

# **AVIATION** **HIGH SCHOOL**



## **Student Handbook**



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# Pursue Excellence

Students at Aviation High School pursue academic excellence and social responsibility in a safe, supportive and nurturing environment.

## School Values

Aviation High School is committed to providing a supportive school environment where all members feel safe and are valued; where social and academic learning outcomes are maximised for all through a quality curriculum, interpersonal relationships and school organisation; where school practices are proactive rather than reactive and where appropriate and non-discriminatory language and behaviours are defined, expected, modelled and reinforced.

The school's five core values are embedded in every aspect of school life. We value students who demonstrate:

### Responsibility

Be accountable for your own actions, resolve differences in peaceful ways and take care of the environment.

### Integrity

Act with honesty, trustworthiness, loyalty, truthfulness, courtesy, understanding, reliability and ethical behaviour.

### Respect

Treat self and others with consideration and regard as individuals of worth.

### Learning

Engage with others to develop knowledge, understanding and skills to maximise academic, social and personal abilities.

### Passion for Aviation High School

Enjoy learning and Aviation experiences by being positive, committed and willing to embrace challenge and change.

# Student Responsibility

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

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

The school community has developed a comprehensive Student Code of Conduct which is a guide for student conduct.

It is the Responsibility of students to:

- attend school regularly, on time, be ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with directions from the teacher and Principal
- abide by school rules, meet homework requirements and wear the school uniform
- respect the school environment.

## Our School

## My Responsibility

Journey is based on:  
BetterMe  
program  
AARRA

### Accountability

- 00:01 SCHOOL SPIRIT
- 00:02 COMMITMENT
- 00:03 DISCIPLINE
- 00:04 LEADERSHIP
- 00:05 RESILIENCE
- 00:06 DECISION MAKING
- 00:07 TIME MANAGEMENT

### Motivation

- 00:01 FEEDBACK
- 00:02 MODELLING
- 00:03 PEER MENTORING
- 00:04 PROBLEM SOLVING
- 00:05 COLLABORATION
- 00:06 REFLECTION & ACTIONS
- 00:07 CRITICAL & CREATIVE THINKING

### Awareness

- 00:01 CURIOSITY
- 00:02 DIVERSITY
- 00:03 ENVIRONMENT
- 00:04 INDEPENDENCE
- 00:05 REASONING
- 00:06 DECISION MAKING
- 00:07 EMOTIONAL INTELLIGENCE

### Regulation

- 00:01 GOALS
- 00:02 MINDSET
- 00:03 FEELINGS
- 00:04 MOTIVATION
- 00:05 ENGAGEMENT
- 00:06 MORAL COMPASS
- 00:07 COMMUNICATION

### Acceptance

- 00:01 ROUTINES
- 00:02 ETIQUETTE
- 00:03 INITIATIVE
- 00:04 PERSISTENCE
- 00:05 PUNCTUALITY
- 00:06 RELATIONSHIPS
- 00:07 MULTICULTURALISM

Respect

Responsibility

Integrity

Learning

Passion for Aviation High School

# Uniform

Formal uniform must be worn at all times except on designated sport days (Year 9 and 10 – Wed and Year 7 and 8 – Tues, Year 11 and 12 do not participate in sport and are required to wear the formal uniform every day). If students are participating in sport or Physical Education on other days, they must wear the formal uniform while travelling to and from school and change for their Physical Education lesson. They must change back into formal uniform to travel home.

## Girls' Formal Uniform

- Short sleeved shirt – Blue background for Years 7, 8 and 9; White background for Years 10, 11 and 12
- Slacks or skirt which must be worn no higher than the knee
- Black or navy stockings or knee high navy socks
- Scarf – Years 7–12
- Fully enclosed lace-up formal (leather/vinyl) Oxford black shoes
- Blazer – Years 10/11/12
- Hat – School formal style only



## Boys' Formal Uniform

- Long or short sleeved shirt – Blue background for Years 7, 8 and 9; White background for Years 10, 11 and 12
- Navy blue uniform long pants or shorts
- Knee high navy socks with shorts; midcalf plain navy socks with long trousers
- Plain black belt
- Tie – Years 7–12
- Fully enclosed lace-up formal (leather/vinyl) Oxford black shoes
- Blazer – Years 10/11/12
- Hat – formal style only



## Sport Uniform

- Unisex house coloured sports shirt
- Unisex uniform sport shorts
- Uniform track pants only – terms 2 & 3 only
- Midcalf plain white socks
- Plain black lace-up (leather/vinyl) low-rise sport shoes (non-marking soles)
- Hat – School sports style only

## Additional Uniform

Uniform sports jacket – Years 7, 8, and 9 only (can be worn with formal and sports uniform)

Uniform track pants (can only be worn with sports uniform, in terms 2 & 3 only)

Uniform V neck pullover (can be worn with formal and sports uniform)

Senior jerseys will only be worn on a Friday during Term 4.



## Hats

Hats are a compulsory part of the school uniform and must be worn outside the classroom and to and from school.

## General Appearance of Students

- Shirt – tucked in for boys, top button done up, no obvious undershirt
- Tie – red for girls and navy for boys
- Shorts/ skirt – knee length, not rolled; belt for boys
- Socks – blue for formal plain white for sport
- Black formal/college shoes – formal
- Black impervious shoes – sport (leather or synthetic with no holes)
- Blazers must be worn term 2 and 3, years 10-12
- Wool scarves must only be worn in terms 2 and 3
- School jackets junior school only
- Senior jumper on sport day only
- Hats – must be worn to and from school and on school grounds
- Hats must be worn when travelling to and from school and when not in classrooms
- All items of the school uniform are to be maintained in a tidy condition
- Piercings – no facial or non-ear lobe (students are allowed to wear one piercing in each ear lobe, it must be a small plain stud or thin single sleeper ring no bigger than 12mm)





- Hair colour - natural colour and one colour.
- Hair Cut - must be fully up if longer than shoulder height, no extreme haircuts (i.e. mohawk)
- If ribbons are worn, only ribbons in school colours of dark blue, light blue, white or red are acceptable
- Jewellery – 1 watch and 1 fine necklace with religious pendant hidden allowed.
- Facial hair – clean shaven
- No painted nails
- False nails and eyelashes not allowed
- No make-up allowed, this includes mascara, foundation, concealer.
- Pimple patches must be clear
- Tattoos must not be visible
- No student writing on body

## Uniform Detention Procedure

If a student is out of uniform and does not have a uniform pass they will be given a detention and be required to complete this 30 minute detention after school on the following day. Formal uniform must be worn at all times except on designated sport days (Years 7 & 8 – Tues, Years 9 & 10 – Wednesday) when the student has Sport. If students are participating in sport or Physical Education on other days, they must wear the formal uniform while travelling to and from school and change for their Physical Education lesson. They must change back into formal uniform to travel home.

## Every session, every day – Classrooms in action

<b>UNINTERRUPTED SUSTAINED SILENT READING (USSR)</b> or <b>UNINTERRUPTED SUSTAINED SILENT WRITING (USSW)</b>	Minimum 5 minutes per lesson for every class. Best if USSR begins the lesson to settle students. Students to bring reading material to every lesson. Writing is done through the Writer's Toolbox daily challenge
<b>WARM UPS</b>	Switch on student thinking ready for the lesson. Brings knowledge from short term to long term memory.
<b>LEARNING GOALS</b>	WALT – We are learning to... WILF – What I am looking for... TIB – This is because...

	TEACHER	STUDENT
<b>I do</b> Explicit teaching of new knowledge	<ul style="list-style-type: none"> <li>•Provides direct instruction</li> <li>•Establishes goals and purpose</li> <li>•Models</li> <li>•Think aloud</li> </ul>	<ul style="list-style-type: none"> <li>•Actively listens</li> <li>•Takes notes</li> <li>•Asks for clarification</li> </ul>
<b>We do</b> Practicing and deepening knowledge	<ul style="list-style-type: none"> <li>•Interactive instruction</li> <li>•Works with students</li> <li>•Checks, prompts, clues</li> <li>•Provides additional modelling</li> <li>•Meets with needs-based groups</li> </ul>	<ul style="list-style-type: none"> <li>•Asks and responds to questions</li> <li>•Works with teacher and classmates</li> <li>•Completes process alongside others</li> </ul>
<b>You do it together</b> Collaborative learning Generating/testing hypothesis	<ul style="list-style-type: none"> <li>•Moves among groups</li> <li>•Clarifies confusion</li> <li>•Provides support</li> </ul>	<ul style="list-style-type: none"> <li>•Works with classmates, shares outcomes</li> <li>•Collaborates on authentic task</li> <li>•Consolidates learning</li> <li>•Completes process in small group</li> <li>•Looks to peers for clarification</li> </ul>
<b>You do it alone</b> Individual learning Generating/testing hypothesis	<ul style="list-style-type: none"> <li>•Provides challenges</li> <li>•High Order Thinking activities</li> <li>•Provides feedback</li> <li>•Evaluates success</li> <li>•Determines level of understanding</li> </ul>	<ul style="list-style-type: none"> <li>•Works alone</li> <li>•Relies on notes, activities and classroom environment to complete task</li> <li>•Takes full responsibility for outcome</li> </ul>

<b>Reflection/feedback</b> Implementation of Proficiency Scales (Teaching and Learning Team)	Did students understand the lesson? How do I know? Did students achieve the WILF expectations? What can I do to improve? What can they do to improve?
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<b>Thinking routines</b>	See, Think, Wonder Take Note Claim, Support, Question Faculty aligned routine
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# Classroom Rules and Procedures

For students this means that **staff focus** on the underlying philosophy of “The little things matter”.

## Student Focus

Hats off in class	Except outdoor classes (e.g. HPE)
No personal mobile phones, AirPods or electronic devices in class	Teacher to send student with the device to office for confiscation & require receipt to teacher upon return
Student are not to be out of class	A tag in compass (e.g. toilet pass) to accompany any necessary student departure in Compass
Students are expected to line up outside all classes	All students
Address all staff appropriately	Use the appropriate title e.g. Mr, Mrs, Ms or Miss in all situations
Complete all homework and have a regular revision program	Check Compass Tasks and Assessment Planner
Students will be invited to enter and depart classes	All classes

When each member of the school community adheres to the Basic Actions, we are not only ensuring our school maximises available time and energy, but also that the school values of:

- **Responsibility**
  - **Integrity**
  - **Respect**
  - **Learning**
  - **Passion for Aviation High School**
- are imbedded in all we do.

## Toilet use

To support punctual attendance at afternoon Form Class, student toilet facilities will be closed daily from 2:40pm to 2:45pm. Facilities will reopen promptly at 2:45pm.

If there are extenuating circumstances requiring access during this time, students may see a Deputy Principal located under A Block for assistance.

Students have access to toilet facilities at all other times throughout the school day. Access during class time is permitted with teacher permission.

# Compass

This replaces the student paper diary.

Compass is our school's online portal. You will use it every day to check your timetable, see notices, track your attendance, and keep up with your learning.

## Logging In to Compass

You can access Compass in two ways:

### *On the Compass Website*

1. Go to your school's Compass website <https://aviationhigh-qld.compass.education>
2. Enter your **\*\*school username and password\*\***.
3. Click **\*\*Log In\*\***.

### *On the Compass App*

1. Download the **\*\*Compass School Manager\*\*** app from the App Store.
2. Search for "Aviation High School".
3. Log in using your school username and password.

Remember to keep your login details private. Do not share your password with anyone.

## The Compass Home Page

When you log in, you will see the Home Page. This is your dashboard.

Here you can find:

News Feed – school announcements and important messages

Today's Schedule – your classes for the day

Alerts – notifications you need to read or actions you need to complete

My Tasks – add tasks that you need to complete e.g. homework and due dates

You should check the Home Page every morning.

## Viewing Your Timetable

To see your timetable:

1. Click on your initials in the top right corner of the screen
2. Schedule from the menu.
3. Your timetable for the current week will be visible.

You can:

- See your daily and weekly classes

- Check room changes or teacher changes
- See special events like assemblies or excursions

Always check Compass before school in case there are changes.

## Checking your Detentions

Detentions appear as Chronicles and appear in chronological order from newest to oldest.

To check:

1. Click Profile (your initials in the top right corner of the screen).
2. select “Detention” from the Category menu

Note: You will not be able to see if your detentions have been completed and how many detentions you have outstanding. This is done through consulting your Wellbeing Leader or Deputy Principal.

## Attendance and Rolls

Your teachers mark attendance every lesson.

What You Can See

- Your attendance history
- Any late arrivals or absences

To check:

1. Click Profile (your initials in the top right corner of the screen).
2. Select Attendance.

If you notice a mistake, speak to your classroom teacher or Wellbeing Leader.

## Learning Tasks and Classes

Some teachers use Compass to share:

- Learning tasks
- Resources or documents
- Class information

To access this:

1. Click Learning Tasks or Classes (depending on how your teacher uses Compass).
2. Select the subject.

Always read task instructions carefully and check due dates.

## Notifications and Alerts

Compass will notify you about:

- New notices
- Changes to your schedule
- Tasks or messages

Alerts appear:

- On the Home Page
- As app notifications (if enabled)
- Check and clear alerts regularly so you don't miss important information.

## Your Profile

Your Profile shows:

- Your photo
- Attendance summary
- School details

If any information looks incorrect, report it to the school office.

## Using Compass Responsibly

When using Compass, you are expected to:

- Check it daily
- Read school notices carefully
- Use respectful language if messaging is enabled
- Follow school ICT and behaviour policies

Misuse of Compass may result in school consequences.

## Home Learning

Home learning provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning.

The setting of home learning takes into account the need for students to have a balanced lifestyle.

This includes sufficient time for family, sport, culture, recreation and part-time employment where appropriate.

### Purpose of Home Learning

Home learning can engage students in independent learning to complement work undertaken in class through:

- Revision and reflection to consolidate learning
- Applying knowledge and skills in new contexts
- Pursuing knowledge individually and imaginatively
- Preparing for forthcoming classroom learning

### Home Learning That Enhances Student Learning:

- Is purposeful and relevant to students' needs
- Is appropriate to the phase of learning (Early, Middle or Senior)

- Is appropriate to the capability of the student
- Develops the student's independence as a learner
- Is varied, challenging and clearly related to the classwork

## Phase of Learning

### Junior Secondary schooling – Years 7, 8 and 9

In Junior Secondary schooling – Years 7, 8 and 9, some home learning can be completed daily or set over a weekly or fortnightly period and may:

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

In Years 7, 8 and 9, students should be given more responsibility for their own learning. They can be required to engage in independent learning to complement work undertaken in class. Home learning in Years 7, 8 and 9 could be up to but generally not more than 5 hours per week. The school recommends that students complete their independent study at the same time each day. This helps develop a routine.

## Student Mindsets



# Student Code of Conduct

The complete Student Code of Conduct is available on the school website.

## Emergency Lockdown/Evacuation Procedure

**In the event of an emergency in any part of the school grounds the following procedure will be observed:**

1. The teacher in charge in the area of the outbreak (or other crisis), or nearest to it will: Contact the school office by phone or by runner, stating the location and nature of the emergency.
2. The Principal, Deputy Principals, Administration Officer or, in their absence, a teacher in the vicinity of the office, will take charge and sound the alarm.

### Lock-Down Procedure

*IF THE EMERGENCY WARRANTS REMAINING IN THE CLASSROOM:*

- A Lock-Down will be signalled by a ding-dong followed by a voice saying “Lockdown” repeatedly.
- Administration staff will ring (000) and ask for the appropriate service.
- Students will:
  - a) Remain calm.
  - b) If you are not in a classroom with your class, you are to go immediately to the nearest building or join another class. Classes on the oval are to move to the boundary which is most distant from the school buildings.
  - c) Close all external doors and windows (lock them where possible). Draw curtains/blinds across windows and extinguish all naked flames.
  - d) Be quiet and remain out of sight eg. under desks.
  - e) Do not attempt to evacuate unless officially advised.
  - f) Remain in rooms until a bell rings 3 times followed by a voice saying
- “Attention the emergency has been cleared.” to indicate that the danger is past.

*IF THE EMERGENCY LOCK DOWN OCCURS BEFORE SCHOOL, DURING MORNING TEA OR LUNCH:*

Students will move to the second story of the closest building and move into a classroom.

- Students in the playground around the canteen, back of B Block, the quadrangle are to move to classrooms in the upper level of A Block, E Block (Multi Media Room) and the Library, or the nearest high set building.
- Students sitting in the Junior Secondary precinct are to move to the second story of B Block.
- Students sitting on the school side of the gully are to move to the second story of C Block.
- Students in the hall will move onto the stage and draw the curtains or the second story of C Block if deemed safe to do so.
- Students on the oval are to move to the boundary which is most distant from the school buildings. Teacher on Area B PGD to accompany them.
- All staff are to move to classrooms with students in the upper level of the

- nearest high set building.
- If possible HODs are to direct teaching staff and students into year level
- groups and form classes and do a head count. If not possible teachers are to
- shepherd students into the nearest classrooms and do a head count and if
- possible take a paper roll.
- Close all external doors and windows (lock them where possible). Draw curtains/
- blinds across windows, and extinguish all naked flames.
- Be quiet and remain out of sight e.g. under desks.
- Remain in rooms until a bell rings 3 times followed by a voice saying “Attention
- the emergency has been cleared.” to indicate that the danger is past.

## Evacuation Procedure

*If the emergency warrants evacuation to the assembly area:*

- • An evacuation will be signalled by a siren followed by a voice saying “Evacuate” repeatedly.
- • Administration staff will ring (000) and ask for the appropriate service.

Students will:

- a) Remain calm and move to the nearest exit and proceed in a quick and orderly fashion to the assembly area on the oval on the eastern side of the school. Personal belongings and student bags are to be left where they are either in the port-racks or in the classroom. Do not close windows but close doors where possible.
- b) On evacuating, move away from the buildings as quickly as possible.
- c) Move directly to your year level area. Students are to assemble in Form Class Groups as marked on the concrete culvert.

*IF THE EMERGENCY OCCURS BEFORE SCHOOL, DURING MORNING TEA OR LUNCH*

Staff on PGD will shepherd students and move them to the Assembly area on the oval at the eastern side of the school and assemble in Form Class Groups as indicated on the concrete culvert. Other staff will support as they leave their staffrooms.

## Technology Policy

### Policy for Mobile Phones, Portable Music Devices, Cameras & Other Electronic Devices

#### State Government Policy

In line with the state government implemented “Away for the Day” policy, all state school students (except for those with approved medical exemptions) are required to keep mobile phones switched off and away for the day.

#### Student Responsibilities

The responsibilities for students using mobile phones or other devices at school or during school activities, are outlined below.

- Mobile phones and head phones must be “out of sight” once a student enters the school grounds.

- At 8:45am during form meetings, students must turn off their mobile phone (and smart watches) and store in the locker provided by the school. If a student will be leaving before end of day, the student must hand the phone in to the office prior to 8:45am.
- At 2:40pm during end of the day form meeting, students are permitted to retrieve their phone from the locker and check their messages. No phone calls are allowed.

There are consequences for students who do not follow the above procedure:

1. First instance – 5 after school detentions and hand phone in to administration for 5 weeks
2. Second instance – 3 days suspension and hand phone in to administration for 10 weeks

A student who refuses a direction to hand over such items will be referred to Administration and consequences for disobedience and failure to comply with staff instructions will be applied.

The recording or photographing of members of the school community, without permission, is considered a serious invasion of privacy and will also result in a consequence.

Parents needing to make contact with their child during the day can do so through the school office. Office staff will forward all messages to the student, where appropriate and possible.

Aviation High School takes no responsibility for valuables (including all devices listed above) that are brought to school. Staff will NOT invest time in investigating the damage to, loss or theft of such objects.

## Computer and Internet Use

All students are required to complete an Acceptable Use Policy – Information Technology Student Contract prior to using any of the schools computing facilities. Students will be held responsible for any intentional damage of technology resources.

Aviation High School provides computer resources and access to local area networks and the Internet in order to support its primary objective of enhancing teaching and learning in a supportive school environment. Internet access is allowed for education purposes only which is available during regular class times and out of regular class times, i.e. breaks, before or after school for research or other teacher directed activity.

All students have a quota of available access which if exceeded will prevent that student from using the Internet. To obtain additional credit the student is required to contact the Head of Department Technology to discuss their Internet usage.

Students are not permitted to use a VPN, hotspot, or play computer games for which the school does not have a site licence. Music/Video downloads are not permitted.

All mail by students is filtered for inappropriate language and should be used for educational purposes as agreed to in the Acceptable Use Policy. Students have access to an e-mail account and must use the provided E-mail client.

## BYOD Classroom Expectations

### *All Devices*

- in class every lesson
- charged for the start of each day, devices are NOT to be charged at school
- strictly not for games and off task behaviour
- iPad
- appropriate “classroom” settings – Name etc
- Lock apps and devices: set to always
- Airplay and view screen: set to always
- bluetooth is on
- WiFi is on – iDet Network
- do not disturb is off

### *Student Learning Expectations for iPads*

All students using iPads to support their learning at Aviation High School are required to comply with the following expectations regarding their use. Students not meeting these expectations will be dealt with according to school’s Student Code of Conduct.

### *During Lessons*

Your iPad is a teaching and learning tool. To make the most of learning time the following routines for the use of your device have been developed.

- Wait to use your iPad or open Apps until your teacher instructs you to do so.
- Communicating with other students, using your device, during learning time is not permitted unless under direct instruction from your teacher.
- Projecting your own device onto a teachers’ laptop or projector through AirServer or AppleTV may only occur after direct teacher instruction to do so.
- Your device cannot be used during exams unless you are otherwise instructed.
- Students are not permitted to take a photo of any assessment task sheet or exam without approval.
- Ensure at least 1Gb of storage capacity is available at all times for use in learning activities.

### *Communicating with others*

Your iPad will be an invaluable tool for connecting you to vital information within and beyond the school. Again, there are some routines and procedures required to ensure the most appropriate use of the device in an educational setting.

- Remember respectful communication conventions should be used at all times, either on the iPad or when using other communication methods.
- Students have been supplied with an EQ email address. This must be the only email used between students, teachers and other students when communicating or transferring document.
- Email or other forms of communication, including through Bluetooth (eg. Airdrop), may only be used during class time when directly instructed by a teacher.

### *Use in and around the school*

As learners we must ensure we are ready and prepared to learn. This includes ensuring our ICT equipment is functional and in good working order.

- While at school, iPads should be used only for educational purposes. This includes the use of camera and video devices. The use of these devices is only permitted under teacher direction.

- Ensure your devices are fully charged before school and have enough battery life for all class periods to complete required work.
- iPads should be stored in school bags when moving between classes or around the school.
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Your device is for your use only. Do not share it with others.
- Regularly check that all ICT equipment, including USBs and home devices are tested for viruses and other threats.

## School Wellbeing Model

The Three Phases of the Aviation High School Wellbeing Program

### 1. Wellbeing in Curriculum and Teaching Practice.

Just as important in the educational process as curriculum documents, strategies, and organisational arrangements is the relationship which links students with their teachers and with other students. (nASoT Design Question 8)

Teachers and students learn from each other in the context of rich and robust relationships. Students need teachers who are effective models and mentors, co-constructors of knowledge, fellow learners and companions on a journey to becoming lifelong learners. You choose your attitude!

### 2. Student Resilience.

Our goal is to support students to become contributing citizens of this school community. This support is based upon providing an environment that:

- is accountable in regard to a focus on promotion of learning
- encourages social participation
- promotes acceptance of diversity

### 3. Wellbeing Leaders' Role

Aviation High School values the whole person, and as such the role of the Wellbeing Leaders is to support the ongoing needs of students. Outcomes for students improve when they have a safe, respectful and supportive learning environment and it is through this that they will develop the skills for lifelong wellbeing. The school community recognises that adolescence and schooling can be complex and that in an ever-changing world it is easy to get lost and feel that the system does not care.

The student wellbeing Program has been developed to support students and give them the necessary tools to cope with the pressures of secondary schooling. These same tools will instil in them the resilience and values necessary for them to take their place as role models for the school and leaders of the 21st century.

## Wellbeing Staff Contacts

### Deputy Principals

Hinkler

Nadene  
Benjak

nbenj1@eq.edu.au

Kingsford Smith Miller	Andrew Read Mara Kitson	aread30@eq.edu.au mkits4@eq.edu.au
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#### Student Wellbeing Staff

Guidance Officer	Alison McFarlane	amcfa9@eq.edu.au
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Youth Health Nurse		Sbyhn.AviationSHS.aviation@health.qld.gov.au
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#### Student Wellbeing Leaders

Year 7	Caitlin Dolan	cshep161@eq.edu.au
Year 8	Pat Walsh	pwals50@eq.edu.au
Year 9	Steve Gowdy	sgowd4@eq.edu.au
Year 10	Ben Tilbrook	btilb5@eq.edu.au
Year 11	Katie Coonan	khoff43@eq.edu.au
Year 12	Sean Riordan	srior1@eq.edu.au

## Student Leaders

The student voice of the school is represented in a structured, formal way through elected leaders and a Student Council representing all year levels throughout the school.

School leaders meet with the Principal and Administration regularly and the Student Council meets every month. Through these channels, all students have the opportunity to contribute to the management of the school and learn the importance of civic responsibility. At Aviation High School, all Year 12 students who are successful in their application for Senior Student status are inducted as such to form a wider group to guide younger students and help set the tone of the school.

**Captains**



Lucinda Goldie



Sacha Moss



Mykah Derbyshire



Emma Roberts

**Vice-Captains**



Mary-Joan Faulkner



Mason Englebrecht



Hannah Saito



Geoffery Oxlade

**STEM**



Scarlett Glasby



Keira Lawler



Abby Fellows



Rosanne Charles

**Interact**



Jeanne Raymundo



Chelsea Thorpe-Reyes



Isobel Webb

**Music**



Rubey Eenink



Destin Cardile



Jett Regan Feldman

**Student Council**

**Captains**



Julian Kitson



Frankie Davy



Riley Hutchinson



Thomas Van Gerwen

**Leaders**



Zevar Atwal



Albie Walker



Alisdair Gilhooly

**Aviation Captains**



Raphael Jayamanne



Arya Anthathi



Matthew Brown



Ashnah Farias



Noah Van Zutphen



Aiden Hooman

**Junior Secondary Captains**



Kai Bromet



Milana Stevens



Nina Samalca



Jonovan Gomes



Bradley Fielden



Mukesh Dinesh Babu

**Music**



Isabella Million



Jacinda Hanna



Aathi Arun



Blake Murray

**Student Council**



Ashleen Gill



Eva Farias

# Bullying / Harassment

Bullying and harassment is not tolerated at Aviation High School in any form – physical, verbal, emotional or cyber. Our core value of respect underpins our expectation of how students should treat each other. Bullying needs to be reported immediately to:

- Your class teacher/Wellbeing teacher
- Year Wellbeing Leader
- Guidance Officer
- Deputy Principal

## What is Bullying?

### Bullying behaviours:

- Are **aggressive, unkind or mean** behaviours that are one-sided
- Are **repeated behaviours** (it must happen multiple times, in an ongoing way to be defined as bullying)
- Happen on **purpose/are deliberate** (i.e. aren't accidental for instance)
- Must have a **power imbalance** – which means that people bullying and the people being bullied aren't seen as being 'equal', or the person being bullied would have a hard time standing up for themselves or fighting back, e.g. older, bigger people picking on smaller, younger people, or 'popular' people targeting someone who they see as being 'unpopular', or a group targeting one person
- Causes **harm** - this can be physical (e.g. bruises), psychological (e.g. distress) or social (e.g. losing friends)

**Some other serious types of behaviours, like discrimination, harassment and abuse, can overlap with bullying and are actually against the law.**

### Bullying is not the same as

- **Being rude** – saying or doing something hurtful that wasn't planned or meant to hurt someone, e.g. someone pushing in front of you in the canteen line
- **Being mean** – doing something hurtful to someone on purpose once or twice, e.g. a friend refusing to hang out with you one day
- **Conflict** – there's a disagreement, both sides are aggressive/mean and there's no power imbalance (both sides can 'stand up' for themselves or fight back), e.g. two friends getting into an argument or fight and saying mean things to each other
- **Respectful feedback** on behaviours you're doing that aren't ok, e.g. "It's not ok roll your eyes every time they talk about sport."
- **A friend putting in a 'boundary'** e.g. "I don't like it when you keep telling me what to do."
- **Natural consequences** in socialising, e.g. a friend not trusting you because you shared their secret

Source: <https://kidshelpline.com.au/teens/issues/bullying>

Students work with the Wellbeing Leader / Deputy Principal / Guidance Officer to develop strategies around resilience.

Students who are found to be bullying other students may have a range of the

following consequences:

- Mediation
- After school detentions
- Suspensions
- Parent / Caregiver contact
- Referral to Behaviour AVT
- Completion of an anti-bullying contract
- Exclusion

Students are expected to be familiar with the school's Student Code of Conduct – available on the school's website.

## Assessment Policy

As a student at Aviation High School, you have important responsibilities to ensure the success of your assessments:

- **Completion and Submission:** You are expected to complete and submit all assessment tasks on time and to the best of your ability. This includes any drafts and final submissions.
- **Time Management:** Manage your time effectively to meet deadlines and use time management strategies to balance your workload.
- **Storage:** Ensure that any digital versions of your assessments are stored on the school network to prevent loss and ensure they are accessible for evaluation.
- **Communication:** If you encounter difficulties that might affect your ability to meet due dates, communicate with your subject Head of Department (HOD) as soon as possible. Provide necessary documentation if requesting extensions or adjustments.
- **Attendance:** Adhere to the school's attendance policy. Attendance is critical as it impacts your ability to complete and submit assessments.
- **Academic Ethics:** Submit your own work and follow the Academic Ethics policy. Plagiarism or cheating will not be tolerated, and academic integrity is crucial.

## Due Dates and Extensions

- **Due Dates:** All assessment tasks, including extended responses, investigations, products, projects, and collections of work, must be submitted by the advised due date. For non-written assessments (e.g., oral or performance), documentation such as scripts or palm cards must be provided on the first day of the scheduled assessment.
- **Late Submissions:** If you cannot meet a due date, you must inform the Head of Department and your teacher as soon as possible. Complete a Temporary AARA (Access Arrangements and Reasonable Adjustments) - Extension to Assessment Request Form and provide relevant documentation (e.g., medical certificate). Late submissions without prior approval will be assessed for feedback only.
- **Drafts:** Drafts are due by 8 pm on the set draft due date with 75% complete.
- **Final Assignments:** Final assignments are also due by 8 pm on the set due date. *Note that due dates will not fall on Fridays.*

## Managing Academic Misconduct

- **Cheating:** Includes unauthorized use of materials or communication during assessments. Consequences involve providing opportunities to demonstrate own work and applying penalties for misconduct.
- **Collusion and Contract Cheating:** Includes students working together or paying others to complete work. These are addressed by allowing resubmission or marking based on available evidence.
- **Copying and Plagiarism:** Involves using another student's work or failing to attribute sources. Results are awarded based on authenticated work.
- **Misconduct during Exams:** Includes disruptions or late arrivals, leading to penalties or restricted entry based on examination rules.

## Support and Resources

- **Resources:** Make use of all resources provided by the school, including assessment instruments, Instrument Specific Marking Guides (ISMGs), and feedback opportunities.
- **Support:** If you require additional support or adjustments, speak with your teacher or the relevant support staff. The school aims to provide necessary support to help you succeed in your assessments.

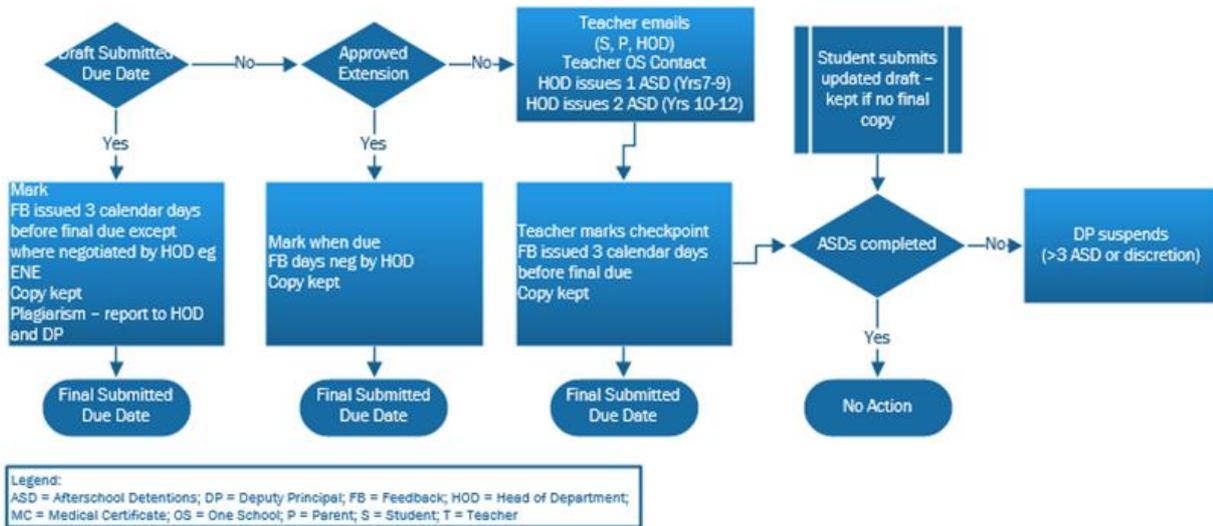
## Access Arrangements and Reasonable Adjustments (AARA)

- **Temporary AARA:** For short-term issues like illness or misadventure. Managed by subject HOD, Guidance Officer, or Deputy Principal.
- **Intermittent AARA:** For conditions impacting assessments over 3 weeks. Managed by the Guidance Officer, Deputy Principal, or Principal.
- **Permanent AARA:** For long-term conditions. Managed by Guidance Officer, Deputy Principal, or Principal.
- **Forms:** Specific forms for AARA applications are available for temporary, intermittent, and permanent adjustments get one from the Guidance Officer.

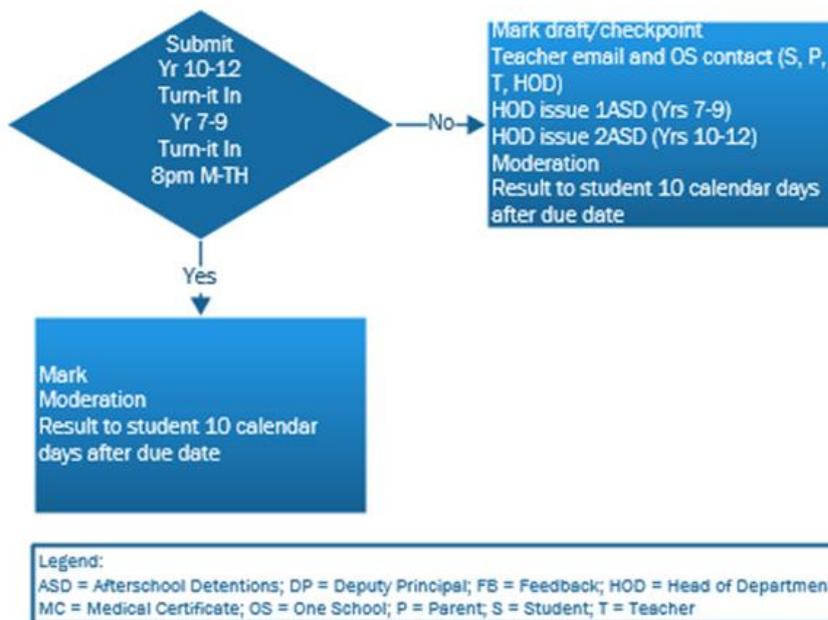
## Queries

For any questions about the assessment policy or if you need clarification, contact your relevant year level Deputy Principal or Heads of Department.

## Draft Due Date Submission



## Final Due Date Submission



## Lockers

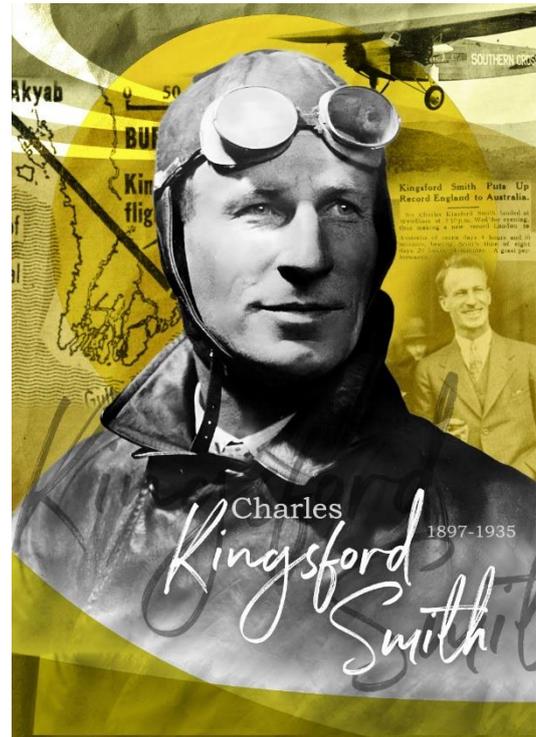
Students have the option to access to a locker as part of the SRS Scheme. Students are required to use their own padlock after locker allocation. School lockers are for storing books, sports uniforms, electronic devices and valuables.



## Charles Kingsford-Smith

(9 February 1897 – November 1935)

Charles Edward Kingsford-Smith was born in Hamilton, Brisbane, Australia on 9 February, 1897 and graduated from Sydney Technical College as an Electrical Engineer at age 16. He enrolled in the Australian Military Forces in 1915 firstly serving in the Middle East then in 1917, in France as a fighter pilot where he was awarded the Military Cross for gallantry in action. From 1919 to 1927 Kingsford-Smith performed at aerial circuses and pioneered commercial aviation service throughout Australia. In succeeding months, piloting “Southern Cross” he made the first non-stop flight across the Australian Continent and the first flight across the Tasman Sea to New Zealand. In 1929, Kingsford-Smith completed a round-the-world flight and in 1934, he made the first west to east crossing of the Pacific. In November 1935, on a flight from England to Australia, Kingsford-Smith and his co-pilot John Pethybridge disappeared in typhoon weather over the Bay of Bengal.



## Robin Miller

(8 September 1940 – 7 December 1975)



Robin Elizabeth Miller, known as “The Sugarbird Lady”, was an Australian aviator and nurse. The name “The Sugarbird Lady” was given to her by outback aborigine children during her work combating polio. She died of cancer at the age of 35. After obtaining a private pilot licence and a commercial flying licence while training as a nurse, she approached the Western Australian Department of Health to ask permission to fly to northern Western Australia in order to carry out a vaccination programme. She later flew with the Royal Flying Doctor Service of Australia (RFDS), after carrying out 9 aircraft delivery flights for them. She was one of the outstanding women pilots of the 20th Century and we should recognise her as such.

## What to do when you...

are absent from the school...	<ul style="list-style-type: none"> <li>• Contact the school explaining the absence (phone/note/email/ SMS)</li> <li>• Your parent/caregiver should contact the school if you are absent (greater than 10 school days) and must apply for Exemption to Compulsory Schooling if necessary</li> </ul>
are late to school...	<ul style="list-style-type: none"> <li>• Where possible parents/caregivers should contact the school if you are late</li> <li>• Report to the Administration Office to record your name and details</li> <li>• Hand in your mobile phone</li> <li>• Take your late slip to your class teacher</li> <li>• If your lateness is not explained satisfactorily by your parent/caregiver, you will be issued with a half hour detention the following day</li> </ul>
have to school early...	<ul style="list-style-type: none"> <li>• Report to the Administration Office before Form class and confirm your parent has contacted the office or provide departure note from parent/carer</li> <li>• Hand in your mobile phone</li> <li>• Confirm the time you are departing school</li> <li>• Collect your departure pass from the Administration Office at the time you are departing</li> <li>• Leave through the appropriate avenues (Gate 2 if walking, car park if being picked up)</li> </ul>
are sick or injured...	<ul style="list-style-type: none"> <li>• Report to the Administration Office</li> <li>• Your parent or caregiver may be contacted by school personnel</li> </ul>
have to pay money to the office...	<ul style="list-style-type: none"> <li>• Report to the Administration Office before school or during breaks</li> </ul>
have money or valuables at the school...	<ul style="list-style-type: none"> <li>• Avoid bringing large amounts of money or valuables to the school</li> <li>• Do not leave money or valuables unattended in your bag</li> <li>• Where essential, deposit money and valuables in a sealed envelope clearly labelled with your name and class, at the Administration Office before school and collect after school</li> </ul>
have lost property...	<ul style="list-style-type: none"> <li>• Retrace steps and check where you may have been earlier</li> <li>• Check at the Administration Office</li> </ul>
want to use a telephone...	<ul style="list-style-type: none"> <li>• In case of an emergency, go to the Administration Office</li> </ul>
change name, address or phone number...	<ul style="list-style-type: none"> <li>• Notify the Administration Office immediately. It is essential that the school records are accurate and up to date in case of emergency</li> </ul>
have to take medication...	<ul style="list-style-type: none"> <li>• Have your parent/caregiver provide the school with a letter from your doctor including your name, personal details and medication details</li> <li>• All medications must be taken to the office by a parent/caregiver</li> <li>• The school will complete a Medications Register form</li> <li>• Authorised school personnel will administer medication</li> <li>• Report to the office at the appropriate times on designated days</li> </ul>

can't find your class...	<ul style="list-style-type: none"><li>• Your teacher should have left a note on the classroom door or on the board redirecting you to a new room</li><li>• If not, go to the office and they will help you</li></ul>
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## Summary Of School Policy & Practices

### Code of Conduct

Aviation High School students take pride in demonstrating a positive image both within the school and in the wider school community. To that end they demonstrate our school values at all times.

### Uniforms

Students demonstrate their commitment to the school and its values by wearing the correct uniform at all times.

### SunSmart

Given that Queensland has the highest rate of skin cancer in the world, we need to work together as a school community to protect, educate and reduce the risk of skin damage from sun exposure. Students need to wear the SunSmart school hats when outdoors (including travelling to and from school). Parents need to encourage students to apply sunscreen 20 minutes before leaving for school.

Teachers model this by wearing hats while outside on PGD and sport.

### Attendance

Compulsory for all students who have not completed Year 10 or who have not turned 16 years of age. Students over 16 years are at school to obtain the awarding of a certificate. A condition of the awarding of these certificates is that students are in full-time attendance at school. Attendance at every lesson is one of the best predictors of achievement, so 100% attendance is strongly encouraged at Aviation High School.

### Late Arrival

All late arrivals MUST report to the office with a note of explanation. A slip is issued and must be signed by a Deputy Principal. A copy is to be given to the class teacher. Late arrival without a documented and valid reason will mean the student will be issued with a 30 minute after school detention to be completed the following day.

### Leaving early / Leaving the school grounds

Leave Passes from the office are required for any students leaving the school grounds. Shopping areas are out of bounds during lunch time. Students leaving the school for any reason must sign out and in at the office, and provide written parental explanation to a Deputy Principal. Appointments are to be made outside school hours whenever possible.

## Absence

**Any absence must be explained to the Principal by phone, note, text or email.** Where the need for leave of absence can be foreseen, a prior written request should be made. In general, students are not granted leave for absences which can be avoided. Should any absence of five days or more be deemed by parents/caregivers to be necessary, they must apply to the Principal for exemption from compulsory schooling.

**Absences of three days or more for medical reasons require a medical certificate.** Should absences occur at examination and test times, students must produce evidence in support of their request for special permission to sit examinations as soon as possible after returning to school. Absences from semester exams must be supported by a doctor's certificate. Failure to produce medical evidence for such absences may result in reduced credit.

## Change of Address

Please notify the school of any change of address, telephone number or email immediately.

## Illness

It is school policy to send students home if they become ill. Parents/caregivers must ensure that the school has an emergency contact when they are unavailable. Students should be kept at home if they show signs of illness.

In emergency situations, appropriate first aid procedures will be adopted and every effort will be made to notify parents/ caregivers. In cases of accident or extreme illness, the Queensland Ambulance Service will be called and parents advised.

## Dispensing of Medication

Students who are required to take prescribed medication must have it registered at the school office. All medications, except those for asthma, are to be delivered to the office by a parent or caregiver. School staff may assist students with medication in accordance with the carer provisions of the Health (Drugs and Poisons) Regulation 1996, provided a written request is received from the student's parent or caregiver and the medication is supplied in its original pharmacy-labelled container. The label must clearly state the name of the person authorised to take the medication, the prescribed dosage, the time it is to be administered, and the medical practitioner's name.

## Newsletters

Newsletters to parents/caregivers are prepared by the school's publicity and promotions officers and issued at regular intervals throughout the year (usually every fortnight). The newsletter is emailed to all families and is available on the school website.

A printed copy can be collected from the front office. Newsletters often contain vital information applicable to all students.

## Visitors

All visitors including past students and relatives of students must first report to the main office. Speaking to outsiders over the fence is not acceptable student behaviour.

## Books and Materials

Students committed to their studies will have with them at all lessons: a current copy of their timetable, student diary and all books and materials required until the next break. Permanent marking pens are prohibited in the school.

## BYOD and Internet Use

All students are required to sign an Acceptable Use Policy – Information Technology Student Contract prior to gaining access to the school's computer facilities.

## Classrooms and Verandahs

Students are expected to co-operate with their teachers by lining up outside rooms before lessons begin and moving into rooms only under the supervision of a teacher. At all other times, students must obtain permission to enter these areas. Stairs should be kept free to allow access.

## Movement

Punctuality to assemblies, classes and Wellbeing lessons is essential. When moving to and from rooms, students should walk quietly and quickly, keep left, and use the stairways nearest to their rooms. Students are not to loiter in toilets. Running in the buildings and on concrete or bitumen areas is unsafe, inconsiderate and unacceptable.

## Litter

Foodstuffs are to be eaten in seated areas only.

No food on the oval or courts.

Chewing gum is strictly prohibited.

All students are expected to consider other members of the school, by assisting in keeping the grounds clean.

## Canteen

Students are expected to form queues and show courtesy ("please" and "thank you") to canteen workers at all times. Queue jumping and multiple ordering by one student are discourteous practices which do not reflect the school values.

## Personal Belongings

Care of personal property is each student's responsibility. Bags and other belongings should be clearly identified and where possible left in bag racks during lessons. Valuables may be left at the office for safe keeping.

## Lost Property

All lost property is located in the school office in C Block. See office staff for details.

## School Bags

Students will carry their bags with them from lesson to lesson.

## Bicycles and Scooters

The area of the bicycle racks is out of bounds except when students are taking their bicycles to or from the racks. Commuters should lock up their bikes and scooters to protect them and place them in the racks provided. All students riding bicycles, scooters, e-scooters, and e-bikes are required, by law, to wear helmets.

NO SKATEBOARDS are to be brought onto the school site.

## Safety

Safety awareness is essential at all times. In particular, students should be sensible when near glass doors and windows.

When riding bicycles to and from school, wear a helmet, use bikeways and walk bicycles into school grounds. No dangerous implements should be brought to the school.

## Student behaviour while travelling on public transport

Parents and carers play an important role in teaching children about appropriate behaviour when travelling on public transport.

While most students are well-behaved when travelling by public transport, a few misbehaving students can make for an unpleasant journey for all commuters. Students bringing the name of the school into disrepute through poor behaviour while travelling to and from school will receive a consequence.

To keep our students happy and safe, parents and carers are encouraged to discuss expected student behaviour with their children, including:

- showing respect for other passengers and their property
- waiting for the train/bus in an orderly manner
- behaving appropriately at all times while on the train/bus
- using only designated bus stops
- behaving safely and using caution when getting on or off the train/bus
- following directions of the driver in case of an emergency or a breakdown

## Assemblies

A school assembly occurs twice each term.

Students must be punctual to their Form rooms, leave their bags and move swiftly and directly to assemblies. Wellbeing teachers will conduct attendance checks. Normal late procedures apply.

Year level assemblies will be held as required. Special assemblies are arranged for significant occasions.

## References

Each student may be issued with one official School Reference on leaving the school (this usually occurs after completing Year 12). Requests for official references other than this will not be considered.

## Student Council

Every year at Aviation High School a Student Council is assembled of interested students. The main aims of the Student Council are to:

- provide a forum for the expression of student opinion
- help solve problems which arise in the school
- promote school spirit
- promote better communications between staff and students
- create interest in community affairs
- consider problems of students.

Each Wellbeing group in the school has one (1) representative who serves on the Student Council. The Year 12 School Leadership

Team oversees the various committees including sport, social, publicity and charities. The Student Council meets as a full group once a month with committees meeting regularly. This will be led by the Student Council lead teacher.

## Enrolment

Please contact the office for an appointment with the Deputy Principal or visit the school web page for further information.

## Interviews

Interviews with the Principal, Deputy Principals, Guidance Officer or members of the teaching staff will normally be conducted by appointment only. Parents/caregivers requesting an interview should do so by contacting one of the office staff. We welcome enquiries and interaction with home. Please feel free to contact the school to discuss your student's progress.