

Bowen

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State High

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School

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PROSPECTUS

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1-9 Argyle Park Road BOWEN 4805

Telephone: (07) 4786 9888

Absentee Hotline: (07) 4786 9860

Facsimile: (07) 47 86 9800

email: [admin@bowenshs.eq.edu.au](mailto:admin@bowenshs.eq.edu.au)

website: [www.bowenshs.eq.edu.au](http://www.bowenshs.eq.edu.au)

Education Queensland's website: <http://education.qld.gov.au>

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***Quality Education in a Caring,  
Disciplined Environment***

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# SCHOOL INFORMATION

To enrol<sup>1</sup> students at Bowen High please telephone the school and make an appointment with one of the Deputy Principals.

**POSTAL ADDRESS:** 1 - 9 Argyle Park Road  
**BOWEN Q 4805**

**TELEPHONE:** (07) 4786 9888  
**ABSENTEE HOTLINE:** (07) 4786 9860  
**FACSIMILE:** (07) 4786 9800

**ADMINISTRATION TEAM:** Graham Trevenen Principal  
Ms Caroline McCarty Deputy Principal  
Mrs Joyce Standen Deputy Principal  
Mrs Moya Fox Registrar

**OFFICE HOURS:** 8.00am to 4.00pm (Monday - Friday)

## Principal's Welcome

**Welcome to Bowen State High School.** We, the members of the Bowen State High School community, are committed to furthering the fine reputation of our school. At Bowen High, our primary objective is to challenge and support all students, in the hope that they achieve the best they possibly can from secondary education. This is achieved by parents, teachers and students working together to develop a positive school climate and successful working relationship.....an environment where quality learning and teaching can flourish. If you wish to view our School Annual Report refer to our website or ask for a hard copy.

The essential concerns of this School are embodied in the School's Mission Statement: -

***"Quality Education in a Caring,  
Disciplined Environment"***

The staff of this School have developed a range of excellent curriculum, sporting and cultural programs for our students. These programs have been instrumental in the outstanding results being achieved by our students. Paramount in the achievement of educational quality is a shared belief that such an ideal can be attained in a school climate that is supportive, caring, regulated, positive and tolerant. Discipline at Bowen State High School is firm but fair. We aim to foster and encourage the development of quality teacher/student relationships built on mutual respect.

**"AD OMNIA PARATUS"**

**The common language translation from the Latin is**

**"Prepared for all Things".**

## School Routine

8.37am	Warning Bell.
8.43am	Form Meeting.
8.53am	Form Meeting ends.
8.55am	Lesson 1 commences.
10.05am	End of Lesson 1. Lesson 2 commences.
11.15am	End of Lesson 2.

**Lunch... 11.15 am – 11.40am**

11.40 am	Warning Bell.
11.45 am	Lesson 3 commences.
12.55pm	End of Lesson 3.

**Afternoon Tea... 12.55pm – 1.30pm**

1.30pm	Warning bell.
1.35pm	Lesson 4 commences.
2.45pm	End of Lesson 4.

Full school assembly will be held in the McKenna Hall on the first school day of each term and every Monday (Tuesday following Public Holidays).

Year Level parades will be held at McKenna Hall, C block lower and the Under Covered Area every week unless otherwise notified. Please check Term Calendar to confirm days.

Year 8 Parade on Wednesday at the Under Covered Area.

Year 9 Parade on Wednesday at C block lower.

Year 10 Parade on Thursday at the Under Covered Area.

Year 11 Parade on Thursday at C block lower.

Year 12 Parade on Thursday at McKenna Hall.

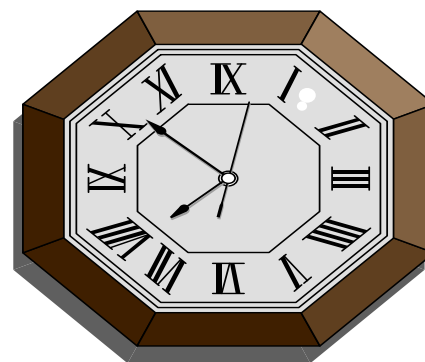
It is essential that all students are released as soon as the 2.45 bell rings. No student should be kept in unless prior arrangement has been made with the parent. Buses will leave straight after school except for Euri Creek and Delta (3.05). These two buses have always been the last leaving 15 – 20 minutes after school finishes.

### SPECIAL NOTIFICATIONS

**Whole School Parade > 3 short rings of the school bell repeatedly.**

**Evacuation > Continuous ringing of school bell and wailing siren.**

**Lock Down > Recurring mid pitch beep similar to a vehicle reversing sound.**



# **Bowen State High School Mission Statement**

## ***“Quality Education in a Caring, Disciplined Environment.”***

- ✧ *excellence in teaching and learning that optimises students’ access to - and participation in - quality educational episodes;*
- ✧ *the provision of respected curriculum, responsive to systemic and school based mandates and needs;*
- ✧ *the promotion of productive partnerships;*
- ✧ *observation of fair and equitable practices that evoke a supportive school environment, and;*
- ✧ *responsible and accountable school management.*

## **We Value ...**

*Life long learning*

*Literacy and numeracy*

*Being prepared*

*Partnerships*

*Professional development*

*Moral and social responsibility*

*Diversity*

*Self-esteem*

## **Our Goals Are.....**

- **Learners:** *To develop self-disciplined, intrinsically motivated learners.*
- **Curriculum:** *To offer a diverse curriculum catering for a wide range of students, while maintaining quality and basic competencies.*
- **Staff Development:** *To enhance teacher professionalism and other staff training and employee self-esteem.*
- **Resources and Facilities:** *To continue to provide high standards of resources to support a quality education.*
- **Environment:** *To provide a supportive environment which enables self-esteem to flourish.*
- **Community:** *To foster close school/community partnerships.*
- **School Management:** *To support teaching and learning by providing efficient resource, service and personnel management structures.*

### **Grievance/Complaints Process**

Although every effort is made to work in partnership between the school and the broader community from time to time conflict may arise. In the event you are in dispute with the school and feel aggrieved you are able to lodge your complaint in the first instance, with the Principal verbally or in writing. In the event you feel the situation was not resolved satisfactorily, you may then lodge a complaint with Mackay-Whitsunday Region Office in Mackay. See BSHS Webpage for details.

## ***Important Information For Visitors To The School (including Parents)***

Procedures are in place to assist in the protection of your children whilst attending this School.

If you are coming into the grounds for any reason, we request that you go immediately to the office (situated along the concrete path from the Argyle Park Road car park) where you will be attended to by a member of the Office staff.

If you are leaving the Administration (office block) to go elsewhere in the school grounds, you must "sign in" in the Visitors' Book located on the front counter. You will then be issued with a Security Pass to be carried on your person in full view (preferably on your pocket) for the duration of your stay.

**On your way out of the grounds, your Pass is to be handed back into the office.**

**Your signature in the Visitor's Book indicates acceptance of the following conditions:-**

- Your Pass must be worn at all times and returned upon departure.
- All visitors are subject to Bowen State High School and Education Queensland Health and Safety regulations and should not place others at risk.
- Visitors must confine their presence at this school to their area of business only.
- Protective clothing and footwear shall be worn in appropriate areas.
- Contractors are to see that areas where work is being undertaken are cordoned off so as to protect the well being of all persons in the school. Visitors must observe the area safety instructions at all times. In some areas the wearing of certain types of protective equipment is mandatory and in others is advised.
- Smoking is prohibited within the school grounds.
- Leave the buildings immediately on hearing a continuous signal (fire alarm) and follow staff and students to the main school oval.
- Report all emergencies, accidents, injuries and/or safety concerns to the Registrar immediately.
- Noise is to be minimised in consideration of operation of classes.
- All areas are to be kept clean and tidy.
- Make contact with students only when organised by a member of the staff.
- Parking – Visitors are asked to park only in designated areas.
- Vehicles – Please drive carefully in the school grounds.

**The school also reminds parents they must act in an appropriate manner while on the school grounds.**

**Any person whether parent or other member of the community must not disrupt others or treat public servants in a demeaning or abusive way. Under the Education Act, the Wilful Disturbance provisions allow the school Principal to direct a person or persons to leave the school grounds and prevent them from returning for up to and including 30 days. If individuals breach this directive they are liable for a \$1 500 fine.**

# CODE OF BEHAVIOUR

Courtesy, consideration and co-operation between all members of the school population are necessary to create a pleasant atmosphere and an environment conducive to learning. Each person in the Bowen State High School community must respect the rights of every other person in the school community. The Code of Behaviour is:-

1. We show respect for people, property and learning
2. We value effort
3. We take responsibility for what we say and/or do
4. We strive to make everyone feel safe, valued and supported.

## **SELECTION OF STUDENT LEADERSHIP TEAMS**

1. Students MUST hold a Gold Card to be eligible for ANY leadership position.
2. Staff will nominate students for student leadership positions.
3. Nominees will be given interview questions 10 minutes before the scheduled interview times. All students and staff will vote on candidates.
4. The selection process is based on points system where the interview and staff/ student votes are waited to achieve the best possible leaders are selected.
5. School Captains will be announced on Awards Night
6. There will be two interview panels. House Captains and Student Council/School Captains.
7. There will be two School Captains, two Vice School Captains, four Student Council Executive positions (President, Vice President, Secretary and Treasure), and eight House Captains.
8. The leadership Committee oversees the Gold Card selection process, monitors student commitment to their leadership role and may comprise members of the interview committee.

## **Behaviour Management**

A Behaviour Management Policy underpinned by the Education Department's Supportive School Environment Policy is in place. Bowen State High School is a "**Hands Off**" school.

The schools Behaviour Management Policy is available on the school Web-site.

## **Bullying**

**Bullying usually has five common features:**

- it is deliberate, hurtful and/or threatening behaviour
- it is repeated often over a period of time
- it is difficult for those being bullied to defend themselves
- it is difficult for those who bully to learn new social behaviours
- the person who bullies has, and exercises, power inappropriately over the victim

**There are four main types of bullying:**

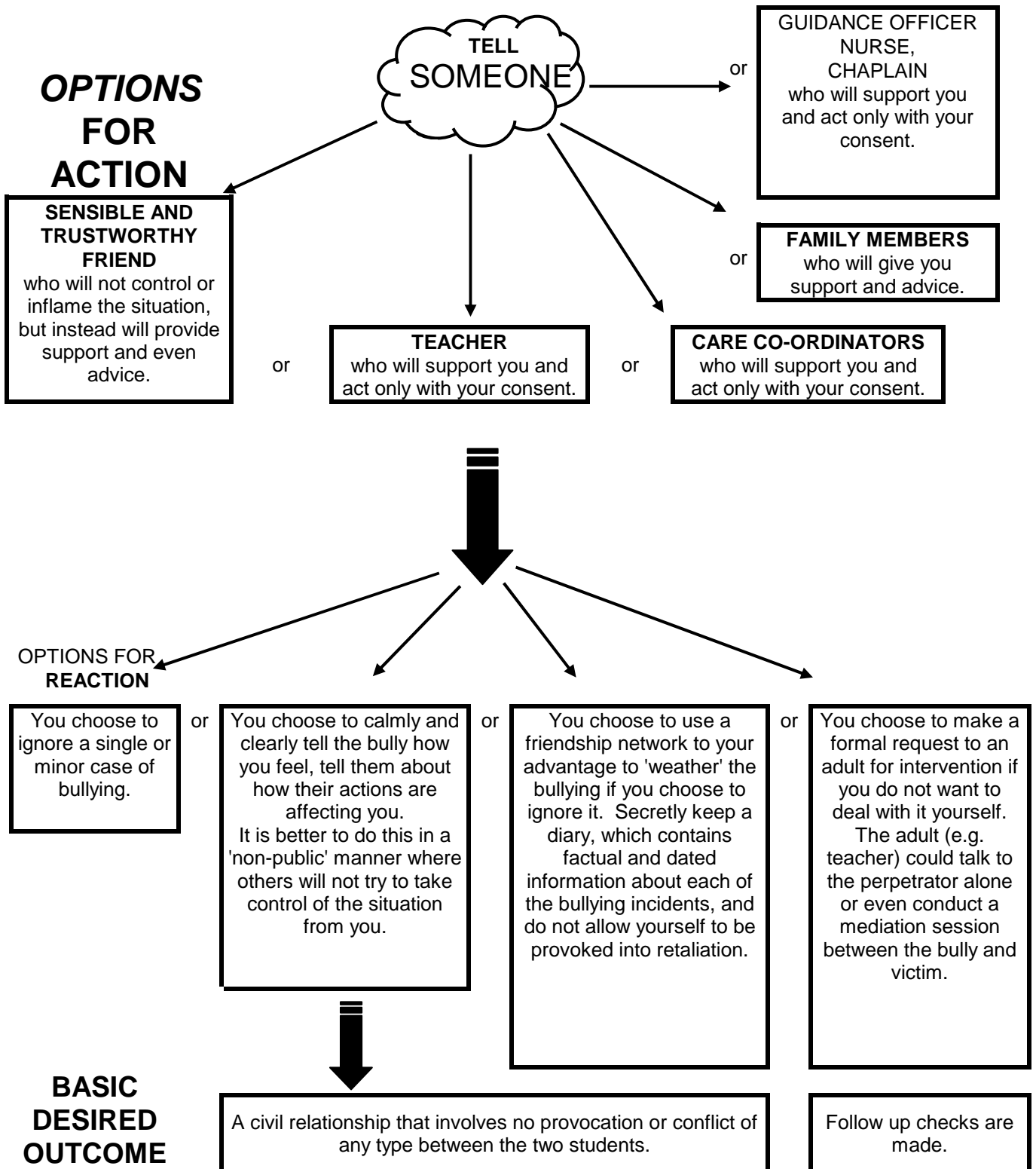
- **physical:** hitting, kicking, taking belongings
- **verbal:** name-calling, insulting, racist remarks
- **indirect:** spreading nasty stories, excluding from groups
- **Electronic:** emailing, text messaging, audio/visual messages

**A bully is** "a person/group trying to exercise control or manipulation of another person or group".

**The victim is** "a person or group who is harmed physically or emotionally by the behaviour of others and who does not feel safe or confident because of the bullying situation".

**EVERYONE HAS THE RIGHT TO FEEL SAFE**

# Pathway Of Action For a Victim Of Bullying



## Absentees

Students are required to provide a note when returning to school from an absence. If your family intends to take student out of school for a planned activity, then a note detailing the dates and reasons should be forwarded to the school prior to the absence. Should you require work to be sent home for your absent student (for long term absences only), please request this when leaving your details. We will telephone you when the work is ready to be collected - probably within 24-48 hours of your request.

## Late Arrivals

Students arriving late to school (**after 8.40am**) must report to the office **before going to form meeting/parade/class**. A note including the student's name, form class, should be presented explaining the reason for his/her late arrival. A "Student Late Pass" will then be issued to the student who will give it to the relevant teacher. A Deputy Principal will interview late students and/or Care Co-ordinators and parents contacted if necessary and a consequence may apply. We also ask that all "late" students read the Daily Notices on display in the office foyer prior to proceeding to class.

## Leaving The School Grounds

Leaving the school grounds during morning recess is not permitted.

Students who are allowed to go home for lunch must present a note from a parent/guardian to obtain a **lunch pass**. *We ask that parents indicate on the note/s whether the request is for the one day or for the whole year.*

All students leaving the grounds for any other reason must present a note to the office.

**Please Note: Students being collected from school during the day due to illness, appointments, etc., are to be met by their parent/guardian at the office where they will be "signed out".**

If a parent/guardian is not available, we may need to phone someone on your emergency contact list. For safety reasons, if the person collecting your student through the office is not known to us, we may request they produce identification such as a Driver's Licence, or similar.

## Students Driving Cars to School

Students driving to and from School are required to complete a form (available from the office) so the school has contact details. Keys are to be handed into the office upon arrival and collected at the end of each day - refer to "**School Rules**" for further details.

## Internet & Email Access

All students will be given access to the Internet and E-mail for school purposes on completion of a "Student Internet/Network Access Agreement" signed by both student and parent/guardian.

It is the student's responsibility to change the password and ensure that the confidentiality of their logon details is maintained. All students are required to use the technology provided in accordance with the conditions contained in the agreement.

# SCHOOL RULES

The school is a large community in itself and needs a system of rules of conduct to enable it to function efficiently and for the benefit of all that work within it. All rules are made with two aims in mind:-

- (a) to ensure that the student has the best possible conditions for learning and
- (b) to protect persons and property.

1. At all times members of the school community should treat each other with respect and dignity.
2. The correct school uniform (as outlined in this Prospectus) including school hat/cap and the required footwear, should be worn at school and to and from school. Correct sports uniform (as outlined in the Prospectus) should be worn on Wednesdays and only on Wednesdays, unless otherwise advised.
3. Students will enter classrooms only in the presence of a teacher. They will not remain in classrooms during intermissions. Bags are to be left always in the allocated areas.
4. Students will not bring food or drinks into class rooms or change rooms. Food is not to be eaten on verandahs. All food scraps, waste paper, drink containers, etc. are to be placed in the bins provided. We take pride in our workplace. Student Council has recommended "Emu" parades, if required, to clean up the grounds.
5. Students are not to enter the grounds before 8.00am. All students should be at school by first bell (8.37 am). If not using the sporting facilities, students will leave the grounds promptly on being dismissed in the afternoon.
6. Students are to report immediately to the school office any breakages or damage done to school property. Public or personal property deliberately broken by a student, or as a result of a breach of school rules, must be paid for by the student concerned.
7. Students are not to loiter or misbehave on the streets going to and from school or during the lunch break.
8. Students are not to leave the school grounds between arrival and dismissal without presenting a note signed by a parent and/or obtaining permission from a member of Administration.
9. Students arriving late to school must report directly to the Office and present a note of explanation. They will then be issued with a green "Late to School" pass to hand to their teacher.
10. Bicycles must be placed in the racks provided. They should not be ridden in the grounds.
11. Students who have obtained a driver's licence are permitted to drive motor vehicles to and from school provided that:
  - The driver informs the Principal that he/she intends driving to and from school and completes the necessary paperwork
  - Student drives should not convey other students in their car unless parental permission is given by all parents including the drivers. The exception is siblings.
  - The vehicle is not brought into the grounds
  - **THE DRIVER LEAVES HIS/HER CAR KEYS AT THE SCHOOL OFFICE FOR SAFEKEEPING.**
  - UNDER NO CIRCUMSTANCES ARE STUDENTS TO USE THEIR VEHICLES DURING THE DAY - this includes the lunch break.
  - The School accepts no responsibility for students driving to/from school, or their passengers (see the form).
12. For many years, Bowen SHS has had a policy to limit the number of family members or friends attending the Senior Graduation Dinner. The sole reason is the lack of catering facilities in Bowen which can accommodate the numbers. Only two tickets other than the student will be issued. The School reserves the right to refuse participation of individuals in the Graduation. Students who have outstanding Resource Management Scheme fees will not be permitted to purchase ticket or attend the dinner until outstanding fees are paid.
13. Spitting of any nature within the school grounds is prohibited.

14. Smoking by students is forbidden at school, or when the school uniform is worn in public, or at any time students attend any function associated with the school.
15. Touching, whether fun, friendly or fighting is not acceptable behaviour.

## **Banned Items**

Don't bring prohibited items; lasers, water balloons, dangerous or immoral items, prescription/other medication unless stored at school office, except Asthma medication. Chewing/bubble gum, felt marking pens, permanent pens/markers and all forms of liquid paper/white-out other than white-out tapes.

Rubber bands are NOT to be brought to school. Aerosol deodorants are also banned and, if brought into the school grounds, will be confiscated. Alcohol, cigarettes, tobacco, illegal substances, lighters and matches are prohibited. The possession and/or use of these at school or while travelling to and from school may result in suspension or exclusion of the offender/s.

## **Out Of Bounds Areas**

- all ovals – before school, at morning tea and before 1.00pm at lunch time
- the basketball court and multicourts – at morning tea and before 1.00pm at lunch time
- the bottom oval at all times, unless under direct teacher supervision
- the area below the multicourts at all times, including before school
- students may use the top oval between 1.00pm and 1.30pm. However, students may not go past the dirt roadway which circles the oval or behind the grandstand. Students who wish to sit under the trees surrounding the oval may sit only under those trees which are on the office side of the grandstand and on the office side of J block
- McKenna Hall
- bike racks
- McKenna Hall courtyard
- classrooms, except when accompanied by a teacher
- verandahs, before school or at breaks
- near teachers' cars/car parks
- with regards to the Covered Area, students are prohibited from playing there at morning tea and before 1.00pm at lunch. However, during these times, students may be seated around the outside of the courts to eat lunch. Students are requested to read the conditions of use attached to the wall of the Centre for further details
- the area behind the library (except between 1.00pm and 1.30pm). Note that students must keep away from the Memorial Grove at all times.
- the Argyle Park Road side of K Block, T Block, the Machine Shop, and the Construction Court.
- the Richmond Road side of A Block
- between K Block and the Admin car park

# DRESS CODE

## **Noncompliance with dress code**

*(1) If a student of a State school does not comply with a dress code for the school's students, developed under section 360, the school's principal may only impose one of the following sanctions—*

*(a) detention of the student for a period mentioned in section 283(3);*

*(b) prevent the student from attending, or participating in, any activity for which the student would have been representing the school;*

The Bowen State High School community has decided that students at this school should wear a school uniform. While the uniform has been designed for **economy** and **safety**, we believe also that it helps build a sense of belonging and team spirit. The wearing of school uniforms also assists us to readily identify any person who should not be in the school grounds. Students must wear a school hat while in the sun at morning tea and lunch breaks.

Your co-operation in ensuring students attend school correctly dressed and well-groomed is appreciated. If for any reason, your student is unable to attend in full correct uniform on any day, please send along a note to be presented to his/her Care Co-ordinator before school. Your student will then be issued with a "Uniform Slip".

## **Boys' Uniform**

- Hat** The Bowen State High School hat or cap is to be worn at all times when students are in the sun unless wearing sunscreen provided by a teacher. Only the authorised school hats or cap is acceptable (No. 4210 brushed heavy cotton cap in royal/gold; No. 4223 brushed cotton bucket/broad brimmed hat in royal/white, both styles with 'BSHS' embroidery). ONE hat will be provided to each Year 8 student and students who are new to the school at no cost at the commencement of the school year. Students are required to leave all other hats/caps at home. **No other type of hat is permitted.** If a student loses his/her cap/hat, a replacement will need to be purchased from the Bookshop.
- Shirt** Sky blue shirt, in Cesarine No. 138 or headcloth, or poplin of the same colour, with two-way collar, one pocket, no flap, short sleeves. 100% cotton navy King-Gee shirts are also acceptable. The shirt must be worn "**tucked in**" at all times.
- Shorts** Navy blue long legged rugger shorts or navy blue tailored shorts or navy blue tailored long pants in polished cotton or terylene.  
**Please note:** Shorts are NOT to be worn below the knees or low on the hips. **Cargo pants are not to be worn at any time by any student.**
- Socks** Short, dark grey socks. Long, dark grey socks must be worn up.
- Shoes** **Black polishable** lace-up shoes with black laces should be worn at all times. These shoes should be made of leather (full leather hide **not** suede leather). Black jogger type shoes, with leather uppers, are acceptable and may also be worn for Physical Education. Boots are not to be worn and are not the required uniform footwear. Footwear such as thongs, sandals, etc. are not to be worn. Suede "surf shoes" or "skate shoes" do not meet uniform requirements. If a student has a medically diagnosed foot injury, a medical certificate can be produced to seek exemption. However, it is advisable to still wear protective covered shoes as feet can easily (accidentally) be trodden on in a school environment. At no time are scuffs/thongs without a back or back-strap acceptable.

## **Sports Uniform**

On Wednesdays, **all boys** are expected to wear the Bowen State High School polo shirt with **plain black shorts**. The shorts should **not** be the long 'board' type shorts. It is acceptable to wear grey school shorts or long pants as outlined above.

**Please note:** Shorts are NOT to be worn below the knees or low on the hips. As mentioned above, **cargo pants are not to be worn at any time by any student.**

Black leather joggers (as described in the shoe section above) and predominantly **white** ankle-length socks should also be worn.

House Captains and Vice-Captains may wear their approved house coloured shirt.

Sports uniform is required for representative school sport: black shorts, sports shirt, predominantly white socks, and appropriate enclosed sports shoe and school hat.

For sport or during HPE classes, students have always had and will continue to have the option of changing clothes and footwear. However, students may only wear a blue or gold (school colours) plain polo shirt during their class. It must be changed at the end of the lesson.

## Girls' Uniform

- Hat** The Bowen State High School hat or cap is to be worn at all times when students are in the sun unless wearing sunscreen provided by a teacher. Only the authorised school hats or cap is acceptable (No. 4210 brushed heavy cotton cap in royal/gold; No. 4223 brushed cotton bucket/broad brimmed hat in royal/white, both styles with 'BSHS' embroidery). ONE hat will be provided to each Year 8 student and students who are new to the school at no cost at the commencement of the school year. Students are required to leave all other hats/caps at home. **No other type of hat is permitted.** If a student loses his/her cap/hat, a replacement will need to be purchased from the Bookshop.
- Blouse** White background and blue pin strip cotton and terylene or poplin. Material used for blouse must be non-transparent. Girls blouses are available from local suppliers. (All buttons must be done up). Coloured underwear is not to be worn under the white blouse.
- Skirt** Six gored skirt in navy blue school crestalene. Skirt length should be **no shorter than 13 cm above the top of the kneecap when kneeling and no longer than the kneecap.** A hidden pocket should be incorporated into the side seam, or a fob pocket (for carrying money) put into the waistband.
- Culottes/  
Skort** Culottes/skorts navy blue can also form part of the uniform. Skirt length information (above) also applies to the culottes/skorts.
- Socks** Short, plain white socks.
- Shoes** **Black polishable** lace-up shoes with black laces should be worn at all times. These shoes should be made of leather (full leather hide not suede leather). Black jogger type shoes, with leather uppers, are acceptable and may also be worn for Physical Education. Boots are not to be worn and are not the required uniform footwear. Footwear such as thongs, sandals, etc. are **not** to be worn. Suede "surf shoes" or "skate shoes" do not meet uniform requirements. If a student has a medically diagnosed foot injury, a medical certificate can be produced to seek exemption. However, it is advisable to still wear protective covered shoes as feet can easily (accidentally) be trodden on in a school environment. At no time are scuffs/thongs without a back or back-strap acceptable.

## Sports Uniform

On Wednesdays, all girls are expected to wear the Bowen State High School polo shirt with **plain black shorts**. Shorts are to reach the mid-thigh area of the leg. Shorts that reach just below the buttocks are not permitted. Short length should be **no shorter than 13 cm above the top of the kneecap when kneeling and no longer than the kneecap.** **Bike pants are not permitted. Cargo pants are not to be worn at any time by any student.** Girls are permitted to wear their navy skirts/culottes if preferred. Black leather joggers (as described in the shoe section above) and predominantly **white** ankle-length socks should also be worn.

House Captains and Vice-Captains may wear their approved house coloured shirt.

Sports uniform is required for representative school sport: black shorts, sports shirt, predominantly white socks, and appropriate enclosed sports shoe and school hat.

For sport or during HPE classes, students have always had and will continue to have the option of changing clothes and footwear. However, student may only wear a blue or gold (school colours) plain polo shirt during their class. It must be changed at the end of the lesson.

## For Winter (boys and girls)

A plain navy blue pullover/windcheater/cardigan may be worn.

Jackets associated with representative school sports or other events related to school are acceptable. Seniors may wear their current Senior Jersey.

Black or navy tracksuit pants may be worn **in Term 3 only or when the weather is extremely cold just prior to or after Term 3.**

## Wearing Of Sunglasses At School

While students are permitted to wear sunglasses when they are out in the sun, students are not permitted to wear them in classrooms. When in class, sunglasses are to be kept in the student's pocket or in a case on the student's desk. No responsibility will be accepted for damage to or loss of sunglasses at school.

## Grooming

Extremes of hairstyle (ie. bald, mohawk, dreadlocks, tracks, excessive gelling or waxing) and the use of cosmetics, including nail polish, are **not permitted**. Hair must not be brightly dyed or coloured with an unnatural colour nor should there be more than colour evident. If boys choose to wear a beard it must be kept short and neatly groomed. Girls are entitled to wear hair bands to keep their hair in place but these must be no more than 5 cm in width and must be in one of the school colours blue, gold or white. Girls are not permitted to wear other hair adornments (e.g. fancy hair clips, flowers, or hair bands which are for decorative purposes only). Girls whose hair is tied in a pony tail should use blue, gold or white ribbon to tie the pony tail.

## Jewellery

The wearing of jewellery is discouraged. For pierced ears, small plain sleepers or small plain studs are permitted (**ONE EARRING ONLY IN EACH EAR**). A wristwatch may be worn. Any other jewellery items which can be seen, should not be worn. Pierced body jewellery on the face is **NOT** permitted eg. no studs, rings or bars are to be worn on the eyes, nose, ears, tongue or lip area. One plain, flat ring is acceptable if it is a "signet" ring. One plain necklace is acceptable if it has religious significance and **cannot be seen**.

## Homework & Study Planners

Homework & Study Planners should be used by students and checked by parents regularly. Teachers will be regularly viewing them as well. These planners are **not** personal diaries and should not be used for this purpose.

Students are encouraged to develop regular patterns of study, spread over at least five days of the week. Besides completing any set exercises or assignments, students should regularly review the work covered in class.

## Homework

There are two (2) types of homework:

1. **Set Homework:** Work that has been set by the class teacher which should be completed for the day and period for which it has been set (set assignments are included in this category); and
2. **Study Homework:** During this time, work should be revised, spelling learnt, and preparation made for future lessons.

## Homework Policy

### 1.0 Rationale

1. There are several excellent reasons why high school students should be involved in a realistic, relevant and meaningful homework program.
  - Labour market research has clearly shown that one of the major characteristics of the contemporary employment scene is the short term nature of most jobs. A major feature of existing and future employment is the requirement for workers to study, often in their own time and at their own expense, to update existing skills and to learn new ones. This habit and expectation needs to be fostered at secondary school.
  - An obvious starting point to improve academic performance is to increase their amount of learning time. Homework will do this.
  - High achievers (sometimes called Gifted and Talented students) need homework to extend their potential and abilities.
  - Under achievers need homework to bring their academic performance up to a reasonable standard. Most under-achievers appear to receive poor grades in this school because they do not hand in work or do not complete work rather than receive poor results because they cannot do the work.
  - Average achievers need homework to consolidate the work they do in class.

## 2.0 Time-Realistic expectations

1. The following guidelines indicate the time students should be working on daily homework/assignments. Students may wish to extend this time if they wish:
  - Year 8: 40 minutes
  - Year 9: 40 minutes
  - Year 10: 75 minutes
  - Year 11: May vary depending on subject choices but should be in excess of 120 minutes
  - Year 12: May vary depending on subject choices but should be in excess of 120 minutes
2. Homework may be given each lesson where practicable.
3. Teachers spend time with their classes clearly explaining homework tasks, detailing expectations and providing instruction on how homework is to be completed. The zealous student who spends excessive amounts of time on relatively straightforward homework tasks is of just as much of a concern as the unmotivated student who spends too little.
4. In years 11 and 12 an additional 150 minutes homework per day may increase the quality of learning outcomes substantially.
5. All homework will be checked by the teacher.

The School's Guidance Officer is available to assist students in developing a study timetable. Also, the School's Youth Health Nurse can assist students with strategies for coping with the pressures of exams.

# ASSESSMENT

Early examinations will not be permitted.

A list of assignments (Assessment Planner) is issued early each semester so that parents and students are aware of these commitments and can plan study programs accordingly. An excerpt from the School's Assignment Policy is produced below. Excerpts are also printed in the students' Homework & Study Planner.

## Assessment Policy

### Extract From School's Assessment Policy

*The following policy is designed so that **all** students are treated fairly and equitably in relation to assessment.*

1. It is expected that students will complete **all** assessment in each of their subjects/units to allow them to successfully achieve learning outcomes/competencies/credit associated with each. A maximum of three assessment tasks will be required for each subject in the Middle School. The minimum number of assessment tasks required by QSA will be the maximum for students in each subject at Bowen High. For the complete policy please refer to Bowen State High's web site.

### Assignments

1. Assignments must be the student's own work and proved to be so, through the first draft. The first draft must be attached to the final copy of your assignment.
2. If a student has had an extended absence prior to the due date, or a bereavement/family upset, he or she may request an extension of the due date. All such requests are made to the HOD. The required proforma (available from the office) should be used.
3. Any application for an extension of the due date must be made in advance at least two days before the due date. Only in extreme circumstances verified by parents (e.g. unexpected illness) can an extension be requested on the due date. A parent letter **MUST** be received. Absence due to illness on the due date must be supported by a medical Certificate for Years 11 and 12. Trivial reasons, which indicate a lack of effort or commitment by the student, are not acceptable reasons for making a request to extend the due date.
4. Students who do not submit their assignment (and have not had an extension approved) on the due date will receive a grade based on their first draft.

5. Absence on the due date requires the following:

- a. The work must be delivered to the school on the due date
- b. Contact with your teacher must be made if the work cannot be delivered
- c. Students in Years 11 and 12 must produce a medical certificate to support their absence on that day
- d. Absence due to bereavement or other special circumstances on the due date must be supported by written parental communication if it is not possible to send the assignment to school with a friend or relative

### Exams/Oral Presentations

1. Students are required to sit exams on their scheduled day.
2. If a student is absent on the day of an exam, they must contact their teacher/office on the day of their return to school to find out when they are to do their late exam. Students in Years 11 and 12 must produce a Medical Certificate (valid for the original date of the exam) to be able to sit a late exam. Students in Years 8, 9 & 10 must provide a note from parents to be able to sit a late exam.

### CONSEQUENCES FOR BREACHING ASSESSMENT POLICY

Teachers are aware of the avenues available to students wishing to gain credit for assessment without putting in the effort required. They also have access to an internet program that will check for plagiarism in pieces of assessment. Any student caught plagiarizing an assignment or cheating in an exam will face severe consequences, which may result in an "E" rating for that particular piece of assessment.

## Reports

Mid-Semester Progress Reports are issued to students at the end of Terms 1 and 3 with "full" Semester Reports issued at the end of Semesters 1 and 2. The Year 12 Exit Statement replaces the Semester 2 report for Year 12.

**Queensland Certificate of Education** are issued (by the Queensland Studies Authority, Brisbane) at the end of Year 12.

# GENERAL INFORMATION

## Resources

Schools across Queensland operate resource hire schemes as a service to parents and students, providing economical access to textbooks and resources.

Parents wishing to take advantage of the services provided by the voluntary **Resource Management Scheme (RMS)** at Bowen High School pay an annual joining fee and sign a contract, agreeing to the conditions therein. ***Please refer to the Information Sheet and the Conditions for further details of the Scheme.***

The following is a quote from the Policy/Guidelines on hire/contribution schemes & textbook and resource allowances issued by Education Queensland in September 2000:-

"In the case of textbook and resource hire schemes, while it is voluntary to join a scheme, participating parents/caregivers have entered into an agreement to pay certain charges in exchange for the use of certain textbooks and resources. There is therefore an obligation on participating parents/caregivers to make these payments or provide their own textbooks and resources. Therefore participation in a hire scheme may be terminated and hired textbooks, resources and other goods may be retrieved where: -

- it is early in the unit of study
- the parent/caregiver has not attempted to make payment, and
- no satisfactory arrangements for payment have been made.

The parent/caregiver is then responsible for providing all necessary textbooks and resources. If payment of charges is outstanding from a previous year, a parents and citizens association or school may refuse to include a student in its resource management scheme until payment is received from the parent/caregiver".

**We ask parents, who do not intend joining the Scheme to complete the non-participation form, return it to the school and make an appointment with the Principal as soon as possible.** For students choosing **not to join** RMS their parents must supply all resources including paper for hand outs and pay photocopying costs, bus travel etc. They can not participate in extra curricular activities unless they **pay before** the activity and this includes admission costs, bus fares and materials. Students who have chosen to join the scheme but **have not** paid RMS contribution **WILL NOT** be allowed to participate in extra curricular activities **EVEN** if they are prepared to pay.

## **Subject Levies**

There are Subject Levies (User Pays) payable on certain subjects these are charged in addition to the joining fees for the Resource Management Scheme. The money raised through these levies are used to purchase consumable items for the students learning experiences. Subject Levies will be forwarded to families and details will include cost and dates payments are due. **If Levies are not paid students will NOT be issued with user pays resources.**

### **PAYMENTS**

Receipts are issued for all payments made to the school. Please keep these receipts, as they may be required to be shown as proof of payment. Failure to produce a receipt when querying an account may result in the school not acknowledging that payment has been made.

# **C O U R S E S   A N D   S U B J E C T S**

## **Year 8**

In Semester One students will study English; Social Science; Maths; Science, as well as units in Technology (Home Economics/Manual Arts/Business); The Arts (Music, Art & Drama); Agricultural Science and Health & Physical Education. Units will be offered from each key learning area.

## **Years 9 & 10**

Students will study four core units each semester and a selection of electives. Students will choose these units from those offered.

## **Years 11 AND 12**

There are a number of pathways a student may follow in his/her senior phase of education. These include undertaking: "Authority" subjects; "Authority-Registered" subjects; school based traineeship or apprenticeship; alternative TAFE programs; other alternative programs; or a combination of these options.

## **Year 11**

All students must do English **OR** English Communication.

Students also choose subjects from the lists of "Authority" and "Authority-Registered" subjects below: -

### **Authority Subjects: -**

Accounting, Biological Science, Chemistry, Economics, Geography, Graphics, Home Economics, Legal Studies, Mathematics A, Mathematics B, Modern History, Multi-strand Science, Music, Physical Education, Senior Drama, Visual Art.

**Note:** - Some subjects such as Ancient History may be studied through Distance Education. Mathematics C and Physics may be offered to Year 11 students through Virtual Schooling.

### **Authority-Registered Subjects: -**

Agriculture & Horticulture, Business, Creative Arts, Hospitality, Industrial Skills (Construction), Industrial Skills (Engineering), Information and Communications Technology, Maritime Operations, Prevocational Mathematics, Physical Recreation.

## Year 12

All students must do English **OR** English Communication.

Students also choose subjects from the lists of “Authority” and “Authority- Registered” subjects below: -

### **Authority Subjects: -**

Accounting, Biological Science, Chemistry, Economics, Geography, Graphics, Home Economics, Legal Studies, Mathematics A, Mathematics B, Modern History, Multistrand Science, Music, Physical Education, Senior Drama, Visual Art.

### **Authority-Registered Subjects: -**

Agriculture & Horticulture, Business, Creative Arts, Hospitality, Industrial Skills (Construction), Industrial Skills (Engineering), Information and Communications Technology, Maritime Operations, Sport and Recreation, Prevocational Mathematics.

**Note:** - Students are also able to study Ancient History through Distance Education. Mathematics C may be offered to Year 12 students through Virtual Schooling.

**UNLESS EXCEPTIONAL CIRCUMSTANCE EXIST,  
STUDENTS WILL NOT BE PERMITTED  
TO CHANGE SUBJECT AFTER ALLOCATION TO CLASSES**

## EXTRA-CURRICULAR ACTIVITIES

### **Sport**

Students are divided into four House Groups: **Cook, Flinders, Kennedy and Sturt**. These Houses elect leaders (usually from the Year 11 & 12 groups) each year. These leaders are active in the Athletics and Swimming Carnivals, lunchtime inter-class activities and cross-country.

**NOTE:** All students are expected to participate in these Carnivals.

### **Culture**

Participation in public speaking and debating, art, the Opti-MINDS Challenge and other academic competitions is encouraged. Teachers have volunteered to coach individuals and teams.

Visits by the Arts Council and other groups sanctioned by the Education Department are actively sought. These costs are covered by the All-Inclusive Levy component of the Resource Management Scheme.

Students have the opportunity to participate in a major musical event, Arts Festival and Visiting Artist program, as well as various functions connected with school arts subjects.

The Music Department presently includes a singing group, concert band and stage band. The Concert Band and Stage Band consist of members of the Instrumental Music Program. These students receive free tuition during school time from the Education Department's Instrumental Music Instructor. A number of school instruments are issued to students. Other students purchase their own. The program develops the good skills established in the district primary schools under the same program.

## Human Relationships Education

Human Relationships Education (H.R.E.) endeavours to develop certain skills and abilities in young people. These include: -

- (a) decision making, questioning, participating and reflecting, to ensure informed life choices;
- (b) the ability to determine modes of behaviour in different social/cultural settings; and
- (c) the ability to adopt roles compatible with their values.

These skills will be developed through: -

- **Values**
- **Sexuality**
- **Relationships**
- **Communication**
- **Self Concept**

The aim is to assist the overall development of the individual - physical, emotional, social and intellectual. It provides an opportunity for young people to have access to, and acknowledge the need for, accurate and current information about issues that affect them and their interaction with others.

Year 8 students cover H.R.E. topics as part of their "Health & Physical Education" subject. Years 9 and 10 students cover H.R.E. topics in their "Health & Physical Education" units.

## A W A R D S   N I G H T S

**AWARDS NIGHT** is held each year in McKenna Hall, usually on the last Wednesday in October. It provides an opportunity for Bowen High School students to showcase their achievements from the previous nine months. Prizes/bursaries are awarded to those who have excelled academically. Encouragement prizes are also awarded.

### Academic Awards

The three academic awards presented on the night are: -

- Academic Excellence;
- Academic Attainment and
- Senior Subject prizes

The **Academic Excellence** a student must obtain at least three "A"s, two of which must be in the "core" subjects of English, Maths, Science and Social Science ( in the junior school), with no result below a "B". In the senior school students must attain two "A"s with no less than a "B".

**Academic Attainment** awards are based on academic achievement, with the results from Semester 1 and Term 3 only being taken into account. The criteria for these awards are based on a grade point average where each level of achievement is given a numerical value. When a student reaches a predetermined level they automatically receive the award irrespective of individual subject grades.

**Senior Subject Awards** are awarded to students who attain an "A" rating in their individual subject and are also the top student of the cohort.

### Encouragement Awards

Encouragement Awards will be gained by students who give their best in industry and effort but have not achieved academic excellence. They will be selected by teacher nominations and moderated by Care HODs.

### Special Awards

Are awarded to students who meet certain criteria. The criteria for the awards are as follows:

#### Year 8

**Year 8 Bursary** > donated by BOWEN EVANS, KENNEDY MASONIC LODGE

Awarded to a female and male Year 8 student for dedication to all facets of school life.

#### **CRITERIA**

Respectful to teachers

May struggle with curriculum but always works conscientiously and to the best of his/her ability.  
Academic results reflect the awardees' capabilities  
Demonstrates a positive work ethic  
Behaviour is of the highest standard  
Participates in some sport/school activities and/or attends school carnivals/functions

## **Year 9**

**Year 9 Bursary** > donated by BOWEN SHIRE COUNCIL

### **CRITERIA**

Respectful to teachers  
May struggle with curriculum but always works conscientiously and to the best of his/her ability.  
Academic results reflect the awardees' capabilities  
Demonstrates a positive work ethic  
Behaviour is of the highest standard  
Participates in some sport/school activities and/or attends school carnivals/functions

### **MARGARET WADSWORTH Memorial Award**

Awarded to a Year 9 student for dedication to all facets of school life.

### **CRITERIA**

Respectful to teachers  
May struggle with curriculum but always works conscientiously and to the best of his/her ability.  
Academic results reflect the awardees' capabilities  
Demonstrates a positive work ethic  
Behaviour is of the highest standard  
Participates in some sport/school activities and/or attends school carnivals/functions

## **Year 10**

**Year 10 Bursary** > donated by LIONS CLUB

### **CRITERIA**

Respectful to teachers  
May struggle with curriculum but always works conscientiously and to the best of his/her ability.  
Academic results reflect the awardees' capabilities  
Demonstrates a positive work ethic  
Behaviour is of the highest standard  
Participates in some sport/school activities and/or attends school carnivals/functions

**Year 10 Bursary** > donated by ABBOT POINT

### **CRITERIA**

Student who was previously working well and, through additional personal effort and commitment, improved throughout the year and attained a step increase from Term 1 to Term 3. The recipient must be supportive of school programs and be a co-operative/well-mannered student adding value to the social and academic character for the school.

## **Year 11**

**Year 11 Bursary** > donated by LIONS CLUB and BOWEN DRIVING SCHOOL

Awarded to a female and male Year 11 student for dedication to all facets of school life.

### **CRITERIA**

Respectful to teachers  
May struggle with curriculum but always works conscientiously and to the best of his/her ability.  
Academic results reflect the awardees' capabilities  
Demonstrates a positive work ethic  
Behaviour is of the highest standard  
Participates in some sport/school activities and/or attends school carnivals/functions

## Year 12

**Year 12 Bursary** > donated by ABBOT POINT

### **CRITERIA**

High academic achievement  
Outstanding commitment to the school and community demonstrated by involvement in school and community affairs  
Intention to undertake higher education

**School Citizenship Award** > donated by Rotary and RTM Engineering

### **CRITERIA**

Academic results reflect the awardee's capabilities  
Demonstrates a positive work ethic  
Is a positive role model  
Behaviour is of the highest standard

## ALL ROUNDER – SENIOR AND JUNIOR

### **CRITERIA GUIDELINES**

The following criteria are the guidelines for selections:

<b>Academic</b>	-	Scholastic achievement across a range of subjects.
<b>Attitude</b>	-	Willingness to assist others, make selfless contributions and committed to excellence.
<b>Conduct</b>	-	Outstanding at all times.
<b>Leadership</b>	-	Role model to other students.
<b>Service</b>	-	Participates in school and community activities.
<b>Sport</b>	-	Represents the school in sport, without necessarily being a champion.

## **Sports Awards Night**

An annual **SPORTS AWARDS NIGHT** is held each year in Term 4, to recognise the participation and outstanding sporting achievements of our students.

### **SENIOR SPORTSMAN AND SPORTSWOMAN OF THE YEAR**

The title of Senior refers to the Years 11-12 grades. To be nominated for Senior Sportsman or Sportswoman of the Year the student must have obtained a significant number of points earned through;

- Participation in school teams
- Age Champion wins at School or Whitsunday level
- MVP for a team sport
- NQ/ QLD or NATIONAL representation in a sport or event
- Attendance at all school sporting carnivals

**Above all else the nominees will have conducted themselves in a sportsman like manner at all times both on and off the sporting field.**

### **JUNIOR SPORTSMAN AND SPORTSWOMAN OF THE YEAR**

The title of Senior refers to the Years 8-10 grades. To be nominated for Senior Sportsman or Sportswoman of the Year the student must have obtained a significant number of points earned through;

- Participation in school teams
- Age Champion wins at School or Whitsunday level
- MVP for a team sport
- NQ/ QLD or NATIONAL representation in a sport or event
- Attendance at all school sporting carnivals

**Above all else the nominees will have conducted themselves in a sportsman like manner at all times both on and off the sporting field.**

## **Music Awards**

Held in the final few weeks of the school year the **MUSIC AWARDS and SHOWCASE** is an evening where the musical talents of the instrumental and classroom music students are on display. This evening also acknowledges the continuous hard work that the students devote to their music studies by awarding them with encouragement certificates and trophies.

## FACILITIES/PERSONAL CARE

### Water Bottles

In terms one (1) and four (4) students will be allowed to carry a clear, named water bottle with them to class. The water bottles should be left near the door in classes where water could compromise equipment and health and safety, as directed by teaching staff. Bottles can only be re-filled at break times.

### Canteen

Our school tuckshop provides an excellent range of food (self-serve) at very competitive prices. Volunteers are required and welcome. Your support would be much appreciated. Phone: 4786 9841.

### Sporting Facilities After Hours

Students, accompanied by an adult, may use the school sporting facilities (including the P&C Community Recreation Centre) after hours, **with the Principal's permission**. Forms for this are available at the office – when approved, applicants will be issued with a Security Pass to be carried at all times.

Authorised users are requested to keep away from buildings and to leave bicycles in the bicycle racks. **No skateboards are permitted inside the school grounds.**

### Care of Valuables

All property should be clearly marked with your student's name. In a school of 600+ students, it is virtually impossible to trace unmarked equipment. Money must never be left in clothing or ports. **No responsibility will be accepted by the school to replace lost or stolen items from students.**

### Electronic Equipment

Students are advised not to bring **ANY** electronic equipment to school unless directed by the Principal.

If students wish to ignore this directive and they use electronic equipment inappropriately, there may be consequences for these choices as described in the Behaviour Support Plan. **See website for policy.**

- All personal listening devices are NOT permitted to be used during educational instruction/supervised activities.
- If students and parents ignore the advice of the school and bring mobile phones to school they must be stored in the school office the entire time the student is in the school each day.
- It is **prohibited** for students to make auditory recordings, photograph, take pictures or video individuals on school premises/school activities, unless directed by a staff member to do so, and must be directly related to school-sanctioned activities. This includes all forms of electronic, digital and analogue methods.
- Students are not permitted to use electronic equipment to harass or bully students or teachers. This includes emailing, text or picture messaging or any other electronic form of transmitting communication.

### Mobile Phones

Outlined above is the school's (Education Queensland approved) policy on electronic equipment. This is enforceable under the Education General Provisions Act 2006 (EGPA 2006) as part of the school's behaviour management plan. Over recent months there have been an increasing number of students who are choosing to ignore the school's electronic equipment policy. This has caused disruption in class and mobile phones have also been used to bully students. Due to this increase in student misbehaviour, the school will enact a process to minimise disruption to student learning.

If you as a family have chosen to allow students to carry a mobile phone to and from school as a safety measure, then the students are required to lodge the phone with the school office before school and pick it up after school. Any student not following this procedure will have their phone confiscated (enforceable under EGPA 2006) and returned to them at the end of the day. If this occurs again, the mobile phone will be confiscated and you as the parent must attend the school to collect the phone. This will happen for each and every consequent occurrence and the student will be subject to additional consequences for failing to follow school policy such as suspension from school.

We take this action not because we want to confiscate student property, but to allow every student the opportunity to feel safe, protect valuable property (which we suggest shouldn't be brought to school) and minimise the distractions to the learning environment.

## Privacy

Students are not permitted to make public comment nor upload any images onto the internet which relates to Bowen State High School's community members. This includes, but is not limited to; students, staff (both past and present) nor any other member of the school community. These comments include defaming, derogatory, inflaming and vexation claims about/toward members of the school's community. Any allegation against staff or students needs to be conveyed to the school Principal or their delegate. School disciplinary action will be taken against individuals who post this information to the internet even if the allegations are substantiated. Consequences for breaches of this policy may result in exclusion from Bowen State High School.

## Illness At School

Facilities for students who become ill at school are very limited. If your child has symptoms of illness before leaving home, he/she should spend the day at home. Parents will be notified if students become ill and will be requested to take them home. It is important that we have a telephone number to contact a parent, relative or friend in case an emergency arises. In most instances students will only be permitted to remain in sickbay for 15mins.

**Please Note: As mentioned previously, students being collected from school during the day due to illness, appointments, etc., are to be met by their parent/guardian at the office where they will be "signed out".**

Students are reminded that they are not to leave "sick bay" without letting the office staff know. If students are going home we need to speak with the person collecting them. If they are going back to class they will need a "Student Late Pass".

## Injuries

Where injuries are of a serious nature, or there is doubt as to the nature of the injury, the Ambulance will be called. If parents cannot be contacted from information contained in the student files, the School authorities will give permission for treatment. The ambulance will transport the student to the Hospital. **Students WILL NOT be kept untreated in the school.**

## Medication

Students must lodge at the office their medication (with the pharmacist's written instruction on the container bearing the student's name) together with the completed Medication Form. The form is to be signed by his/her parent/guardian detailing the medication and dosage. If students need to take Panadol/Paracetamol the same conditions apply. Where students need ready access to asthma sprays and the like, parents should ensure that such a spray, clearly labelled, is left **permanently** with the school. These students should also ensure that they have one with them at all times, especially at sporting events. Medication will not be administered to a student without written permission from a parent/guardian (this also applies to all analgesics).

## Supervision

**No student is to enter the grounds prior to 8.00am.** Supervision of the grounds is provided at morning recess and during the lunch break.

**Buses:** All buses leave from Richmond Road. All students must remain in the grounds until the teacher signals that it is time to move (to the buses).

**Pedestrians:** Students needing to cross Richmond Road are to use the pedestrian crossing provided when it safe to do so.

No student is to re-enter the grounds after leaving, unless he/she has the Principal's permission.

## FORMS OF ASSISTANCE

### Care Co-ordinators' Program

At Bowen State High School we have endeavoured to develop a student welfare and pastoral care system of the highest quality. Care Co-ordinators, work closely with the Deputy Principals to oversee the school's Care Co-ordinators' program. Designated Heads of Department together with the Care Co-ordinators, are responsible for the monitoring of student progress, academic performance and social behaviour.

### Parent Meetings

Parents are encouraged to visit the School to discuss a student's progress or any problems he/she may be experiencing. It is advisable to arrange an interview in advance so that information can be gathered relating to the student. This can be done by contacting your student's Care Co-ordinator or the appropriate Deputy Principal.

### Parent-Teacher Meetings

Parent-Teacher meetings are usually held twice a year following the distribution of reports. Parents will be advised of the dates and procedures through School newsletters and/or newspaper advertisements.

Usually meetings for parents of students in the Senior School are held in April and July and for parents of students in the Junior School in April and October.

### Financial Assistance

Parents may be eligible for Government Financial Assistance under the following schemes:

- Textbook and Resource Allowance – the Principal at Bowen State High School claims this assistance directly from Education Queensland on behalf of parents
- Living Away from Home Allowances Scheme (LAFHAS), Assistance for Isolated Students and Travel Assistance –  
further information can be obtained from School Financial Services on free call 1800 248 997.
- Transport Assistance for daily access to school - contact your nearest Queensland Transport Office (6 Herbert Street Bowen) or telephone 132380
- Youth Allowance - for students 16 years and over – contact your nearest Centrelink Office (Williams Street Bowen)
- Abstudy - for Aboriginal and Torres Strait Islander students – contact your nearest Centrelink Office (Williams Street Bowen).

### Guidance

A Guidance Officer is available to assist students with concerns about their schooling. These may include course selection, further study and careers, and personal/interpersonal difficulties. Parents are encouraged to accompany students to interviews, which can be arranged through the School office (4786 9888).

### Chaplain

The school chaplain is available to assist students and their families through times of difficulty and distress. The Chaplain does not actively promote any particular religious affiliation. Their primary focus is to give support to young people and provide pathways to other organisations or other support personnel to manage various situations.

## School Nurse

Bowen State High School has the services of a school based Youth Health Nurse for three days a week. The goal of this program is to increase the capacity of State Schools to develop structures and environments for young people undertaking secondary education. The program hopes to enable and reinforce the young person's ability to maintain health and wellbeing, thereby facilitating a safe and healthy transition into adulthood by promoting the adoption of positive health behaviours and attitudes that continue throughout their lifespan.

The objective is to provide appropriate, effective, high quality evidence based practice that:

- improves access to health information, advice, support and referral to relevant government and non-government services and agencies by young people, their families and the school community, with particular emphasis on geographical locations with the highest identified youth needs
- focuses on early identification, prevention and brief intervention activities
- supports school communities to develop and maintain a holistic approach to health which involves: curriculum, teaching and learning activities which promote health; an organisation, environment and ethos supportive of health and the development of effective partnerships internal and external to the school, and linkages with relevant health services (Health Promoting Schools).
- engages and supports the whole community to identify and address areas impacting on the health and wellbeing of young people.

Students can make appointments with the School Nurse at the main office.

## Community Education Counsellor

A Community Education Counsellor (C.E.C.) serves the Bowen High School in the area of Aboriginal and Islander (indigenous) education.

A C.E.C.s duties include:-

- the provision of counselling and support services to indigenous students within the School
- participation in the development of activities (in and out of school) likely to enhance the involvement in education of indigenous students and their families
- utilise school based programs that focus on indigenous students and their families
- the provision of advice and information to school administrators regarding the indigenous community's social and cultural protocols in order to meet the needs of schools and their communities
- to ensure that relevant information concerning the indigenous community's social and cultural issues is readily available to all members of the school community
- to assist develop productive partnerships between members of the school community
- to establish and maintain links with "out of school" sources of information and support services to assist in the advancement of indigenous secondary students.

## School To Work Transition Officer

Our school employs and supports the work of the School to Work Transition Officer. Broadly the officer advises sets up and monitors students who elect to take up school based traineeships and apprenticeships, as well as work experience and structured workplace learning. The officer works closely with community employers to place young people in positions which may lead to short and long term employment in the Whitsunday Regional Shire.

Appointments with the transition officer can be made through the school office.

## Youth Support Worker

The Youth Support Worker works with students and families of students who are at high-risk of disengaging from schooling before reaching the school leaving age of 16 and the compulsory participation phase of 17 years old (either earning or learning). The Youth Support Worker is a part of the Student Services Team, which is led by the Guidance Officer. Currently the school is allocated three days per fortnight as part of this program. Students are referred to the Youth Support Worker service via the Student Services Team.

## Learning Support

The school has invested significant resources to meet the special needs of students. The Learning Support Group's philosophy is that all students may exhibit special needs at some time during their secondary schooling. However, the focus is on literacy, numeracy, and learning how to learn.

There are programs in place for students who are gifted or show talent in a particular area, as well as programs to assist students to make the transition from school to the working world.

## **Special Education Programs**

Teachers and teacher-aides provide additional in-class support for students with disabilities under the inclusive schooling policy. A Special Education Program operates for students with diagnosed disabilities. This unit is run by the "Head of Special Education Services" in conjunction with the School's Administration.

## **Ways In Which Parents Can Assist The School**

The Staff at Bowen High School value highly the interest parents take in their students' school life, the programs they follow, the work they do, the friends they make, and the teachers who teach them. We urge, and most sincerely invite you, to continue to take a keen interest in your student(s).

As well, we actively seek parental co-operation in encouraging the good habits of punctuality, neat appearance, suitable language and effective homework and study habits.

## **Membership Of Parents' & Citizens' Association**

Parents are encouraged to attend Parents' and Citizens' Association meetings. These are held in the Conference Room on the third Monday of each month commencing at 7.30 p.m. The Annual General Meeting is held each year in February.

## **Parent & Community Volunteers**

We openly welcome and encourage parent and community volunteers in our school. Areas of the school where volunteers can assist include the bookshop, the tuckshop and in a number of our classrooms. If you wish to volunteer, please contact the school office so that arrangements can be made to suit you and the school. All volunteers need to sign a register upon arrival at the school to ensure that they are catered for in the unlikely event of an accident whilst at the school.

# SCHOOL MAP

## SCHOOL MAP

### BOWEN STATE HIGH SCHOOL

BLOCK	USE	ROOMS
A	MATHS AND SCIENCE	AI-A6
B	ART AND MANUAL ARTS	BI-B4
C	SCIENCE, COMMERCE AND MUSIC	U CI-C8 D C9-CL1
D	HOME ECONOMICS AND ART	U DI-D12 D D15-D22
E	GENERAL CLASSROOMS, BOOKSHOP	U EI-E7 D EB-E11
F	ADMINISTRATION BLOCK	FI-F2
G	MACHINE SHOP	GI
H	LIBRARY	LI-L4
J	AGRICULTURAL SCIENCE	JI-J3
K	SCIENCE	KI-K3
T	GRAPHICS AND GENERAL CLASSROOM	TI-T2
L	MANUAL ARTS (CONSTRUCTION)	COVERED WORK AREA
M	WARRIE STUDIES	
N	GROUNDSMAN	
O	UNDERCOVER SPORTS AREA	

