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LPC (Learning, Performance, Citizenship) Week
STAFF - 2017

ADMINISTRATION
Principal: Mr Frank Kingma – B.A., M.Ed.
Deputy Principal: Mr Stephen Buttsworth – B.Ed.

Heads of Department
R Gall - B.Ed.
R J Scalia - B.Ed.
L S Clark - B.Ed.

Guidance Officer
T Munro - M.Ed (Guidance & Counselling), B.Ed, A.T.C.L.

Teacher Librarian
L J Todeschino – B.Ed.

Business Services Manager
J L Santacaterina

Support Teacher – Literacy & Numeracy
M Sladden

Administrative Officers
A J Coldstream
S J Fabbro
M Y Musumeci

School Based Health Nurse
L George R.N.

Schools Officer - Facilities
A Styles

Youth Support Coordinator
A J Coldstream

Schools Officer - Grounds
A J Bojack

Community Education Counsellor
O Henaway

Teacher Aides
M A Barbagallo – B.A.
H Becke
J C Harper
S Karagkiozis
J Lewty
S Payard-Lampton
M Shackell – BnewMediaA, Dip. T.

School Chaplain
J L Dowie – BA. Psych.

Cleaners
C Bergin
C Katona
A Licciardello
V M Licciardello
K Riggs
S M Ziliotto

Teaching Staff
A E Armstrong – B.Ed
L Eathorne – B.Ed.(H.MS)
B D Gall – B.A.(Hum.), Dip.T.
W T Hung - B.Ed., B.A.
A L Kerr – Dip.T.(H.Ec.)
T A Lane – B.L.M.(Pri)
R J Lipsys – B.Ed.(Hons.), B.Th.
M M Sladden
S J Thomas – B.Sc., B.Ed.
J Wade – B.Hlth. (S.PE.)
R E Williams - B.Ed.

Instrumental Music

Tuckshop Convenor
V Cerqui

Teachers on Leave
A M Becke – B.Ed.
A K Sladden – B.Sc., B.Ed.
Welcome to our school!

Home Hill State High School has a strong academic record, regularly graduating students with excellent OP scores, but also with a broad range of vocational certificates which allow students to continue on with further study, gain apprenticeships or move into the workforce.

This school provides amazing opportunities in terms of academic subjects, linkages to, TAFE, student leadership, sport, community engagement and involvement in activities such as Lions Youth of the Year, Rostrum, Voice of Youth and the Science and Engineering Competition.

We are a relatively small secondary school and with that comes the personal attention needed to understand the hopes, needs and aspirations of our very important young people. Our staff work hard to give students excellent service, providing quality, differentiated instruction, detailed feedback and after hours tutorials.

*Our school is committed to Excellence in Learning, Maximum Performance and Quality Citizenship. The following details what this means in practice:*

**Learning**
- Quality curriculum and assessment
- Excellent pedagogy catering to all students through inclusive and targeted practice
- Literacy, numeracy and technology
- Pathways for all students – academic and vocational
- Facilities and resourcing to support learning

**Performance**
- Strategic planning with clear, achievable objectives
- Recognition of success
- Developing high performance (staff and students)
- Explicit expectations with embedded accountability measures to monitor progress
- Excellence in school administration, finance and operations
- Strong instructional leadership
- High expectations

**Citizenship**
- The 5Cs – Common Sense, Courtesy, Consideration, Cooperation, Commitment
- Positive school culture supporting safety and wellbeing of all students and staff
- Student leadership and participation in extra curricular activities
- Strong community profile and engagement with the community
- Sport
- Cultural engagement
- Personal development, career and futures guidance
- School image and pride

*This prospectus provides the essential information about our school for parents and students and our website ([www.homehillshs.eq.edu.au](http://www.homehillshs.eq.edu.au)) complements this document, whilst also providing up to date details.*

Frank Kingma
Principal
SCHOOL PROFILE

At Home Hill State High School our purpose is to provide students with the knowledge, skills and confidence to maximize their potential, become active informed citizens and lifelong learners in a technological society. Our school motto *Finis Coronat Opus* meaning *The End Crowns the Work* underpins our core values. These values are also evident in our Code of Behaviour: Common Sense, Courtesy, Consideration, Cooperation and Commitment.

Home Hill State High School prides itself on delivering high quality secondary education. In its small rural context, south of the Burdekin River in North Queensland, the school provides quality education to all learners, whether they are students with special needs or students receiving state and national awards. As a result of its focus on student outcomes and flexible pathways, the school has a proud and respected record of student achievement. In the junior school, curriculum variety is offered through a combination of compulsory and elective subject offerings designed to meet the personal requirements of learners. The curriculum is differentiated through the provision of resources, complementary classroom activities, alternative modes of delivery and varied assessment tasks. Throughout the school, the learning of students is enhanced by support from specialist teaching staff and integrated curriculum programs targeting literacy and numeracy skills.

Multiple curriculum pathways are offered in the senior school despite our relatively small size. Students are provided with a range of Queensland Curriculum and Assessment Authority and Authority-Registered subject options. There is considerable curriculum depth to allow for personalisation of curriculum choices, for example, we offer two English options, four Mathematics subjects as well as a variety of Science, Humanities, Business, Technology, Physical Education and Arts subjects. Vocational Education and Training is available through the school with Certificates I and II in Business and Certificate I in Information Digital Media and Technology on offer. Additionally students enrolling in Hospitality have the opportunity to complete Certificate I in Hospitality through courses provided by an external training organisation as part of the course structure. Virtual Schooling and Distance Education programs provide students with the opportunity to study in subject areas not currently offered at a classroom level.

The school maintains strong partnerships with the local TAFE, providing further opportunity for students to enrol in the VET in Schools program in a variety of courses. Many students elect to undertake these certificate programs. A number of students choose to begin a school based apprenticeship and traineeship. The school has developed strong partnerships with the business community to provide work experience opportunities to students in years 10, 11 and 12 each year. Students at Home Hill State High School have achieved significant success in the Science and Engineering Challenge at both local and state levels. Student success in national competitions is significant and highlights the quality of student achievement at our school.

Home Hill State High School is a Agribusiness school, with a range of agricultural aspects embedded across the curriculum and a focus on encouraging students in a wide range of careers in the industry.

In addition to achievements in the academic arena, students at Home Hill State High School are encouraged to pursue success in sporting and cultural endeavours. The school provides opportunities for participation in a variety of individual and team sports, at school, interschool and regional levels. Sports including touch football, netball, cricket, soccer and rugby league attract significant student interest across all year levels. The school's history of success in the sport of netball is noteworthy and reflects a strong partnership with the local association.
A range of cultural activities is also afforded to students including the Burdekin Inter-school Drama Festival, public speaking competitions, a Toastmasters’ program and Lions’ Youth of the Year Quest. The school secures annual performances by external agencies, for example the Queensland Arts Council, to ensure all students are provided with access to cultural experiences. There is an annual fete, strongly supported by the community. The school conducts a year 12 leadership camp and civics excursion, as well as an annual year 9 physical education adventure camp.

Home Hill State High School is an active member of the local community with wide ranging involvement in community events such as ANZAC Day ceremonies, Relay for Life, Clean-up Australia Day, Pink Stumps Day and Growers’ Race Day clean-up. Many of these events are organized by the Student Council or the Interact Club. Our school has a strong association with NQ Astronomy, having conducted numerous events on site, including providing the world wide vision of astronomical events such as the Transit of Venus.

At Home Hill State High School we pride ourselves on the work done by staff, students and parents in the school as well as in the wider community.
STATEMENT OF PURPOSE

To provide students at Home Hill State High School with the knowledge, skills and confidence to maximise their potential, become active, informed citizens and lifelong learners in a technological society.

CITIZENSHIP CODE OF BEHAVIOUR

We believe all members of the school community should maintain the following code (The 5Cs):

COMMON SENSE - COURTESY - CONSIDERATION - COOPERATION - COMMITMENT

COMMON SENSE
* Use of initiative to make right/acceptable choices
* Think before speaking or acting
* Consider the consequences

COURTESY
* Treat others with respect
* Always use good manners when dealing with others

CONSIDERATION
* For others' feelings
* For the welfare of others
* For property

COOPERATION
* Work together for a better total-school environment
* Accept the consequences of your actions

COMMITMENT
* Be prepared
* Work hard
* Get involved
* Complete the task

RIGHTS AND RESPONSIBILITIES

RIGHT
RESPONSIBILITY
All students have the right to learn without being disrupted by others.
No student should disrupt the learning of others.

All members of the school community should be treated with courtesy and respect.
All members of the school community should treat each other with courtesy and respect.

All individuals have a right to work in a safe environment.
No member of the school community should use any form of harassment or any form of discriminatory words or actions.

All individuals have the right to take pride in their school.
All individuals should act in ways that help to build a good public image of the school.

All members of the school community have the right to be supported by other members of the school community.
All individuals should perform their roles to capacity within the framework of this policy.

Relevant information to be exchanged and communication between members of the school community exists.
Legislative and departmental guidelines and policies are adhered to and reasonable discretion exercised.
## SCHOOL-WIDE CITIZENSHIP EXPECTATIONS MATRIX

<table>
<thead>
<tr>
<th>COMMON SENSE</th>
<th>CLASSROOM</th>
<th>PLAYGROUND and OVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Think before you speak or act - make safe, sensible, acceptable choices&lt;br&gt;• Consider the consequences of your actions and behaviour&lt;br&gt;• Use equipment appropriately&lt;br&gt;• Abide by safety instructions at all times&lt;br&gt;• Conduct yourself in a lawful, ethical, safe and responsible manner</td>
<td>• Follow safety requirements at all times&lt;br&gt;• Act in a responsible manner at all times&lt;br&gt;• Help to solve problems rather than to create them&lt;br&gt;• Be honest</td>
<td>• Ensure your actions will not endanger yourself or another person&lt;br&gt;• Walk rather than run around buildings&lt;br&gt;• Keep walkways and stairwells clear&lt;br&gt;• Wait for buses behind the fence and line up for buses in an orderly manner&lt;br&gt;• Leave the school grounds immediately after 3pm unless otherwise instructed</td>
</tr>
<tr>
<td>COURTESY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Recognise and respect the rights of others before, during and after school&lt;br&gt;• Treat everyone with respect&lt;br&gt;• Use good manners at all times&lt;br&gt;• Use polite language with appropriate tone and volume when speaking&lt;br&gt;• Act in a non-threatening manner&lt;br&gt;• Respect the privacy of others</td>
<td>• Line up quietly for your teacher&lt;br&gt;• Ask permission to leave the classroom&lt;br&gt;• Put up your hand to ask and answer questions&lt;br&gt;• Speak to other students only when allowed by the teacher</td>
<td>• Follow the directions of all staff&lt;br&gt;• Treat tables and chairs, trees and grounds with respect&lt;br&gt;• Keep the grounds free of litter&lt;br&gt;• Use language that is not offensive</td>
</tr>
<tr>
<td>CONSIDERATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ensure your actions support a safe and respected environment at all times&lt;br&gt;• Respect the property of others&lt;br&gt;• Display courtesy, consideration and respect for others whenever using personal technology devices&lt;br&gt;• Consider the welfare of others at all times</td>
<td>• Allow others to contribute to activities&lt;br&gt;• Respect the right of others to learn&lt;br&gt;• Respect others’ feelings&lt;br&gt;• Encourage the participation of others&lt;br&gt;• Maintain a supportive classroom environment</td>
<td>• Line up in an orderly manner and wait your turn at the tuckshop and taps&lt;br&gt;• Clean up after yourself&lt;br&gt;• Allow others to participate&lt;br&gt;• Assist staff conducting extra-curricular activities for students&lt;br&gt;• Return sports equipment on time</td>
</tr>
<tr>
<td>COOPERATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cooperate with those in authority&lt;br&gt;• Follow the instructions of staff&lt;br&gt;• Abide by school policies and procedures&lt;br&gt;• Accept ‘We See – You Lose’ phone policy&lt;br&gt;• Take responsibility for your behaviour&lt;br&gt;• Accept the consequences of your actions&lt;br&gt;• Report bullying/harassment to staff</td>
<td>• Enter and exit rooms in an orderly way&lt;br&gt;• Follow instructions immediately without questioning&lt;br&gt;• Abide by teacher seating plans&lt;br&gt;• Follow all class rules&lt;br&gt;• Accept the consequences of your actions in the classroom context</td>
<td>• Avoid out of bounds areas at all times&lt;br&gt;• Follow directions of staff on playground duty without question&lt;br&gt;• Follow sun safety rules – wear a hat&lt;br&gt;• Help to keep all areas free from litter by using bins for rubbish</td>
</tr>
<tr>
<td>COMMITMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Arrive at school and your class on time&lt;br&gt;• Move quickly between classes&lt;br&gt;• Commit to our school uniform and behaviour expectations&lt;br&gt;• Participate in extra-curricular activities&lt;br&gt;• Get involved - make a positive contribution to the school and wider community&lt;br&gt;• Act in ways that uphold our school motto - “The End Crowns the Work”</td>
<td>• Participate actively in the school’s education program&lt;br&gt;• Be prepared for each class by bringing required and appropriate equipment&lt;br&gt;• Complete classroom work, homework and set tasks to the best of your ability&lt;br&gt;• Participate fully in classroom activities&lt;br&gt;• Complete assessment in accordance with task requirements&lt;br&gt;• Ensure all work is your own</td>
<td>• Commit to fair play&lt;br&gt;• Commit to a safe and litter free school&lt;br&gt;• Care for the school environment by reporting vandalism, graffiti or other damage</td>
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</tbody>
</table>
At Home Hill State High School the school day begins at 8.45am. We offer 20 lessons per week, 4 lessons per day. The lessons are 70 minutes in length. The day begins with Form Class. Lessons 1 and 2 are in the morning session. There is then a lunch break of 50 minutes. Lesson 3 is the middle session, followed by recess (30 minutes) and lesson 4. The school day concludes at 3pm.

School work programs in each subject are based either on the Australian Curriculum, Education Queensland C2C curriculum documents or Queensland Curriculum and Assessment Authority syllabi.

**YEAR 7:**

Some subjects are offered for the full year while others are offered for 1 Semester only. Students will undertake study in each of the listed subjects.

Incorporated into the Health and Physical Education program is a Well-being and Futures Program called ‘TOP – Tapping into Our Potential’.

**YEAR 8:**

Some subjects are offered for the full year while others are offered for 1 Semester only. Students will undertake study in each of the listed subjects.

Incorporated into the Health and Physical Education program is a Well-being and Futures Program called ‘TOP – Tapping into Our Potential’.

**YEAR 9 and 10:**
In Year 9 and 10 students must study English, Mathematics, Science and Humanities for 3 lessons per week. Students also study Health and Physical Education.


Incorporated into the Health and Physical Education program in Year 9 is a Well-being and Futures Program called ‘TOP – Tapping into Our Potential’.

Students in Year 10 also study SET – Senior Education and Training planning, a program designed to assist students plan their pathway into the senior school and to plan for life after school.

**YEARS 11 and 12:**
Students study six subjects in years 11 and 12. The subjects are all studied for 3 lessons per week. Students do SET/Sport for 1 lesson per week and have Independent for 1 lesson a week.

Students must select either English or English Communication. Students must also select one of Mathematics A, Mathematics B or Pre-vocational Mathematics. Students then choose 4 elective subjects.

Students may also select a subject offered by the School of Distance Education. Historically students at Home Hill SHS have studied Ancient History, Economics, Geography, Japanese, Modern History and Music, but a full list of subjects offered by the Brisbane School of Distance education is on their website.

Subjects in the senior school fall into two types: Authority and Authority-Registered subjects.

If a student wishes to obtain an OP (Overall Position) score, 20 units of work over the 2 years must be in Authority subjects. 1 semester equals 1 unit of work; therefore a subject studied for both year 11 and 12 counts as 4 units of work. Units of work in Authority Registered subjects do not contribute to eligibility for an OP score.

**Authority Subjects:**

Ancient History, Economics, Geography, Japanese, Modern History and Music are Authority Subjects that may be studied through the School of Distance Education.

**Authority Registered Subjects:**

**TAFE VET in Schools program:**
Students may attend the TAFE College to complete courses offered through the VET in Schools program.

**Additional Subjects:**
SET is offered one lesson per week. SET is Senior Education and Training planning.

**WORK EXPERIENCE PROGRAM**
Work Experience is an integral part of Years 10, 11 and 12 for students at Home Hill State High School. Students sample what life is like in the working world and explore a potential avenue of future employment. As far as possible, students are placed in an occupation of their own choice. This is enabled by the overwhelming support of Home Hill and Ayr employers, as well as employers in Townsville.

The school considers Work Experience to be extremely beneficial to the students. It is a challenge and a test of their ability to accept responsibility. They must dress appropriately, deal with the public, show initiative, be punctual and co-operate with others. Students gain additional self-confidence and social skills through Work Experience. They are encouraged to identify a preferred placement for work experience; however negotiations with a prospective provider/employer must not be undertaken without the prior agreement of the Principal. This is necessary to avoid placing unnecessary demands on employers.

Interested parents are invited to make inquiries about the way in which Work Experience operates. During the program they are encouraged to follow their student’s activities and progress.
**INSTRUMENTAL MUSIC PROGRAM (YEARS 7 TO 12)**

This program is designed to allow selected students the chance to participate in brass, woodwind, or percussion instrumental tuition once per week. The program offers an opportunity to develop musically through instrumental instruction. Students will gain performance experience in school-based ensembles. They can expect to develop skills and knowledge in relation to the care of the instrument, correct playing posture, instrument tone, tuning, musical symbols and terms, pitch range, rhythmic and melodic exercises, articulation, sight-reading, memorisation, as well as solo and ensemble performance. Teaching is by withdrawal from selected lessons. A commitment to home practice with school ensemble work and out-of-hours functions is necessary.

**SPORT AND PHYSICAL EDUCATION**

School sport forms an integral part of the school curriculum. It offers a range of learning experiences to promote the development of students. This development is physical and social. Through application and dedication to sporting endeavours, students learn self-discipline, perseverance and self-denial. In addition, through their own success at their own levels, students gain self-esteem and social confidence.

Students at Home Hill State High School have the opportunity to participate in physical activity at many levels. At school level all students in years 7 to 10 attend core Health and Physical Education classes allowing them to experience a variety of games, sports and other physical activities, including aquatics, touch, dance, orienteering, athletics and netball. Health and Physical education extension is also an elective subject in Years 9 and 10.

In the senior school, students have the opportunity to engage in Recreation Studies or Senior Physical Education. Participation in activities in HPE classes is mandatory, unless a medical condition prevents this. Parents must provide suitable advice to the school. Hats must be worn by students for all outside activities.

An active lifestyle is also encouraged during lunch times with the Senior Sports Committee, run by Year 12 students and supervised by staff, issuing sports equipment to students and organising sporting competitions during recess. An inter-form cricket competition is the highlight of the final week of the year for Year 9 students.

Seniors selected as House Captains have a leadership role during the annual Inter house Swimming, Cross Country and Athletics Carnivals where every member of the house is encouraged to participate and support his/her house.

As a member of the Burdekin School Sports Association, Home Hill High enables its students to compete as representatives of the school at Burdekin Inter-school Cross Country and Athletics Carnivals as well as a variety of inter-school competitions in sports such as netball, rugby league, soccer, touch, cricket, volleyball and softball. Further opportunities to experience sports such as soccer and netball are provided through the school’s participation in the Bill Turner Cup and the Vicky Wilson Cup respectively.

Students also have the opportunity to represent the Burdekin at district level in all sports offered by the North Queensland Secondary School Sports Association and if successful, they can represent the Northern region, Queensland and Australia.

The sporting achievements of Home Hill State High School students at school, district and regional levels are recognised at the Sports Awards Night held in term four of each year.
THE SCHOOL BUDGET - 2017

The 2017 school budget has been drafted in collaboration with the P & C Association. The school grant component reflects the estimated enrolment for 2017. The government Textbook Allowance in 2017 will be paid directly to the school. Parent and P & C Association contributions will complement these amounts.

The 2017 school budget will be presented for adoption at the February 2017 meeting of the P & C Association.

In general the State Government provides most of the physical facilities together with recurrent expenditure for salaries and some grants for equipment.

Other necessary resources are provided from local funds. These local funds come from Student Resource Scheme charges and P & C contributions and fundraising.

SUBJECT REQUIREMENTS LIST

A list for each year level will be distributed to all students at the end of the school year or on enrolment.

TEXTBOOKS AND OTHER REQUIREMENTS

The school operates a Student Resources Scheme which is funded by the Government Textbook and Resource Allowance and contributions by parents and carers. Under this arrangement the Government Textbook and Resource Allowance is paid to the school in bulk and class sets of books and other resources are purchased for individual student use. Details of the scheme (including conditions, what is provided and payment details) will be given to all parents in February. A parent may choose not to be part of this scheme. In this case, the parent would receive the Government Textbook and Resource Allowance and purchase all textbooks and other materials needed by their child, though this will prove a more expensive option. Any parent considering this course of action should contact the Principal.

It is important for all fees to be paid as the school budget relies on all families making the relevant financial contributions. If this does not occur the school will not be able to provide all the resources for a quality education that is fair and equitable for all. If family contributions are not paid, then the children of these families will not be permitted to participate in non-educational activities that incur costs. These non-educational activities include, but are not limited to, Discos, Students’ Ball, Senior Shirt and & Jersey, Valedictory Dimmer and End of Year Activities. All outstanding financial contributions must be finalised or special arrangements made before payment will be accepted for these non-education experiences.

The basis of funding the scheme has been that the school receives the Government Textbook and Resource Allowance cheque along with the parent charge.

Home Ec/Hospitality – a $25 fee is charged to all Home Economics and Hospitality students to cover the cost of ingredients for cooking demonstrations, as well as communal ingredients such as paper to line baking dishes, alfoil, cling wrap, condiments etc. Students will also be expected to provide cooking ingredients and sewing materials for items they produce in class. These items would then be taken home by the students.

Students may get the opportunity to complete units of competency towards a Certificate II in Hospitality. Students and parents will be advised of dates and costs associated with this next year.
**Student Resource Scheme Charges**

General Fee: Years 7 - 12 - $120

Subject Costs:
- **Art**
  - Year 9: Visual Art $15
  - Year 10: Visual Art $20
  - Years 11 & 12: Visual Art $25
- **HEC**
  - Years 9 – 12: Home Economics and Hospitality $25
- **ITD**
  - Year 9 & 10: Industrial Technology & Design $65
  - Years 11 & 12: Industrial Technology Skills $115

*Final collection date for all grades is Thursday 23 February 2017.*

**TEXTBOOK ALLOWANCE SCHEME** *(correct at time of printing)*

In 2017 the Government Textbook and Resource Allowance will be paid directly to the school and will be calculated as follows:

- Year 7, 8, 9 & 10: $121 per student
- Year 11 & 12: $262 per student

**PAYMENT OF FEES**

Payment of resource scheme fees can be made by:
- In person by EFTPOS, Cash or Cheque payable to “Home Hill High School”
- Over the phone by EFTPOS
- Direct Debit – A Direct Debit Request form is available at the school office
- BPoint – details are on Statements
- Centrepay Deduction – Payment by Centrepay can be arranged through the office

Payment plans can also be set up to distribute the costs over the school year.

**BYOD COMPUTER PROGRAM**

Prior to connecting to the school network students and parents will have to sign a BYOD charter acknowledging the rights and responsibilities of connecting to the network. Additionally there will be a $20.00 connection fee. Only students connecting to the network will be required to pay this fee. The BYOD programme enables students to bring their own laptop to school and have it connected to the school network. This BYOD Charter is available at the school office. Students may also elect to hire a laptop locker for the year, at a cost of $15.00.

**Free Computer Software** All students are able to download Microsoft Office 365 on to their personal devices for free. They may also download Norton Anti-virus at a greatly discounted price. Information on how to do this will be in School Newsletters and on our website.

**REFUND POLICY**

If a student leaves a subject before completion of the course, the parent charge will be refunded on a prorata basis.

**BUS TRANSPORT/CONVEYANCE ALLOWANCE**

These are available under certain conditions to students who live beyond 4.8km from the school and also where parents are required to convey students to the bus or to the school. Details are available from the bus company.

**AUSTUDY**

Means tested assistance exists for students from their 16th birthday. Details are available from Centrelink.

**SPORTING & CULTURAL SUBSIDY**

The P & C provides subsidies to students who travel away as part of a school sport representative sporting team (eg. NQ team). Details are available at school. Students selected for other representative activities may also apply for subsidy from the P & C.
ACADEMIC

Course Information
Subject selection booklets:
- Contain information on all subjects offered at particular year levels. These are available at the school office.

Subject selection evenings are:
- Information evenings to assist in the selection of subjects to suit the needs of individual students
- Attended by staff, parents, students
- Held in Term 3
- Advertised in the newsletter and by a letter distributed to parents.

Course Selection Procedures
Parents, students, staff and the Guidance Officer are all involved in these procedures:
- The Guidance Officer visits the school one and a half days per week and appointments with the Guidance Officer can be made through the office. The Guidance Officer provides valuable service in the course selection process.
- Parents should work closely with students in selecting appropriate courses.
- The Deputy Principal, HOD’s and Guidance Officer will examine these selections and discuss them with students and parents if necessary.

Course Changes
Students are permitted to change courses if they:
- Complete a change of subject form or bring a note of intention from their parents
- Present this for the approval of the Deputy Principal.

Interviews - with the Administration - for New Students
These may be arranged by making an appointment through the Office. Please telephone before you arrive. Enrolment interviews are usually undertaken by the Principal.

Interviews – Teachers
The school schedules two formal parent/teacher evenings during the school year. At other times when parents wish to discuss progress or behaviour of their student with staff, they should telephone the general office in the first instance and make arrangements to speak with the relevant staff member.

Staff interviews may be conducted in the conference room in the Administration building.

Reporting
Various reporting methods are used. These include at least three written reports and two formal parent/teacher interview evenings which occur during the year. Parents/caregivers are asked to retain written reports carefully for future use.

Homework Policy
Homework provides students with opportunities to consolidate their classroom learning, to pattern behaviour for lifelong learning beyond the classroom and to involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, sport, culture, recreation and part-time employment where appropriate.
Students’ Responsibilities

Students can take responsibility for their own learning by:

- Discussing with their parents or caregivers homework expectations
- Accepting responsibility for the completion of homework expectations within set time frames
- Following up on comments made by teachers
- Seeking assistance when difficulties arise
- Organising their time to manage and balance home expectations, participation in physical activity and sport, cultural and recreational activities and part-time employment.

Teachers’ Responsibilities

Teachers can help students establish a routine of regular, independent study by:

- Setting homework on a regular basis
- Clearly communicating the purpose, benefits and expectations of all homework
- Checking homework regularly and providing timely and useful feedback
- Setting homework that is varied, challenging, directly related to class work and appropriate to students’ learning needs
- Explicitly teaching strategies to develop organisational and time management skills and providing opportunities to practise these strategies through homework
- Giving consideration to other academic and personal development activities (school based or other) that students could be engaged in
- Discussing with parents and caregivers any developing problems concerning a child’s homework and suggesting strategies to assist with homework.

Parents and Caregivers’ Responsibilities

Parents and Caregivers can help their children by:

- Reading with them, talking with them and involving them in tasks at home including shopping, playing games, musical instruments and physical activity
- Helping them to complete tasks by discussing key questions or directing them to resources
- Encouraging them to organise their time and take responsibility for their own learning
- Encouraging them to read and to take an interest in and discuss current local, national and international events
- Helping them to balance the amount of time spent completing homework, watching television, using social media, playing computer games, playing sport, music and engaging in other recreational activities
- Contacting the relevant teacher to discuss any concerns about the nature of homework and the child’s approach to the homework.

Phase of Learning

Some homework can be completed daily or set over a weekly or fortnightly period and may:

- Include daily independent reading
- Be coordinated across different subject areas
- Include extension of class work, projects and research.

In Years 7, 8 and 9, students should be given more responsibility for their own learning. They can be required to engage in independent learning to complement work undertaken in class.

Homework in Years 7, 8 and 9 could be up to, but generally not more than, 5 hours per week.

In the Senior Phase, Years 10, 11 and 12, the amount of time devoted to homework and independent study will vary according to the student’s learning needs and individual program of learning, determined through their Senior Education and Training (SET) Plan.

While teachers may provide students with additional work relevant to their learning which the student may undertake at home, young people during this phase should generally be independent learners exercising
their own judgement as to the out-of-hours time they devote to their studies. Of course, care should be taken to ensure a balance is maintained between the various demands of study, sporting, cultural, recreational and part-time employment activities.

**Purpose of Homework**

Homework can engage students in independent learning to complement work undertaken in class. Homework develops the student’s independence as a learner. Homework:

- Revision and reflection to consolidate learning
- Applying knowledge and skills in new contexts
- Pursuing knowledge individually and imaginatively
- Preparing for forthcoming classroom learning
- Work that enhances student learning, and is purposeful and relevant to students’ needs
- Is appropriate to the phase of learning and is appropriate to the capability of the student
- Work that is varied, challenging and clearly related to the class work.

**Assessment**

All students are provided with an Assessment Calendar within the first two weeks of each semester. The calendar provides valuable information for use in time management over the semester. It also enables parents to be informed of the nature and timing of the semester’s assessment. The assessment calendar is also available on the school website.

Assessment instruments will be implemented on the due date unless:

1. A variation has been negotiated with the teacher and the Principal

If assessment cannot be completed at the time indicated on the calendar, the student must apply for Assessment Consideration.

- Four categories of reason are generally acceptable:
  - Illness (supported by a medical certificate for students in Years 11 and 12)
  - Compassionate
  - School approved/related activities, eg. NQ sport representation
  - Other — any reasonable situation can be negotiated and treated on individual merit.

- Procedure:
  - Student obtains Assessment Consideration form and completes appropriate section **before** the due date unless illness or other circumstances prevents
  - Student attaches medical certificate / documentation to this form. Parent signs and dates form
  - Student asks subject teacher to complete teacher section
  - Student reports to Principal who completes form. Student reports to teacher with completed form
  - Teacher attaches form to assessment (Yr 7-10) or retains for records (Yr 11 & 12).

If assessment is not completed at the time indicated and Assessment Consideration does not apply, then consequences will be applied on an individual basis and students may be required to complete the assessment in lunch or after school detention.

**STUDENT SERVICES**

**Support Staff:**

Appointments with the following support staff may be made at the school office. After arranging a suitable time, students will be given an appointment slip which is to be presented to the teacher of the class that will be missed. The teacher will sign the slip before the student attends the appointment.

- **Guidance Officer:** available 1½ days per week
- **School Based Youth Health Nurse:** available 2 days per week
- **Youth Support Coordinator:** available every day of the week
- **School Chaplain:** available 3 days per week
- **Community Education Counsellor:** available ½ day per week.
Learning Support:
Learning support is available for verified students. A learning support teacher is on staff for assistance.

Student Council:
A student forum for discussion and raising pertinent issues exists through the Student Council. Each year level has representatives who may be approached to take issues to meetings.

Form class/Form teacher:
Communication of information regarding school procedures and activities is through daily notices. Daily notices are read and rolls marked in the morning by the Form class teacher.

COMMUNICATION

Assemblies
Assemblies are held each Monday at 8:45am for approximately 10 minutes. These are to allow the Principal, staff and visitors to address the students. There may also be year level assemblies held once per week.

Student Notices
Student notices are issued every day, Monday to Friday. These have been designed to allow communication from the teaching staff to students, as well as communication from students to students.

Parent Access
During the day, only parents, carers or their advised agents may have access to students at school. Visitors to the school are required to sign in at the school office. Parents should always make contact with their children by arrangement with the office, including when bringing items for their children. Fast food is not to be brought by parents to students at school.

Attendance 85% or better
Students are required to attend school every day unless illness or a valid reason prevents attendance. All absences are recorded and are noted on report cards. Every day counts! The research (and common sense) indicates students who have good attendance get better results. At Home Hill SHS, the target attendance rate is 95%. Students who fall below 85% attendance become ineligible for extra-curricular events (unless very special circumstances exist). Students with perfect attendance or over 97% attendance each semester receive a Platinum or Gold Principal’s Award which can be used in a resume. Employers value these awards highly.

Explaining Absenteeism
From the beginning of 2017, text messaging to parents will be put into place as state schools are required to notify parents of any unexplained absence in the morning of it occurring. After teachers mark class rolls prior to 9am, any absences will be recorded and a text message will be sent to parents. This will be followed up until a response is received from parents. This can be done by either replying to text message advising of reason or ringing administration staff.

Alternatively absentees can be explained in advance by
- Phoning 4790 5666 and talking to office staff or leaving message on answering machine if student becomes ill out of school hours
- Advising administration staff of students absence in person
- Sending a note advising of absence on previous day

If your child is ill during school hours, office staff will make contact with parent or nominated emergency contact to arrange for students to leave the school. Students must not phone or text their parent.
Request for Lunch Pass
All requests for lunch passes must be made directly to the Principal using the request form available from the office. This request must be made by the parent/caregiver, not by the student.

Once the initial request has been approved students will be asked to collect and return a form which must be signed by the parent/caregiver. Once this is returned a lunch pass will be issued.

Please note:
- A lunch pass request is for the student to be allowed to leave the school grounds between 11.20am and 12.05pm for the purpose of having lunch
- This request does not allow any student to:
  i) go into town or to nearby food outlets
  ii) go to another residence other than their home
  iii) travel without permission in another student's vehicle.
- This request does not give permission for the student to travel home for afternoon recess or during any other time in the school day
- If a student is cycling home, a helmet must be worn
- Students are not to drive other students.

Requesting Leave
Requests for students to be allowed to leave the school grounds for medical, dental or other short absences should be made in writing. These are to be signed by the administration before period one and the information recorded in the Attendance Record. No other teacher is authorised to grant permission to leave school.

Parents of students who are away for more than 10 school days must complete an 'Application for Exemption from Compulsory Schooling'. This document is to be completed for any reason including medical. The school Principal must approve this leave and it will be recorded on the students file. This form can be obtained from the administration office or found on our website. www.homehillshs.eq.edu.au

Leaving School
Students must go straight home immediately upon release at 3.00pm, unless they have been detained by a teacher or are involved in an extra-curricular activity or tutoring. Students who wait for buses after 3pm must sit quietly near the front of the school.

Students may not leave the school grounds during the day unless:
- they have a valid lunch pass
- they have a note from their parents sighted by the administration before period one
- their parent personally calls to collect them.

Students must not enter school grounds in the morning before 8.00am.

Notes from Parents
Parents are asked to send notes to school for variations to usual procedures and routines. For example:
- Attendance
- Lunch Passes
- Medications (See student medication)
- Change of details eg. address, phone numbers.

Website & Facebook
Our school maintains a comprehensive website which is regularly updated with news and information. We invite you to explore the site at www.homehillshs.eq.edu.au to find out more about our school and to appreciate how the “Home Hill Way” encourages students to perform at the highest levels. Education Queensland has also released the QSchools app that allows the public to gain easy access to various school...
websites. The school also has a Facebook page “Home Hill State High School”, where up to the minute notifications can be found.

**QSchools**
The mobile device app “QSchools” can be freely downloaded. The app provides information about the school which is updated regularly.

**Newsletters**
Newsletters are emailed or sent home with students during the first week of each month. Newsletters inform parents of events and educational topics. They are sent out just before the monthly P & C meetings, Newsletters are also available on the school website.

**Notification of School Activities**
Parents will be notified of school activities in the monthly newsletter, on the events section of our website, or by separate communications.

**APPEALS/COMPLAINTS PROCEDURES**
Student complaints and appeals will be dealt with in a timely and constructive manner. Students may approach classroom teachers, Heads of Department, Deputy Principal or Principal. Parents should make contact via the school office.

**PARENTS AND CITIZENS’ ASSOCIATION**

**Parents and Citizens' Association Meeting**
This Association meets at the school on the second Tuesday of the month, at 7.45 p.m. in the staff common room. Reminders are placed in the monthly newsletter. Educational matters of particular interest are introduced by staff and/or parents and comments or questions are sought.

**SCHOOL CANTEEN**
Home Hill High School promotes the ‘Smart Choices’ strategy of the Queensland Government. The Healthy Food and Drink Supply policy applies to the school canteen, ensuring that healthy foods only are provided.

The P & C runs the school canteen at which students may purchase a wide range of foodstuffs and drinks. All profits go to the P & C Association to benefit the school.

Many parents find their involvement as a tuckshop volunteer an enjoyable social occasion and an opportunity to gain insights into the education the school is providing.

The assistance provided by volunteers in maintaining this service is greatly needed and appreciated. Tuckshop begins on the first day of school and a P & C letter requesting assistance and asking for volunteers is distributed to all students at the start of the year.

**ITEMS NOT WELCOME AT SCHOOL**

<table>
<thead>
<tr>
<th>Alcohol/Drugs/Cigarettes/Tobacco</th>
<th>Cutters/Stanley Knives/Pocket Knives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cameras (except on special occasions)</td>
<td>Electronic Devises eg Mobile phones, iPods etc</td>
</tr>
<tr>
<td>Chewing gum/ Bubblegum</td>
<td>Trading Cards</td>
</tr>
<tr>
<td>Permanent Pens/Paint Pens</td>
<td>Steel Rulers</td>
</tr>
</tbody>
</table>
‘Energy’ drinks; softdrinks containing caffeine  Restricted Magazines
CODE OF SCHOOL BEHAVIOUR

Better Behaviour Better Learning
Queensland state schools promote learning, creativity and innovation as the platform upon which to build prosperity and quality of life for all Queenslanders. State schools are strongly committed to providing a quality, futures-oriented education that enables all students to achieve their full potential. They prepare students for an active role in democratic life and society. High expectations, equity inclusiveness and the building of social capital are key features of state schooling in Queensland.

Essential to effective learning is a safe, supportive and disciplined environment that respects the following rights:

- The rights of all students to learn
- The rights of teachers to teach
- The rights of all to be safe.

The Home Hill State High School Responsible Behaviour Plan for Students defines the responsibilities that all members of the school community are expected to uphold. The behaviour plan has been developed to deliver the best possible outcomes for students, recognising the close relationship between learning, achievement and behaviour. The Responsible Behaviour Plan for Students details particular strategies to promote appropriate behaviour as well as responses to, and consequences for, unacceptable behaviour.

STUDENT DRESS CODE

Statement of Intent
The student dress code consists of an agreed standard and items of clothing. It includes a school uniform that Home Hill High School students wear when:

- Attending or representing their school
- Travelling to and from school
- Engaging in school activities out of school hours.

Code in Times of Non-Uniform
At certain times of the school year, eg. attendance at some ceremonies, some sports carnivals and non-uniform days, the dress code applies without the requirement to wear the school uniform. On such occasions students are required to dress appropriate to the occasion and time of day, with consideration of Workplace, Health and Safety (WHS) issues.
Acceptable dress includes:

- Reasonable clothing
- Headwear
- Sun protection
- Appropriate and safe footwear which adheres to WHS regulations
- Reasonable makeup
- Reasonable jewellery, i.e. maximum two earrings per ear, no chains, bracelets or rings.

Acceptable or reasonable dress refers to clothing or apparel that would be socially acceptable. Appropriate refers to matching the dress to the occasion eg sports day, school day or evening ceremony.

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive
- Likely to disrupt or negatively influence normal school operations
- Likely to result in a risk to health and safety of student or others
- Lacking appropriate modesty.
SCHOOL UNIFORM

School Uniform for Boys and Girls

**Shirt:** Green/grey polo shirt with yellow trim, school emblem and school name on collar.

**Shorts:** For everyday wear students may choose plain bottle green drill shorts with HH logo or plain bottle green sports shorts with HH logo. Minimum short length must be halfway between hip and knee.

**Shoes:** The preferred shoe colour is black. Shoes are to have minimal fluoro or colour inserts.

**Skirt option for girls:** Bottle green skirt with inverted pleats and HH logo (instead of shorts). Minimum skirt length must be halfway between hip and knee.

For more formal occasions, such as Leaders’ Investiture, students must wear bottle green drill shorts with HH Logo.

**Formal Uniform:** The school has a formal school uniform which is worn by student leaders and presenters at formal ceremonies and at times when students participate in public speaking. The formal school uniform consists of:

- **Boys:** Charcoal grey trousers, long sleeved plain white business shirt with school tie
- **Girls:** Charcoal grey skirt, white formal blouse with school tie
- **Jacket:** The school has bottle green jackets available for student use should the need arise
- **Shoes:** Black shoes must be worn with the formal uniform
- **Tie:** Bottle green/ gold stripe.

The purchasing of a formal uniform is voluntary. The school does maintain a small selection of sizes in the formal uniform for students who represent the school in an official capacity and are required to wear the formal uniform, but do not have one of their own. If you wish to order a formal uniform, please contact the office or visit the website for the order form.

**Sports Uniform for Boys and Girls**

There is an option for students to wear the sports uniform which is as follows:

- **Shirt:** Bright yellow polo shirt
- **Shorts:** Plain bottle green sports shorts with HH logo.

**Suppliers**

Every day school uniform and sports uniforms are available from Rodedas in Home Hill and Sibby Saitta in Ayr. The formal uniform shirts are available from Kids’ Crossing (girls) and Michael’s Menswear (boys). The school hat will be available for purchase at the school.

**Miscellaneous**

Other elements of the dress code are:

- **Winter clothing:** Jumpers and track pants must be bottle green. Black trouser/tights are permitted
- **Socks** for all uniforms are short white crew socks or short white crew socks with green and gold stripes (not anklet socks)
- **Shoes** with secure fastenings (laces/velcro) should be worn by all students. For safety reasons, it is highly recommended that shoes have impervious uppers. Students are expected to comply with WHS regulations in relation to footwear, within specific work areas. Black shoes preferred
- **Hats** are green and gold, with embroidered school name. The wearing of a hat is a compulsory requirement for all sporting activities
- **Head bands** must be plain and one colour
• **Jewellery** is limited to a watch and plain gold/silver small sleepers or studs or a plain black spacer. Piercings are restricted to ears only, with no facial piercings or bolts. A maximum of two earrings per ear is allowed. Chains, necklaces, bracelets, rings and anklets are not permitted.

• **Hair Colour** must be natural colours only

• **Nail colour** must be clear and natural only

• **Health and Physical Education** - to minimise damage to school uniform and to save extra washing of sports uniforms, students are allowed to wear suitable clothes of any type for Physical Education lessons. These clothes are for the particular lesson only - they are not to be worn to and from school.

Any item of apparel that poses a risk to the Workplace, Health and Safety of students and staff is not permitted. We trust that parents/carers will support the school's endeavours to uphold high standards in relation to the school’s dress code.

**Exceptional Circumstance**

Should a student need to wear jewellery for significant medical reasons, exemption must be sought by a parent/guardian through the Principal.

**DAILY ROUTINE**

Current period times are as follows:

- **Assembly Monday** 8.45am - 9.00am
- **Form (Tues-Friday)** 8.50am - 9.00am
- **Period 1** 9.00am - 10.10am
- **Period 2** 10.10am - 11.20am
- **Lunch** 11.20am - 12.10pm
- **Period 3** 12.10pm - 1.20pm
- **Recess** 1.20pm - 1.50pm
- **Period 4** 1.50pm - 3.00pm

Most lessons in all year levels will be 70 minutes.

**THE RESOURCE CENTRE/ LIBRARY**

The Resource Centre is available for use by students, parents and the general community. The Resource Centre:

• Provides resources to meet the information needs of students and staff of the school
• Opens on regular school days from 8.30am until 3.10pm (later by arrangement)
• Lends resources. Borrowing follows normal school procedures. Librarian and library assistants/teacher aides are available for assistance in locating information as required
• Offers access to a reference service, photocopier, computers, internet, audio and video equipment, curriculum materials (including books, videos, newspapers, magazines, maps, games, CDs, DVDs, kits, pamphlets) and recreational and educational reading material to suit all tastes, interests and reading levels
• Provides a photocopier/ printer/scanner for student use
• There is an Online Library catalogue available from anywhere with internet capabilities
  

For further information or details contact the Teacher Librarian.

**TECHNOLOGY – INDUSTRIAL DESIGN AND TECHNOLOGY PROJECTS**

Parents need to be aware that the products made by students in Industrial Technology classes are a result of a teaching exercise only. They do not and were never intended to conform to Australian Standards and should not be used for their normal practical purpose. Legal opinion suggests that parents would be under an onus to issue a similar warning to any other party who might try to use the products.
A fee applies to this subject. Students are permitted to take home projects once the fee has been paid.

**STUDENT GOVERNANCE**

A Student Council operates within the school, led by an executive of four students. Regular meetings are held and the results communicated to the Principal through regular meetings.

Two School Captains and two Junior Secondary Captains and an Indigenous Student Leader are elected each year. The senior and junior students form a number of committees in order to perform particular tasks throughout the year.

Sporting House Captains and Vice Captains are elected each year.

**DISCOS**

School discos are usually conducted three times per year. They are conducted under the following guidelines:

**Policy for Discos:**

- **Times:** Usually 6.30pm – 10.00pm. No one will be admitted after 7.00pm unless written advice has been given to the organising teachers in advance.
- **Attendance:** Only students who attend this school may attend. If a student is absent from school on the day of the disco (other than absence due to a school excursion or other approved event) they cannot attend the disco unless permission has been granted by the Principal.
- **Admission:** This will usually be by ticket only/door sales.
- **Dress:** Students must wear modest dress.
- **Behaviour:** As it is a school function the behaviour of students must be beyond reproach e.g. all aspects of the school’s Code of Behaviour are expected and will be insisted upon. Smoking and alcohol are not permitted. **No chewing gum or ‘Glo’ products are to be taken into the hall. Drinks are to be consumed away from the dance area. No students are to enter the kitchen of the Greek Hall.**
- **Supervision:** Teacher supervision will be provided for the entire disco. Parents are invited to come along and assist with the supervision.
- **Arrival:** 6.30pm. Students are not to visit other business premises without parental supervision.
- **Closure:** The discos will end at 10.00pm sharp. Students are expected to disperse immediately. Parents are asked to be prompt in collecting students at the close of the discos. Students will not be permitted to leave the disco before 10.00pm unless collected by a parent. **A mobile phone call from parent/guardian is not sufficient.**
STUDENT MEDICATION

Reproduced below is the departmental instruction concerning medications. The co-operation of parents and students in the strict adherence to these instructions is requested.

Administration of Medication to Students:

- Notify the school in writing of a health condition requiring medication at school
- Request the school in writing to administer prescribed medication or to assist in the management of a health condition
- Notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions
- Provide the medication in the original labelled container to the nominated staff member
- Ensure the medication is not out of date and has an original pharmacy label with the student’s name, dosage and time to be taken
- Notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- At all times medication must be kept in a secure place at the school office
- One exception to the above information in selected cases is that of an inhaler therapy for asthma. On written permission from a parent/legal guardian, and with the approval of the Principal, the student may be responsible for the inhaler
- Advise the school in writing and collect the medication when it is no longer required at school.

INJURY AND SERIOUS ILLNESS

If the student has to be taken to the doctor’s surgery or the hospital, every effort will be made to contact the parents immediately. However, in an emergency, the ambulance will be called to provide treatment and/or transportation as required. The well-being of the student will be our first priority.

ILLNESS

If your student is unwell before school, please do not send him or her to school and advise the administration staff as soon as possible.

If a student becomes ill to the extent that it is considered he/she would be better cared for at home, parents will be contacted and so advised, wherever possible.

SUN PROTECTION

The school implements the departmental Sun Protection Policy. This includes a range of measures to increase student awareness of the damages of over-exposure to the sun and actions to minimise the same. The school hat is to be worn when participating in outdoor activities. Sun-screen is available at all times from the HPE staff and students are encouraged to use it.

PERSONAL PROPERTY

All personal property brought to school should be clearly marked with the student’s name. The school cannot accept responsibility for personal articles. Students are expected to look after their own property.
LOST PROPERTY
Students finding lost property should report to the janitor or office staff. Students must hand any valuables to the office or the Deputy Principal.

VALUABLES
Valuables or large sums of money should not be brought to school. If they are necessary, they can be handed into the office for safekeeping. Any money to be paid to the school office should be paid as soon as the student arrives at school.

MOBILE PHONE AND ELECTRONIC DEVICES POLICY
At Home Hill SHS, it is strongly recommended that all electronic devices such as mobile phones and iPods be left at home. They are not part of any curriculum undertaken at this school and are therefore not an essential learning tool. They have the potential to cause disruption and interfere with the learning/teaching process. They may also be stolen or damaged.

It should be noted that during school hours, while under the protection and guidance of teaching and administration staff, students must communicate with parents/guardians/outside personnel through the school office. Messages, be they informative or urgent, will be conveyed to students at an appropriate time. Students who might be feeling unwell must make arrangements through the school office, not directly with parents/guardians. School practice allows students to use the school phone, at no cost, should they need to contact home in an urgent situation.

Students do not need their mobile phones during school hours. Our Policy is “We See, You Lose”.

The school acknowledges, however, that there are times when it is appropriate and beneficial for students to have access to a mobile phone or other electronic device before and after school.

Guidelines for Use:

- Mobile phones and all other electronic devices including iPods, iPhones, iPads, MP3s and PDAs are not to be seen and are not to be heard during the school day (8.00am until 3:00pm).
- These devices will be taken from the student if they are seen or heard. Parents will be requested to collect these devices from the office, by appointment with the Principal. If the device has previously been returned to the student/parent, the device may be held until the end of the term.
- Under no circumstance are earphones to be worn or be visible.
- Teachers will advise students if these devices are to be used on excursions, camps or for specific education experiences.
- The school takes no responsibility for the loss of mobile phones and other electronic devices.
- Any device issued by the school is exempt from this policy.

School Computer and BYOD Acceptable Use Agreement
When a student enrols at Home Hill High, they are connected to the school’s curriculum computer network system. They are issued with a user name and password, which will enable them to access all of the computers located in various classrooms and multi-use areas throughout the school. Below is an information sheet provided by Education Queensland regarding student ICT use. We ask that you read this statement and then complete the ICT student agreement following.
INFORMATION FOR STUDENTS AND THEIR PARENTS ON SCHOOL NETWORK USAGE

Why are schools providing students access to ICT facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the Smart State Strategy through Smart Classrooms. This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland’s e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services without teacher permission (e.g. hotmail), send chain letters or Spam e-mail (junk mail). It is unacceptable to attempt to access Home Hill SHS network locations without appropriate permissions, or to install software that is capable of accessing protected sections of the school network. Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member’s username or password to access the school’s network, including not trespassing in another person’s files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent’s name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. No attempt should be made to avoid scrutiny by teachers of work in progress.

What is expected of schools when providing student’s with access to ICT facilities?

The school reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school’s network usage and access guideline/statement.

What awareness is expected of students and their parents?

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school’s ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- be aware:
  - that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour
  - students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school
  - access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school’s educational program
  - the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school can not control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student’s immediate knowledge; and
• teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student
• Before a BYOX device is connected to the school network the student and parent must sign a Student BYOX Charter. This is available from the school office.

**LPC (Learning, Performance, Citizenship) Week**

The last week of Term Three is unique. The Year 10, 11 and some 12 students are involved in work experience. Some Year 12 students attend a Civics, Citizenship and Physical Education tour to ACT and New South Wales. Year 9 students attend the adventure camp at Terrible Creek while the Year 7 and 8 students participate in a week of Learning, Performance and Citizenship (LPC) activities.

The activities for the Year 7 and 8 students have been developed to support and enhance the curriculum program. They provide educationally valuable experiences outside the normal school routine (such activities usually include a barbecue for parents, excursions to relevant venues, in-class competitions, and instruction by members of the community). Each year these activities are reviewed and amended to ensure that they achieve the desired learning outcomes. There is a cost for the week’s activities; however, it can vary depending on several factors including the activities organised and student participation rates. Parents can expect to be advised in term three of the program, cost and methods of payment available.

Parents, students and teachers who have been involved in this week of LPC activities have been impressed with its success and have come to value it as an important part of the quality education program offered at Home Hill State High School.
PLEASE DON’T
- Sit on port racks, railings and stairways
- Loiter on verandas
- Leave the grounds without authority
- Loiter in toilets
- Bring valuables
- Wear jewellery
- Use mobile phones at school
- Bring energy and caffeine drinks to school

STUDENT FREE ZONES
- Equipment and tractor sheds
- Car parks
- Teacher aides’ room
- Public foyer
- Jump pit area
- Bike racks
- Staff rooms
- Corner of 14th Avenue & 1st Street

FOR THOSE WITH PROBLEMS
Solve problems quickly by talking them through with:
- Guidance Officer
- Principal or Deputy Principal
- Class Teacher
- School Based Health Nurse
- School Youth Support Coordinator
- School Chaplain
- Community Education Counsellor

PLEASE DO
- Wear your uniform proudly
- Greet staff, students, visitors, when you meet them in the grounds
- Stay home and recover if ill
- Bring a note explaining your absence on the first day back
- Report to the office when late to school
- Report damage
- Inform office of any change of details eg. change of address or contact numbers

ENVIRONMENT CODE
These have no place at school:
- Litter
- Chewing gum
- Cigarettes

Help keep your environment clean and pleasant.

PLEASE BEHAVE APPROPRIATELY
- All students are to abide by the Home Hill State High School Responsible Behaviour Plan for Students at all times.
- Essential to effective learning is a safe, supportive and disciplined environment that respects the following rights:
  o The rights of all students to learn
  o The rights of teachers to teach
  o The rights of all to be safe.
- Follow The 5Cs

COMMON SENSE – COURTESY – CONSIDERATION – COOPERATION - COMMITMENT
**QUEENSLAND SCHOOL HOLIDAYS AND STUDENT FREE DAYS 2017**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>School recommences</td>
<td>23 January</td>
</tr>
<tr>
<td>Easter Vacation</td>
<td>1 April – 17 April</td>
</tr>
<tr>
<td>Winter Vacation</td>
<td>24 June – 9 July</td>
</tr>
<tr>
<td>Spring Vacation</td>
<td>16 September – 2 October</td>
</tr>
<tr>
<td>Student Free Day</td>
<td>16 October</td>
</tr>
<tr>
<td>Summer Vacation</td>
<td>9 December – 21 January</td>
</tr>
</tbody>
</table>

*Dates as at 25/11/2016 (may change, will be advised via our website and newsletters)*

16 January  School office opens
26 January  Australia Day Holiday

**TERM 1**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 January</td>
<td>Term 1 begins</td>
</tr>
<tr>
<td>26 January</td>
<td>Australia day</td>
</tr>
<tr>
<td>7 February</td>
<td>TAFE begins this week</td>
</tr>
<tr>
<td>8 February</td>
<td>Round 1 year 7 vaccinations</td>
</tr>
<tr>
<td>9 February</td>
<td>Proposed date for Leader’s Investiture</td>
</tr>
<tr>
<td>14 February</td>
<td>P&amp;C Meeting</td>
</tr>
<tr>
<td>25 February</td>
<td>Student Resource fees due</td>
</tr>
<tr>
<td>31 March</td>
<td>Last day Term 1</td>
</tr>
<tr>
<td>14 April</td>
<td>Good Friday</td>
</tr>
</tbody>
</table>

**TERM 2**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 April</td>
<td>Easter Monday holiday</td>
</tr>
<tr>
<td>18 April</td>
<td>Term 2 begins</td>
</tr>
<tr>
<td>26 April</td>
<td>Round 2 year 7 vaccinations</td>
</tr>
<tr>
<td>25 April</td>
<td>Anzac Day</td>
</tr>
<tr>
<td>1 May</td>
<td>Labour Day</td>
</tr>
<tr>
<td>27 May</td>
<td>St Colman’s Debutante Ball</td>
</tr>
<tr>
<td>23 June</td>
<td>Last day of Term 2</td>
</tr>
<tr>
<td>01 July</td>
<td>Show Holiday</td>
</tr>
</tbody>
</table>

**TERM 3**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 July</td>
<td>Term 3 begins</td>
</tr>
<tr>
<td>27 July</td>
<td>Proposed date for QCS Parent Night</td>
</tr>
<tr>
<td>29 August</td>
<td>QCS Exam for Year 12</td>
</tr>
<tr>
<td>30 August</td>
<td>QCS Exam for Year 12</td>
</tr>
<tr>
<td>11-15 September</td>
<td>LPC Week, Year 9 camp, Work Experience</td>
</tr>
<tr>
<td>15 September</td>
<td>Last day of Term 3</td>
</tr>
</tbody>
</table>

**TERM 4**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 October</td>
<td>Queens Birthday holiday</td>
</tr>
<tr>
<td>03 October</td>
<td>Term 4 begins</td>
</tr>
<tr>
<td>11 October</td>
<td>Round 3 year 7 vaccinations</td>
</tr>
<tr>
<td>16 October</td>
<td>Student Free Day</td>
</tr>
<tr>
<td>17 October</td>
<td>Sports Awards Night</td>
</tr>
<tr>
<td>24 October</td>
<td>Awards Night</td>
</tr>
<tr>
<td>17 November</td>
<td>Last Day Year 12</td>
</tr>
<tr>
<td>24 November</td>
<td>Last Day Year 10 &amp; 11</td>
</tr>
<tr>
<td>08 December</td>
<td>Last Day Year 7, 8 &amp; 9</td>
</tr>
</tbody>
</table>