

# DAKABIN STATE HIGH SCHOOL

## *Senior Phase of Learning Handbook*



*Learning      Discipline      Community*

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## Personnel:

<b>Deputy Principal Senior Phase</b>	Mrs Sandy Kane
<b>Head of Department Senior Phase</b>	Ms Tamie Hay
<b>Guidance Officer</b>	Ms Julianne Hosking-Potts
<b>Year 10 Co-ordinator</b>	Ms Chenoa Matthews
<b>Year 11 Co-ordinator</b>	Ms Rhonda Jago
<b>Year 12 Co-ordinator</b>	Ms Alison Bishop-Townsend
<b>Senior Phase Teacher Aide</b>	Ms Sara Dixon

## Dakabin State High School Vision:

To be a high performing school that develops a culture of learning that will enable our students to be resilient, healthy and successful citizens in the 21<sup>st</sup> century.

## Dakabin State High School Values:

To embed in students three values that can transpose into their futures:

- **Learning:** Am I ready to learn?
- **Discipline:** Am I following routines?
- **Community:** Am I treating people with respect?

## Strategic Priorities of Senior Phase Team:

- Promotion of Common Curriculum Elements throughout the school curriculum
- Implementing the QCS preparation program
- Implementation of Pathways program in conjunction with welfare Committee
- Tracking and monitoring of students in Year 10, 11 and 12

## Assessment Policy:

Assessment is an integral part of the school curriculum. It assists in the development of important skills. Assessment varies in nature from subject to subject. It can take the form of assignments, projects, oral presentations, examinations, experiments, practical demonstrations and performances.

At the beginning of each year, students will be given an assessment overview for each subject and an assessment calendar for each term. Copies of these will also be secured into students books. This is a guide as to when assessment will occur for each subject. These overviews will enable students to adequately plan for assessment. The class teacher will notify students if any changes are necessary due to unexpected circumstance.

### *ASSESSMENT TASK SHEETS*

The following information will be included on assessment task sheets:

- Clear and specific statement of task
- Details of time allocations for work completion in class
- Clear identification of parameters such as length, structure, time and method of presentation
- Monitoring date/dates for submission of drafts
- Expectations of work requirements/standards to be met for monitoring
- Weighting for different sections, if applicable
- Marking criteria
- Ownership declaration
- Common Curriculum Element for all senior assessment.

## *MONITORING*

### *Students*

Approximately half way through the allocated time period for an assignment, the teacher will review each student's progress on the assessment item. This is called "monitoring".

Students will be advised of the monitoring date by their teacher and have the date identified on the criteria sheet. On this monitoring date, the student is to submit two copies of their draft to their teacher.

### *Teachers*

Teachers are required to contact parent/guardian when monitoring deadlines are not met by students. This must be done in a timely manner to provide adequate opportunity for the student to submit the task and receive feedback without significantly limiting their ability to meet final submission deadlines.

Teachers are to organise the lunchtime detention and ensure the student is provided with adequate information to complete the task.

### *Parents*

All effort is made to contact parents/guardians when their child fails to submit work by the due date thereby allowing parents/guardians to encourage their child in giving additional effort to the assessment task. Parents/guardians are encouraged to view the student's assessment overview to assist them with meeting their assessment commitments.

## *LATE SUBMISSIONS*

Due dates for assessment are set on specific days and classes. Students need to submit written assignments during the relevant class or alternatively to school office by 4.00 pm. Any assignments submitted this way will be placed in the teacher's pigeon hole for their collection the following morning.

In some cases, it may also be appropriate for the assessment task to be emailed to the teacher directly. In this case the 4pm deadline still applies. Anything submitted after this time is considered a late submission.

The late submission of any assessment item is regarded as a very serious matter.

The submission of an assessment item past the advertised due date will result in the following action:

Years 8 – 10

The student will be marked on the information available at monitoring.

Years 11 & 12

The policy for late submissions at Dakabin SHS is based on the QSA's Late Submission and Non-submission of Student Responses to Assessment Instruments in Authority and Authority-registered Subjects (2009).

The late submission will not be utilised for awarding the student a grade. In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date. Therefore, monitoring material submitted to the teacher is used. In some cases, the student may be required to complete as much work as possible on the assessment item during the lesson on the day the assessment is due, and this will be graded.

In all instances parents/guardians are contacted if their child submits a piece of assessment late.

#### *EXTENSIONS*

A number of situations can occur where a piece of assessment cannot be submitted/performed on the due date. The Head of Department will grant an extension where exceptional circumstances exist. For example:

- Extended absence prior to due date due to illness, supported by a medical certificate (Years 11 & 12) or through parental communication (Years 8, 9 and 10).
- Absence due to illness or bereavement or other special circumstances on the due date, supported by parental communication.
- Student is physically unable to participate due to an injury.
- Student has been suspended.

The Head of Department is the only staff member who can grant an extension. Rough drafts or work completed up to the seeking of an extension should be sighted at the time that the extension is requested. Supporting documents including medical certificates and parental notes will be required.

Extensions are applied for using the Extension Application Form available from the Student Desk. This form must be filled out prior to submission to the HOD and requires the name and signature of the student, their parent/caregiver and the classroom teacher. Extensions must be sought no later than one (1) day prior to the due date. It is at the discretion of the HOD as to whether an extension is granted. The specific details or conditions for the new

due date will then be written on the Extension Application Form and then attached to the Assessment criteria sheet.

## **Attendance Policy:**

A student must stay at school until they are 17 years of age. In exceptional circumstances the Principal may grant an exemption for a calendar year. Under s176(1) of the Education (General Provisions Act) 2006 (EGPA) each parent of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the educational program in which the child is enrolled unless the parent has a reasonable excuse.

Under s239(1) of the EGPA, each parent of a young person in the compulsory participation phase must ensure the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.

### **What is a reasonable excuse?**

For the purposes of ss.176 and 239, and without limiting the ordinary meaning of the term, parents have a reasonable excuse if, for example:

- the child (or children in question) resides with parent 1, and parent 2 (who does not reside with the children) believes, on reasonable grounds, that parent 1 is complying with the obligation to have their child or children enrolled and attending school. Parent 2 has a reasonable excuse
- the parents are not reasonably able to control the child's behaviour to the extent necessary to comply with their obligation to have their child enrolled, attending or participating
- the parents are unable to comply with their obligation because of ill health or a disability
- the child in question is considered to be independent and is no longer practically subject to the parental authority of the parents
- the child's non-attendance or non-participation was due to an accident or unforeseen event that the parent could not prevent. Evidence must be provided (e.g. certificate signed by medical/health professional in case of medical event).

### **What is not a reasonable excuse?**

For the purposes of ss.176 and 239, and without limiting the ordinary meaning of the term parents do not have a reasonable excuse if, for example:

- they claim they meet the situation of a reasonable excuse as mentioned above without providing reasonable and sufficient evidence to support their claim
- they refuse to let their child attend school due to an alleged incident or incidents that occurred at school
- they refuse to cooperate with staff at the school or region
- they claim they do not understand their legal obligations

- they refuse to respond to the notices and/or claim that they did not receive the notices
- they claim they are not able to control their child without any valid reasonable or sufficient evidence (e.g. information provided by relatives, police or child protection authorities and/or the child/young person, observations from school/region personnel, information from other agencies) supporting their claim
- they claim the extended absences are for family reasons
- they have provided false, misleading or incorrect information intentionally.

## **Pre-Requisite Policy:**

In order to study subjects that contribute towards an OP please go to the website ([www.dakabinshs.eq.edu.au](http://www.dakabinshs.eq.edu.au)) for fullest and latest information. For each of these subjects there are Academic pre-requisites that must be achieved before students can be enrolled in those subjects.

Some subjects in faculties also have subject fees due to the highly consumable nature of resources in those subjects. Every effort is made to ensure that in a faculty offering multiple subjects that there are one or more subjects that do not attract a fee. Subjects that contain compulsory work experience as part of the assessment for that course will also attract a fee. This is because the sourcing of locating a suitable work placement is outsourced to an organisation external to the school.

In order to study subjects in elective areas students must achieve the required standards in order to be enrolled in that subject. The following table summarises these requirements. For further information please go to the school website.

<b>Elective Area</b>	<b>Subjects</b>	<b>Standard for selection</b>
<b>The Arts</b>	Dance Music Drama Visual Arts Film and Television Media Studies Drama Studies	Cannot have received an Academic grade in Year 10 Dance, Drama, Music, Film and Media or Visual Arts of less than a 'D' standard. Must not have received an 'Unsatisfactory' standard for effort and/or behaviour in Year 10 Dance, Drama, Music, Film and Media or Visual Arts classes.
<b>Technology</b>	Home Economics Hospitality ITU Engineering Furnishings Certificate I in Animal Studies Certificate I in Rural Operations	Cannot have received an Academic grade in Year 10 Home Economics, Junior Hospitality, ITD or Agriculture of less than a 'D' standard. Must not have received an 'Unsatisfactory' standard for effort and/or behaviour in Year 10 Home Economics, Junior Hospitality, ITD or Agriculture classes.
<b>HPE</b>	HPE Physical Recreation	Cannot have received an Academic grade in Year 10 HPE of less than a 'D' standard. Must not have received an 'Unsatisfactory' standard for effort and/or behaviour in Year 10 HPE classes.
<b>Sport</b>	Interschool Sport	Must have no outstanding sports fees from previous years

## Pathways Programs:

Year Level	Information	
10	Career Short Course Looking After Yourself Community events	
11	Brake Program Pathways to Success Community Events	
12	<b><i>OP</i></b> CCE Lessons QCS Preparation QTAC Financial Planning Networking Schoolies	<b><i>Non-OP</i></b> Brake Program Cert I in IT Financial Planning Networking Schoolies

## Queensland Certificate of Education:

**You Need:**

**an amount of learning**

**20 credits**



**at a set standard**

**Sound level of Achievement,  
Pass or equivalent**



**in a set pattern**

**at least 12 credits from completed  
Core courses of study  
plus  
an additional 8 credits from a combination of  
any course of study**

**but a minimum of  
6 credits from Preparatory courses of study**

**and meet  
Literacy and numeracy requirements**



**To gain a QCE**

## School-based Apprenticeships & Traineeships (SBATs):

Students in Years 11 and 12 are eligible to undertake SBATs throughout Senior. In some instances, there may also be opportunities for Year 10 students to do so. SBATs offer students the opportunity to remain studying at school while undertaking employment and formal training. Students who are signed into SBATs are required to miss one day of school per week for work/training, and often undertake their formal training blocks during after school sessions or as block training during school holidays. **SBATs should only be considered where a student intends to continue on that vocational pathway upon the completion of their schooling, and after due consideration of the impact that completing an SBAT will have on their school studies.** We do not recommend students who are OP-eligible undertaking an SBAT.

While the school is unable to create or find SBAT opportunities for students, we will work with students to set it up if they find an opportunity themselves. For example, you may know someone who works in industry, or perhaps your current part time employer is prepared to take you on as a trainee/apprentice. Come and talk to the Senior Schooling office if this happens so we can help get things started for you.

Students interested in pursuing training in a specific industry are urged to collect an *Expression of Interest* form from the Senior Schooling office. The information you provide will allow us to identify any specific opportunities that become available that may suit you. Due to the changing nature of the workforce, there is no way to guarantee that specific industries will be looking for SBATs, but submitting a completed EOI to us will allow us to know what you're interested in.

**Please be aware that students are not permitted to enter into SBATs without the school's knowledge AND approval. The Department of Education, Training & Employment (DETE) cannot, and will not, authorise an SBAT without the school's formal consent.**

Undertaking an SBAT is a legal agreement signed by Dakabin SHS, the student and their parent/guardian, the employer, an Apprenticeship Centre, a Registered Training Organisation and DETE. As such, SBATs should not be entered into lightly. More information is available from the Queensland Government's apprenticeship information website: [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au).

## Student Learning Accounts:

All senior students in Queensland have a learning account on the Student Connect website.

You can use your learning account to:

- Check your personal details
- View your enrolments and results
- Track your progress towards a Queensland Certificate of Education (QCE)
- Check your eligibility for a QCE and Overall Position (OP)
- Find out your final results, including your OP and Field Positions (FPs).

You'll need your 10 digit Learner Unique identified (LUI) and initial password to go in. If you don't know your LUI, it is printed on your Student ID Card. Your initial password is your day and month of birth in ddmm format, e.g. If your birthday is 21<sup>st</sup> February your password is 2102.

## TAFE Policy:

### STUDYING AT TAFE WHILE STILL AT SCHOOL – INFORMATION FOR YEAR 10 STUDENTS

Brisbane North Institute of TAFE (BNIT), SkillsTech and ReddiLab (a program run by Redcliffe SHS) offer students the opportunity for high school students in Year 11 (and continuing on to Year 12) to complete TAFE qualifications one day per week while still attending school.

Year 10 students should be aware that in order to receive school approval to attend any TAFE training in Years 11 and 12, students will be required to meet academic, attitudinal and behaviour standards **before they can apply for a course**. As our school's reputation and relationship with these providers are crucial to our curriculum programs for all students, no one student will have the right to jeopardise these links through unsatisfactory conduct at school, or where academic performance indicates students are best served being at school full time.

A student receiving, on their Semester 1 2014 report card - **for any subject** - an "Unsatisfactory " (U) standard for effort and/or behaviour, and/or an "E" standard for academic performance or have received more than one suspension from school during Year **10 will not be permitted to apply for TAFE qualification courses for 2015**. The criteria for a "U" standard for effort and behaviour are known by students. A "U" standard will also apply to students who consistently refuse to comply with our uniform policy, particularly with

regard to the wearing of inappropriate shoes that do not meet with safety standards as prescribed by the Principal.

In addition, due to the compulsory fees associated with TAFE courses, students wishing to apply to external study must have first met their financial obligations here at school.

Students who have not met our minimum requirements in Semester 1 will have Term 3 and Term 4 to demonstrate improvement and adherence to school routines and expectations. Should this occur, students must arrange to meet with the Deputy Principal (Senior Secondary) to discuss their desire to apply for TAFE, after which they may then be permitted to apply. However as TAFE applications for 2015 are due to be submitted to these institutions by the end of Term 3, these students may find that they have missed the TAFE deadlines for acceptance into courses.

## **STUDYING AT TAFE WHILE STILL AT SCHOOL – INFORMATION FOR YEAR 11 and 12 STUDENTS**

Students who are accepted in to a TAFE qualification will attend one an external campus day a week. Those students who are accepted into a TAFE course would not be considered to be eligible for an OP pathway. These students need to be highly motivated and have a high level of organisational skills. It is recommended that these students only enrol in 5 subjects at school. This is due to the increased workload of attending both school and TAFE. It is the student's responsibility to check with the teachers of subjects they miss on the day they attend TAFE and complete all work required.

Depending on staff availability the school may offer them a position in Monitoring subject. In this subject students will be able to work on class tasks and assessment for classes missed. It will also allow them to complete any TAFE work that they may be required to complete.

Students at TAFE need to be mindful that TAFE will not accept any inappropriate conduct from students and reserve the right to cancel a student's enrolment at any time. Similarly student's attending TAFE need to make sure that their behaviour and effort in school subject's remains at an acceptable level. Students who are struggling with the responsibility of being a TAFE and school student are strongly encouraged to seek help immediately.

Please check the school's website for fullest and latest information on TAFE subjects and requirements.

## Uniform Policy:

The Parents & Citizens' Association of Dakabin State High School resolves that it supports a student dress code for Dakabin because it believes that such a dress code promotes the objectives of Education (General Provisions) Bill 2006.

In particular, the P&C of Dakabin supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- Ready identification of students and non-students at school
- Eliminating distraction of competition in dress and fashion at school
- Fostering a sense of belonging
- Developing mutual respect among students through minimizing visible evidence of economic or social differences

In addition, the P&C supports:

- Promoting the image of the school in the eyes of the community and employers
- Protecting students from injury that may be caused by machinery, tools, chemicals or other factors during practical lessons.

**Junior Students (Years 8—10):** Full formal or sports uniform must be worn Monday to Friday—school shirt, school shorts, black or white sports shoes (joggers) with white socks. No fabric or canvas shoes will be acceptable.

**Senior Students:** Full formal uniform including black covered shoes and white socks must be worn

- On Mondays
- Excursions (unless otherwise stipulated)
- Formal ceremonies and occasions.

Senior students are to wear either sports uniform or full formal uniform on all other week days. Senior students who need to wear a curriculum uniform for specific subjects (eg Agricultural Science, Dance, HPE) will be able to change into this uniform at school or wear sports uniform to and from school depending on their timetabled classes.

### FORMAL UNIFORM

#### Girls

- Skirt—junior navy—street length i.e. below knee
- Blouse—white Dakabin blouse with 6 button front. School insignia on pocket. Ties are compulsory
- Shoes—completely black lace-up leather shoes (vinyl is permissible to cut costs) **no ballet flats**
- Hosiery—white socks, stockings (black/navy/flesh) may be worn.

#### Boys

- Shirt—short sleeved white shirt with insignia on pocket. Ties are compulsory
- Navy Formal Shorts
- Socks—white.
- Shoes—completely black lace-up leather shoes (vinyl is permissible to cut costs)

**SPORTS UNIFORM: NO canvas shoes, of any brand, are permissible.**

**Girls**

Shorts—Royal blue Dakabin school style only (Unisex) or Micro-mesh Shorts.

- Shirt—School Sports shirt with Dakabin insignia (Unisex)
- Socks—white ankle length.
- Shoes—predominately white or black jogger sports shoe, laces must match predominate colour (black, white or navy)

**Boys**

- Shirt— School Sports shirt with Dakabin insignia (Unisex)
- Shorts—Royal blue Dakabin Unisex shorts or Micro-mesh shorts with logo.
- Socks—white ankle length.
- Shoes—predominately white or black jogger sports shoe, laces must match predominate colour (black, white or navy)

**Winter Uniform**

- Jersey Rugby knit—navy with white collar, tab and school emblem.
- Jersey Fleecy Knit—navy with white collar, tab and school emblem.
- Microfibre Jacket—royal, navy and white zip-up jacket with school emblem.
- Spray jacket with logo.
- Plain Navy track pants.
- Girls Mechanical Stretch Pants—navy long pants.

## Who to See If:

Issue	Person
Issues with specific classes	Classroom teacher and/or Head of Department
Subject information and changes and specified times of the year	Guidance Officer
Post-secondary options	Guidance Officer
School Based Apprenticeships and Traineeships	Head of Department
Work experience as per assessment requirement for subjects	Classroom teacher
Voluntary work experience	Deputy Principal
TAFE	Head of Department
Queensland Certificate of Education (QCE)	Head of Department
Queensland Core Skills Test and/or preparation program	Head of Department
Not coping with school	School Welfare and Support Team
Special Provisions for Year 11 and 12	Guidance Officer
Uniform and Attendance issues	Year Level Co-ordinator
Work for extended absences	Year Level Co-ordinator

For further information about the Dakabin State High School Senior Phase please go to the school's website:

[www.dakabinshs@eq.edu.au](mailto:www.dakabinshs@eq.edu.au); QSchool App; or find us at the Dakabin State High School Facebook page