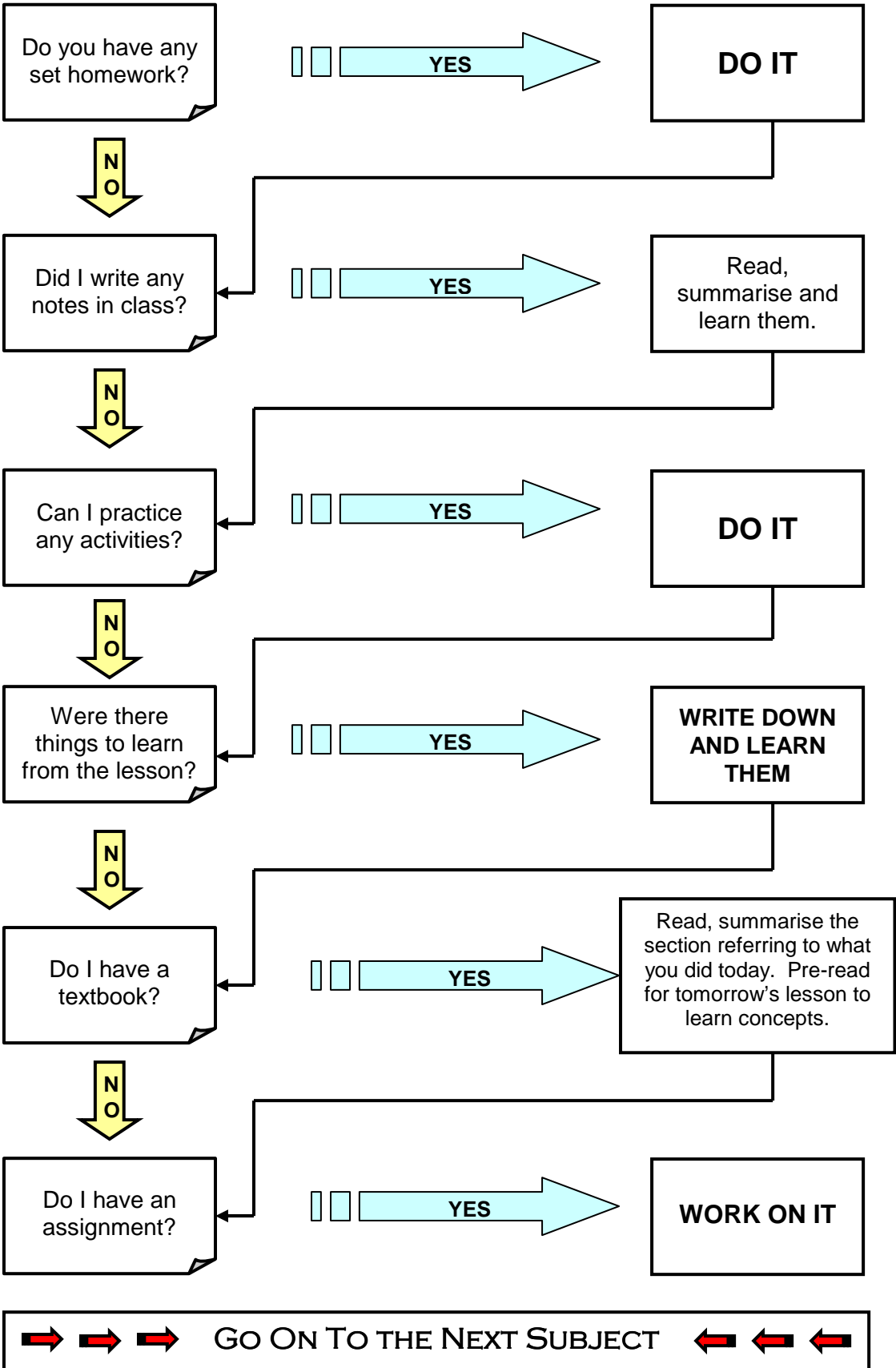
Teacher Responsibilities

- Set homework regularly and provide realistic due dates
- Support students in developing effective study and time management habits
- Check homework regularly
- Contact parents/guardians for support if homework is incomplete
- Liaise with year level co-ordinators and school administration if homework is persistently late or incomplete
- Many year levels have homework posted on the web (to share with parent/guardians).

Parent/Guardian Responsibilities

- Check student diary regularly for homework requirements
- Encourage regular study and effective time management
- Liaise with class teacher if difficulties with homework completion arise

HOMEWORK / STUDY GUIDE



ICT POLICY

ACCEPTABLE USE POLICY FOR THE COMPUTER NETWORK (STUDENTS)

DEFINITIONS

School Computer Network(s)

This term refers to the network of computers within the school. It incorporates the Local Area Network (School), a Wide Area Network, Electronic Mail System (Email) and the Internet.

User

Chancellor State College provides computer facilities to allow students and staff to access and use information sources via the School Computer Network. Access is conditional on users complying with the following CONDITIONS AND RULES FOR USE.

CONDITIONS AND RULES FOR USE

1. Acceptable use

- a) Access to the School Computer Network is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. **To remain eligible as a user, accessing the school's computer facilities must be in support of and commitment with the educational objectives of Education Queensland's Computers in Learning Policy.**
- b) Transmission of any material in violation of any School/Department Policy or Federal/State regulation is **prohibited**. This includes, but is not limited to, copyright materials, pornographic and threatening or obscene material.
- c) Use of commercial activities is unacceptable. Use for product advertisement or lobbying is also **prohibited**.
- d) **Execution of software not provided by Chancellor State College is expressly denied.** Only the software provided on the School Computer Network, in the form of icons on the computer desktop or in the 'Start' menu, is permitted to be used. Games, ICQ, MSN Messenger, Napster and similar programs, and copyrighted materials (e.g. MP3s) are examples of files that are not to be downloaded, installed or executed.
- e) Any student caught logging on with another user's ID number or password will be sent directly to a Deputy Principal for further action.

2. Privilege

The use of the School Computer Network and the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of network privileges.

3. Monitoring

Chancellor State College reserves the right to review any computer based material, for example user accounts or files server space, in order to determine whether specific uses of the network are appropriate. In reviewing and monitoring user accounts and files server space, the school shall respect the privacy of stored data. However, inappropriate material may be deleted or archived without notification.

4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following (some points will apply only when email accounts are made available to students):

- a) Use appropriate language. Don't swear; use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal laws.
- b) Do not reveal your personal address or phone numbers of students or colleagues.
- c) Note that electronic mail (email) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and may result in prosecution.
- d) Do not use the network in such a way that you would disrupt the use of the network by other users.
- e) All communications and information accessible via the network should be assumed to be private property.

5. No Warranties

- a) Education Queensland makes no warranties of any kind, whether expressed or implied, for the service it is providing. Education Queensland will not be responsible for any damage(s) a user suffers. This includes loss of data resulting from delays, no-deliveries, mid-deliveries, or service interruption caused by the school or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school or Education Queensland specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.
- b) All user files should be stored in the user's home directory on the network and/or on personal floppy disks. **Backups of files stored in the home directories should always be kept off campus.** Due to routine maintenance, any files stored on local machine hard drives may be erased without notice. Individual home directories may be cleared of files at the end of each school semester.

6. Security

- a) Security on any computer system is a high priority, especially when the system involves many users. Users should protect any passwords to ensure system security and their own privilege and ability to continue to use the system.
- b) If you feel you can identify a security problem on the network, you must notify a system administrator. (Administrators may be contacted at the school office). Do not demonstrate the problem to other users as this will result in the possible removal of computer privileges.
- c) Do not use another individual's account and never give your password to other students.
- d) Attempts to log on as a system administrator may result in cancellation of user privileges. Other penalties may also apply.
- e) Use of the Internet is allowed only under teacher supervision and with teacher permission.
- f) Any user identified as a security risk, through having a history of problems with this or other computer systems may be denied access to the school network and the Internet by Chancellor State College.

7. Vandalism and Harassment

- a) Vandalism and harassment will result in cancellation of user privileges.

- b) Vandalism is defined as any malicious attempt to harm, modify and/or destroy data or hardware of another user of the network. This includes, but is not limited to the uploading or creating of computer viruses or physical destruction of hardware.
- c) Harassment is defined as the consistent annoyance of another user, or interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

8. Encountering Controversial Material

Users may encounter material which is controversial, and which users, parents/guardians, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to screen or filter all content. It is the user's responsibility not to initiate access to such material or to distribute such material by copying, storing or printing. If such material is found, it should be reported to the network administrator or classroom teacher immediately.

9. Copyright

Users will not break copyright law by copying and/or redistributing another's work, and will not use another person's work without correctly acknowledging them.

10. Further information may be found under *Section 85ZE of the Commonwealth Crimes Act.*

Consequences For Improper Use

Any user violating these rules is subject to loss of network privileges and any other of the school's Code of Behaviour/ Discipline options.

USB MEMORY STICKS/FLASH DRIVES

In an effort to safeguard our school network system (including student or staff work), USB memory sticks or 'flash drives' may only be used at Chancellor State College under the following guidelines:

1. They can be purchased through the School - this means that we will minimize driver variations and compatibility issues.
2. Size is limited to 1GB.
3. They are to be used **solely** for transporting school work between home and school.
4. They are **not** to be used for transporting non-school specific programs, games or music between home and school.
5. The use and storage of the memory stick is the responsibility of the owner.
6. Students who fail to comply with the guidelines will lose the privilege of using their USB memory stick and may lose privileges in use of ICT within our school.
7. Parents/Guardians and students must sign a form to acknowledge that there is a clear understanding of the guidelines and requirements needed to ensure secure management of our network system.

MP3s

MP3's, i-pod's and other media players are favoured items for adolescents. However in the context of our school learning environment (listening/communicating) and issues of student's socialisation we discourage students from bringing these items to school. However, if they are used/needed in classroom activity, they must not involve massive downloads. Therefore MP3's are permitted for productive curriculum learning.

CDs & CD PLAYERS

These items are not appropriate in the school environment. They are an expensive item that carries no insurance cover within our school. Hence these items are not permitted.

INSTRUMENTAL MUSIC

Students may choose to be part of our Instrumental Music Program – Strings, Brass, Woodwind and Percussion. When an appropriate standard is achieved, students will be invited to join one or more of the following ensembles - Concert Band, Stage Band, String or Woodwind Ensemble.

Students who are involved in this program will be notified of their lesson times. Please ensure 'contract' details are completed if involved in this program.

A vocal and dance group forms as demand requires. These groups are in demand for local functions and several performances occur throughout the year. Further information can be obtained from our Administration Office.

INTERNATIONAL PROGRAM

Chancellor State College has a vibrant and emerging international focus. This is part of creating a more global education for our students which is paralleled in programs of study, overseas opportunities and international students at the University of the Sunshine Coast.

Each year, Chancellor State College promotes an overseas study tour for our students. Chancellor also hosts a number of International Study Tours from our Asian neighbours, including Japan, China and Thailand. Chancellor hosts many professional visits from overseas universities and schools. This is strongly reflected in our relationship with New York State University whose pre-service teachers complete their teaching training in an innovative placement which sees them study at the University of the Sunshine Coast and teach at Chancellor State College. An international teaching exchange has grown from this exciting program. All families interested in such overseas study opportunities, or hosting one of our many visitors, should register their interest with our International Programs Coordinator via the Student Reception.

LATE ARRIVALS / EARLY DEPARTURES

To ensure accurate school attendance records and to provide a safe and secure environment, students who arrive late must sign the register in the school office. If required to depart prior to the end of the school day they must sign out through the school office located in the Administration building. Students should have a letter from a parent/guardian explaining this variation, once again ensuring their safety. If lates are continually unexplained, students will need to 'make up' missed class time in their breaks.

LOCKERS

Upon request, students will be given a locker and key they will sign for at a cost of \$10. If the key is lost a charge of \$5.00 for recutting is payable before another key is issued (this coordination is through the main Administration office). \$5.00 will be refunded at the end of the school year if the key is returned and the locker is clean and in good condition.

LOST PROPERTY

Please label all clothing and belongings clearly. Lost property boxes are positioned in the Administration building. At the end of each school term, unmarked property will be donated to a clothing charity.

MOBILE PHONES

Students are discouraged from having mobile phones at school because of the cost/theft issues. However, if a student must have a phone (parent/guardian requirement) this phone will be turned off and out of sight during school.

MONEY AND VALUABLES

Students are discouraged from bringing valuables such as CD players and mobile phones to school. The school cannot accept responsibility for any loss or breakage. Mobile phones **must** be turned off and out of sight whilst at school – any emergency telephone communication may be coordinated via the office.

MONEY COLLECTION

Cash collection is located at the Student Services Counter in the Administration building. Collection may be before school, after school or break time, but not during class/learning time. Please check with your child that they bring the receipt home to you. Also, please note due date for payment of money as money is not accepted after that date.

OFFICE SUPPORT & SERVICES

Office Hours

Members of the college office staff are available from 8.00am until 3.30pm.

Phone Contact

The front office role is an extremely demanding one as Administration Officers complete all office tasks required for students, parents, teachers and administration, while also responding to enquiries at the desk and on the phone. They play an important role in student safety and wellbeing, contacting parents when children are unwell and offering support to students throughout the day.

IMPORTANT NOTE

It is very difficult for office staff to pass on messages to children who may not be in their classrooms at the time of the call, especially late in the day. Please make arrangements with children before the day begins.

OUTSIDE OF SCHOOL HOURS CARE PROGRAM

Playground Childcare Pty Ltd on behalf of Chancellor State College Parents & Citizens Association operates a before and after hours school care program for students aged between Preschool to approximately 13 years of age. The program is available each week day, 6.30am to 9.00am and 3.00pm to 6.30pm and takes place in the Blue Hall on the Primary Campus. Vacation Care programs are available during school holidays. For more information contact 5476 5131.

PARENTS & CITIZENS' ASSOCIATION

PRESIDENT:

Tony Powell

VICE PRESIDENT:

Karen Shelley

SECRETARY:

Juanita Richards

TREASURER:

Paul Kethro

OPERATIONS MANAGER:

Deb Davenport

The College P&C represents one of the many ways you can become an active member of the college community, contributing to its future direction.

Meeting Date:	2nd Wednesday of each month
Time:	7.00pm, Primary Campus

The P&C is maintained through a constitution accredited by Education Queensland. With close cooperation from school administration and staff, the P&C works to develop an optimum learning environment for all students.

- P&C Activities and Services
- Canteens and Uniform Shop.
- Funds for purchase of additional facilities and resources.
- Memberships of working parties.
- Assistance with special college events.

Support for Student Representatives

Students representing the College in sporting or special interest groups can apply for financial assistance from the P&C. You need to apply in writing to the P&C and provide confirmation from the College or education department sponsored body stating the student's representative status. College P&C Executive can assist you in this process.

PARENT/GUARDIAN INVOLVEMENT

We are a school that is owned and loved by its community. Parents/Guardians are provided with opportunities to be actively involved in their school and experience a sense of ownership and partnership. Opportunities for involvement are promoted through the

school newsletter. Feel free to contact the school or your child's teacher to discuss your involvement.

Parent/Guardian Help

Parents/Guardians are encouraged to keep in close contact with staff regarding student progress. Parent/Guardian support for school functions, sporting events and classroom volunteers is also encouraged.

REPORTING STUDENT PROGRESS

Written Reports are completed twice a year at the end of each semester - in June and December.

Parent/Guardian-teacher interviews to discuss your child's progress are arranged at the end of Term One and Three. These interviews are important as they are an effective way for parents/guardians and teachers to work together and provide a valuable opportunity to keep informed of your child's specific needs and achievements.

As partners in your child's education we seek to build a cooperative relationship so that we can all provide the most supportive and appropriate learning environment possible.

Additional interviews may be arranged at any time throughout the year. Please contact teachers to discuss a mutually agreeable time.

RESOURCE CENTRE

Chancellor State College is set in the unique Sippy Downs Education Precinct. This gives your student access to two resource centres, our school resource centre and the extensive University of the Sunshine Coast Resource Centre.

Our Resource Centre is equipped with the latest technology. In particular, a computer laboratory and educational software. We actively encourage all students to become regular users of our Resource Centre.

STUDENT POLICY

Borrowing

- Students may borrow 2 fiction books and up to 6 other items depending on curriculum demands.
- Items are usually loaned for a two week period.
- Reservations may be made.
- Loan renewals are allowed providing the item has not been reserved. Renewal requests must be made in person at the Resource Centre and the item must be produced.
- It is preferable that students present identification when borrowing resources.

Overdues

When items become overdue, the following procedures occur:

After 1 week:	Students are notified on a class overdue list.
After 2 weeks:	Students are again notified on a class overdue list.

After 3 weeks:	First Individual Overdue Notice is produced and handed to students.
After 4 weeks:	Letter to Parent/Guardian is produced accompanied by Overdue Notice.
After 5 weeks:	Item is deemed lost and Account Notice is produced.

Overdue items do not attract fines but borrowing privileges are usually blocked for that period.

Should a book/resource become lost or damaged while in your student's possession, you will be notified and asked to meet the cost of replacement of that book/resource.

Access to the University Resource Centre has been organised through a unique partnership. Students will be registered as members of the USC Resource Centre and will be required to meet the conditions of the USC Acceptable Use Policy.

Our College also makes use of the Mobile Library Services provided by local council.

RESOURCE SCHEME

Chancellor State College operates a Student Resource Scheme. This scheme has been fully endorsed by the Chancellor State College Parents and Citizens' Association. Details of the costs involved for the scheme, and resources supplied are attached.

COMMONLY ASKED QUESTIONS

Why does Chancellor State College operate a Student Resource Scheme?

The objective of the scheme is to offer parents/guardians an economical alternative to the purchase of school resources, learning tools and textbooks to enhance and maximise resources available for student learning, recreation and comfort. While membership of this scheme is not compulsory, the school would like to strongly encourage your participation.

What does my child receive?

- The use of textbooks including class sets of resources e.g. Class and home reading books, dictionaries, atlases etc.
- Computer access and software including Internet access. Students must complete the 'Computer Network Agreement' before any access is given to the network.
- Print materials, software and consumables used with Computer Technology.
- Some materials for standard practical activities in: Art, Music, Drama, Science, Physical Education, Sport, Industrial Design, Technology and Enterprise/Food Studies (but not ingredients).
- Resource materials and equipment used in various subject areas i.e. text that form part of class sets, resource collections that are supplied for occasional use by students.
- Use of a range of photocopied teacher prepared notes and student worksheets.
- Use of reference material e.g. books, DVDs, magazines, newspapers, audio resources.
- Initial Student ID Card.
- School Diary.
- Computer print allowance.
- Sports equipment and team uniforms (for some sports).
- ACER National Testing Instrument.

- Personal Development Programs.
- Career Programs.

Doesn't the government provide free education?

The Government provides free instruction, administration and facilities in accordance with Section 50, Chapter 3, cost of Providing State Education of the Education (General Provisions) Act 2006, which states:

The cost of providing instruction, administration and facilities for the education of the person at the school must be met by the State.

What do I need to provide?

The scheme does not cover student's personal requisites such as stationery, writing materials or protective clothing. A stationery list will be available for each year level. The scheme will not include the costs involved in outside school sporting events, buses, venue entries, school camps, excursions and music program costs.

The Government Textbook Allowance

The Government Textbook Allowance of \$95.00 in Years 8 & 9 per student is used to purchase additional classroom resources and materials, textbooks, and the purchase of classroom sets.

What if I have overdue payments from the previous year?

All families are able to be members of this scheme provided that **no amounts** are **outstanding** from the **previous years**. Parents/Guardians with outstanding amounts who wish to participate in the scheme will need to contact the Financial Business Services Manager to discuss payment details.

Am I able to join the scheme and only pay for the selected items?

Unfortunately no. To enable the scheme to be a viable, cost effective option for parents/guardians, all those who join the scheme need to meet the full amount.

Does my child qualify for the Government Textbook Allowance? (For Years 8 & 9)

Ineligible students are:

- Students undertaking part time study.
- Students whose Parent/Guardians are not resident in Queensland.
- Students from overseas countries. (Generally, all overseas students, including full fee-paying students and students on exchange programs attending Qld schools, are not eligible. However students with permanent residence entry visas do qualify).
- Students with Parents/Guardians overseas or interstate (for more than 12 months).
- Students attending centres for continuing secondary education.
- Students attending state special schools (including students undertaking split enrolment arrangements).
- Students enrolled after the second Friday of Term 4.
- Students who are ineligible to receive the government Textbook allowance will be required to pay the \$95.00 (*current at time of printing*) for students in Years 8 and 9.

What happens if my student leaves during the course of the school year?

All books (textbooks and library resources) need to be returned. Refunds for all students will be calculated on a pro-rata basis as at the date of departure over a school year

period of 40 weeks. Once the payment has been calculated a refund cheque will be posted to the mailing address or monies debited into a nominated bank account.

What happens if I am enrolling my student later in the year?

Resource charges will be calculated on a pro-rata basis.

What happens if I am experiencing financial difficulties?

Families who are experiencing financial difficulties should contact the College Business Services Manager to discuss payment schedule options.

What happens if I agree to participate in the scheme and do not pay any of the amounts owing?

While it is voluntary to join this Resource Scheme, participating parents/guardians have entered into an agreement to pay certain charges in exchange for the use of textbooks and resources. There is therefore an obligation on participating parents/guardians to make these payments or provide their own textbooks and resources. Participation in the Resource Scheme may be terminated and hired textbooks, resources or other goods may be retrieved where:

- The parent/guardian has not attempted to make payment, and
- No satisfactory arrangements for payment have been made.

The parent/guardian is then responsible for providing all necessary textbooks and resources. The school will refund the Government Textbook Allowance on a prorata basis for the remainder of the school year less the cost of consumed materials and/or the cost of replacing lost or damaged goods.

It needs to also be noted that students will not be able to participate in extra-curricular activities such as holiday camp, non-curriculum linked excursions or dances etc if payment organisation has not been arranged.

What happens if a book or resource is lost or damaged?

Parents/Guardians are responsible for the replacement cost of material or text belonging to the scheme, which are damaged or lost by their child. This replacement cost will attract GST.

How do I make a payment?

Payment can be made by way of cash, cheque, EFTPOS, Credit Card or direct bank deposit. Please make cheques payable to Chancellor State College. Please ensure you keep receipts to verify payment and therefore participation in the Resource Scheme.

What happens if I do not wish to participate in this scheme?

Parents/Guardians who do not wish to participate in this scheme must contact the Principal to receive the list of resources to be purchased by them to support their child's education.

If you have any further questions regarding this scheme please contact our Financial Business Services Manager.

SAFETY & WELFARE

Evacuation and Lockdown Procedures

Procedures for evacuation are displayed in classrooms. Volunteers and students should be familiar with procedures outlined to ensure their own safety in the event of an emergency and to support staff in ensuring the safety of all students.

In the advent of a severe external event, students and teachers will lock themselves in classrooms to ensure maximum safety.

Hats

In the interest of health and skin cancer prevention each student should wear a wide-brimmed school hat whilst playing; otherwise students should play in shade areas.

Out of Bounds Areas

To ensure your child's safety, the following areas are out of bounds:

- Bicycle Racks - after dropping off bicycles in the morning
- Environmental Area (teacher supervision required)
- Car Park (teacher/parent/guardian supervision required)
- Schools Officers' shed
- Classrooms (unless with teacher's permission)
- Neighbouring bushlands, University facilities
- 'Play Area' before or after school.

SCHOOL PHOTOGRAPHS

School photographs will be arranged during the year. Students are required to wear their full formal uniform. Dates for school photographs will be published in the School Newsletter. ID Photos will be taken at the beginning of the year, and when new enrolments occur.

SCHOOL ROUTINE

8.30 - 8.50	Activ8 – Roll Marking
8.50 – 9.55	Periods 1 and 2
9.55 – 10.05	Fruit Break
10.05 – 11.10	Periods 3 and 4
11.10 – 11.55	Main Meal Break
11.55 - 1.05	Periods 5 and 6
1.05 - 1.20	Drink and Snack Break
1.20 – 2.30	Periods 7 and 8

SKATEBOARDS & SCOOTERS

Students are not encouraged to use these modes of transport because of the safety issues for themselves and other pedestrians. However if a student and their family permit this mode of transport, they **must not** be used on the school concrete/road areas. This ruling is to ensure the safety of all individuals in our school environment.

SPECIALIST SERVICES

Chancellor State College has access to various visiting educational specialists. Your permission for referral and testing will be obtained where a teacher considers that your child would benefit from specialist support. Parents/Guardians, teachers and specialists work closely together.

A Guidance Officer is based at Chancellor State College full-time. The role of the Guidance Officer is to provide counselling and assessment support to students and families.

Learning Support and Special Needs Teachers are also based at Chancellor State College. The Learning Support Teacher assists students by:

- Working closely with teachers to develop strategies to support student learning
- Designing individual education programs (enrichment and learning support)
- Working in classrooms and on a small group / individual basis

We also access the part-time skills of a Youth Support Officer and a School-based Nurse.

- These services are coordinated through the Student Services HOD.

SPORT

Sport is a compulsory part of our school curriculum. It is linked to life learning, healthy lifestyles and wellbeing of individuals.

Throughout the year students are involved in Interschool Sporting events (predominately Semester One), organised sport and recreational programs (Wednesday for Year 8 and 9, Friday for Year 7). Furthermore, four (4) days out of five (5), students are involved in a fitness program called Activ8.

Our school community also embraces Athletics Sports Carnivals and Swimming Carnivals. To foster participation, school/house spirit, community spirit/challenge and learning in a different environment, we encourage parent/guardian support for these programs.

Chancellor has four School Sports Houses:

Gooroy	Gold (Ringtail Possum)
Gula	Navy (Koala)
Mari	Jade (Kangaroo)
Waruma	Red (Red Breasted Eagle)

Students are allocated to a House once enrolled. Students within the one family will be placed in the same House.

Representative teams outside of school

If students are to be absent representing at a Regional/State level, that is not coordinated by the school (a teacher and a team), parents/guardians must supply a letter to outline this absence.

STUDENT LEADERSHIP

The Secondary Campus has created a unique Ministry structure. This entails six (6) Ministries (Student Strategic Teams) – Cultural, Environmental, Welfare, Sport, Community and Enrichment. Two students from each year level team are elected by their peers to be representatives in each of the Ministries. Each Ministry then elects two representatives to form part of the Strategic Leaders Team. These students work in partnership with teachers, parents/guardians and the Administration Team to ensure our College embraces student involvement whilst creating depth and breadth of leadership opportunities.

Each year College Ambassadors are selected through an interview process. These are Year 12 leaders who have a 'civic duty' responsibility to support all parts of our school community

TERM DATES - 2009

Commencement Date:

Years 7, 8, 9,10	27 January 2009
Year 11, 12	28 January 2009

Vacation Dates:

Easter	10 April – 19 April
Winter	27 June – 12 July
Spring	19 September – 4 October
Summer	12 December – 26 January 2010

Finish Dates for 2009:

Years 7, 8 & 9	11 December 2009
Year 10 & 11	27 November 2009
Year 12	20 November 2009

Student Free Days:

January 2009	22, 23
April	20
July	13
August	12 (<i>Brisbane Show Holiday</i>)
October	19
January 2010	TBA

Public Holidays

Australia Day	26 January
Good Friday	10 April
Easter Monday	13 April
Anzac Day	25 April
Labour Day	4 May
Queen's Birthday	8 June
Sunshine Coast Show	12 June

Dates will be confirmed in the school newsletter.

TRAVEL TO AND FROM SCHOOL

Bicycle

As we are an integral partner in the University of the Sunshine Coast Education Precinct all students are required to walk bicycles in school grounds and the University Precinct except on designated bikeways. Students are required by law to wear a helmet whenever they ride their bicycles and are encouraged to use a bicycle lock and chain to secure their bicycles.

Bus

Each afternoon students travelling by bus wait near the front entrance of the school. For further details on bus routes that service the school please contact: Bus Link on 5476 6622 or www.buslinkqld.com.au

Car

Parents/Guardians who drive their children to and from school are asked to use dedicated spaces effectively.

Skateboards and Scooters

Students are not encouraged to use these modes of transport because of the safety issues for themselves and other pedestrians. However if a student and their family permit this mode of transport, they **must not** be used on the school concrete/road areas. This ruling is to ensure the safety of all individuals in our school environment.

Walk

Where students walk to school, please emphasise the importance of road safety, personal safety and care of other people's property.

UNIFORM POLICY

School communities, through their Parents and Citizens' Associations (P&C) decide their students dress code, which reflects the needs and unique qualities of that school community.

The Chancellor State College Administration, Staff & P&C has determined that our school is a **full uniform school**. Our school community believes that our uniform is important in encouraging a sense of self-esteem, pride in our school and self-discipline in students.

Our school uniform is designed to create a sense of purpose for students, which lends itself to the process of education. The wearing of school uniform also ensures that outsiders to our school community are readily identifiable.

We believe through community consultation we have designed a uniform that enhances elements of comfort, climate, modesty, cost efficiency and social equity.

All students are expected to observe the details of correct attire while on their way to, during and from school.

Our school and P&C have agreed that the following statements outline expectations of students with regard to uniforms and personal appearance.

CHANCELLOR STATE COLLEGE UNIFORM FOR MIDDLE SCHOOL

Formal Uniform

This uniform will be worn on all occasions except when the student has sport or PE.

Girls

Chancellor Jade/Navy Blouse to be worn over the Navy/Jade inverted pleated skirt or Chancellor navy unisex shorts. Visible all white socks with black shoes **(the shoes must be traditional black leather style that completely cover the foot. All shoes must be made of non-pervious materials in accordance with safe work practices).**

Boys

Chancellor Jade/Navy Shirt to be worn with the Chancellor navy unisex shorts. Visible all white socks with black shoes **(the shoes must be traditional black leather style that completely cover the foot. All shoes must be made of non-pervious materials in accordance with safe work practices).**

Sports Uniform

This uniform consists of Sport Shirt/Sports Shorts to be worn on days of HPE or Sports Carnivals. Lace up joggers with visible white socks **(all shoes must be predominantly black or white and made of non-pervious materials in accordance with safe work practices).** School tracksuit can be worn as part of the Sports uniform & not with Formal uniform

Hat and Bag

School hat must be worn at all times outdoors. Two (2) styles are available: Bucket style and the wide brim style. The optional school bag as per the current style may be purchased.

Winter Uniform – Additional

A Unisex Polo Jacket with School logo, girls long pants or tights and boys long pants are available for purchase.

Uniform Pass

If a situation occurs that a student does not have a uniform, or part there-of, on any day – a note needs to be sent from home. The student is then able to acquire a uniform exemption pass from the Deputy Principal or a uniform from our supply pool.

GENERAL STANDARDS FOR CHANCELLOR STATE COLLEGE

Dress Standard

Inappropriate dress is defined as clothing or apparel that is, or could be deemed to be:

- Offensive;
- likely to disrupt, or negatively influence, the normal operation of the school;
- unsafe for student or others; and
- likely to result in a risk to the health of the student or others.

Jewellery

Students may wear a watch, simple sleepers or stud earrings (2 piercings per ear only). All other jewellery is considered a risk to personal safety at school and subsequently should not be worn. Except for medical bracelets or necklaces, which are exempt from this policy – these should be pinned inside of shirts.

Appearance

Hairstyles should be neat, clean, tidy and of natural tone. Hair sculpting and patterning does fall outside of the acceptable appearance dress code. All hair ornamentations should be kept to a minimum to include scrunchies, ribbons and elastic bands and should be in school colours of navy, jade, white and gold. Students will be required to tie hair back in practical classes in accordance with safe working practices.

Makeup and nail polish are not to be worn at school. Students will be asked to remove makeup / nail polish if worn at school.

College lanyards to accommodate students ID. cards, locker keys and USBs can be worn. (Only CSC lanyards will be acceptable for safety purposes). Under Workplace Health and Safety Guidelines all other visible body piercing and tattoos are not permitted. (No studs, ring or bars are to be worn on any facial areas).

Free Dress Days

From time to time students may be permitted to wear free dress as part of a fundraising effort for charities, etc. Students need to wear appropriately modest clothing. The usual safety regulations regarding the wearing of closed in shoes and jewellery still apply on free dress days. General guidelines include:

- Covered shoes
- Shirt with sleeves
- No midriff tops
- No offensive words/slogans on clothing

USE OF SCHOOL GROUNDS AFTER HOURS

Access to the School Campus after School Hours

Unless students are booked into tutorials, sports coaching clinics, training, the Resource Centre or after hours education activity, students are discouraged from remaining in the school grounds once school has finished. This is a student safety issue.

The Education Precinct, comprising Chancellor State College Primary and Secondary Campuses and the University of the Sunshine Coast, are monitored and secured by University of the Sunshine Coast security staff. All visitors after hours must identify themselves to security staff who will always be in uniform. It is advisable for all students visiting the College after hours to carry their student ID card.

Unauthorised persons on the school premises will be regarded as trespassers, unless accompanied by a member of staff, or by a person who has written authorisation from the Principal.

VISITORS TO THE SCHOOL

A safe and secure school environment is a priority. It is important that all visitors in the school grounds are easily identified. All visitors (classroom helpers, library aides, volunteers, and workers) are requested to report to the office and sign a Visitor's Book and collect a name tag. Visitors are to sign out on departure. We ask that all parents/guardians and visitors support these measures in the interest of the security of our students. Students are encouraged to report anyone in the school whom they cannot identify.