Prospectus
Years 7 to 12
2016
Live, Love, Learn
Leave a Legacy
Capalaba State College

Our Vision
The College of choice in the Redlands.

Our Purpose
To engage students through a focused learning climate to achieve academic success.

Our Values
Creativity- ideas that bring learning to life; innovation for better learning.

Informed decision making - evidenced based use of data to improve learning.

Collaboration – working together to build capacity and high expectations based on mutual trust and respect.

Participation – involvement in all elements of teaching and learning

Caring – for all individuals, our environment and our community.

Our Expectations
These values are embedded in the culture of our College through the following expectations:

Be Responsible - in my life and learning I make good choices

Be Respectful - in my life and learning I am considerate and tolerant of others

Be Safe - in my life and learning I recognise the importance of the health and wellbeing of myself and others

Be Positive - in my life and learning I approach challenges with courage and persistence

Be a Learner - in my life and learning I seek opportunities to achieve and improve.
Capalaba State College

The Capalaba State College community believes that every child has the right to education, an education for life – one that not only teaches the skills of literacy and numeracy, but also provides for the maturing of the powers of reasoning, imagining, feeling and communicating. Responsibility for the total wellbeing of the student is shared in this College. We accept that all people are individuals, possessing differing abilities, interests and values, and consequently, they deserve the flexibility necessary to experience success in a personal way. We must provide the opportunity for all students to maximise their potential, with an accent on quality.

As a learning organisation we develop a community of life-long learners who aspire to high levels of personal development and achievement enabling them to participate effectively and enthusiastically in society.

We support this by encouraging:

- Mutual respect and acceptance among all College community members.
- Personal commitment and accountability by all members of the College community in developing and maintaining our purpose.
- Interpersonal relationships that are based on fair, reasonable and consistent behaviours and actions.
- Collaborative decision making that involves all relevant stakeholders.
- The continued development of staff which will support them to be effective teachers.

And by providing:

- A safe, supportive, tolerant and disciplined environment.
- A high quality curriculum which emphasizes the successful acquisition of a broad range of general knowledge, skills and attitudes for all students to effectively operate in a global community.
- A student focused, relevant, accessible and flexible learning environment supported by effective teaching.
- Courses of study tailored to individual student pathways and facilitated by flexible and responsive College management practices and structures.
- A shared community learning facility that engages students in the life of the community and the community in the life of the College.
Administration Team

College Principal
Bronwyn Johnstone

Junior Campus Principal
Brad French
Junior Campus Phone Number
07 3823 9333
Head of Curriculum
Karen Harris

Senior Campus Principal
Lachlan Thatcher
Senior Campus Phone Number
07 3823 9111
Head of Junior Secondary
Kylie Barrett
Head of Senior Secondary
Michael Mayfield

Head of Department
Narelle Gunner
Head of Department
Erin O’Brien
Head of Department
Debb Wall
Head of Department
John Van Nunen

Head of Special Education (Junior and Senior)
Francine Rigby
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6 | Assessment

Please refer to the College’s Assessment Policy document for full details.

Assessment Calendars are provided at the start of each Semester (term one and term three). Where ever possible, due dates are set to correspond with timetabled lessons.

Assignments:

- Should be collected by the teacher during the lesson on the due date.
- Must contain enough work/evidence to be assessed against minimum criteria for an achievement (i.e. it must consist of more than a title page and/or a piece of paper simply bearing the student name).
- If submitted out of class time, should be handed directly to the class teacher to ensure the safety of students work.
- Must be handed to the Administration Office by 4.00pm on the due date if the class teacher is not available. Office staff will complete detail receipt details and forward to staff via pigeon holes.
- May, in special circumstances, be submitted by way of electronic submission:
  - e-mail sent to college address as listed on college website: info@capalabasc.eq.edu.au
  - curriculum network via individual teacher submissions folder. Teachers must be informed when students are submitting work using this method. Please note, this may be an unsuitable method of submission if the assignment states on the task sheet that submission must be in hard copy only.

If your Class Teacher absent on the due date

- Supervising teachers will record the names and details of those submitting the assignment or relay the details of any delays in submission dates.

If a student is absent on the Due Date

- The assignment may be submitted to the office via parent/sibling on the due date.
- The student may be asked to request an extension. Upon the student return the assignment must be presented to the teacher or handed to the administration office. A parental note of explanation and/or a medical certificate may be required in the senior school.
7 | Attendance and Absences

All absences from the College require a note or phone call from a parent/caregiver, explaining the reason.

For your convenience the College has a dedicated Absence Line for the reporting of Senior Campus (Years 7 to 12) absences.

The phone number is **07 3823 9166**.

Senior Schooling students with an alternate timetable are required to sign in or out each day. No student may leave the College grounds without written permission from his/her parent/caregiver, which is provided to the College office prior to the student leaving.

Parents are also urged to support the College by ensuring students attend swimming, athletic and cross-country sport carnivals.

Recent changes to the Education Queensland policy regarding student absenteeism states that each parent of a child who is of compulsory school age must ensure that the child is enrolled and attend school on every school day for the educational program in which the child is enrolled. Parents of a young person in the compulsory participation phase must ensure the young person is participating full time in an eligible option.

If a student is not present at form class for roll marking in the morning a text message will be sent to a parent/guardian at approximately 9.45am. It is important, for the wellbeing of your child that you respond to the text.

Students who arrive more than 2 hours late for school or leave 2 hours before the end of the school day will be marked absent for half a day.

<table>
<thead>
<tr>
<th>My student is only:</th>
<th>Which equals</th>
<th>Which is</th>
<th>And over 13 years of schooling, equals</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 minutes per day</td>
<td>10 minutes /day</td>
<td>Over 1 week / year</td>
<td>6 months absent</td>
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<tr>
<td>30 minutes per day</td>
<td>Half a day / week</td>
<td>Over 4 weeks / year</td>
<td>1.5 years absent</td>
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<tr>
<td>1 day per fortnight</td>
<td>20 days / year</td>
<td>4 weeks / year</td>
<td>Your student finishing at least a year behind their peers</td>
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<tr>
<td>1 day per week</td>
<td>40 days / year</td>
<td>8 weeks per year</td>
<td>Your student finishing at least two years behind their peers</td>
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<tr>
<td>Time</td>
<td>Activity</td>
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</tr>
<tr>
<td>8.35am</td>
<td>Class preparation</td>
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<tr>
<td>8.45am</td>
<td>Session 1</td>
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<tr>
<td>10.45am</td>
<td>Morning tea</td>
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<tr>
<td>10.55am</td>
<td>Play time</td>
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<tr>
<td>11.20am</td>
<td>Assembly</td>
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<tr>
<td>11.25am</td>
<td>Session 2</td>
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<tr>
<td>12.55pm</td>
<td>Lunch</td>
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<tr>
<td>1.05pm</td>
<td>Play time</td>
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<td></td>
</tr>
<tr>
<td>1.20pm</td>
<td>Assembly</td>
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<tr>
<td>1.25pm</td>
<td>Session 3</td>
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<tr>
<td>2.45pm</td>
<td>End of day</td>
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<td></td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
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<tr>
<td><strong>PERIOD 1</strong></td>
<td>8.40 – 9.50</td>
<td>8.50 – 10.00</td>
<td>8.30 – 9.40</td>
</tr>
<tr>
<td><strong>PERIOD 2</strong></td>
<td>9.50 – 11.00</td>
<td>10.00 – 11.10</td>
<td>9.40 – 10.50</td>
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<tr>
<td><strong>LUNCH 1A</strong></td>
<td>11.00 – 11.20 (20 min)</td>
<td>11.10 – 11.25 (15 min)</td>
<td>10.50 – 11.10 (20 min)</td>
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<tr>
<td><strong>LUNCH 1B</strong></td>
<td>11.20 – 11.40 (20 min)</td>
<td>11.25 – 11.40 (15 min)</td>
<td>11.10 – 11.30 (20 min)</td>
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<tr>
<td><strong>PERIOD 3</strong></td>
<td>11.40 – 12.50</td>
<td>11.40 – 12.50</td>
<td>11.30 – 12.40</td>
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<tr>
<td><strong>LUNCH 2A</strong></td>
<td>12.50 – 1.05 (15 min)</td>
<td>12.50 – 1.10 (20 min)</td>
<td>12.40 – 1.05 (20 min)</td>
</tr>
<tr>
<td><strong>LUNCH 2B</strong></td>
<td>1.05 – 1.20 (15 min)</td>
<td>1.10 – 1.30 (20 min)</td>
<td>1.05 – 1.30 (20 min)</td>
</tr>
<tr>
<td><strong>PERIOD 4</strong></td>
<td>1.20 – 2.30</td>
<td>1.30 – 2.40</td>
<td>1.30 – 2.40</td>
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<tr>
<td><strong>PERIOD 5 11/12 ONLY</strong></td>
<td>2.30 – 3.40</td>
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</table>
To be eligible for free bus transport to and from the College, the student must reside more than 4.8km by the shortest trafficable route from the nearest high school. In order to obtain a bus pass, students must apply to the bus company.

The distance a family resides from a school in terms of Department of Transport Policy, is described as "The Distance from the parents residence to the State High School by the SHORTEST TRAFFICABLE ROUTE". (Not necessarily the SCHOOL BUS ROUTE).

Transdev is an experienced passenger transport provider in South East Queensland. Their services include urban buses in Redland City areas, some of which pass Capalaba State College, stopping on School Road.

For up to date information about routes, timetables and fares, it is recommended you visit the TransLink website at www.translink.com.au or call 13 12 30.

You may also see a bus floating around Redland City, which is branded with images of students and information about Capalaba State College. This is a public bus which is used for marketing, and not a bus that the College uses for transporting students.
11 | Camps and Excursions

Many subject areas and extra-curricular activities include excursions where students can gain practical skills in their area of interest. College excursions are those initiated, organized and supervised by the College and approved by the Principal and endorsed by the P & C.

Parents will be advised by letter prior to the excursion of details of the excursion. Written permission from the parent/guardian must be obtained to allow the student to attend.

Some examples of annual excursions include:

**ABCN Career based excursions**
ABCN provide a number of excursions in Year 10 and 11 to develop Career skills, including interview skills, information and guidance about career choices and access to mentors. These excursions are offered on an Expression of Interest process.

**Year 7 Camp**
Students in Year 7 are offered a trip to Sydney and Canberra each year. This trip is linked to their studies about Australian Government and how it works.

**Year 11 Biology Camp**
As part of the Year 11 Biology course, the classes study a unit on Ecology. Part of the assessment for this course involves conducting a Field study on the Mangrove and Rocky shore Ecosystems.

**Year 11 Leadership Camp**
Year 11 students are invited to attend a Leadership Camp for three (3) days in Term 3. The emphasis is on leadership and personal development. Attendance is very strongly recommended. Students wishing to gain a leadership position in the College should attend the Leadership Camp.

**Year 12 Formal**
Year Twelve students celebrate the end of their schooling life with a night of nights, frocks and suits. The evening is planned by a team of student representatives and is often held at a function venue in Brisbane City.
Communications between the College and Home

Teachers are expected to inform parents early of any concerns or problems regarding a student’s progress or behaviour.

We encourage parents to contact the College immediately if they have any concerns regarding progress at College. We also appreciate being informed of any circumstances which may affect a student’s progress or behaviour at College.

A wide range of avenues exist to provide parents with the opportunity to access staff and information about the College:

- Newsletter
- Texting
- Website - www.capalabasc.eq.edu.au
- Facebook – www.facebook/CapalabaSC
- Parents & Citizens Association Meetings
- Various Committee Meetings
- Reports
- Parent/Teacher Interviews
- Career/Subject Selection Evenings
- Special Events eg. Awards Night, Arts Evenings
- Handbooks eg. Prospectus

Communication with Parents

Parents are given an insight into the day to day operation of the College through our College Facebook page and the newsletter published on a monthly basis.

Involvement in general College development

Capalaba State College aims to involve students, parents and teachers in the development of the College. An important way in which parents can become involved is through the Parents and Citizens Association.

The P and C meet in the P and C Building on the Junior Campus, with meeting schedules published in the College Newsletter and on the Capalaba State College website.

Please see Page 31 (Volunteering) for information on volunteering at the College.
Technology integration is making a profound impact on educational outcomes and the future of our students. It is our vision that these devices will help us further prepare our students for the future with more opportunities to develop 21st century skills and foster a culture of lifelong learning.

Students in years 4 to 9 may supply their own device and pay a service fee per year.

Students in years 10 to 12 have access to a Laptop or Tablet hire scheme which provides a laptop and 3G access.

As part of the conditions set out in the charter, students will need to ensure the iPad is charged at the beginning of each school day and provide a case and keep the iPad in its case when transporting it around the school or to and from home.

Accidents or breakages must be reported immediately.
The Parents and Citizens Association has decided that Capalaba State College will be a uniform College for all students. The wearing of a College uniform is an important factor in developing a healthy College tone and pride in oneself as well as in the College.

Please note that breaches of the College dress code may incur a detention for each occasion of non-compliance.

Please refer to the Student Dress Code Handbook for full details of the uniforms required.

Hair
Students’ hair must be neat, tidy, off the face and of natural hair colouring only. Hair below the collar is to be tied back. Only conservative hair styles (as defined by the Principal) are acceptable. Extreme hairstyles such as mohawks, shaved styles, dreadlocks, rat tails, spikes and tracks are not acceptable. This list offers some examples of extreme hairstyles, however is by no means exhaustive and is subject to change. Hair must be one natural colour. Hair must be simple, safe and not draw undue attention to the student.

Jewellery
Jewellery is to be kept to a minimum. Maximum allowable jewellery is:

- Rings: One (1) per hand (rings must have flat settings, be small and discreet and not be a safety risk)
- Earrings: Two (2) per ear. (Sleepers and Studs ONLY for safety)
- Necklace: Not to be visible
- Watch: One (1) only
- Bracelets: NONE – EXCEPT “Medi-Alert"
- Bandanas: NONE PERMITTED
- Visible Piercing: NONE PERMITTED

Other
- Make Up/Nail Polish: Make up and Nail Polish are not to be worn.
- Visible Tattoos /Body Art: NONE PERMITTED
15 | First Aid and Medication

No medication may be dispensed at College without written authorisation from a doctor and parent/caregiver. These forms are available on the College website.

This should include:
- precise dosage
- time of administration

Medication must:
- be in original packaging
- be left at the College office

Parents are contacted, where possible, if a student is unwell and unable to continue in class.

The College is able to offer basic First Aid for injuries. First Aid is provided by a trained Teacher Aide, not a medical practitioner. It is up to the student to be able to describe the injury to the First Aid Officer and level of pain, which will assist in determining the First Aid response.

The Campus or College Principal determine whether or not an Ambulance is needed on a case by case basis.

Students at the College are covered for ambulance transport during College hours and College activities. This entitles the student to be transported to the hospital nearest to the site of the accident.

The College dental service, conducted by the Department of Health, offers without charge, routine dental treatment for all students in Years 7, 8, 9 and 10. Students access the Dental Clinic located on the Junior Campus.

Treatment depends on the individual needs of each student. Specialist treatment is not provided by the College dental service. Referrals may be issued by the school dental service.

All students will be issued with a Dental Medical Consent Form when the dental van is due to visit the College. Consent forms must be signed by a parent/guardian and returned to the College office.

If consent is given for treatment, an examination will be carried out. If further treatment is required, a separate consent form will be sent to be signed by a parent/guardian. No treatment will be carried out unless this form is returned. We request that all consent forms are returned as soon as possible.
Guidance Officer
The Guidance Officer on the Senior Campus is available to assist students with concerns which arise during their secondary schooling. These concerns include course selection, further study and career exploration and counseling regarding personal and interpersonal matters.

The Guidance Officer on the Senior Campus is located in the Administration Block.

The Guidance Officer, with a Head of School, also oversees a Student Support Team, which consists of a Chaplain, School-Based Youth Health Nurse, and Youth Support Coordinator.

School Chaplain
The School Chaplain is provided by Scripture Union and provides spiritual and emotional support to school communities. Proactive pastoral care for students, staff and parents, helping to create a positive and safe school environment and looking out for those in need. They support students and the school community through bereavement, difficult family and peer relationships, and other life difficulties that confront children and young people.

School-based Youth Health Nurse
The School-based Youth Health Nurse focuses on promoting preventative health strategies and wellbeing for students in Years 7 to 12. The School-based Youth Health Nurse also promotes positive health and wellbeing for young people within the Capalaba State College community.

The School-based Youth Health Nurse does not provide medical assistance.

Youth Support Coordinator
The Youth Support Coordinator works predominantly with students in Years 10 to 12 who are at risk of disengaging, or have already disengaged from education, to support retention and attainment in education and training.
17 | Homework

We believe that regular homework and home study are valuable aspects of the learning process:

a) building confidence and success in subjects  
b) reinforcing class work  
c) motivating students to achieve and to become more independent and lifelong learners  
d) developing regular study habits  
e) providing information about each student’s progress  
f) Involve family members in the student’s learning

What is Homework?
Homework is set by teachers for students to practice work already dealt with in class or for them to cover a certain section of the course on their own.

What is Home Study?
Home Study is set by the students themselves. It is in this area that the students show responsibility by developing good habits. Developing consistent home study habits will pay off in the long run.

Types of Homework
The amount of homework set in each subject will vary according to age and learning needs. While the amount of homework will vary according to age and learning needs, every student will be assigned some homework regularly, with an emphasis on the core curriculum in Years 7, 8, 9 and 10.

Different subjects often have the need to set different types of homework, and at different intervals. The focus in Years 7, 8, 9 and 10 however, is the development of literacy and numeracy. As well, depending on the theoretical or practical nature of the unit or subject being studied, the amount of written homework will vary.

Prescribed levels of homework for different age groups
Years 6 and 7  Could be up to 3 or 4 hours each week
Years 8 and 9  Could be up to 5 hours each week
Years 10, 11, 12 Will vary according to the young person’s learning needs and individual programs of learning.
Personal Technology Devices includes, but is not limited to, games devices (such as PSPs, Gameboys, Tamagotchis etc) laptop computers, PDAs, Blackberrys, ipods, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods and devices of a similar nature.

Students should generally not bring such devices to the College.

Electronic media and Personal Technology Devices are used at their owner's risk and Capalaba State College accepts no liability in the event of loss, theft or damage to any device. Students using electronic media should display courtesy, consideration and respect for others. They should not be used in any manner which is disruptive to the normal routine and learning environment in the College. This includes iPad’s brought to the College as part of the iPad Class Program.

Students should have all electronic equipment switched off and out of sight during classes. Students should only use devices before or after school, or during lunch breaks.

Cameras (including in-phone cameras) are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets. Recording of events in class is not permitted unless express consent is provided by the class teacher.

Dissemination of material (eg. Text messaging display, internet uploading to sites such as YouTube etc) which has the potential to prejudice the good order and management of the College may lead to disciplinary consequences being enacted.

Devices must not be used to record, monitor or listen to private conversations without consent being obtained.

Text or electronic messages that contain obscene language and/or threats may amount to bullying / harassment or even stalking and will subject the sender to discipline and possible police investigation.

Personal Technology Devices may not be taken in or used by students in exams or in class assessment. Staff will assume students in possession of such devices during exams or assessment are cheating.

Students wishing to use electronic media devices in special circumstances should negotiate arrangements with relevant College staff.
Permitted personal technology devices used contrary to this policy on College premises or activities will be confiscated by school staff. They will be made available for collection from the College office at the end of the school day unless required to be kept for purposes of disciplinary investigation. If a device is kept by the College for the purpose of disciplinary investigation it will only be returned to the student in the presence of a parent.

Students who have a personal technology device confiscated more than once will not be permitted to have a personal technology device at College for at least one month, or longer if deemed necessary by the Principal.

Students may arrange to have their electronic devices or other items of value stored in a safe and secure place in the office.
Personal Best
A Personal Best ticket is awarded to students ‘caught’ doing their best in class or in the playground. Students are invited to put their ticket in reward box in the administration office to be eligible to win a weekly voucher, drawn at Assembly.

HOD Award
A Head of Department (HOD) Award is given to students that have received 5 Personal Best tickets. The Personal Best tickets need to be glued into the diary and presented to any Head of Department. HOD Awards should also be glued in to the student diary.

Principal’s Award
Students that have received four HOD awards are eligible to receive a Principal Award. Students should present their four HOD awards (glued in to their diary) to either the Campus or College Principal.

This certificate is prestige and should be placed in the students’ résumé.

Awards Night
Awards Night is an annual event that celebrates a year of hard work in Academic, Community, Cultural and Sporting arenas.

A large proportion of the evening is dedicated to Academic Awards, that are given to students across the College for their dedication to learning.

A Subject Excellence Award is awarded to the highest achieving “A” student in each year level for each subject in Year 7 to 12.

A Distinction Award is awarded to students who have achieved a minimum of 6 B’s, but not below a “C” in any subject Year 7 and 8; is awarded to students who have achieved a minimum of 5 B’s, but not below a “C” in any subject in Year 9; and is awarded to students who have achieved a minimum of 4 B’s, but not below a “C” in any subject in Year 10, 11 or 12.

An Honour Award is awarded to students who have achieved a minimum of 5 A’s and 2 B’s, but not below a “C” in any subject Year 7 and 8; is awarded to students who have achieved a minimum of 4 A’s and 2 B’s in year 9 and is awarded to students who have achieved a minimum of 3 A’s and 2 B’s in any subject in Year 10, 11 or 12.
**Dux of the College** is awarded to the student who has achieved the most outstanding academic results in the exiting cohort determined by the Level of Achievement and rung placements of the student’s best 20 semesters in Authority Subjects at verification.

**Senior Artist of the Year** is awarded to a student from Year 10, 11 or 12 who extends their artistry both within and beyond the College in one or more art forms. He or she works positively and collaboratively with staff, students, visiting artists and volunteers.

**Middle School Artist of the Year** is awarded to a student from Year 7, 8 or 9 who extends their artistry both within and beyond the College in one or more art forms. He or she works positively and collaboratively with staff, students, visiting artists and volunteers.

**Best All Rounder** is awarded to a Year 12 student who, whilst not perhaps a champion, has represented the College with merit in many sports. The recipient has displayed exemplary conduct and general all-round scholastic achievement and has served the College in extracurricular activities. This award has been donated by Caltex.

The **Citizenship Award** is awarded to one student from each campus who has participated as an active and informed citizen in the College as well as wider College community. These contributions may have been in the education, social, cultural or ecological spheres.

The **Quiet Achiever Award** is awarded to the student who has achieved his or her personal goals and aspirations and excelled in a range of endeavours in a quiet and unassuming manner.

The **Capalaba State College Values Award** is awarded to one young person from each campus that has shown enthusiasm in all aspects of College life and demonstrates College values in their actions. This award has been donated by the P&C Association.

The **School Based Apprenticeship / Traineeship Award** is awarded to the student in the scheme who has demonstrated to employers and our Registered Training Organisation personnel outstanding workplace standards.

The **ADF Long Tan Leadership and Teamwork Awards** is awarded to one student in Year 10 and one student in Year 12 who have demonstrated high level leadership skills and teamwork. This award is sponsored by the Australian Defence Force.
<table>
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<tr>
<th>TERM</th>
<th>START OF TERM</th>
<th>END OF TERM</th>
<th>LENGTH OF TERM</th>
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<td>SEMESTER 1 /</td>
<td>25 January (Monday)</td>
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<td>TERM 1</td>
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<tr>
<td>SEMESTER 1 /</td>
<td>11 April (Monday)</td>
<td>24 June (Friday)</td>
<td>11 weeks</td>
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<td>TERM 2</td>
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<tr>
<td>SEMESTER 2 /</td>
<td>11 July (Monday)</td>
<td>16 September (Friday)</td>
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<td>SEMESTER 2 /</td>
<td>4 October (Tuesday)</td>
<td>Year 12: 18 November</td>
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<td>TERM 4</td>
<td>(Student Free Day: 17th</td>
<td>Year 10/11: 25 November</td>
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<td>October)</td>
<td>Prep – Year 9: 9 December</td>
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Timetabled Sport
- Thursday afternoon for Year 7
- Tuesday afternoon for Years 8 and 9 students
- Wednesday afternoon for Years 10 to 12.

Students compete in sports such as volleyball, touch, hockey, basketball, netball, cricket, soccer and rugby league.

Carnivals
Our swimming, athletics and cross country carnivals are an enormously successful component of the curriculum at Capalaba State College. We are proud to support our students when they go on to represent the College at District, Regional and State Levels.

Sporting Teams
Our College has a tradition of involvement and success in sports. A variety of sporting activities (both individual and team) are offered to male and female students. The College expectation is that once students make a commitment to sport or any other activity, that commitment is followed through.

This extends to attendance at Inter-house carnivals such as Swimming, Cross Country and Athletics. Every student is expected to attend.
Student drivers

Students under 18, who have obtained a Driver's Licence are permitted to drive to College provided that they return a student driver form.

Other students cannot be carried on an ad hoc basis.

Student drivers (under 18 years) are not allowed to carry other students as passengers without the written permission of their parents and the separate written permission of the parents of any passengers.

Permission forms are available from the Senior Campus Administration and must be returned for signature by the Principal/Deputy Principal.

Students are not permitted to drive other students on College excursions or to events which are a part of the College routine.

Students are also not permitted to drive themselves to College excursions or events for which a bus has been organised. Minimising bus costs per student relies upon the maximum number of students travelling by bus.

Students are not permitted to park vehicles in the College grounds. On street parking is available for students.
25 | Student Resource Scheme

A parent is directly responsible for providing the student with textbooks and other resources for a student's use while attending school.

As a service to assist parents with the cost of these educational resources, Capalaba State College operates a student resource scheme.

The purpose of the Student Resource scheme is to provide the parent with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes.

Under the scheme, endorsed by the P & C Association, parents pay an annual amount which will lessen the financial outlay required for textbooks and resources.

The bulk payment to the College for Government Textbook Allowance together with parent participation in the Student Resource Scheme allows the scheme to operate fully. The resources remain the property of the College and must be returned in good condition.

The Student Resource Scheme is an economical way of providing a wide range of quality resources. A detailed list of what is provided under this scheme and application forms are available from either College office.

Some extra costs may be incurred in some subject areas. Excursion costs are not included under this scheme.

Should you wish to not participate in the Student Resource Scheme, a list of what you will need to purchase is available from the Administration Building on both Junior and Senior Campus.
Supportive School Environment

The College is committed to providing a safe and supportive environment. We have student welfare and support systems which include:

- Teaching/Learning Coordinator
- School Nurse
- Guidance Officer
- Year Level Coordinators
- Leadership camps and program
- Responsible Behaviour Plan
- Links with community health and support services
- Special Education Program (SEP)
- (Part time) Behaviour Management Advisory Visiting Teacher
- (Part time) Visiting Youth Support Worker

Responsible Behaviour Plan

The Capalaba State College Responsible Behaviour Plan has been developed in consultation with the Parents and Citizens Association. Our College community aims to develop an environment which is supportive of all students, providing all with opportunities for success.

Our Responsible Behaviour Plan (available as a separate booklet) is one of the tools we use to assist us in achieving this purpose. Through it we aim to:

- provide a caring school environment that promotes self respect, self esteem and self discipline
- develop young adults who accept responsibility and learn to manage their own behaviours and actions
- provide fair and consistent consequences for student behaviours
- enable students to achieve their potential
- provide a safe and positive learning environment
- demonstrate, through language and behaviours, fair and inclusive practices based on mutual respect
- encourage open and meaningful communication among staff, students and parents
- value all members of our College community
Rights and Responsibilities:
All members of the College community (i.e. students, teaching staff, ancillary staff, parents/caregivers uphold the following rights and responsibilities).

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 all teachers to teach
- The rights of all people to be safe

Responsibilities are what we should do without being told. Some of these things we do for others and some of these we should do for ourselves.

A right is something that belongs to you. It is yours for as long as you accept your responsibilities.

Rights and Responsibilities cannot exist without each other.

“Action against Bullying”
Capalaba State College is committed to taking action to protect students from bullying and to respond appropriately when bullying does occur. The College takes the issue of bullying extremely seriously and does not tolerate behaviour that violates the right of all students to learn in a safe and secure environment. It is important that students, staff and parents/caregivers understand what bullying is, how it impacts on people and how bullying is responded to at Capalaba State College. All families are provided with a copy of the Capalaba State College “Action against Bullying” policy at the beginning of each year, or upon enrolment. This document provides the details of the College Policy.

Care of College Property
It is clearly the task of all students to keep clean and tidy the place where they live for five or six hours each day – their College. College grounds and equipment should be treated with respect and care.

Chewing gum is not permitted inside the College grounds.

Thick permanent markers, correcting fluid and spray anti-perspirants are not to be brought into the College.
College Scholars
College Scholars is an invitation only program that provides students with opportunities to develop their writing, leadership and communication skills. As part of the students' learning they will be writing publication quality human interest and business articles that inform and promote the local Capalaba community.

The Capalaba Business Improvement District, a local business organisation, is supporting Capalaba State College to get students to write local interest stories for its bimonthly publication. The Scholar Class will also be utilising its writing skills to provide documents and articles for the school website and newsletters.

Multilit
The MultiLit Reading Tutor Program caters for students who have not acquired the basic skills needed to become functional readers. The Reading Tutor Program incorporates: Word Attack Skills, Sight Words and Reinforced Reading. Students in the MultiLit Reading Tutor Program spend four sessions working with a Reading Tutor until they graduate with a reading age comparable to their peers.

Rock and Water
The Rock and Water program aims to apply a physical/social approach to assist boys and girls in their development to adulthood by increasing their self-realisation, self-confidence, self-respect, boundary awareness, self-awareness and intuition. A specific goal for the course is teaching boys and girls to deal with power, strength and powerlessness.

School Based Apprenticeships and Traineeships
School-based apprenticeships and traineeships (SATs) allow high school students, generally in Years 10, 11 and 12, to work for an employer and train towards a recognised qualification, while completing their secondary schooling and studying for their Queensland Certificate of Education and/or Overall Position (OP) score.
The College tuck-shops operate daily, providing a large variety of hot and cold food and drinks.

The Tuck-shops on both Campuses at Capalaba State College operate a “Smart Choices” menu which promotes the consumption of fresh, tasty and healthy foods and drinks.

This is reflected in a “Smart Choices” menu which predominately features GREEN foods with a small proportion of AMBER items. It is achieved by establishing a high standard of food service with regard to nutrition, menu planning, hygiene and management among all tuck-shop personnel, parent representatives and the wider school community.

Once per term, students may be offered a “Red Day” which allows food that would not normally be considered Green or Amber to be served.

<table>
<thead>
<tr>
<th>GREEN ‘Have plenty’</th>
<th>Amber ‘Select Carefully’</th>
<th>Red “Occasionally”</th>
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</thead>
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| GREEN foods and drinks are typically fresh or minimally processed. These foods and drinks:  
  • are excellent sources of important nutrients  
  • are low in saturated fat and/or added sugar and/or added salt  
  • are less likely to result in excess energy intake and reduce the risk of weight gain | AMBER foods and drinks have had some sugar, salt or fat added during processing. These foods and drinks:  
  • have some nutritional value  
  • have moderate amounts of saturated fat and/or added sugar and/or added salt  
  • can contribute to excess energy intake and weight gain | RED foods and drinks are highly processed and have added sugar, salt or fat. These foods and drinks:  
  • lack nutritional value  
  • are high in saturated fat and/or added sugar and/or added salt  
  • can contribute to excess energy intake and weight gain |

Volunteering
The tuck-shop convenor is assisted by volunteers of the College who prepare and sell the foodstuffs.

Any parent/grandparents or friends of the College who would be able to volunteer a few hours of their time each week are encouraged to contact the College on:

Junior Campus: 07 3823 9333
Senior Campus: 07 3823 9111
College uniforms are on sale at the College uniform shop, which is located in the Administration Building on the Senior Campus. The shop is open during College hours Monday to Thursday 8am to 2pm. Please contact the office on 07 3823 9111 if you have any queries.

At Capalaba State College we have a strict NO HAT NO PLAY policy. All Students are required to wear a College Uniform hat whenever they are involved in outdoor activities. The use of sunscreen is encouraged. Please note that the College does not loan hats due to the risk of head lice.
Voluntary Assistance

We hope that many parents of Capalaba State College students will enjoy joining with teachers to improve the opportunities offered to our students. There are several areas where depending on need, voluntary help would be much appreciated. Please contact the College, depending on need, if you are able to give a small amount of your time to any of the following areas:

- Canteen (weekly, monthly or on call)
- Assisting with sporting activities
- Assisting on College camps
- Library – cataloguing, shelving, covering new books
- Providing/helping with lunch time activities or after College

We are eager to utilise the wide variety of skills which exist amongst our parents. Watch the newsletter for periodical requests for volunteers.

Ways in which Parents may assist the College

Apart from specific instances listed above, the Administration and Staff of Capalaba State College value highly the interest parents and guardians take in their children’s College life ie. the programs they follow, the work they do, the friends they make, the teachers who teach them and the extra-curricular activities in which they take part.

We invite you most sincerely to take a keen interest in your student(s). It will help them and us tremendously as we all continue to encourage good habits such as punctuality, neat appearance, suitable language, completion of homework, good study habits and responsibility for equipment.