

## Summary of School Policies

**Behaviour** – 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.

**Attendance** - is 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** - 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.

**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 taking prescribed medication must have it registered at the office. Medications (other than for asthma) must be left at the office by the parent. School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided a written request is received from the student's parent/caregiver and that the medication includes an original pharmacy label detailing the name of the person authorized to take the medication, dosage, time to be taken and medical practitioner's name.

**Change of Address** – Please notify the school of any change of address, telephone number or email immediately.

**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 who have registered online and is also available on the school website. 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.

**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 Welfare 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.

**Surveillance Cameras** – Surveillance Cameras are installed in the School for the prevention of damage to School property and safety of all students, staff and visitors.

**School Bags/Lockers** - Students who have paid fees for 2018, have no previous outstanding debts or library books have been allocated a locker. This is to ensure that all students have access to an easily accessible locker for storage of their personal belongings, removing the need for students to carry bags to class. All bags can be stored in lockers, along with iPads, textbooks and all mobile devices. Please see Mobile Phone Policy.

**Bicycles** - The area of the bicycle racks is out of bounds except when students are taking their bicycles to or from the racks. Cyclists should lock up their bikes to protect them and place them in the racks provided.

**NO SKATEBOARDS OR SCOOTERS 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.

**Insurance** – The School does not contribute to an insurance company to cover School accidents. Parents/Caregivers must accept this responsibility.

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 is held in the hall on a Monday morning, alternating with a Welfare meeting or Year Assembly.

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

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

**Student Leadership** – 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.