



**HARRISTOWN STATE
HIGH SCHOOL**

**2007
SENIOR STUDENTS'
HANDBOOK**



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A Letter to Senior Students

As Senior students at Harristown State High School you have unique opportunities to achieve to your potential in a wide range of academic, cultural, community and sporting activities, whilst actively participating in the life of a vibrant school community. The depth of skills and knowledge of teachers and support personnel, the high standard of physical facilities and the rich sense of community combine to assist you to gain the utmost from your senior school years.

Your achievements will reflect your effort, commitment and involvement – the more effort you make, the greater your rewards will be; the more you commit to being involved in the life of the school the greater will be your personal satisfaction.

As Senior students you have privileges that are not extended to younger students, but you also have a vital part to play as leaders and role models for these students. They look to you for leadership in standards of behaviour and in personal presentation. You are the people who pass on to them the cultural, sporting and community traditions that have made Harristown the proud, dynamic school it is today. Frequently it is to you that they will turn when they need advice and support.

You have a strong responsibility to properly guide and assist younger students, but you will, in turn, have the support and the goodwill of your teachers, Year Coordinators and Administration as you lead the school.

Harristown State High School is well regarded in the Toowoomba community and you have helped make it the great school it is – but remember always that we must all bear the responsibility of upholding our proud traditions.

I wish you well in these last all important years of your secondary schooling.

Ross McHutcheon
Principal

Harristown High School

Purpose

Our purpose is to prepare our students to be confident in their transition and integration into local, national and global communities through flexible and sustainable learning.

Vision

Our vision is a school environment where all human, physical and technological resources are used equitably to ensure the optimum development of each individual within a cohesive school community.

Values

As a learning organisation, we value

- 1. Ethical, compassionate and responsible actions by all members of the school community.**
- 2. Challenge, rigour and reward in academic, vocational, cultural and sporting activities.**
- 3. Clear quality expectations about performance.**
- 4. Diversity.**
- 5. A safe supportive environment where the importance and sense of self and others is encouraged and developed.**
- 6. Futures-oriented learning, connecting to global cultures and environments.**
- 7. Higher-order thinking in a collaborative, stimulating environment.**

ATTENDANCE REQUIREMENTS IN POST-COMPULSORY SCHOOLING (YEARS 11 & 12)

This school aims to develop in post-compulsory students a clear sense of responsibility for their actions, and to prepare them for a successful transition into the world of work.

Regular attendance at school significantly enhances a student's ability to achieve his or her academic potential. To be eligible to receive a Senior Certificate a student must show that they attend school consistently, participate in all aspects of the course of instruction and complete all course assessment requirements. Generally the School regards 80% as the minimum attendance required for a student to be eligible to receive the Senior Certificate but 95% is more realistic in the workplace.

In Years 11 and 12, parent/guardian explanation for student absence is required. This may take the form of a written note, parent phone call or sms message in response to message sent from the school. Independent students must supply similar evidence and have this validated by the guidance officer.

THE SENIOR FORMAL

The Senior Formal is a formal occasion that recognises in both a symbolic and practical way that a student has fulfilled his/her responsibilities to this school and the Queensland Studies Authority and will therefore be awarded a certificate to mark the completion of his/her senior secondary years of schooling.

To be eligible to attend the Year 12 Formal, a student must :

- attend school for a *minimum* 80% of the school year in each of the Senior years of schooling i.e. Year 11 and Year 12.
- have submitted ALL assessment for each subject
- ensure that the school has received explanations for all absences
- have no outstanding school fees or debts eg sporting or excursion fees or outstanding commitments to the textbook and equipment hire scheme
- have returned any school resources that have been borrowed eg library books, sporting uniforms, music etc

ASSIGNMENTS AND ASSESSMENT

- Students must complete any assignments given in the respective subject areas, **by the due date.**
- Students will be given, in writing, details of:
 - Criteria
 - Procedure
 - Length
 - Due dates of rough and final drafts
 - Method of presentation
 - Assessment criteria
- Adequate class/home time will be allowed for completion
- Where there are exams for the subject, due dates for assignments must be at least two weeks before the start of any formal exam period
- The assignment submitted must be the work of the student

PROCEDURES:

All assignments must be presented by the due dates unless there are exceptional circumstances that are covered by the following provisions.

- I. **extension** – can only be granted by the Principal or Head of Department **prior to the due date.** Some reasons may include illness with medical certificates.
- II. **absence on due date, due to illness** – the student must produce a medical certificate or send the assignment in with a friend or relative on the due date. The student and/or parents should contact the school to notify them of the circumstances **on the day.**
- III. **absence on due date, due to special circumstances** – eg. bereavement. Parents should contact the Principal directly to explain the circumstances.

Please note:

- *The procedures outlined above apply to all assessment items, including class tests and scheduled examinations.*
- ***Failure to complete an assignment means that course requirements for that subject are not complete and a rating may not be given.***
- *When an assignment is submitted after the due date, credit will be given only for work seen by a teacher on or before the due date.*
- ***Failure to complete assessment and/or assignments may result in a student failing to gain credit for that semester which may affect a student's OP eligibility.***

REQUEST FOR AN EXTENSION

SECTION 1

To be completed by the student and handed to the class teacher 2 DAYS BEFORE the due date of the assessment task. Please request this form from the subject Head of Department.

Student Name: _____ Form: _____

Subject: _____ Teacher: _____

Assignment Title: _____

Due Date: _____ Extension Requested Until: _____

Reason for Request: _____

Medical Certificate attached Note from Parent/Guardian attached

SECTION 2 To be completed by student's teacher and forwarded to the HOD.

Extension Recommended Extension Not Recommended

Comments: _____

Teacher's Signature: _____ Date: _____

SECTION 3

This section is to be completed by the HOD, detached and returned to the teacher for signing and then attached to the front of the student's task sheet.

Student Name: _____ Teacher: _____

Extension Granted until _____ Extension Not Granted

Comments: _____

HOD's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

ASSESSMENT AND SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS

If an assessment item is scheduled on the day that a student would normally be absent from school because of traineeship or apprenticeship commitments please note that *school assessment and/or examinations take precedence over the work commitment*. This means that a student may not be absent for class assessment or examinations because of an apprenticeship or traineeship.

The student should inform their employer prior to the assessment date that he/she will not be attending his/her workplace for the appropriate period of time because of school assessment commitments.

If an assignment is due on an off-campus day, it is a student's responsibility to ensure that the assignment is handed in at the office or, preferably, given to the class teacher *on the due date*. Students should request a receipt of the staff member who accepts receipt of the assignment.

An apprenticeship or traineeship commitment is not an excuse for non-submission of an assessment item on the due date.

QUEENSLAND CORE SKILLS TEST

All students are encouraged to sit the QCS Test to gain a selection ranking should you wish to continue in further study through TAFE or indeed university. A selection rank, like an OP, is a measure that places students in priority order for entry to tertiary courses. The difference is the scale used.

Students who complete Queensland Year 12 and do not qualify for an OP can still gain entry to courses offered at tertiary institutions participating in QTAC. All applicants, whether they have an OP or are OP ineligible, must still satisfy specified prerequisites. Prerequisites may be subject requirements or portfolio/audition requirements for creative and performing arts courses.

OP ineligible students will be allocated a Queensland Tertiary Admissions Centre (QTAC) selection rank, based on their results recorded on the Senior Certificate and, if available, their results in the Queensland Core Skills (QCS) Test. (See full handout on Tertiary entry: Internal Queensland Year 12 students without Ops, published by QTAC)

Any student who is eligible for an Overall Position (OP) **must** sit the QCS Test if he/she is to remain OP eligible, and therefore eligible to gain a place in a university. In general, if you have 20 semester units of Authority subjects over your course of senior study, you are OP eligible.

All students who are sitting the QCS Test **must** be involved in QCS Test Practice. This year, QCS Test Practice will take place between 1.20pm and 1.55pm on Wednesday afternoons in Term 4, Year 11 and between 1.05pm and 1.40pm in Terms 1, 2 and 3, Year 12. If a student is participating in interschool sport, a school-based apprenticeship or traineeship or work experience on Wednesday afternoons, then QCS Practice Lessons will be arranged out of school hours, either immediately before or after school.

NOTE: OP students need to be aware that missing a full day of school (other than Wednesdays) to attend a TAFE course may have implications on your school results and subsequent OP as you will be missing four subjects (i.e. a third of your courses) each week for the two years.

NAME ON OFFICIAL RECORDS

In recent years students have given serious thought to the name that appears on their official records. Some students have sought to have their name on official records changed to that which appears on their birth certificate. If a student wishes to have Year 12 Certificates issued in the name on their birth certificate, then you will need to provide a copy of your birth certificate and a written request from your custodial parent/care giver to the office. This should be done as early as possible to avoid disappointment.

CHECKING SENIOR DATA RECORDS

It is the responsibility of senior students to thoroughly check data records when requested to ensure the accuracy of data included in Year 12 Senior Certificate / Statement when issued. This data relates to name, date of birth, contact details and details of study undertaken.

TIMETABLED WEDNESDAY SPORT IN YEARS 11 AND 12

In the Senior years at Harristown State High School, students have two options with regard to sports afternoon. On Sports afternoon a senior student can either:

- (i) participate in an interschool sporting team selected sport (NOT recreational sporting activities) *or*
- (ii) leave school at 1.30pm and return home to enable them to work on assignments, homework or study.

If a student selects an interschool sport, he/she must remain at sport each week until the end of the season; he/she may not go to interschool sport one week and opt out of it the next. Similarly, if a student elects not to participate in sport, he/she may not stay at school. *For those students who are unable to go home (eg bus students), they must register at the Resource Centre for the **entire sports period**.*

The intention of this proposal is to enhance student learning, not to provide free time for students. Students are not, for example, to loiter around the streets or in shopping centres. Anyone found loitering can expect school disciplinary action to be taken. This time may, however, be a good chance to make medical appointments or have driving lessons, many of which have previously been made during class time.

LEADERSHIP

At the end of year 11, two male and two female school captains are elected. In addition, 6 school prefects will be elected. The two captains will automatically be the Presidents of the Student Representative Council. The vice captains will decide who will fulfil the role of treasurer and secretary, and the prefects will represent the Year 12 students in the SRC. Four Year 11 students will also be elected to the council.

The school's extra curricular programs operate smoothly because of the support of students elected to the positions of captains of each sport and cultural activity such as public speaking and music. At the end of Year 11, students can apply to undergo training in the Inter-year Program. This program involves Year 12 students in developing relationships and nurturing Year 8 students. Opportunities also exist to participate in Interact and the Formal committees.

SPEECH NIGHT

See Student Planner for details.

REFERENCES

Year 12 students leaving the school may apply for a reference. School references can be useful not only when finding employment but when securing accommodation or perhaps even loans. This will be compiled by form teachers who incorporate the knowledge of all subject teachers regarding the student's application to study and personal qualities. Extra curricular activities noted on the application for reference will also be generally recorded within this reference. It would be advisable to keep a list of your involvement and achievements throughout your secondary years to include when you are making your application.

REFUND PROCEDURE

1. No refund is available for activities costing less than ten dollars, unless the school cancels the activity.
2. If a student requests a refund prior to the closing date of an activity the student may apply for a refund of the non-committed costs. "committed costs" are not refundable and may include the cost of travel, prior reservations and administrative fee, among other items.
3. If a student is unable to attend an activity due to illness, a medical certificate will be required to apply for a refund. The extent of the refund will depend upon the school's consideration of the excursion's cost profile of committed and non-committed costs.
4. If a medical certificate is not supplied, committed costs (eg travel, reservations, administrative fee) are not refundable.

VOCATIONAL EDUCATION RECOGNITION OF PRIOR LEARNING (RPL)

RPL checklist for students

To ensure an effective RPL process, students should

1. Obtain information about RPL
2. Obtain a copy of the Student Record Book/Training Record Book for the vocational training program/s of your subject
3. Read the relevant learning outcomes for the modules/training programs as listed in the Student Record Book/Training Record Book
4. Assess your abilities/competencies, with guidance from your teacher and/or counsellor in the learning outcome(s) modules/training programs

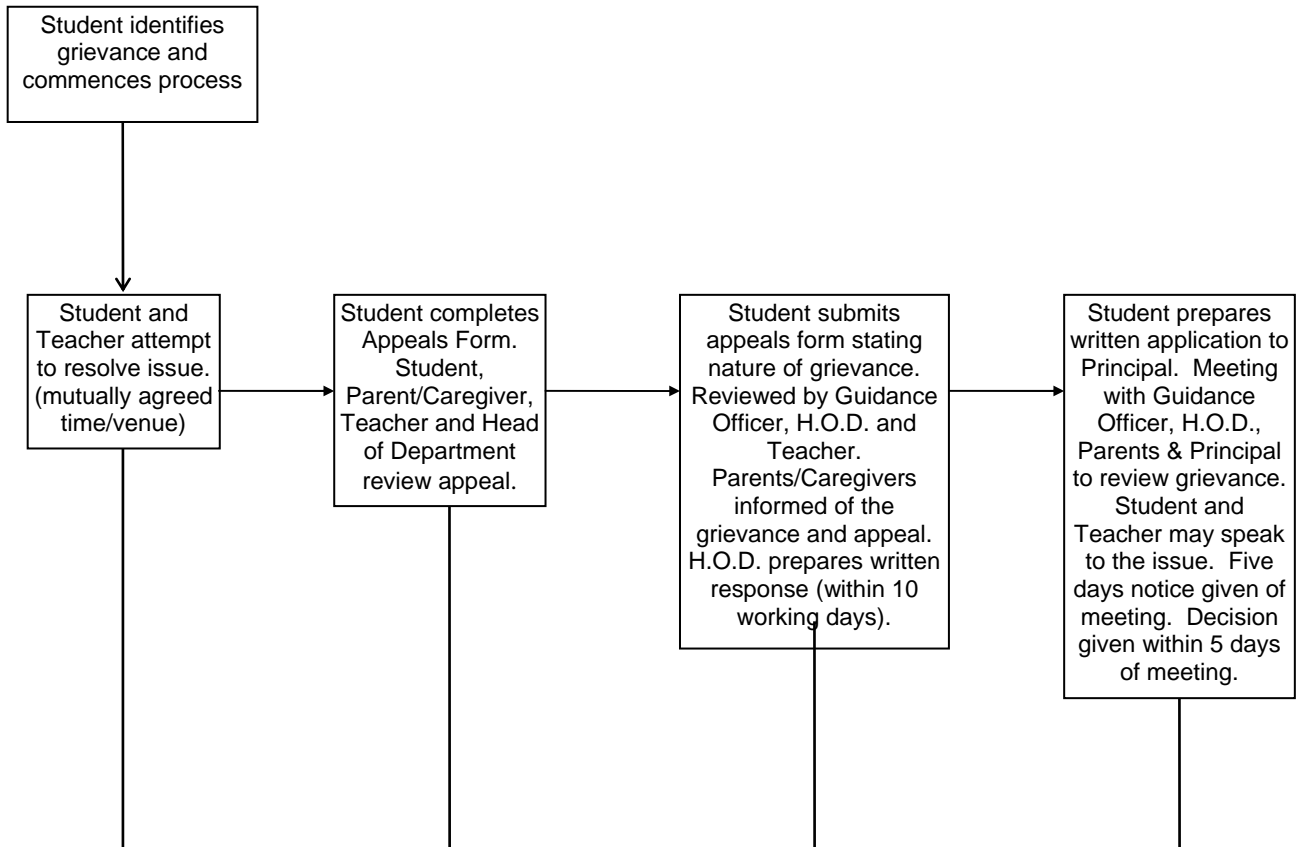
5. Decide if you think you possess the knowledge and skills of the learning outcome(s) /modules/training programs and if so, you should apply for RPL
6. Complete an RPL Application Form
7. Gather evidence that supports your application
8. Give the completed RPL Application Form and give the evidence to your teacher
9. Receive notification from your teacher to show
 - Either (i) that you have gained RPL (to 10)
 - Or (ii) that you need to supply more information and/or attend an interview (go to 7)
 - Or (iii) that you have not gained full/partial RPL and you receive feedback (go to 12)
10. (if you are successful) be exempt from those learning outcomes/modules/training programs
11. Ensure your Student Record Book/Training Record Book is signed off
12. (If you were partially successful) you may decide to progress more quickly through the module/training program by completing only those aspects for which you do not have prior learning. This completes the RPL process for your application
13. (If you were unsuccessful) you may decide to request an RPL Appeals Form
14. Gather further evidence that supports your application
15. Submit your completed RPL Appeals Form and further evidence to the person nominated in the school's grievance policy, who will arrange for a second suitably qualified person to assess the evidence
16. Receive a notification about whether
 - Either (i) you have gained RPL (go to 10)
 - Or (ii) you have not gained full/partial RPL and receive feedback (go to 17)
17. Seek to progress more quickly through the module/training program by completing only those aspects for which you do not have prior learning.

Note:

- *An RPL application form is available from the Head of Department.*
- *An RPL appeals form is available from the Head of Department.*

Grievance and Appeal Policy

Should you have a grievance or wish to appeal a decision made by the school, then there is a process that you will need to go through. There is also a formal appeal process available through the Queensland Studies Authority (QSA) should you wish to appeal your OP Score. Please refer to the QSA website for this information.



APPEALS PROCESS

SPECIAL CONSIDERATION FOR ASSESSMENT

In the Senior School it is possible that special consideration for students may be applied in certain circumstances. These circumstances may relate to an impairment, a medical, socio-economic, cultural or linguistic circumstance or other factor creating an educational disadvantage. This allows departments to provide special arrangements or exempt certain parts of assessment. No student is granted exemption from those parts of the syllabus which are compulsory. Special consideration must not produce an unfair advantage or reflect inaccurate results.

Special consideration

- is not automatic. There is a due process to be followed and each case is assessed on individual circumstances.
- will not produce a result if compulsory parts of the syllabus are not met
- will not lead to the granting of a result if assessment has not been submitted.

In extraordinary circumstances, (eg. severe and/or prolonged illness, family bereavement) it may be possible, following application by the student and/or parent/guardian, to make special arrangements such as granting an extension on an assignment or sitting an exam outside exam time.

If a parent and/or student believe a student should be considered for special consideration, then they need to:

- *Make an application as early as practical in your course to the Head of Department or Guidance Officer.*
- *Apply for special consideration prior to the due date of an assessment task.*

PROCESS

1. Discuss your circumstance with your Teacher or Guidance Officer.
2. Submit form with documentation to the Head of Department or Guidance Officer.
3. Abide by the decision given to you.

REQUEST FOR SPECIAL CONSIDERATION

The request for Special Consideration must be applied for prior to the due date of the assessment task.

Instructions: Complete Section 1 and submit this form to the Head of Department or Guidance Officer with documentation to support your request. Please ask the subject Head of Department or your Guidance Officer for this form.

SECTION 1:

I, _____ Year _____ request special consideration regarding:

- my assessment for the period _____ to _____
- OR
- my assessment task _____ (subject) _____ (topic)
_____ (teacher).

Reason for seeking special consideration:

Describe the specific action you are requesting:

Describe how this action is fair to you and to others:

Supporting documentation is attached has not been provided

Student's signature _____ Date _____

Parent/guardian signature _____ Date _____

SECTION 2: HOD/Guidance Officer to complete.

Comment:

Recommendation:

To grant special consideration: YES NO

Specific Action:

- Variation of assessment instrument
- Opportunity to resit original or similar test
- Change of due date of assessment item
- Modification to test condition. Details _____
- Other _____

Subject Affected	Teacher	Assessment Item

Copy to: HOD(s) Teacher(s) Original to Deputy (SDCS)

YEAR 12 ACCREDITATION

What accreditation will students receive at the end of Year 12?

All students with at least one semester of study and in attendance on the last day of Year 12 will receive:

- ◆ A Senior Certificate (2007) or a Senior Statement (2008) documenting the subjects studied and levels of achievement.

Students with a minimum of 3 subjects studied over 4 semesters (12 semesters) and their best 8 semester results from any other authority subjects (8 semesters); totalling 20 semesters AND sit for the Queensland Core Skills (QCS) Test will receive:

- ◆ An Overall Position (OP)

Students who are not OP-eligible and sit for the Queensland Core Skills (QCS) Test will receive:

- ◆ A Ranking

Students with at least 12 years of schooling and school recognition that the student has an impairment or learning difficulty who is in attendance on the last day of Year 12 will receive:

- ◆ A Queensland Certificate of Individual Achievement detailing: their achievements, any VET competencies and a statement of participation.

Students who have successfully completed the necessary core and elective Vocational Education Modules with either Harristown State High School or an external Registered Training Organisation will receive:

- ◆ A Certificate I, II, III or IV

Students who obtain 20 credits by meeting the various requirements, as noted on the following two pages, will receive:

- ◆ A Queensland Certificate of Education (from 2008)

Queensland Certificate of Education (QCE)

The QCE will be awarded for the first time to eligible students in 2008.

Eligibility for a QCE

To be eligible for a QCE, a student must be enrolled with a school and registered with the Queensland Studies Authority. For most students the QCE will be achieved over Years 11 and 12. Others may not achieve it until after they finish Year 12.

The total amount of learning required is at least twenty credits. This reflects an amount of learning that could be reasonably achieved by most young people over a two-year, full-time program of study in the Senior Phase of Learning.

What is a credit?

A credit is the minimum amount of learning at the set standard that can contribute to the QCE. A credit has two elements: an amount of learning and a set standard. For example, a credit for a school subject is one semester at sound achievement. A credit for a certificate II qualification is 25% of the competencies.

Some learning achievements will be recorded in the Learning Account but will not be a credit because they either do not have the required amount of learning or they do not meet the set standard. For example, a limited achievement in a school subject does not meet the set standard to be a credit.

New Flexibility

The new qualification will recognise more learning options. Students can design a program of study to match their career goals. There is more flexibility in what, where and when learning occurs. Not all the learning need take place at school. Some learning can be with a registered training provider (e.g. TAFE), in a workplace or with a community group. The list of options is in the table on the following page.

The Senior Statement

The Senior Statement is an official record of all the learning achievements in a Learning Account. It details: what learning was attempted, the standard achieved and, where and when the learning took place.

The QSA will issue the Senior Statement to young people who:

- Have met the requirements for the Queensland Certificate of Education, or
- Are attending a school, and have banked at least one achievement in their Learning Account, and are enrolled at a school until the prescribed date at the end of Year 12, or
- Have completed a pattern of study which makes them OP eligible.

New Laws

The QCE complements the Government's "learning or earning" laws which mean everyone will be required to complete Year 10 at school and go on to complete a further two years of education and training.

STUDENT DRIVERS AND PASSENGERS POLICY

Rationale

This policy is designed to ensure that the school can fulfil its legal obligations and parents' expectations. It will also serve to ensure that the reputation of the school is enhanced by the development of high standards of student responsibility.

Policy

Any student who wishes to drive him/herself to school, or who wishes to travel in a vehicle driven by another student going to or from school must firstly notify the school of this arrangement.

Procedures

- All students who wish to drive themselves to school must first notify their HPYC of this arrangement. It will be necessary to complete a "Register of Student Driver" indicating parent/guardian permission and the "Student Driver Agreement". Student drivers should also show their licence to the HPYC.
- All student cars are to be parked in the area to the south of the Hennessy Street gate or in Burton Street near Harristown Primary School. Cars may *not* be parked in the school grounds.
- Student drivers may access their cars only when they leave at 3.05 pm, or when they have been given permission to leave the school grounds (eg for appointments).
- If a student wishes to drive to sport, prior permission must be granted by a Deputy Principal.
- **Any student who wishes to travel as a passenger** in a car driven by another student must have written permission from his/her parent/guardian specifying the terms, and have the letter approved by the HPYC prior to getting in the vehicle.
- Where this travel is a regular occurrence, (eg. daily travel to school), a single note will suffice. Where this travel occurs occasionally, written permission will be required each time before travelling. The note must indicate which student will be driving. It is assumed of course that the student driver will have notified the school.

Consequences

Students should be aware that failure to observe these policies may result in being placed on a Discipline Level or other appropriate action.

REGISTER OF STUDENT DRIVER

_____ SURNAME	_____ FIRST NAME
_____ LICENCE No.	_____ CAR REGISTRATION
_____ CAR MAKE/MODEL	_____ COLOUR

PARENT/GUARDIAN CONSENT

I hereby give my consent for the aforementioned student to travel to school in his/her vehicle.

_____ PARENT GUARDIAN SIGNATURE	_____ CONTACT PHONE No.
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STUDENT DRIVER DECLARATION

I hereby agree to abide by the terms as mentioned below in order to drive myself to school.

- I will not ferry other students in my vehicle without their Parent/Guardians prior written consent registered with the school.
- I will not use my vehicle to leave the school grounds during the term of the day without following the correct procedure to leave school.
- I have read the "STUDENT DRIVERS AND PASSENGER POLICY" found on *page 6* of this document, and available from the school office, and agree to abide by the terms as set by Harristown State High School.

_____ STUDENT SIGNATURE	_____ FORM CLASS
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Note:

*Students who wish to travel in the car of the aforementioned student driver must bring a note from their Parent/Guardian to the **HPYC of the Registered Driver** BEFORE commencement.*

PLEASE RETURN THIS FORM TO YOUR HPYC