Performers for every stage expressing talents in every field

POLICIES & PROCEDURES 2017
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL DAILY ROUTINE</td>
<td>1</td>
</tr>
<tr>
<td>SCHOOL PROCEDURES</td>
<td>2</td>
</tr>
<tr>
<td>SCHOOL HOMEWORK POLICY</td>
<td>6</td>
</tr>
<tr>
<td>SCHOOL ASSESSMENT POLICY</td>
<td>9</td>
</tr>
<tr>
<td>MOBILE PHONE POLICY</td>
<td>14</td>
</tr>
<tr>
<td>SCHOOL UNIFORM POLICY</td>
<td>15</td>
</tr>
<tr>
<td>SCHOOL SHOE POLICY</td>
<td>16</td>
</tr>
</tbody>
</table>
### LESSON TIMES

<table>
<thead>
<tr>
<th>Lesson</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 1</td>
<td>8.55 – 9.55</td>
<td>8.55 – 10.05</td>
<td>8.55 – 10.05</td>
<td>8.55 – 10.05</td>
<td>8.55 – 10.05</td>
</tr>
<tr>
<td>Assembly/Care</td>
<td>9.55 – 10:15 Assembly</td>
<td>No Care Group</td>
<td>No Care Group</td>
<td>10.05 – 10.15 Care Group</td>
<td>10.05 – 10.15 Care Group</td>
</tr>
</tbody>
</table>

### MORNING TEA
10.15 – 10.40 am (Tuesday & Wednesday: 10.05am – 10.30am)

<table>
<thead>
<tr>
<th>Lesson</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 3</td>
<td>11.55 – 1.05</td>
<td>11.45 – 12.50</td>
<td>11.45 – 12.50</td>
<td>11.55 – 1.05</td>
<td>11.55 – 1.05</td>
</tr>
</tbody>
</table>

### LUNCH
1.05 – 1.45 pm (Tuesday & Wednesday: 12.50pm – 1.45pm)

<table>
<thead>
<tr>
<th>Lesson 4</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 4</td>
<td>1.50 – 3.00</td>
<td>1.50 – 3.00</td>
<td>1.50 – 3.00</td>
<td>1.50 – 3.00</td>
<td>1.50 – 3.00</td>
</tr>
</tbody>
</table>

| Note: Alternate Tuesday & Wednesday times operate until Interschool Sport finishes in term 3. |

*Students in interschool teams or attending outside recreational venues leave at end of period 3.***

### ASSEMBLIES

- Monday 9.55 am - Whole School – Student Hall

### YEAR LEVEL PARADES

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Year 8 - Undercroft</td>
<td>Year 7 - Undercroft</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Year 11 - Hall</td>
<td>Year 9 - Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Year 12 - Hall</td>
<td>Year 10 - Hall</td>
</tr>
</tbody>
</table>
Rochedale State High School uses ID attend, an electronic roll marking system to monitor attendance. If a student is sick or unable to attend school due to some exceptional circumstances a note of explanation from a parent/caregiver covering the period of absence must be presented to the Care Teacher on the first day the student returns to school. Alternatively, parents are asked to telephone the school on the day of absence to inform the school, or respond to the email that is sent by ID attend if your student has been marked absent in period 1 on any school day. The school will also automatically send a letter to parents or make some type of contact after three days of unexplained absence. The absentee phone number for students is 3340 0460.

Students receiving YOUTH ALLOWANCE and ABSTUDY are reminded that unexplained absence from school may result in loss of payments.

Students are reminded that they must remain at school until they either:

- gain a Senior Statement, Certificate III or Certificate IV
- participate in eligible options for two years after they turn 16 or complete year 10 (whichever comes first) or
- turn 17

Various exemptions apply and can be discussed with the Principal.

**ATTENDANCE**

**LATE ARRIVAL**

Students who arrive at school after starting time must report to the school office and sign in. Students are also required to bring a note from a parent/caregiver explaining the reason for lateness. Students will then receive a late note for class.

Students who are consistently late to school will be required to make up time. Senior students who are late to early starts are required to remain at school Thursday afternoons to make up missed class time and work covered.

**LEAVING THE SCHOOL BEFORE THE END OF THE SCHOOL DAY**

Students must present a note from home requesting permission for them to leave school prior to the scheduled finishing time. The note should:

- be dated
- state the student’s Care Group
- give the reason for leaving early
- state the time for departure
- be signed by a parent/guardian.

Notes are to be handed to the Office Staff before school who will issue a “Leave Early Pass” with the approval from Administration. Prior to leaving the school grounds, students are required to sign out at the Office.

**No student is allowed to leave the grounds without permission.**

**LUNCH PASSES**

The school does not issue permanent lunch passes. Temporary lunch passes will be issued in emergent situations after consultation with parents/caregivers.
Participation in Tuesday (Year 7 and 8) and Wednesday (Year 9, 10, 11 and 12) afternoon sport is a strong tradition at Rochedale State High School. We value sport as a compulsory part of the curriculum and as such all students are expected to participate. Students are therefore not permitted to go home during sport except in exceptional circumstances. It is requested that medical appointments not be made during sport times.

**SPORT**

Students who become ill throughout the day are to report to the office. Parents will be informed of their student’s illness whenever possible. If parent contact is unable to be made, the student will be placed in the sick room. Students are not to enter the sick room without permission. If the sickness or injury appears serious, the ambulance will be called.

**SICKNESS OR INJURY**

All items of clothing or equipment should be clearly labelled so that property found can be returned to the owner. If property is lost check the Uniform Shop or School Office.

Bags should not be left unattended and all valuables should be deposited in the office for safekeeping. We suggest that students avoid bringing valuable property to school.

**LOST PROPERTY**

Students are permitted to wear a wrist watch and two pairs of earrings (plain studs or sleepers only). Chains, or any additional jewellery, are not to be worn as they are not part of the school Uniform Policy. Students will be required to remove excess jewellery and it will be deposited for safekeeping at the office. Students may collect it at the end of the term. Alternatively, a parent/guardian can collect the item from the school.

**JEWELLERY**

Valuable items should not be brought to school unless it is for a specific reason related to a particular lesson. In this case, the item(s) should be taken to the teacher involved at the commencement of the school day. IPods, MP3 Players and other music devices etc are **not** to be brought to the school. If required, students can leave valuable items in the office and collect them after school each day. **The school takes no responsibility for the security of such devices.**

Mobile Phones: As per the Mobile Phone Policy, Mobile Phones are **not** to be seen or used once the students enter the school grounds. The need for students to bring mobile phones to school should be an exception rather than the rule. If a student chooses to bring a mobile phone to school then they do so on the understanding that:

- **The school takes no responsibility for the security of mobile phones;**
- **Mobile phones must be switched off.**
- **If mobile phones are seen: consequences maybe applied as outlined in the responsible behaviour plan.**

The school office will make appropriate arrangements in situations where contact between students and parents/caregivers is required during the school day.

Students are reminded that large amounts of money should not be left in school bags. Provision is made at the main office for the safekeeping of monies.
SKATEBOARDS, SCOOTERS AND BIKES

Skateboards and in-line skates are not to be ridden to school and are not permitted on school property. If choosing to ride a bicycle or scooter a helmet must be worn and then must be able to be secured in the bike rack area.

STUDENT DRIVERS

Students who choose to drive to and from school are expected to do so in a manner that is consistent with safe motoring practices. Drivers are not to convey other students to or from school unless they have obtained permission from their parents and the parents of the passenger. Students are not permitted to park on school premises. Student drivers are not permitted to drive to sport venues or excursions etc. Students must hand their keys into the Administration Office.

SHOULD YOU CHANGE YOUR ADDRESS OR PHONE NUMBER

Please contact the office immediately so that our records are kept up to date. Should we have to contact parents/caregivers in time of illness or an emergency, it is important that we have current phone numbers.

MEDICATION

Should your son or daughter be prescribed by their medical practitioner to take medication whilst at school the parent must make a written request to the school. Forms are available from the school. A medical register is maintained, and students who take medication regularly, report to the office to collect and take their medication.

UNIFORM SHOP

The Parents and Citizens’ Association operates a Uniform Shop. This shop operates throughout the year selling uniforms, socks and school badges. The uniform shop opens for extended hours at the end of the January break, and during the first week of the school year. The hours of business are as follows:

MONDAY and WEDNESDAY from 8.00 am to 9.00 am
OPEN STUDENT FREE DAYS from 8.00 am to 11.00 am
PHONE: 3340 0405

TECHNOLOGY AND RESOURCE SCHEME

The school operates a Technology and Resource Scheme. All parents and prospective parents will be informed Semester 2, 2015 of the Year Level contributions payable for 2016. The joining of the Technology and Resource Scheme is voluntary and if parents and carers do not wish to join this scheme appropriate resource and book lists will be provided by the school. The school operates a Text and Resource room which is located in the Communications Block. Students are issued with their texts via their ID cards. The Text and Resource room is open:

MONDAY to FRIDAY 8.00 am – 9.00 am and 1.10 pm – 1.40 pm

When texts are issued to students they become the responsibility of the student.
Students are issued with a current ID card at the beginning of each year which allows them to access the Resource Centre and Text and Resource Room for the borrowing of books.

**ID CARDS**

**HOW PARENTS CAN CONTRIBUTE**

At Rochedale State High School we see parental involvement as playing a valuable and important role in school life. As a parent you can assist by:

- Placing your name on the Canteen Roster.
- Attending Parents’ and Citizens’ Association meetings. The Association meets at the school on the third Tuesday of the month at 5.30 pm.
- Assisting with Work Placement Programs as an employer.
- Attending Parent-Teacher Evenings.
- Ensuring that correct, neat uniforms are worn.
- Keeping communication channels open with the school.
- Attending Special Functions, for example Awards’ Evening.
- Reading the fortnightly Newsletter (sent by email).

**COMMUNICATION**

A School Newsletter is emailed home every third week. It is through the Newsletter that the school can keep parents informed on current issues, policies and general “school news”. A school calendar with details of significant school events is distributed to each family at the beginning of the school year. Newsletters are sent via email. Please contact the school office to arrange this if you do not receive one. If no email at home, newsletters will be provided to those families.

**BRING YOUR OWN DEVICE – BYOD LAPTOP PROGRAM**

Rochedale State High School is currently working on the policies and documents needed for the successful implementation of Bring Your Own Device (BYOD) program in 2017. In the second half of the year more information will be released surrounding BYOD, allowing the Rochedale school community plenty of time to make informed decisions regarding student participation in the BYOD program next year.
Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. (Ed. Qld. TRIM 06/7260)

Rochedale State High School considers that homework enhances the student’s ability to learn by promoting the practices of consolidation, reflection, revision and enhancement. Homework is an integral part of the teaching and learning process.

Homework can engage students in independent learning to complement work undertaken in class. It may take many forms, depending upon such issues as subject being studied, preparation required to complete tasks, revision required to confirm knowledge and understanding, time of year (e.g. exam timetables, assignment due dates, etc.). Forms of homework may include:

- Written work
- Oral work
- Reading
- Research – pursuing knowledge individually and imaginatively
- Summarising
- Memorising
- Assessment, Assignment or Project Work (Preparing for forthcoming classroom learning.)
- Study (Revision and critical reflection – practising for mastery.)

Parents and caregivers can help their children by:

- Reading to them and talking with them
- 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 learning
- Encouraging them to read and to take an interest in and discuss current local, national and international events
- Helping them to balance the many demands on their time – school and social
- Contacting the relevant teacher to discuss any concerns about the nature of homework and their children’s approach to the homework.

If no formal homework is set by the class teacher, students should look over the content of the day’s lessons:

- Check understanding
- Recall facts, definitions, etc.
- Plan to see the class teacher to clarify uncertainties.

Formal homework is to be recorded in the Student Planner at the end of each lesson. This Student Planner may be checked by the class teacher, the Head of Department, the Year Co-ordinator, or a member of Administration to ensure that homework is being recorded. The recording of homework is part of being prepared for the school day.
DURATION OF HOMEWORK

As a **GUIDE**, students should dedicate the following times each day/night to completing homework:

- **Years 7, 8 and 9** 1 – 1 ½ hours
- **Year 10** 1 – 2 hours
- **Years 11 and 12** 1 – 2 ½ hours

RESULTS OF INABILITY TO FOLLOW HOMEWORK POLICY

1. Disadvantages students in their attempts to achieve high quality outcomes by
   a. Interfering with their ability to be an active and contributing member of the class;
   b. Making it difficult for them to absorb new information which is dependant upon prior learning;
   c. Limiting opportunities for teachers to provide quality feedback and re-direction.

2. Breaches the school’s **Responsible Behaviour Plan for Students**, which requires that students “complete all set tasks and assessment”. Breaches of this policy will result in consequences as outlined in the Behaviour Plan. Possible consequences:
   - Initial offences:
     1. Warning and negotiated completion with teacher.
     2. Lunch-time detention.
     3. Parent/s notified – note or telephone.
     4. Incident recorded on school data base.
   
   Continuing refusal to complete set work:
   1. Referral to HOD.
   2. After school detention/s.
   3. Step letter to parents.
   4. Incident/s recorded on school data base.

   Continued escalation could result in:
   1. Referral to Administration at HOD’s discretion.

When no formal homework is set, students should consider the following questions – they are designed to reinforce understanding of work taught in class.

- Did you learn any formulae today?
- Did you learn any new definitions or concepts?
- What preparation do you need to complete for upcoming assessments?
- If you answered no to the above questions, you should be completing 20 minutes of extra reading each day.

STUDENT PLANNER

Each student is issued with a school Student Planner in which the homework set for the night is to be recorded. The book may also be used by staff and parents as a means of communicating short memos to each other relating to homework requirements or other school issues. Student diaries are the responsibility of the student and subsequently replacement copies will cost $15.00 which is payable at the school office.
The following strategies can be employed to encourage your student(s):

- request that your student(s) show you what work has been done in class; what notes have been taken; what handouts have been given; what worksheets have been given; what chapter of the text they are working on; what exercises (problems) have been set.
- check where student(s) write down their homework and assignment dates and check their assessment planner. (All students are issued with a Student Planner through the Resource Scheme)
- assist in setting up a wall planner which takes into account all subjects, homework tasks including assignment due dates, other commitments and birthdays.
- provide a specified space in which student(s) complete their homework and develop a regular schedule that takes into consideration school, sport, social and part-time work commitments.
- encourage regular reading and review of class notes and relevant text and other materials.
- assist them in developing an individual assessment schedule so that they can plan to meet assessment timelines. A year level assessment schedule is provided early each semester to students to assist in developing study timetables.
- Students who have part-time jobs should ensure that a balance is arrived at, where time is available not only for part-time work but study, sport, religious, family and social commitments.

Extensive work commitments have the potential to adversely affect school performance.

Teachers and parents have an important role in fostering the development of motivation and the desire to learn in students. Ultimately however, students must accept responsibility for their learning and progress.

To support students in their learning and in accepting responsibility for their progress, teachers may from time to time feel it necessary to put in place consequences for incomplete homework or classwork. Consequences will vary dependant upon each individual situation. Persistent failure to meet classwork or homework expectations will result in parent contact and/or referral to the Head of Department.
SCHOOL ASSESSMENT POLICY

The following policy applies to all students in all Year levels.

SPECIFIC REQUIREMENTS

Specific Requirements include:
- Assessment must be able to be verified as the student’s own work.
- Assessment is to be presented/completed in the normal class period on or before the due date unless an extension has been granted by the Head of Department or Administration.
- Please note, sufficient class time will be given to complete the basic requirements of any assessment task.

EXTENSIONS

Extensions will only be granted by Heads of Department or Administration when exceptional circumstances exist, such as:
- Extended absence due to illness, supported by a medical certificate or through parental communication on or before the due date.
- Absence due to illness or bereavement or other special circumstances on the due date, supported by a medical certificate or through parental communication.
- Extensions must be sought at least 48 hours prior to the due date.
- In extreme circumstances a phone call by a parent can be made to the Administration of the school to explain the circumstances. This will in no way mean an automatic extension.
- Assessment items which have been granted an extension will be assessed and credited towards the student’s level of achievement.

NON-COMPLETION OF ASSESSMENT

Non-completion of assessment: Students who do not complete and submit an assessment on or before the due date will:

- be given levels of achievement commensurate with what the teacher has seen during the assignment/assessment period in class. Evidence of assignment work in progress, for example, notes, rough drafts must be submitted on the due date.
- be required to complete the assessment item, to meet QSA policies on sufficiency of coverage.
- not be given a level of achievement for the subject unless the assessment is completed and handed into the teacher within the term.
- have their names given to the appropriate Head of Department and Administration immediately.
- have their parents notified immediately.

NB

ABSENCE ON THE DUE DATE IS NOT A SATISFACTORY EXCUSE FOR NON-COMPLETION OF AN ASSIGNMENT.
For most subjects taught at Rochedale State High School progressive assessment plays a significant part. On some occasions students are unable to complete tests due to illness or serious family circumstances. Where this occurs students will not be penalised provided the following occurs:

**a)** Parents contact a member of the School Administration prior to or on the morning of the day of the test to explain the absence.

**AND/OR**

**b)** A parental note or Medical Certificate is to be supplied by the student to the school to explain the absence.

---

**POLLICY AND PROCEDURES FOR SPECIAL PROVISIONS**

**EXEMPTION AND SPECIAL ARRANGEMENTS**

**SENIOR SECONDARY ASSESSMENT**

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

**Exemption:** In order to ensure the integrity of results reported on Senior Statements, there is a requirement that no student be exempted from meeting any of the 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.

Students with special needs may include, but are not limited to the following categories of students:

- 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.
Students with Diverse Learning Needs (previously identified as students who have been appraised for learning difficulties)

The Achievement and Development Centre (ADC) provides learning support for students identified as having diverse learning needs. Students are identified in a variety of ways that might include some or all of the following:

- NAPLAN test results
- The student’s individual learning history
- Guidance Officer reports and assessment
- Diagnostic testing
- Current assessment by classroom teachers

A range of support options are available for those students who are not meeting age cohort expectations. These might include:

- Additional in-class support
- Scaffolding to support access to the curriculum
- Adjustment to assessment
- Adjustment to programs
- Lunchtime tutorials
- Study groups
- Homework club
- After school tutorials

STUDENTS WITH DISABILITIES

Rochedale State High School’s Achievement and Development Centre (ADC) has been identified by Education Queensland as managing a Special Education Program which provides educational programs for students with verifiable disabilities in the areas of Autism Spectrum Disorder, Speech Language Disorder and Intellectual Impairment. As well, Rochedale State High is a cluster school for students with a Physical Impairment. The ADC provides support for students with a verified disability through special small group classes which focus on some or all of the following:

- Literacy and numeracy skill development
- Social skills development
- Anxiety management
- Living skills development

As appropriate, the ADC also provides:

- Liaison with therapists and specialist visiting teachers
- Access to in-class teacher aide support
- Work experience opportunities
- Transition to post-school options
The Shared Resources Scheme provides text and study materials, student planner, equipment and other resources necessary for students wishing to participate in the scheme. Exercise books, folders, writing materials, material used in some practical areas, for example Industrial Technology and Design or Home Economics, and recreational trips and educational excursions are not included in the scheme. Students undertaking specific jobs in Industrial Technology and Design will be required to pay extra if the costing of these jobs is above the average job amount.

Students have textbooks, class notes and handbooks to take home for study whenever this is necessary, and in many cases are issued with those books for the whole of the academic year. For the period that they are needed other materials and books are issued.

The Shared Resources Scheme is endorsed by the Parents and Citizens’ Association and has as its main function the reduction in cost for parents of the purchase of texts and resources for the education of their student/s. Additional assistance in the form of a textbook allowance is provided by Education Queensland to the school, on behalf of parents, in a bulk payment.

**REASON FOR THE IMPLEMENTATION OF THE SCHEME**

- Textbooks and teaching aids have become very expensive for parents to purchase.
- Students have access to a greater range of textbooks and teaching aids without extra costs.
- Parents are not outlaying money for expensive books which may only be needed for a short time each week.
- All students in the scheme have their textbooks and equipment from the beginning of the school year assuming the necessary charges have been paid.
- The total cost to parents is significantly less than the cost if each student buys his/her own texts and equipment.
- The school is able to purchase in bulk and thus attract significant discounts which can be used to purchase additional learning materials.

**IS THE SCHEME COMPULSORY?**

- Parents/guardians are under no obligation to join the Technology and Resource Scheme, participation is entirely voluntary. However, because the scheme represents good value almost all parents have indicated their willingness to join the scheme.
- Non-participating families will be required to pay a charge for the use of resources and equipment and will not be issued with textbooks or resources.
- A complete list of all textbooks needed with current prices is available from the school administration if you decide not to participate in the scheme.

**APPLICATION FOR CONSIDERATION**

Parents may apply for consideration in relation to an extended period of time over which to honour the calculated charges. If approved the scheduled payments must be received by the school in accordance with the agreement. A condition of the granting of consideration is that the Government Textbook Allowance be assigned to the school. School References and Exit Statements are only issued to students whose scheduled charges are fully paid.
Students leaving the school during the year are required to complete a “Clearance Form” and to return ALL BOOKS, RESOURCES and EQUIPMENT before a transfer is given. A pro-rata refund will then be forwarded within 14 days to the parent/guardian of the student concerned.

**SPECIAL NOTES**

- Students cannot be issued with any Textbooks, Resources or Equipment until the FULL AMOUNT OWING is paid (unless an Application for Consideration has been approved).
- Students losing a book will be asked to replace the book or pay the full price of the book before a new one is issued. Wilfully damaged books will have to be replaced at full cost to parents. Students habitually damaging books may be excluded from the scheme.
- The scheme provides each student with a Student ID Card and Student Planner. Lost or Stolen cards are to be purchased by the student at a cost of $5.00 each.
- Monies for non-education activities cannot be accepted by the school unless all financial accounts at the school have been settled.

**FUNCTIONS AND CEREMONIES**

Rochedale State High School has a strong tradition of celebrating student achievements and of providing a broad range of extra curricula opportunities for students. Some of our ceremonies and school functions include:

- Gifted and Talented Showcase
- Academic Excellence Parades
- Academic Effort Parades
- Top Ten Parade
- Senior Student and Leadership Inductions
- Rochedale Challenge
- School Tours
- Parent Teacher Evenings
- Subject Selection Night
- Australian Maths Competition
- Australian Science Competition
- Subject Excursions
- Arts Expo
- Awards Evening
- Sports Awards Ceremony
- Cultural Awards Evening
- Senior Graduation
- Senior Formal
- Performing Arts Showcase
- Agricultural Science Show Exhibition
- Open Day
- Ski Trip
- Travelling Performing Arts Show
**MOBILE PHONE**

**PERSONAL TECHNOLOGY DEVICES (PTD) POLICY**

**POLICY**
- Mobile phones and/or personal technology devices are not permitted to be used while students are on school grounds. Personal Technology Devices include, but are not limited to, gaming devices (portable devices, non-BYOD laptop computers, Tablets or the like), cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile phones, IPods, and devices of a similar nature.

- Valuable devices such as cameras, digital video cameras or MP3 players should not be brought to school as there is a risk of damage or theft.

- The staff at Rochedale State High School are NOT responsible for their safe keeping and parents/caregivers should consider if they are necessary.

- Mobile phones/PTD’s are not allowed in exam rooms under any circumstances.

**CONSEQUENCES**
- Students who deliberately disobey the above policy will face suspension or other disciplinary action depending upon the severity of the incident (a third offence will result in a two day suspension).

**COMMITMENT**
- In the case of an emergency, students will be permitted to use school telephone facilities to contact parents and caregivers.

- In the event of a school based emergency, School Administrators will contact parents/caregivers.

- School Administrators will also ensure that any urgent messages from parents/caregivers will be conveyed to students.

- Students are encouraged not to bring Mobile Phones/PTD to school. However, Rochedale State High School will provide a Mobile Phone/PTD register at the Administration Office for students to hand their Mobile Phone/PTD before school and collect after school.

- Students will be allowed to use mobile phones/PTD when representing our school outside our school grounds.
STATEMENT ON DRESS CODE

Parents/Caregivers and members of our school community have consistently and strongly supported the enforcing of a dress code for students. Our school is a professional working and learning environment and the dress reflects our high standards for presentation and compliments our high expectations for work and behaviour.

The capacity for state schools such as ours to enforce a Dress Code is contained in the Education (General Provisions) Act of 2006. Consequences for non-compliance can be applied however it is our desire to work with parents and caregivers to support them to have students meet expectations.

Rochedral State High School expects high standards with regard to dress, with an emphasis on the importance of personal and school pride. Students are expected to wear formal uniform at all times unless they have sports/HPE/Dance.

Details of the uniform are set out below. Students MUST wear full formal uniform at the following times:

- Weekly full school Assemblies, Assemblies for special events, Public Events and Ceremonies;
- Excursions (except where variations are approved);
- Activities in which students represent the school (except sports activities).

GIRLS FORMAL UNIFORM

- Navy Blue Skirt - Straight skirt/three knife pleat (below the knee length).
- Junior Blouse - red monogram on pocket, blue trim, blue tie
- Senior Blouse - red monogram on pocket, red tie & red trim
- No visible undershirts to be worn
- School Badge - optional
- Plain White Socks. No anklets. (approx. 10cm)
- Black Colouried Stockings in Winter

BOYS FORMAL UNIFORM

- Tailored/Belted college grey shorts/trousers
- Junior Shirt – red monogram on pocket and red trim
- Senior Shirt – red monogram on pocket and red trim
- Plain White Socks. No anklets. (approx. 10cm)
- School Badge - optional
- Tie compulsory for Year 10, 11 and 12 students

Undershirts – Boys wishing to wear undershirts can only wear a plain white undershirt. It must not protrude from the sleeves or hips. No long sleeves under shirts are not acceptable.

SHOES

- Shoes: Plain black joggers to be worn with both the formal and sports uniforms.
- Plain Black (only black) leather college polissable formal shoes with black lace ups only OR plain black (only black) leather polissable joggers with black lace-ups only.
- Tailored/Belted college grey shorts/trousers
- Junior Shirt – red monogram on pocket and red trim
- Senior Shirt – red monogram on pocket and red trim
- Plain White Socks. No anklets. (approx. 10cm)
- Tailored/Belted college grey shorts/trousers
- Junior Shirt – red monogram on pocket and red trim
- Senior Shirt – red monogram on pocket and red trim
- Plain White Socks. No anklets. (approx. 10cm)

NOTE: Canvas, suede, ballet, velcro, slip-on, dolly, multi-colour and zippered shoes are NOT acceptable.

HAIR

- Hair is to be of suitable style that befits the school uniform. Hair must be off the face and long hair must be tied back and kept up off the collar (shoulder length)
- Hair should be kept clean, neat and tidy
- Hair must be of single colour (preferably natural)
- Hair should not be dyed in colours that bring attention to the student (no streaks, no bright colours and no dreadlocks)
- No extreme hairstyles
- Hair ribbons/ties/scrunchies must be of a colour that is of a natural hair colour or school uniform
- Boys are to be clean shaven

Make-up is not part of the school uniform and must not be worn. This includes any forms of artificial colouring added to the face, eyes or nails.

Note: Students are however encouraged to make use of clear or colourless sun protection products at all times.

JEWELLERY

Acceptable jewellery items include:
- School Badge
- A watch
- Two pairs of small studs or sleeper earrings at the bottom lobe of the ear only – other ear piercing MUST be taken out. No plugs, stretchers or extenders. No other piercings including clear studs
- Medic alert bracelets/Medic alert necklaces (inside shirt)
- Other necklaces, bracelets, anklets, rings, multiple earrings or body piercings must NOT be worn.

If you choose to wear devotional jewellery it is NOT to be visible.

Any infringement will result in detention as well as confiscation of any non-approved items.
For reasons of workplace health and safety requirements, whilst in attendance at school, students are required to wear closed-in shoes with non-pervious uppers. i.e. shoes that enclose the entire foot and are made of either leather, vinyl or other impervious material.

It has come to my attention that a few students are wearing shoes to school that are in breach of this requirement and potentially placing their safety at risk when in practical Science, Home Economics, Industrial Technology and Design, Health and Physical Education and Sports classes. This inappropriate footwear includes:

- Shoes with canvas uppers;
- Shoes that do not cover the bridge (top) of the foot; i.e. open ballet type shoes;
- Shoes without enclosed heels.

When purchasing school shoes, please ensure that:

- The black, polishable leather shoe encloses the entire foot;
- The upper is made of leather;
- The shoe is polishable (that is, not suede).

It should also be noted that:

- Plain black polishable shoes are to be worn with the formal uniform and sports uniform;
- Brightly coloured sports shoes do not meet uniform expectations;
- Inappropriately coloured laces do not meet uniform expectations;
- Canvas, suede, ballet, velcro, slip-on, multi-colour and zippered shoes are not acceptable.

Plain Black Joggers (Impervious Upper) are to be worn with both the formal and the sports uniform.

In the interests of student safety, students with footwear that does not meet Workplace Health and Safety requirements will not be able to participate in practical classes in Science, Home Economics, Industrial Technology and Design, Health and Physical Education and Sport.

I look forward to your support and assistance in ensuring your student’s safety at school and full participation in their program of learning.
FORMAL UNIFORM FOOTWEAR POLICY/GUIDELINES

**Plain Black** leather lace up shoe with plain white sport sock

- Canvas shoes – lace up or slip on
- Black shoes with white stripes or patterns on upper or outer sole
- Gym boots
- Anklet socks
- Open top ballet style shoes

**Note:** Canvas shoes and/or anklet socks may not be worn with sports uniform.