

CHANCELLOR STATE COLLEGE

A COMMUNITY OF LEARNERS

COLLEGE CHARTER

CARE

People are our greatest resource. We value caring for one another, our environment and ourselves.

COURTESY

Respect, tolerance and acceptance of difference will characterise our community.

CHALLENGE

"THE BEST WE CAN BE"

To be innovative and inspiring in our search for excellence in curriculum, teaching, learning, performance and relationships that produces engaged, robust citizens and life long learners capable of shaping our future.

"TWO ROADS DIVERGED IN A WOOD, AND I TOOK THE ONE LESS TRAVELLED BY, AND THAT HAS MADE ALL THE DIFFERENCE".

"VISION WITHOUT ACTION IS MERELY A DREAM. ACTION WITHOUT VISION JUST PASSES THE TIME. VISION WITH ACTION CAN CHANGE THE WORLD".
(BARKER 1989)

CO-OPERATION

Together we will achieve what no individual is capable of. Positive partnerships and effective teams will be formed to reach our goals.

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

COMMITMENT

As a community of learners, we will be unremitting in our focus on continuous improvement with every individual accepting personal responsibility and accountability

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



CHANCELLOR STATE COLLEGE

(SENIOR 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”

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

CONTACTING THE SCHOOL

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WELCOME FROM SENIOR SCHOOL PRINCIPAL

Welcome to Chancellor State College.

Our Primary School opened in January 1997, whilst our Middle School opened in January 2004 with Years 7 and 8 (Year 9 in 2005). In 2006 we progressed to our Senior School with Year 10 and in 2008 our first cohort of students will commence Year 12.

Our school holds a reputation for excellence throughout the local community. Our staff is committed to creating the best opportunities and outcomes for students as we all endeavour to meet our motto – “The Best We Can Be”. With staff commitment and direction we aim to foster student’s intellectual, emotional, social, physical and cultural development.

We aim to positively motivate our learners so as to improve outcomes for our Senior School Students. Our State of the Art facilities enable the delivery of modern learning experiences that ensure our students are being prepared for the future global economy.

Our vibrant school is founded upon positive parent/guardian and community support for our student’s education. This community participation ensures our school’s development and growth. We encourage parent/guardian involvement and communication to foster a supportive learning environment.

Our focus in the Senior Phase of Learning (Senior School) is on the delivery of quality outcomes for all students through negotiated flexible pathways. As seniors of the school, your students are encouraged to take ownership of their learning journeys through our Senior Education and Training planning processes. This plan builds on the goals and aspirations explored in the Middle School during the My Journey units.

We have a commitment to generating a future that is driven by a dynamic curriculum. Our curriculum embraces the philosophy of lifelong learning, whilst fostering creative thinking, intellectual rigour and a “connectedness” to learning. Challenging student programs will ensure the development of confident and personally responsible young adults, who are committed to the acceptance of a diverse world.

Chancellor State College is uniquely placed to be part of a dynamic and growing Education Precinct. Our school has established strong and evolving partnerships with the University of the Sunshine Coast. Not only do we share many facilities and resources with the University, we are uniquely positioned to exchange knowledge resources, human talents and international links with the University. Further Chancellor State College students and staff have ready access to Education Queensland’s ICT facility on the 3rd floor of the ICT building at the University. It is these links combined with the dynamic ICT rich nature of our curriculum that has been recognised by Microsoft. Our link as Australia’s only school in Microsoft’s Innovative Schools Program provides an international focus on best practice in the educating of your children.

We, the staff of Chancellor State College (Senior School), look forward to partnering your students on their learning journey. We invite you to join an innovative and challenging learning environment that encourages us all to be “the best we can be”.

Leanne Jensen-Steele
Secondary Campus Principal

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ACADEMIC GOOD STANDING

General Principals:

The Academic Good Standing Policy is designed to reinforce two essential elements of a work ethic necessary for life outside of school.

- Regular attendance and punctuality
- Participation in academic studies and completion of set tasks

The Academic Good Standing Policy is designed to **assist students** in making the most of their opportunities at school and maximising learning outcomes. All students in the compulsory participatory phase of senior schooling will commence their course of study with Good Standing.

Maintaining “Academic Good Standing” requires –

- Satisfactory attendance and punctuality in a minimum of 80% of periods per subject, per year
- Genuine participation in the subject including behaviour and completion of assignments
- The maximum absences/non-participation allowable is 12 periods per subject for Semester 1 and no more than 20 lessons per subject for the year

If a student reaches the maximum absence/non-participation periods she/he needs to show cause why Good Standing should not be withdrawn for that subject.

When a student loses Good Standing in a subject she/he has a number of options to consider –

- (a) changing to a new subject (but losing credit for the original subject for one semester)
- (b) choosing employment or other training programmes
- (c) accepting to work within a Behaviour Improvement Condition (B.I.C) to regain good standing

Absence and Participation Requirements

- Classroom teachers will keep track of students’ absence and participation on class rolls. These rolls will be collected monthly and filed.
- An **absence** is a failure to attend a lesson **for any reason** e.g. Illness, an excursion or camp, representing the school, suspension, medical appointment.
 - It may be possible for students to complete the work that should have been done in class at a later time to reverse the recording of an absence.
- If prolonged illness or some other extenuating circumstance occurs, then the student should inform their Year Level Coordinator immediately so that a determination can be made in the student’s favour and Good Standing can be maintained.
- A student is recorded as **non-participant** (N.P.) for one period if they –
 - Fail to complete an adequate amount of work during a lesson. (N.P.)
 - Disrupt the lesson so that they and/or others fail to complete adequate work. (N.P.)
 - Arrive LATE to class (LNP)
 - Truant a class (TNP)
 - IT IS NOT POSSIBLE to reverse an “N.P.” for inadequate work in class or disruptive behaviour.

Enrolment

Loss of Good Standing in two or more subjects will result in a student’s record in all subjects being reviewed and possible alternative educational options sought. Teachers will complete a good standing update to collate data with respect to absences / non-participation. At this

point it may be necessary for the Administration to engage Education Queensland's Policy for possible Cancellation of Enrolment.

Every senior student must maintain a commitment to their academic program and as such should monitor their own Good Standing in each subject in the school diary. If prolonged illness occurs, or some other extenuating circumstance, the student should inform the Senior Deputy Principal or Year Level Co-ordinator immediately.

Students are reminded to keep all documentary evidence such as medical certificates as they maybe required should a review meeting be required with a member of the college Administration. Loss of good standing can lead to withdrawal from subjects and ultimately to cancellation of enrolment.

Implementation

The Academic Good Standing Policy is implemented in stages so that the student and parents/guardians are kept informed at all times during the progress of the semester. At each stage the student will be given an opportunity to address the situation. Teachers will be in contact with parents prior to these stages being reached. All parental contact will be recorded in one school.

Stage 1: Absence / Non-participation of 8 periods

Consequence: The class teacher advises the student, HOD and Year Level Coordinator.

- a) The student should check with the teacher that absences and NP's have been correctly recorded and arrange to complete any missing work. The student also meets with the HOD to discuss any difficulties with the subject choice.
- b) The Year Level Coordinator will collate data from other subjects to check early for developing problems.
- c) The YLC contacts the parents/guardians using the stage one letter with the concerns.

Stage 2: Absence / Non-participation of 12 periods

Consequence: The class teacher advises the student, HOD and Year Level Coordinator.

- a) The student should check that records are correct, make up missing work and meet with the Guidance Officer.
- b) The Year Level Coordinator collates data from all subjects to provide an overview.
- c) A letter is sent to the student and parents/guardians outlining the situation and the consequences of absence and/or non-participation continue.
- d) Offer of Parent/Guardian attendance at meeting with teacher and Year Level Coordinator and/or Guidance Officer.

Note: If a student reaches this stage in Semester One – the process skips to Stage 4.

Stage 3: Absence / Non-participation of 20 periods

Consequence: A letter is sent to the student and parents/guardians advising that Good Standing may be withdrawn subject to an appeals process.

- a) The student should check records and prepare documentation in support of their case. They should still attend classes and their attendance and participation will continue to be monitored.
- b) The Year Level Coordinator arranges a meeting with the student, parent/guardian, Deputy Principal and either Guidance Officer or HOD to review the matter.

Stage 4: Loss of Good Standing

Should a student lose Good Standing in a subject they have a number of options to consider:

- a) changing to a new subject (but losing credit for the original subject for one semester)
- b) choosing employment or other training programmes
- c) accepting to work within a Behaviour Improvement Condition to regain good standing
- d) cancellation of enrolment – meeting with Principal

The Appeal Process

If they wish to appeal the decision, a student must submit their application to the Deputy Principal (Senior School) within five (5) days of written notification of loss of Good Standing. A meeting will be held to review the case. Good Standing will be reinstated if the student is able to provide satisfactory proof to substantiate absences or if extenuating circumstances have been a major contributor to absences/non-participation. Students may continue to attend the subject during the appeals process.

Pro rata Arrangements

Students who enrol at the College during the year will be allocated pro rata cut off figures. Similarly, those who change subjects during the year will have their status monitored carefully. Depending on the history of their prior absences and non-participation, their leeway for absence / non-participation may be allocated on a pro rata basis or on a carry over basis. This will be at the discretion of the Deputy Principal – Senior School.

Cancellation of Enrolment

The Principal has the power, under the regulations contained in the Education Act to cancel the enrolment of any post compulsory student who does not meet minimum requirements in respect of attendance and participation. Students may have their enrolment cancelled for the semester should they lose Good Standing in two or more subjects. Such students will have the right of appeal as outlined in Education Queensland Policy.

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.

ASSIGNMENTS / KEY ASSESSMENT TASKS

General Principals

As lifelong learners our focus is on *assessment for learning* and therefore we see assessment as having the following purposes.

The Purpose of Assessment

- to enable the student to assess her/his learning and to provide information which can be used to correct deficiencies in her/his learning
- to enable the teachers and students to modify teaching and learning programs to suit the needs of the students
- to provide the student and parents/guardians with information concerning the student's achievement and potential

- to assist students and parents in determining future education and employment pathways
- to provide, for other educational institutions and employers, an indication of the suitability and readiness of the student to undertake further education and/or employment

Types of Assessment

- Formative – this type of assessment is used to inform progress, it should be used for the purpose of informing re-teaching and re-assessing. It is used to collect information from and about students to improve individual and group performance.
- Summative – this type of assessment is used to accumulate data that reflects the requirements of the accredited work program or study plan. The data collected focuses on the final exit achievement and therefore should reflect the principals of “latest” or “fullest” information.
- Criteria Based Assessment – Authority and Authority Registered subjects are assessed using this method. Each assessment task contains a criteria sheet which a student is assessed against. Students should use the criteria sheet as a guide when completing the assessment task.
- Competency Based Assessment – Vocational Education and Training Subjects (VET) are assessed using the demonstration of competence. A student will be required to provide evidence that demonstrates that they are competent at the required task. If competency is not demonstrated the first time students will be required to redo the task.

Responsibilities

Assessment Matrix

- An Assessment Matrix is produced each Semester, Form teachers will discuss this assessment matrix with students.
- Students will extract relevant information and transfer this to their Student Handbooks

Assessment Development

- Task/criteria sheets will reflect assessment conditions and include notification of task in weeks ie ‘3 weeks notice of task’
- Task/criteria sheets will include a draft due date as well as a final due date.

Delivery

- Teachers will model assessment items for students so students can clearly see what is required of them, this includes the explicit deconstruction and examination of task/criteria sheets with students
- Teachers provide and clarify draft and final due dates with students
- Teachers provide class time for assessment where this appropriate or necessary
- Teachers encourage students to plan their assessment and give students the opportunity to submit rough drafts prior to due date
- Students are to plan to ensure enough time is dedicated outside of lesson time to complete the assigned task to the highest standard possible

Monitoring

- Class teachers will attempt to contact parents/guardians if a rough draft has not been received by the week before the final due date

Submission of Assessment Policy and Secure Assignment Box Process

- Students are encouraged to submit assessment in the last lesson of the week of due date to subject teacher whereupon teacher indicates on class list assessment piece received
- For all students who do not submit to teacher during class time, teacher must advise students of the correct process for submitting in the secure box

Secure Box

Students are permitted to submit assessment pieces via the secure box at any time after the last class of that subject has occurred, during the specified final submission date/s using the following process:

- A secure box will be located in the Senior Upper Foyer
- Assignments can be submitted between the hours of 9am and 3pm Monday to Friday
- Assignments must be submitted with a criteria/task sheet and students must clearly complete name, teacher and class details
- The secure box will be removed from student access at 3pm each day
- Material placed in the secure box will be processed (date stamped)
- **NO ASSESSMENT IS TO BE HANDED TO SUPPLY TEACHERS. IN THE EVENT THAT THE CLASSROOM TEACHER IS ABSENT - STUDENTS MUST SUBMIT VIA THE SECURE BOX.**

Late Assignments & Extensions

Students may apply for an extension before the due date if:

- they have been ill for a number of days during the time the class has been working on the assignment
- there have been disruptive circumstances at home (Refer to the Special Consideration Policy Section)

Only the Head of Department or school Administration members can grant an extension.

Assignments submitted by students after the due date will only be accepted by the teacher if an extension has been granted (see above) or if the following guidelines have been followed. These include:

- that if a student is ill on the day the assignment is due then their parent/guardian should phone the school on the due date or provide a medical certificate the next day to explain this absence and that the assignment is then submitted on the next day they are at school

Students must complete all assessment items for each subject they study. The Queensland Studies Authority (QSA) has stated that if students do not complete substantive sections of senior Authority subjects that a student will be non-rated in that subject, and therefore the subject has not been completed. To help students to ensure that they are rated and given the appropriate level of achievement CSC has introduced the following process:

- assignments will not be accepted if a student is absent on the due date and a phone call and/or medical certificate is not received to explain this absence. In this case the student will be given an in-class withdrawal to complete the assignment at the next class they attend. In withdrawal circumstances students must not bring in work to submit or information that assists them with their required task. They may, however, choose to submit a rough draft that has been annotated and signed by a teacher.
- that if a student attends class on the due date but has no assignment to submit then he/she will be given an in-class withdrawal that lesson and submit the work he/she completes at the end of that lesson;
- that teachers will send parents/guardians a letter informing them that the assessment was completed in a withdrawal situation.

Computer, printer or any other hardware failure is not an acceptable reason for an extension to be granted.

Absent for Exams

Students who are absent on the day of an exam due to illness must produce a medical certificate, or, if due to disruptive circumstances at home, will be allowed to sit their exam at

an appropriate time and date if the parents/guardians or guardians have contacted the school on the day of the exam and explained the absence.

If the absence is not explained on the day of the exam then the student will be given an in-class withdrawal during the next lesson she/he attends and the work completed during that lesson will be marked.

Plagiarism

If work has been submitted for assessment and there is evidence that the work has been plagiarised then the student will be asked to meet with the Academy HOD to discuss the implications of the seriousness of the offence and will be required to complete a revised assignment at an in-class withdrawal at the next available lesson after the plagiarism has been discovered. In withdrawal circumstance students must not bring in work to submit or information that assists them with their required task. Further explanation and guidelines are provided in the Plagiarism and Referencing Guidelines on the website.

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** (office_sec@chancellorsc.eq.edu.au),

as soon as possible. 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.

CAFETERIA

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.

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 to 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**.

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 (eg. hitting, punching, kicking).
- Verbal threats (eg. taunting, teasing, swearing, harassing).
- Non-verbal threats or actions (eg. aggressive looks, body language, gestures).
- Extortion (eg. threatening another person with violence to obtain something of value: money, toys, food)
- Exclusion (eg. 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.

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.

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)

COMMITMENT

We will work hard and never give up.

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

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.

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 phone the office to make an appointment.

Messages

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

Newsletters

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)

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
- College Resources: The school's curriculum network for Year 7-12 includes over 200 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.

Digital technologies play an important roll in the delivery of the curriculum for our 21st Century Learners. At Chancellor State College our focus is on providing a rigorous yet flexible senior program that allows individuals to achieve their goals. "**Learning for Me**" is about students meeting their individual goals in a technology rich 21st century learning environment. Our **Me (Mobile Electronic) Learning** Program is designed to integrate technology seamlessly across the senior curriculum. Students in Years 10-12 are invited to be part of this educational opportunity. We have entered into negotiations with a hardware supplier to offer laptops, with a preinstalled image with appropriate safeguards that allow them to be connected to our network, for purchase by students. The terms and conditions of this program are explained in the **Learning for Me (Mobile Electronic) Program** information booklet. Please note devices not purchased from the College's designated supplier can not be connected to the College's network as they do not meet the Department's corporate standard operating environment requirements of encryption, authentication and security definitions.

CURRICULUM – ACADEMIES

Curriculum in the senior school has been designed to allow maximum flexibility in the study options of our students. Students are able to build on the experiences of the Middle School Units of Excellence by choosing specific subjects from our five Curriculum Academies. These academies and their subject offerings are outlined in full detail in the Subject Selection handbook.

The five academies are:

- Arts and Design
- Business and Enterprise
- Research and Discovery
- World and Change
- Technology and Innovation

Year 10:

Students will study a strand of English, Mathematics, Science and Humanities. They will also be able to choose two elective subjects from the academies. Each of these subjects

is designed to assist in the transition for students from the middle school to their in-depth senior study options.

In addition to these subjects students will have access to a selection of Alternate Learning Options that are negotiated each term. These programs are designed to deliver flexibility for individual programs and may include structured workplace learning, community and sport programs, industry mentoring as well as Negotiated Time Off.

Year 11 / 12:

Study options for year 11 and 12 allow students to choose from:

Queensland Study Authority Options:

- Authority Subjects: Results in these subjects are used to calculate an OP (overall position) for entry to Tertiary courses.
- Authority Registered Subjects: Results in these subjects do not count towards the OP score but may be recorded on the QCE.

Alternate Learning Options:

- Vocational Education and Training Programs: Certified industry studies.
- School Based Traineeships and Apprenticeships
- TAFE Studies
- HEADSTART programs at USC and other partner universities
- GATEWAY to the ICT Industry Programs
- Students may wish to design an individual program that includes QSA subjects studied via distance education or virtual schooling service.

CURRICULUM — GENERAL

Cultural 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). 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 your child's teacher or a member of Administration.

Technology

Information Technology is a natural teaching, learning and thinking tool at Chancellor State College. Information Technology is incorporated into each area of learning. Students of our Middle Campus comfortably use IT to solve problems, communicate information, research topics and share with others – a real world alignment. All students of Chancellor State College use technology as a daily tool for research communication, work and enjoyment.

Thinking

The active teaching of Thinking Skills is connected to all learning at Chancellor State College. We recognise that now and in the future clearly evolved thinking skills form the basis of opportunity in the knowledge economy. Within all learning students are encouraged to think broadly and at levels that provide significant challenge. Knowledge is

seen as problematic and curriculum is based on inquiry questions. All learning in the school requires students to construct their own knowledge.

Sport and Extra Curricular Activities

We actively encourage and develop unique support for students eg. camps, sporting carnivals, competitions, recreational sport and overseas trips, to encourage involvement and love of learning in all its various forms.

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. By working in partnership with many community and educational organisations we are able to assist the students to develop, reflect and refine and enact their Senior Education and Training Plans ensuring a clear focus on positive pathways to future successes.

ENROLMENT PROCEDURES FOR NEW STUDENTS

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

- Report Cards from previous years,
- Birth Certificate,
- Proof of residence (this ensures you reside within our boundaries),
- Transfer Form 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 48 hours prior to the enrolment interview.

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	Educational Adjustment Profiles (EAP), ascertainment, special considerations, subject issues.
Career Counselling	Enhancing student knowledge of job descriptions and personal requirements.
Personal Counselling	conflict resolution, stress and time management, behavioural concerns.

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

HEALTH AND SAFETY

Accidents

Students who are sick or injured receive treatment from staff trained in First Aid. There are conditions that cannot be treated by First Aid. These include removal of foreign bodies eg. splinters, ticks, etc. Parents/Guardians will be notified in these cases.

In the event of a sudden illness or suspected serious injury, an ambulance will be called, and if necessary, will transport your child to the nearest hospital or doctor. We endeavour to contact you or your nominee in such cases. It is essential that your child's file contains up to date contact telephone numbers and medical details to ensure the best support.

If you cannot be contacted, your child will still receive treatment. Any treatment provided will be at your expense. In cases where the family doctor is not known or cannot be contacted, the child will be treated by a local doctor or transported to the nearest hospital by ambulance.

In addition to your own contact phone numbers (work, home, mobile) we request the names and phone numbers of two or three people who will be able to respond to an emergency situation involving your child, on your behalf.

Dental Van

A Mobile Dental Clinic provides services to students and operates from the school grounds. Dental Therapists and Dental Nurses staff the clinic.

You are able to access the Dental Clinic at whichever school it is located. For information regarding the clinic's itinerary contact Nambour School Dental Services on 5441 2763. Appointments can be made at Nambour for dental emergencies. Dental treatment by the clinic is free. Students are only treated if written consent is received from you. Consent requests are sent home prior to the clinic visiting the school.

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 security.

Inhalers

Students suffering from asthma can be responsible for inhalers at school with written permission from a parent/guardian. If you wish your child to be responsible for his/her inhaler please contact the Deputy Principal or Principal.

Life-Endangering Medical Conditions

Parents/Guardians of students with life-endangering conditions (for example, a bee-sting allergy) are asked to notify the Deputy Principal or Principal and submit a clear description of the condition and emergency procedures required (Individual Medical Plan).

A confidential briefing will be given to staff and a file held in the office along with a photograph of your child for quick reference by staff.

Medication

The following guidelines for the administration of medication, approved by the Director-General of Education, must be followed to ensure the safety of our students.

- Should medication prescribed by a doctor be required during school hours, a parent/guardian must make a written request. Please complete a Medication Form available from the school office.

A quick checklist:

- **All medications to have a pharmacy label with name, dosage and times.**
- **A permission form must be completed by parent/guardian**

Hats

In the interest of health and skin cancer prevention each student should wear a wide-brimmed school hat whilst in the sun, otherwise students should remain 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)
- Groundsman's shed
- Classrooms (unless with teacher's permission)
- Neighbouring bushlands, University facilities

HOMework

We encourage you to supervise homework and to assist your child to develop effective work and study habits, whilst developing organisational skills.

Students are provided with a homework diary as part of their Resource Scheme charges. Parents/Guardians are encouraged to check the diary for homework, assessment comments and written communication from teachers.

Types of Homework:

Homework involves **written and non-written tasks** being completed by students **outside**

the classroom. These tasks will include such items as revision and preparation for exams as well as assignment work. Students entering the senior school will notice a change of emphasis from prescribed tasks to an increased assignment load and a greater requirement for independent study.

THERE IS NO SUCH THING AS NO HOMEWORK!
SET HOMEWORK + ASSIGNMENTS + STUDY = HOMEWORK

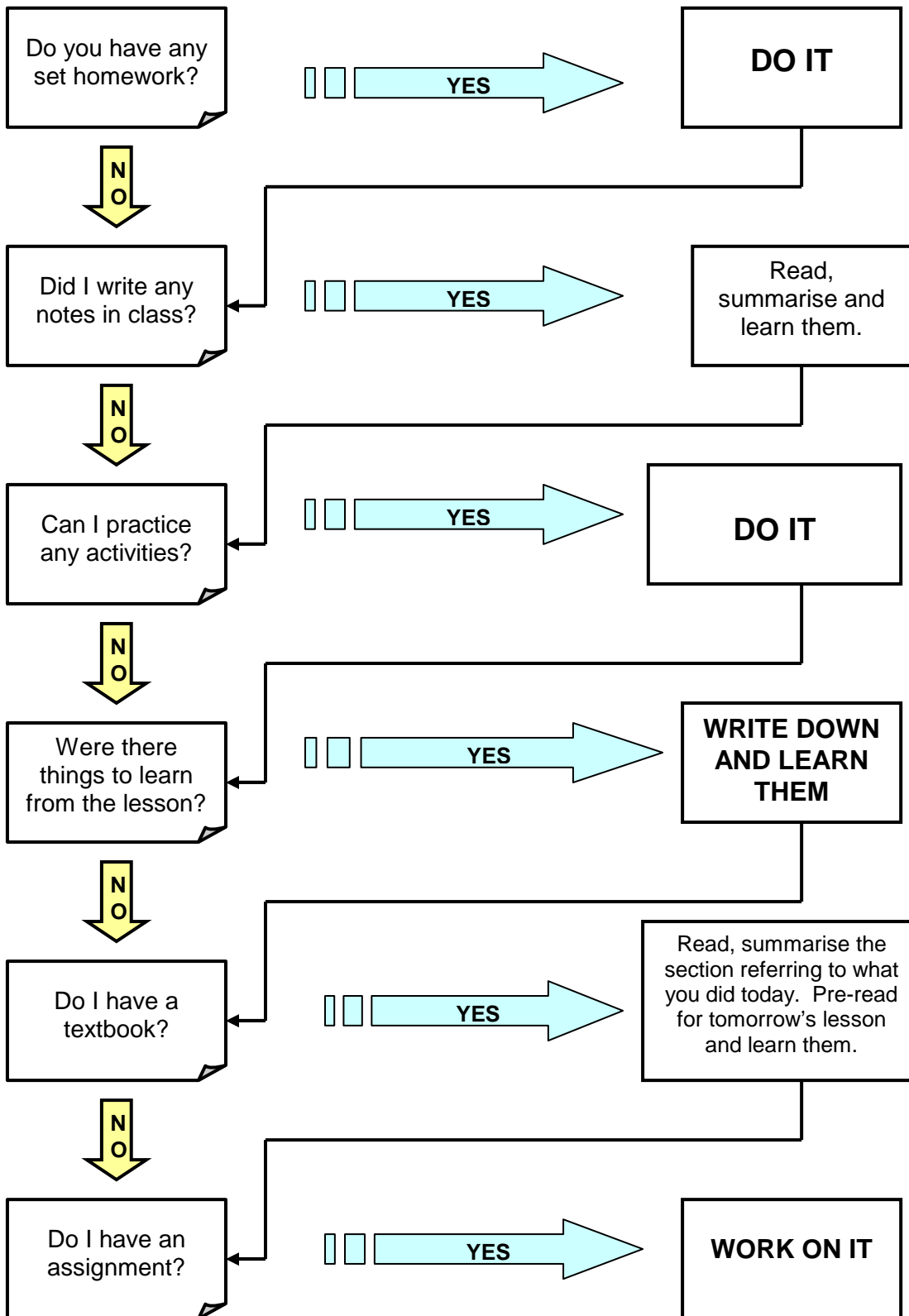
GUIDELINES FOR VOLUME OF HOMEWORK

Appropriate homework levels for students are suggested below. These suggested times are a guide only and will vary from student to student and from subject to subject.

Year Level	Daily	Weekly
10	90 mins	450 minutes (7 hours 30 minutes)
11	120 mins	600 minutes (10 hours)
12	150 mins	750 minutes (12 hours 30 minutes)

If you follow the flowchart in this policy booklet you will find that you always have homework to do in every class.

HOMWORK / STUDY GUIDE




GO ON TO THE NEXT SUBJECT


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 (E-Mail) 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 existing rules and Acceptable Use Policies, which are incorporated in this document.

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 student'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 e-mail 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 (e-mail) 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. The use of these items is not supported in classroom activity, further to this such technology is often associated with massive data downloads resulting in inequitable use of our IT network and server space. Therefore MP3's are not to be found in the general learning environment.

CDs

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 also 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.

Students are reminded that unexplained absences may impact on youth allowance.

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 will be 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 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.

PARENTS & CITIZEN'S ASSOCIATION

Chancellor State College Parents and Citizens' Association meetings are held at the Middle Campus on the second Wednesday of each month commencing at 7.00pm.

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

At Chancellor State College, our P&C are valued partners in the formation of the school's future.

Some P&C services and activities include:

- Management of programs and services such as the Cafeteria;
- Provision of funds for the purchase of additional facilities and resources;
- Membership of working parties established for specific purposes;
- Assisting with special school events.

All parents/guardians are encouraged to become members of the P&C Association. Your P&C represents one of the many ways you can become an active member of your school and contribute to its future direction.

Minutes from P&C meetings can be obtained from the Administration Office.

Support for Student Representatives

Students representing the school in either sporting or special interest groups can apply for financial assistance from the P&C.

- You will need to apply in writing to the P&C.
- Provide confirmation from the school or Education Queensland sponsored body stating the student's representative status.

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.

REGISTRATION OF YOUNG PEOPLE

Schools are required to register and open a learning account for all young people with the Queensland Studies Authority while they are in Year 10 or before they turn 16. The account will enable students to accrue learning credits that can count towards the Queensland Certificate of Education. Also, information gathered by the QSA from learning providers will help to ensure programs are working and the progress and attendance of young people is monitored. There will be safeguards to ensure the privacy of this information.

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.

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 School 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 \$92.00 (Years 8 & 9) per student is used to purchase additional classroom resources and materials, new 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 College Registrar 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 parents/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 that 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 \$92.00 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.

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 Registrar or Campus Principal 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 or EFTPOS. 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 College Registrar.

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

Year 10 - 12	
8.30 – 8.35	Gener8 – Roll Marking
8.40 – 11.05	Periods 1 and 4 (includes a 5 minute lesson change over and drink break)
11.05 – 11.50	Main Meal Break
11.50 – 11.55	Gener8 – Roll Marking
11.55- 1.05	Periods 5 and 6
1.05- 1.20	Drink and Snack Break
1.20 – 2.30	Periods 7 and 8

On Wednesday's Yr 11 and 12 students have non-contact time from 1:05 pm. Students will finish at this time except on the specialised preparation days which occur once per term. These dates will be advertised in advance on our school website.

SENIOR EDUCATION AND TRAINING PLANS

The Senior Education and Training Plan is designed to map individual learning pathways through the Senior Phase of Learning. It is mandated that all students complete a plan during Year 10 and lodge it with the Queensland Studies Authority. Chancellor State College begins preparing your students for this process during the My Journey lessons in the middle school.

Each student develops the plan in consultation with parents/guardians, Gener8 teachers and our Student Services staff. It is designed to assist young people make good choices.

The Senior Education and Training Plan:

- provides the young person with a clearly thought out set of achievable goals, a learning plan and a cohesive transition to further study or work;
- provides education and training providers with a starting point to monitor students' progress as they move towards achieving a QCE, Certificate III vocational qualification or full time employment;
- serves as a starting point and a reference point for the student's pathway through our senior school;
- promotes on-going dialogue between your student, you and our college;
- promotes learning that is aligned with your student's aspirations.

Further information is given in the Subject Selection Handbook and at the Queensland Studied Authority Website. (<http://www.qsa.qld.edu.au/>)

SKATEBOARD 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 in the school concrete/road areas. This ruling is to ensure the safety of all individuals in our school environment.

SPECIAL CONSIDERATION

What is Special Consideration?

The following information comes from the Policy Statement on Special Consideration which is produced by the Queensland Studies Authority (<http://www.qsa.qld.edu.au/te/faqs/special.html>).

Special Consideration is the granting of *exemption* to, or the provision of *special arrangements* for, students with special needs.

Exemption: fairness to all students and the integrity of results reported on Senior Certificates require that no students be exempted from meeting any substantive requirements of the syllabus, for any reason. However, in cases of Special Consideration, schools may decide to exempt students from non-substantive subject requirements.

Special arrangements: 'special arrangements' refer to practical arrangements to vary the conditions under which assessment occurs in order to enable students with special needs to have an equal opportunity* to demonstrate their knowledge and skills in a subject.

(* In this context the phrase 'equal opportunity' means that all students should have an equal opportunity to demonstrate their knowledge and skills in a subject.)

Substantive requirements of the syllabus are mandatory requirements and include the definitions of criteria and standards for the award of a particular Level of Achievement. Non-substantive requirements of the syllabus are subject requirements which may be varied without affecting substantive requirements.

The school is responsible for the procedures for Special Consideration for:

- the awarding of Levels of Achievement
- the deciding of Student Achievement Indicators (SAIs).

The school is not responsible for the procedures for Special Consideration in the QCS Test and the calculation of Overall Positions (OPs) and Field Positions (FPs).

The Queensland Studies Authority states that students with special needs may include, but are not limited to:

- students with learning difficulties
- students from non-English-speaking backgrounds
- students who are Aboriginal
- students who are Torres Strait Islanders
- students who have a physical impairment

- students who have an emotional impairment

What does this mean for the student?

If you consider that you have any special needs which would make you eligible for Special Consideration, you should approach a member of the School Administration, or the Guidance Officer, or your Year Level Coordinator to talk to them about this. After this discussion, you will be asked to see the Guidance Officer or Deputy Principal to obtain a Special Consideration form that you will have to complete and return to the Deputy Principal if you want to have your application examined by the Special Consideration Committee.

The members of this committee at present are: the Deputy Principal; the Guidance Officer; and the appropriate Head of Department. The role of this committee is to decide, in line with the school's policy statement on Special Consideration, if you should receive Special Consideration. If the committee thinks you deserve consideration on the information you present and any other information they may obtain, it would recommend to the Principal that Special Consideration be granted.

If the Principal approves the Special Consideration for assessment, you will be informed of this and the Deputy Principal will consult with the Heads of Department of your subject teacher/s to determine what Special Consideration may be given.

What sort of things might I get Special Consideration for?

Special Consideration can only be given for special needs.

Some physical impairment which may warrant Special Consideration might be

- if you broke your arm and were unable to complete assessment,
- if you were diagnosed as having an illness, e.g. glandular fever, and this had a major influence on your capacity to study and therefore prepare adequately for assessment. In this situation, you would need to provide medical evidence to support your application.

Sometimes students experience personal or family circumstances that affect their emotional or psychological well-being and have a major impact on their study. Such circumstances might include bereavement, illness, divorce, abuse or anxiety. Students could find their circumstances so distressing that they prefer to keep the details private. The Guidance Officer would be the most appropriate person to speak to about these circumstances and he/she would represent their case to the Special Consideration Committee but would document the disadvantage in a way that protects the confidentiality of the circumstances. You could obtain more information on this by talking to your Year Level Coordinator, or Guidance Officer, or Deputy Principal.

Achievement can only be decided on assessment that has been completed. This must be done in accord with the Work Program approved by the Queensland Studies Authority. If the number of assessment pieces you have completed over the total time you have studied a subject is insufficient for a Level of Achievement to be awarded, the school would not be able to award a Level of Achievement in that subject. If you are seeking entry into tertiary studies, you would have to apply for Special Consideration when you complete your QTAC application in September of Year 12. In most situations where Special Consideration is given, there is usually sufficient assessment completed for a Level of Achievement to be awarded.

What if I am sick on the day of a piece of summative assessment?

You would need to go to a doctor to obtain a medical certificate and submit it with an Application for Special Consideration to the Deputy Principal on the first day you return

to school. This would be examined by the committee as outlined above.

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.

A Learning Support Teacher is 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.

SPORT

Sport plays an important part of our school curriculum. It is linked to life learning, healthy lifestyles and wellbeing of individuals.

Throughout the year students have the opportunity to be involved in organised sport and recreational programs.

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.

Physical Education - 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.

In term four, Year 11 students are invited to write an application based on the College's five core values of Care, Courtesy, Commitment, Cooperation and Challenge to become a College Ambassador. These applications are reviewed by the college administration and the Ambassadors are announced in Term one of their year 12 year. The Ambassadors work with the Student Ministry and Portfolios, assisting them in working with school personal and the wider school community.

SUBJECT CHANGES

There may be reason for a student to change a subject that is currently being studied. Students should ensure that they have spoken with parents/guardians, their teachers and other support staff to ensure the change is warranted and well thought out. To organise a change the student should access a Change of Subject form from the school office.

Subject changes should then be negotiated with the Deputy Principal – Senior School. Changes can only occur if:

- the subject change form is completed with the signatures of all parties concerned
- negotiations occur in the first or last week of the term for Year 10
- negotiations occur in the first three weeks or the last week of the semester for year 11 and 12
- if there is the resources available to enable the change to occur

Though out Year 10, the school reserves the right to rearrange classes based on student performance data to assist with students finding the pathway that best meets their educational needs.

In Year 11 and 12, students may be advised to change subjects based on their report data or through the review process associated with their SET Plan.

TERM DATES – 2008

Commencement Date:

Years 7, 8, 9,10	29 January 2008
Year 11, 12	30 January 2008

Vacation Dates:

Easter	05 April – 14 April
Winter	28 June – 14 July
Spring	20 September – 5 October
Summer	13 December – 26 January 2009

Finish Dates for 2007:

Years 7, 8 & 9	12 December 2008
Year 10 & 11	28 November 2008
Year 12	14 November 2008

Student Free Days:

January 2008	24, 25
April	14
July	14
October	20
January 2009	22, 23

Public Holidays

Australia Day	28 January
Good Friday	21 March
Easter Monday	24 March
Anzac Day	25 April
Labour Day	5 May
Queen's Birthday	9 June
Sunshine Coast Show	13 June (proposed only)

Year 12 Queensland Core Skill Test – September 2 & 3 2008

Dates will be confirmed in the school newsletter.

TRAVEL TO AND FROM SCHOOL

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

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.

Car

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

Licensed students must inform the Principal of their intent to drive to school in writing. Private vehicle travel raises some concerns which the school is obliged to address:

- Anyone who travels in a vehicle is at risk.
- The school has a duty of care towards every enrolled student.
- Your parents/guardians expect us to exercise this duty diligently.

The school has therefore put certain procedures in place which students are required to follow:

- Any student driving a vehicle to school is required to apply for a Driver's Pass from the school office. He/She will need to supply the registration number, make, model and colour of any vehicle that he/she may be driving. If it is authorised, the pass must be carried at all times.
- No student is permitted to travel in a vehicle driven by a person other than his/her parent/guardian unless she/he has first obtained a "Private Vehicle Transport Pass" from a Deputy Principal.
- To obtain a pass, a student must bring a note from a parent/guardian specifying the name(s) of the person(s) with whom the student is permitted to travel.
- The pass must be produced on request from any teacher, on any day, during school hours.
- **Only one student, at any one time, may travel as a passenger in a car driven by another student.**
- Cars are to be used to drive **to and from school only**, and are **not to be used for sport or excursions**.
- Parking in areas designated for students must be adhered to.

**DRIVING TO SCHOOL DOESN'T MEAN THAT YOU CAN LEAVE THE GROUNDS
WITHOUT PERMISSION.**

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 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 SENIOR SCHOOL:

Formal Uniform

This uniform will be worn on all occasions except when the student has sport, PE or in attendance at a work placement.

Girls shirt to be worn outside the pleated skirt or unisex short (belt optional) with tie. Visible all white socks with black shoes (the shoes can be traditional leather lace up style or non-pervious jogger style that covers the foot completely due to workplace health and safety regulations). Sports uniform consists of the blue Chancellor sports shirt and blue sports shorts.

Boys shirt to be worn outside the unisex shorts (belt optional). Visible all white socks with black shoes (the shoes can be traditional leather lace up style or non-pervious jogger style that covers the foot completely due to workplace health and safety regulations). Sports uniform consists of the blue Chancellor sports shirt and blue sports shorts.

Hat and Bag

Students are encouraged to wear school hats when 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 style jacket, girl's long pants and boy's long pants are available.

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.

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 one (1) pair of stud earrings. 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

- Makeup and nail polish are not part of our “work” presentation.
- Hairstyles must be neat, clean, tidy and of natural tone.
- No drawing or writing on skin is permitted.

USE OF THE 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.