

Our School Rules: Be Safe, Be Responsible, Be Respectful, Be a Learner.



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Enrolment Package

Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Ubobo State School.

Responsibility of student to:

- Attend school on every school day for the educational program in which they are enrolled, on time, ready to learn, and take part in school activities
- Act at all times with respect and show tolerance towards other students and staff
- Work hard and comply with requests or directions from the Teacher and Principal
- Abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- Meet homework requirements and wear school's uniform
- Respect the school property

Responsibility of parents to:

- Ensure your child attends school on every school day for the educational program in which they are enrolled
- Attend open meetings for parents
- Let the school know if there are any problems that may affect your child's ability to learn
- Ensure your child completes homework regularly
- Inform school of student absences and reasons for absences in a timely manner (same day notification)
- Treat school staff with respect
- Support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- Not allow your child to bring dangerous or inappropriate items to school
- Abide by school's instructions regarding access to school grounds before, during and after school hours
- Advise Principal if your student is in the care of the State
- Keep school informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school staff to:

- Design and implement engaging and flexible learning experiences for individuals and groups
- Inform parents and carers regularly about how their children are progressing
- Design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- Create and maintain safe and supportive learning environments
- Support personal development and participation in society
- Foster positive and productive relationships with families and the community
- Inform students, parents and carers about what the teachers aim to teach the students each term
- Teach effectively and to set the highest standards in work and behaviour

- Clearly articulate the school’s expectations regarding the Responsible Behaviour Plan for Students and the school’s Dress Code for Students
- Ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- Advise parents and carers of extra-curricular activities operating at the school in which their child may become involved
- Contact parents and carers as soon as is possible if the school is concerned about the student’s school work, behaviour, attendance or punctuality
- Deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- Treat students and parents with respect

Supporting Documentations:

- Responsible Behaviour Plan for Students
- Student Dress Code
- School network usage and access statement requirement of Acceptable Use of the Department’s information, Communication and Technology (ICT) Network and Systems
- Department insurance arrangements and accident cover for students
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- Internet / email Access Agreement
- Photographic Permission
- Use of Private Vehicles to Transport Students
- Parents Permission (Private Transport)

I acknowledge:

That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and

That information about the school’s rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Ubobo State School

.....

.....

.....



1. PARTICULARS – PARENT / CARER TO COMPLETE

Name to be used in association with the individual's personal information, image, recording or copyright material: (to be completed by parents/carer)

- Full name
- First name only
- No name
- Other: [Print]

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:

(Image or recording includes photographs, videos, film or sound recordings of the Individual)

- Individual's image
- Individual's recording
- Individual's copyright material

Description of copyright material, image, recording or other personal information:

- sound recording
- artistic work
- written work
- film
- name
- photograph / image

other:

Where will this information be used (e.g on the website, newsletter or brochure etc).

- newsletter (uploaded to the web)
- printed promotional material
- advertising
- website
- displays
- competitions
- year books / annuals
- local media

other: School's Facebook page

What is the timeframe for the individual's consent (e.g. is it for duration of enrolment? What date or dates?):

Indefinite

Which of the websites below will the individual's personal information or individual work be published on (i.e. permanently published to the public):

- School websites: www.uboboss.eq.edu.au

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its websites.

- School Facebook page: www.facebook.com/uboboss

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Facebook page.

- School YouTube Channel:

The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school's programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school's settings.

- School Twitter Profile:

The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Twitter profile.

- Other:

Provide a short description, and the website address, of the other website/s:

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.



4. DETAILS

Name of Individual	Address of Individual
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Name of School (at which the Individual is enrolled, employed or volunteers)

Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)	Date / /
Signature of the parent or guardian (required if the Individual is under 18 years)	Date / /

Name of signing parent or guardian	Address of signing parent or guardian
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5. CONSENT GIVEN

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
 - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
 - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

7. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for



to use, record or disclose copyright material, image, recording, name or personal information

the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

- 'Use' includes:
 - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
 - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites,
 in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State,
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
 - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
 - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

9. NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.



What is copyright material?

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 *Copyright Act 1968*). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act 1968* applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Principles* provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.

Parent Transport

Thank you for offering to drive students for school activities. Without this support, most of our off-campus activities would not be possible.

Please note: This form is required to be completed each year to ensure details remain current.

Driver 1 Name: _____

Licence Number: _____

Vehicle Registration number: _____

Seat belts available for students: _____ (Do not include seat belt for yourself)

Driver 2 Name: _____

Licence Number: _____

Vehicle Registration number: _____

Seat belts available for students: _____ (Do not include seat belt for yourself)

Please note the following:

- The above vehicle/s must have current registration and compulsory 3rd party insurance
- The drivers of the above vehicle/s must be currently licensed to drive that vehicle
- The driver/s must not be under the influence of alcohol or drugs
- The driver/s must not drive the above vehicle/s without proper authority
- The driver/s of the above vehicle/s is expected to observe traffic laws/ordinances including regulations/by-laws related to parking
- The driver is personally responsible for payment of fines and/or other penalties as a result of traffic or parking regulations
- Any accidents/injuries/problems with children must be reported to the Principal or Teacher at the earliest possible convenience
- All students must be correctly seated with seat belts on. The vehicles' registered seating is not to be exceeded.
- There will be no financial remuneration for the use of the above vehicle.

I have read, completed and understood the above information.

Driver 1 Signature: _____

Date: _____

Driver 2 Signature: _____

Date: _____

Please provide a copy of Driver Licence/s and current registration papers to the school office.

Private Transport Permission

I give/do not give permission for my child/ren, _____,
to be transported by private transport for school activities organised by Ubobo State School.

School activities may include:

- Swimming lessons
- Athletics training sessions
- Science days
- District and Regional Sports Days / Selection Trials
- Cluster visits to neighbouring school
- Other school related activities

I acknowledge that the Department of Education and Training does not have Personal Accident Insurance cover for students.

Parent / Caregiver: _____

Signed: _____

Date: _____

Photographic Permission

From time to time students are photographed or videoed participating in educational activities by Education Queensland, Training and Environment employees and approved Educational Activity Providers. The following permission form allows the publication of those photographs.

I hereby give/do not give permission for my child/ren, _____, to be photographed for the above-mentioned purposes.

Parent / Caregiver: _____

Signed: _____

Date: _____

Internet Agreement

Student Agreement

I understand that the Internet and email can connect me to useful information stored on computers around the world.

When I have access to the Internet and email at Ubobo State School I must use it in a responsible manner:

- I will use it only for educational purposes & not publish materials without permission
- I will not look for anything that is illegal, dangerous or offensive
- If I accidentally find myself in unsuitable locations, I will:
 - Close down the page, and
 - Immediately tell an adult
- I will not reveal home addresses or phone numbers - mine or anyone else's
- I will not use the Internet or emails to annoy or upset anyone else
- I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for a period of time

_____ (Student's name)
_____ (Student's signature)
_____ (Date)

Parent or guardian endorsement

I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe _____ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet and Email under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for a period of time.

_____ (Parent or guardian's name)
_____ (Parent or guardian's signature)
_____ (Date)



Our School Rules: Be Safe, Be Responsible, Be Respectful, Be a Learner.

School Attendance Policy

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Ubobo State School expects each student to attend school at all times, excluding days/times where a reasonable excuse exists.

The Ubobo State School Attendance Policy aims to inform administrative staff and parents of parent and school responsibilities regarding attendance, as well as actions and rationales for these actions regarding both excellent and poor attendance.

School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

Ubobo State School:

- Actively promotes the key messages of Every Day Counts
- Believes all children should be enrolled at school and attend school all day, every school day
- Monitors, communicates and implements strategies to improve regular school attendance

Responsibilities

School responsibilities:

- Actively promote 100% attendance
- Record daily attendance
- Keep parents/carers informed of their obligations
- Enact strategies for improved attendance where necessary
- Maintain active notification of absence by phone with parents/carers

Parent/Carer responsibilities:

- Ensure their child/children attends school every school day
- Make school attendance a high priority
- Advise the school as soon as practicable of any absences, ensuring the absence is considered a 'reasonable excuse'
- Plan holidays with their child/children during gazetted school holiday periods and pupil free days

Strategies

At Ubobo State School, we promote 100% attendance by:

- Giving consistent messages to the whole school community at school parades, in school newsletters, on the school website, on the school Facebook page, and at staff meetings.
- Setting an attendance target of 95% for all students
- Setting a zero unexplained absence target for all students
- Educating parents and carers to understand their legal obligation to ensure their child attends school
- Encouraging parents not to condone absences for reasons such as shopping, birthdays or to look after siblings
- Offering support to parents if their child refuses to attend school
- Offering support to parents when transport to school is a temporary issue
- Sharing current attendance rates on a regular basis with students

- Offering rewards for students which include Certificates of Recognition each term for 95% and over attendance, as well as 100% attendance. An 'Attendance Award' for the student with the highest attendance rate for the year is presented at the graduation ceremony.
- Offering whole school regular rewards for 100% attendance days

Responses to absences

At Ubobo State School, we are committed to achieving the following targets in improving attendance:

- 95% attendance each school term
- Zero unexplained absences for each student

When a student is absent without explanation, Ubobo State School will ensure same day notification with parents/carers using the following method:

- Phone call
- Email
- Home visit (when no other contact has been successful)

When student attendance is prolonged, without a reasonable excuse, or shows a regular pattern, Ubobo State School will:

- Phone/speak with parents/carers to identify reasons for poor attendance and whether the school can assist with solutions
- Inform parents of their legal obligations about enrolment and attendance
- Communicate high expectations of attendance
- Promote the benefits of attending school
- Identify attendance and achievement goals, and develop a realistic plan for improving attendance

Consequences of poor attendance

At Ubobo State School the consequences or impacts of unexplained or unauthorised absences might include the following:

- Issue official attendance letter to seek compliance
- Notify relevant body for further action (Queensland Police Service)
- Principal refusal for student/s to attend school camp

Reporting and monitoring attendance

At Ubobo State School reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- Phoning the school office – 4974 1120
- Emailing the Principal – principal@uboboss.eq.edu.au
- Reporting in person at the school office

Some related resources

Every Day Counts

<http://education.qld.gov.au/everydaycounts/index.html>

Departmental Policies and Procedures

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)

School Dress Code

At Ubobo State School, students are expected to wear the uniform as listed below. At all times, uniforms must be in a clean, neat, and tidy condition. If a student is unable to wear their uniform, parents/carers must contact the Principal, or the student must present a letter of explanation from their parent/carer to the Principal on the day.

Ubobo State School is a 'shirt in' school. At all times, students are expected to have their shirts tucked in when wearing the school uniform, both at school and when representing the school.

Boys

Summer Uniform

Maroon shorts
Blue shirt with gold embroidery ("Ubobo State School" on collar), maroon inserts, and maroon piping
Maroon wide brimmed hat
Ankle length white socks
Closed in footwear (avoid fluoro coloured shoes or laces)

Winter Uniform

Plain maroon jumper (zip up or otherwise)
Plain maroon tracksuit pants

Girls

Summer Uniform

Maroon shorts or maroon skirt or maroon skorts
Blue shirt with gold embroidery ("Ubobo State School" on collar), maroon inserts, and maroon piping
Maroon wide brimmed hat
Ankle length white socks
Closed in footwear (avoid fluoro coloured shoes or laces)

Winter Uniform

Plain maroon jumper (zip up or otherwise)
Plain maroon tracksuit pants or maroon tights

The Ubobo State School uniform shop offers shirts, shorts, hats, and jumpers at very reasonable prices.

Sports

Students must wear shorts or skorts, and wear closed in shoes appropriate for sporting activities. No jewellery is permitted.

When competing for Boyne Valley Schools, students wear a green and black shirt (provided by the P&C), black shorts/skorts, and a green wide brimmed hat (provide by the P&C). The items provided by the P&C are distributed just prior to events and must be returned laundered as soon as possible after the event.

When swimming, students must wear sun-safe swim shirts and swimming caps. No jewellery is permitted.

Hair

Hair should be clean and tidy, and hair below collar length must be tied back or in a bun. Hair dye (except for Sports Day) is not permitted. Hairstyles should be kept conservative. This applies to boys and girls.

Hair adornments can be worn but must be in school uniform colours (maroon or blue).

Jewellery

Minimal jewellery can be worn. This includes single studs or sleepers, one signet ring, and a watch. Necklaces and bracelets are not permitted.

Sun Safety

In addition to the necessity for hats being worn when outdoors, sunscreen is provided, and all students are encouraged to apply on leaving the classroom at lunchtime and before sports.

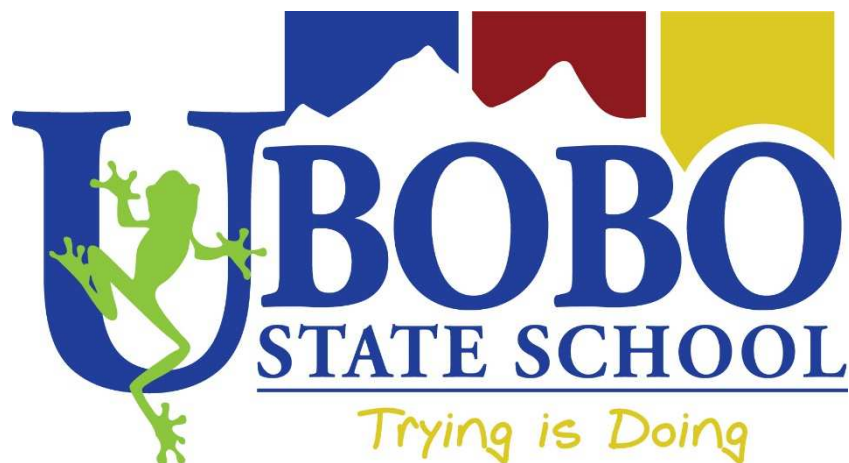
Pre Prep Transition Students

Pre Prep students are encouraged to wear the school uniform.

Ubobo State School

Responsible Behaviour Plan for Students

based on The Code of School Behaviour



Ubobo State School

Responsible Behaviour Plan for Students

based on The Code of School Behaviour



The Code of
**School
Behaviour**
Better Behaviour
Better Learning

1. Purpose

Ubobo State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

2. Consultation and data review

This plan was developed in collaboration with our school community. A review of school data relating to attendance, absenteeism, school disciplinary absences and behaviour incidents informed the development process.

The Plan was ratified by the Ubobo State School P&C and Assistant Regional Director in October 2014, and will be reviewed in 2017 as required in legislation.

3. Learning and behaviour statement

All areas of school are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

Our Responsible Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan, shared expectations for student behaviour are plain to everyone, assisting Ubobo State School to create and maintain a positive and productive learning and teaching environment, where all school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be Safe
- Be Responsible
- Be Respectful
- Be a Learner

Our school rules have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.

4. Processes for facilitating standards of positive behaviour and responding to unacceptable behaviour

Universal Behaviour Support

The first step in facilitating standards of positive behaviour is communicating those standards to all students. Ubobo State School emphasises the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students designed to prevent problem behaviour and provide a framework for responding to unacceptable behaviour.

A list of behavioural expectations has been developed that reflects each of our four school rules and how they should present across the various settings at Ubobo State School, and these are outlined in the table below.

School-Wide Behavioural Expectations

	In the classroom	Outside the classroom	Toilets	Eating Area	Playing Areas	Home Time
Be Safe	Being Safe is: <ul style="list-style-type: none"> walking sitting on my chair properly entering and exiting in an orderly fashion keeping hands off using equipment properly 	Being Safe is: <ul style="list-style-type: none"> walking putting my bag away keeping hands off 	Being Safe is: <ul style="list-style-type: none"> washing my hands using the toilet properly walking 	Being Safe is: <ul style="list-style-type: none"> eating only my food sitting at my table 	Being Safe is: <ul style="list-style-type: none"> remembering 'No hat, no play' playing in designated areas using play equipment properly leaving sticks and stones on the ground asking for help Leaving animals alone 	Being Safe is: <ul style="list-style-type: none"> walking crossing roads safely waiting in the school grounds for parents' vehicles returning to office if not collected
Be Respectful	Being Respectful is: <ul style="list-style-type: none"> Following staff directions Treating property carefully Being honest Using polite language Treating others the way I want to be treated 	Being Respectful is: <ul style="list-style-type: none"> Walking quietly so others can continue learning Keep my hands, feet and unkind words to myself 	Being Respectful is: <ul style="list-style-type: none"> Giving others privacy Waiting my turn Being quiet, quick and clean Clean up after myself 	Being Respectful is: <ul style="list-style-type: none"> Eating only my lunch Using good manners Using appropriate language and volume Respecting mine and others belongings 	Being Respectful is: <ul style="list-style-type: none"> Inviting others to join in Sharing equipment Using polite language 	Being Respectful is: <ul style="list-style-type: none"> Greeting everyone with respect
Be Responsible	Being Responsible is: <ul style="list-style-type: none"> Completing work on time Returning resources on time Keeping a tidy work area Asking for help Accepting behaviour consequences Caring for my equipment 	Being Responsible is: <ul style="list-style-type: none"> Walking promptly Walking in an orderly manner Walking in line 	Being Responsible is: <ul style="list-style-type: none"> Using toilets only for toileting Leaving the toilet as soon as I'm finished Using toilets during toilet breaks Keep my hands out of the toilet bowls and urinal 	Being Responsible is: <ul style="list-style-type: none"> Sitting at my table Putting rubbish in the bin Keeping the area clean Looking after my belongings Putting my lunch box back in my bag 	Being Responsible is: <ul style="list-style-type: none"> Returning equipment Playing in designated areas Playing by fair rules Being good sport 	Being Responsible is: <ul style="list-style-type: none"> Following road rules Being a good role model for other students Waiting patiently
Be A Learner	Being a Learner is: <ul style="list-style-type: none"> Concentrating Doing my best Asking for help Being organised Being an active learner Positively participating 			Being a Learner is: <ul style="list-style-type: none"> Eating healthy foods Making good food choices 	Being a Learner is: <ul style="list-style-type: none"> Learning new games Learning by mistakes Letting people into your groups 	Being a Learner is: <ul style="list-style-type: none"> Knowing and using all safety rules

Ubobo State School implements the following proactive and preventative processes and strategies to support student behaviour:

- Awarding weekly Certificates of Recognition to students demonstrating one of our four school rules.
- Reinforcing the school rules through the school newsletter and recognising students and their awards, enabling parents to be actively and positively involved in school behaviour expectations.
- Individual support profiles developed for students with high behavioural needs, enabling staff to make the necessary adjustments to support these students consistently across all classroom and non-classroom settings.
- Development of specific policies to address:
 - The Use of Personal Technology Devices* at School (Appendix 1)
 - Procedures for Preventing and Responding to Incidents of Bullying (Appendix 2)

Reinforcing expected school behaviour

At Ubobo State School, communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and rewards.

Responding to unacceptable behaviour

Students come to school to learn. Behaviour support represents an important opportunity for learning how to get along with others.

Re-directing low-level and infrequent problem behaviour

When a student exhibits low-level and infrequent problem behaviour, the first response of school staff members is to remind the student of expected school behaviour, then ask them to change their behaviour so that it aligns with our school's expectations.

Our preferred method of re-directing low-level problem behaviour is to ask them to think of how they might be able to act more safely, more respectfully, more responsibly, or to be a better learner. This encourages students to reflect on their own behaviour, evaluate it against expected school behaviour, and plan how their behaviour could be modified so as to align with the expectations of our school community.

Targeted behaviour support:

Intensive behaviour support: Behaviour Support Team

Ubobo State School is committed to educating all students, including those with the highest behavioural support needs. We recognise that students with highly complex and challenging behaviours need comprehensive systems of support.

The Intensive Behaviour Support Team:

- Works with other staff members to develop appropriate behaviour support strategies
- Monitors the impact of support for individual students through continuous data collection
- Makes adjustments as required for the student, and
- Works with the School Behaviour Leadership Team to achieve continuity and consistency.

The Intensive Behaviour Support Team has a simple and quick referral system in place. Following referral, a team member contacts parents and any relevant staff members to form a support team and begin the assessment and support process. In many cases, the support team also includes individuals from other agencies already working with the student and their family, a representative from the school's administration and district-based behavioural support staff.

5. Consequences for unacceptable behaviour

Ubobo State School makes systematic efforts to prevent problem student behaviour by teaching and reinforcing expected behaviours on an ongoing basis. When unacceptable behaviour occurs, students experience predictable consequences. Our school seeks to ensure that responses to unacceptable behaviour are consistent and proportionate to the nature of the behaviour.

Minor and major behaviours

When responding to problem behaviour, the staff member first determines if the problem behaviour is major or minor, with the following agreed understanding:

- Minor problem behaviour is handled by staff members at the time it happens
- Major problem behaviour is referred directly to the Principal

Minor Behaviours

Minor behaviours are those that:

- Are minor breaches of the school rules
- Do not seriously harm others or cause you to suspect that the student may be harmed
- Do not violate the rights of others in any other serious way
- Are not part of a pattern of problem behaviours
- Do not require involvement of specialist support staff or the Principal.

Consequences for minor behaviours:

- Warning
- Losing five minutes of play
- Time out, to include a re-direction procedure. See Appendix 3.
- Detention, to include a letter home to parents/carers. See Appendix 4.

Major behaviours

Major behaviours are those that:

- Significantly violate the rights of others
- Put others / self at risk of harm
- Requires the involvement of the Principal.

Consequences for major behaviours:

- Level One: Removal to Principal's office, loss of play breaks, loss of privilege, detention
- Level Two: Parent contact, referral to Guidance Officer, referral to District Behaviour Support Team, suspension
- Level Three: Recommendation for exclusion following an immediate period of suspension

Minor and Major Behaviours

	Area	Minor Behaviours	Major Behaviours
Be Safe	Movement around school	<ul style="list-style-type: none"> Running on concrete 	
	Play	<ul style="list-style-type: none"> Misuse of equipment Not playing school-approved games Playing in toilets 	<ul style="list-style-type: none"> Throwing objects Dangerous play Possession of weapons
	Physical contact	<ul style="list-style-type: none"> Minor physical contact (eg: pushing and shoving) 	<ul style="list-style-type: none"> Serious physical aggression Bringing knives to school Fighting
	Correct Attire	<ul style="list-style-type: none"> Not wearing a hat in playground Not wearing shoes outside 	
Be Responsible	Class	<ul style="list-style-type: none"> Not completing set tasks Refusing to work 	
	Being in the right place	<ul style="list-style-type: none"> Not being punctual 	<ul style="list-style-type: none"> Leaving class or school without permission (out of sight)
	Follow instructions	<ul style="list-style-type: none"> Low intensity non compliance Uncooperative behaviour 	<ul style="list-style-type: none"> Defiant behaviour – continual
	Honesty	<ul style="list-style-type: none"> Minor dishonesty 	<ul style="list-style-type: none"> Major dishonesty
Be Respectful	Mobile Phone	<ul style="list-style-type: none"> Mobile phone turned on at school 	<ul style="list-style-type: none"> Use a mobile phone at school without authorisation
	Language	<ul style="list-style-type: none"> Inappropriate language (written/verbal) Calling out Disrespectful tone 	<ul style="list-style-type: none"> Offensive / aggressive language Verbal abuse / directed profanity Belligerence and disrespect
	Property / Wildlife	<ul style="list-style-type: none"> Petty theft Lack of care for the environment / animals 	<ul style="list-style-type: none"> Stealing / major theft Causing injury to wildlife Wilful property damage Vandalism
Be a Learner	Manner with Others	<ul style="list-style-type: none"> Not playing fairly Minor defiance / disruption to class Minor bullying / harassment 	<ul style="list-style-type: none"> Major defiance / disruption to class Major bullying / harassment (inc. out of school which affect the good order of the school)
	Class	<ul style="list-style-type: none"> Not on task / disorganised Not doing your best (Trying is Doing) Not listening or following instructions Impeding others' learning 	<ul style="list-style-type: none"> Continual off-task behaviour

Relate problem behaviours to expected school behaviours

When responding to problem behaviours, staff members ensure that students understand the relationship of the problem behaviour to expected school behaviour. One method that staff members might use to achieve this is to have students:

- Articulate the relevant expected school behaviour
- Explain how their behaviour differs from expected school behaviour,
- Describe the likely consequences if the problem behaviour continues; and
- Identify what they will do to change their behaviour in line with expected school behaviour

Should a problem behaviour be repeated, the staff member may not repeat the discussion/explanation process but simply remind the student of the consequences of their problem behaviour.

6. Emergency or critical incident responses

It is important that all staff have a consistent understanding of how to respond to emergency situations or critical incidents involving severe problem behaviour. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

An emergency situation or critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action.

Severe problem behaviour is defined as behaviour of such intensity, frequency, or duration that the physical safety of the student or others is likely to be placed in serious jeopardy.

Basic defusing strategies

Avoid escalating the problem behaviour

Avoid shouting, cornering the student, moving into the student's space, touching or grabbing the student, sudden responses, sarcasm, becoming defensive, communicating anger and frustration through body language.

Maintain calmness, respect and detachment

Model the behaviour you want students to adopt, stay calm and controlled, use a serious measured tone, choose your language carefully, avoid humiliating the student, be matter of fact and avoid responding emotionally.

Approach the student in a non-threatening manner

Move slowly and deliberately toward the problem situation, speak privately to the student/s where possible, speak calmly and respectfully, minimise body language, keep a reasonable distance, establish eye level position, be brief, stay with the agenda, acknowledge cooperation, withdraw if the situation escalates.

Follow through

If the student starts displaying the appropriate behaviour briefly acknowledge their choice and re-direct other students' attention towards their usual work/activity. If the student continues with the problem behaviour then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour.

Debrief

Help the student to identify the sequence of events that led to the unacceptable behaviour, pinpoint decision moments during the sequence of events, evaluate decisions made, and identify acceptable decision options for future situations.

Physical Intervention

Staff may make legitimate use of physical intervention if all non-physical interventions have been exhausted and a student is:

- Physically assaulting another student or staff member
- Posing an immediate danger to him/herself or to others.

Appropriate physical intervention may be used to ensure that Ubobo State School's duty of care to protect students and staff from foreseeable risks of injury is met. The use of physical intervention is only considered appropriate where the immediate safety of others is threatened and the strategy is used to prevent injury.

Physical intervention can involve coming between students, blocking a student's path, leading a student by the hand/arm, shepherding a student by placing a hand in the centre of the upper back, removing potentially dangerous objects and, in extreme situations, using more forceful restraint.

It is important that all staff understand:

- Physical intervention cannot be used as a form of punishment
- Physical intervention must not be used when a less severe response can effectively resolve the situation
- The underlying function of the behaviour

Physical intervention is not to be used as a response to:

- Property destruction
- School disruption
- Refusal to comply
- Verbal threats
- Leaving a classroom or the school, unless student safety is clearly threatened.

Any physical intervention made must:

- Be reasonable in the particular circumstances
- Be in proportion to the circumstances of the incident
- Always be the minimum force needed to achieve the desired result
- Take into account the age, stature, disability, understanding, and gender of the student.

Record keeping

Each instance involving the use of physical intervention must be formally documented. The following records must be maintained:

- Incident Report
- [Health and Safety incident record](#) (link).

7. Network of student support

Students are supported through positive reinforcement and a system of universal, targeted, and intensive behaviour supports by:

- Principal
- Teachers
- Support Staff
- Parents
- Guidance Officer
- Advisory Visiting Teachers
- Senior Guidance Officer
- School Adopt-a-Cop

Support is also available through the following government and community agencies:

- Disability Services Queensland
- Child and Youth Mental Health
- Queensland Health
- Department of Communities (Child Safety Services)
- Queensland Police
- Gladstone Regional Council

8. Consideration of individual circumstances

To ensure alignment with the Code of School Behaviour when applying consequences, the individual circumstances and actions of the student and the needs and rights of school community members are considered at all times.

Ubobo State School considers the individual circumstances of students when applying support and consequences by:

- promoting an environment which is responsive to the diverse needs of its students
- establishing procedures for applying fair, equitable and non-violent consequences for infringement of the code ranging from the least intrusive sanctions to the most stringent
- recognising and taking into account students' age, gender, disability, cultural background, socioeconomic situation and their emotional state
- recognising the rights of all students to:
 - express opinions in an appropriate manner and at the appropriate time
 - work and learn in a safe environment regardless of their age, gender, disability, cultural background or socio-economic situation, and
 - receive adjustments appropriate to their learning and/or impairment needs

9. Related legislation

- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability Standards for Education 2005
- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006
- Criminal Code Act 1899
- Anti-Discrimination Act 1991
- Commission for Children and Young People and Child Guardian Act 2000
- Judicial Review Act 1991
- Workplace Health and Safety Act 2011
- Workplace Health and Safety Regulation 2011
- Right to Information Act 2009
- Information Privacy (IP) Act 2009

10. Related policies

- [SMS-PR-021: Safe, Supportive and Disciplined School Environment](#)
- [CRP-PR-009: Inclusive Education](#)
- [SMS-PR-027: Enrolment in State Primary, Secondary and Special Schools](#)
- [SMS-PR-022: Student Dress Code](#)
- [SMS-PR-012: Student Protection](#)
- [SCM-PR-006: Hostile People on School Premises, Wilful Disturbance and Trespass](#)
- [GVR-PR-001: Police Interviews and Police or Staff Searches at State Educational Institutions](#)
- [ICT-PR-004: Using the Department's Corporate ICT Network](#)

Our School Rules: Be Safe, Be Responsible, Be Respectful, Be a Learner.

- [IFM-PR-010: Managing Electronic Identities and Identity Management](#)
- [SCM-PR-003: Appropriate Use of Mobile Telephones and other Electronic Equipment by Students](#)

11. Some related resources

- [National Safe Schools Framework](#)
- [Working Together resources for schools](#)
- [Cybersafety and schools resources](#)
- [Bullying. No Way!](#)
- [Take a Stand Together](#)
- [Safe Schools Hub](#)

Endorsement

Principal

P&C President

Effective Date: 22 April 2018 – 31 December 2021

Appendix 1

The Use of Personal Technology Devices* at School

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

Certain Personal Technology Devices Banned From School

Students must not bring valuable personal technology devices like cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in discipline.

Confiscation

Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. They will be made available for collection from the school office at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

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

Personal technology device etiquette

Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, they must be turned off and out of sight during assemblies or classes. Personal technology devices may be used at morning tea and lunch breaks and before and after school.

Recording voice and Images

Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy).

Recording of events in class is not permitted unless express consent is provided by the class teacher.

A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of

causing embarrassment to individuals or the school, for the purpose of bullying¹ or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:

- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or,
- knowingly being a subject of a recording

Breach of this policy may be subject to discipline (including suspension and recommendation for exclusion).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to QPS.

Text communication

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the school office.

Assumption of cheating

Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

Recording Private Conversations and the *Invasion of Privacy Act 1971*

It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Special Circumstances Arrangement

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

* *Personal Technology Devices includes, but is not limited to, games devices (such as Portable gaming devices, Tamagotchis[®], laptop computers, PDAs, Blackberrys[®], 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.*

¹ Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.

Appendix 2

Procedures for Preventing and Responding to Incidents of Bullying (including Cyberbullying)

Purpose

1. Ubobo State School strives to create positive, predictable environments for all students at all times of the day. The disciplined and teaching environment that we are creating is essential to:
 - achieving overall school improvement, including the effectiveness and efficiency of our student support procedures
 - raising achievement and attendance
 - promoting equality and diversity and
 - ensuring the safety and well-being of all members of the school community.
2. There is no place for bullying Ubobo State School. Research indicates that both those being bullied and those who bully are at risk for behavioural, emotional and academic problems. These outcomes are in direct contradiction to our school community's goals and efforts for supporting all students.
3. Bullying behaviours that will not be tolerated at Ubobo State School include name-calling, taunting, mocking, making offensive comments, kicking, hitting, pushing, taking belongings, inappropriate text messaging, sending offensive or degrading images by phone or internet, producing offensive graffiti, gossiping, excluding people from groups, and spreading hurtful and untruthful rumours.
4. Bullying may be related to:
 - race, religion or culture
 - disability
 - appearance or health conditions
 - sexual orientation
 - sexist or sexual language
 - young carers or children in care.
5. At Ubobo State School, there is broad agreement among students, staff and parents that bullying is observable and measurable behaviour. When considering whether or not bullying has occurred, we will therefore avoid speculation on the intent of the behaviour, the power of individuals involved, or the frequency of its occurrence. Whether bullying behaviour is observed between students of equal or unequal power, whether it occurs once or several times, and whether or not the persons involved cite intimidation, revenge, or self-defence as a motive, the behaviour will be responded to in similar fashion, that is, as categorically unacceptable in the school community.

Rationale

Many bullying behaviours are peer-maintained through the actions of bystanders. That is, peers react to bullying in ways that may increase the likelihood of it occurring again in the future. Reactions include joining in, laughing, or simply standing and watching, rather than intervening to help the person being bullied. Whilst our school would never encourage students to place themselves at risk, our anti-bullying procedures involve teaching the entire school a set of safe and effective responses to all problem behaviour, including bullying, in such a way that those who bully are not socially reinforced for demonstrating it.

6.

7. The anti-bullying procedures at Ubobo State School are an addition to our already research-validated school-wide positive behaviour support processes. This means that all students are being explicitly taught the expected school behaviours and receiving high levels of social acknowledgement for doing so.

Prevention

8. Attempting to address specific problem behaviours will not be successful if the general level of disruptive behaviour in all areas of our school is not kept to a low level. Therefore, our school-wide universal behaviour support practices will be maintained at all times. This will ensure that:
 - Our universal behaviour support processes will always remain the primary strategy for preventing problem behaviour, including preventing the subset of bullying behaviour.
 - All students know the four school rules and have been taught the expected behaviours attached to each rule in all areas of the school.
 - All students have been or are being taught the specific routines in the non-classroom areas, from exiting the classroom, conducting themselves in accordance with the school expectations in the playground and other areas, to re-entering their classrooms.
 - All students are receiving high levels of positive reinforcement for demonstrating expected behaviours, including those associated with following our routines, from all staff in the non-classroom areas of the school.
 - A high level of active supervision is a permanent staff routine in the non-classroom areas. This means that duty staff members are easily identifiable and are constantly moving, scanning and positively interacting as they move through the designated supervision sectors of the non-classroom areas.
9. The student curriculum modules of the anti-bullying process consist of lessons taught by all teachers in all classrooms to a schoolwide schedule of instruction. At all times simultaneous instruction is our goal, in order to maintain consistency of skill acquisition across the school.
10. An initial introductory lesson is delivered, which teaches the 3-step process to be used by all students when experiencing bullying behaviour either as a person being bullied, the person bullying or bystander.
11. The introductory lesson is followed by several shorter lessons, each of which focuses on one of the bullying behaviours that the school has identified and defined. These lessons include instruction on how to approach adults and also on what reactions and systemic responses they should expect from adults.
12. Research indicates that a common outcome of anti-bullying programming is an improvement in understanding of bullying but little change in the frequency or nature of actual bullying behaviour. One of the reasons cited for this outcome is the lack of behavioural rehearsal in the programming. The anti-bullying process takes care to combine knowledge with practice in a process of active learning, so that students understand by 'doing' as much as by 'knowing'.
13. Ubobo State School uses behavioural data for decision-making. This data is entered into our database on a regular basis and can be recalled as summary reports at any time. This facility allows the school to track the effectiveness of its anti-bullying process, to make any necessary adjustments, and to identify specific bullying behaviours that may need to be revisited or revised in the instructional process.

Appendix 3

Ubobo State School: Time Out Behaviour Reflection Form



Our School Rules: Be Safe, Be Responsible, Be Respectful, Be a Learner.

Student: _____ Date: _____

1. What actions led to my removal from the classroom?

2. What I should have been doing:

3. Circle the rule that has been broken

Be Safe Be Responsible Be Respectful Be a Learner

4. How has my behaviour affected others/myself?

5. What can I do to prevent this happening in the future?

Reinforcement of Learning: Write out the broken School Rule ten times.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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Cedarvale Road, Ubobo, Qld 4680 | Email: the.principal@uboboss.eq.edu.au

Appendix 4

Ubobo State School: Detention Behaviour Reflection Form



Our School Rules: Be Safe, Be Responsible, Be Respectful, Be a Learner.

Student: _____ Date: _____

1. What I did (against our School Rules): _____

2. What I should have been doing: _____

3. Circle the rule that has been broken:

Be Safe

Be Responsible

Be Respectful

Be a Learner

4. How have I stopped myself and others from feeling safe/being responsible/being respected/
learning? _____

5. Actions that I can take to stop this happening again (make a list)

How will I know if my behaviour choices have been successful?

Student: _____ Date: _____

Teacher Comments (if necessary)

-----Please sign & date, tear off and return tomorrow-----

Detention – Reflection on Behaviour

I have read and discussed this form with my child, _____

Parent/Guardian Name: _____

Signature: _____ Date: _____

Phone: (07) 4974 1120 | Fax: (07) 4974 1100 | Website: www.uboboss.eq.edu.au
Cedarvale Road, Ubobo, Qld 4680 | Email: the.principal@uboboss.eq.edu.au

Appendix 5

Appropriate use of social media

Students of Ubobo State School are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps include:

- Ensuring that personal information, such as full name, address, phone number, school name and location or anyone else's personal information, is not shared.
- Thinking about what they want to say or post, and how it could be interpreted by others, before putting it online. Remember, once content is posted online you lose control over it. Students should not post content online that they would be uncomfortable saying or showing to their parents' face or shouting in a crowded room.
- Remembering that it can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic. Tone of voice and context is often lost which can lead to unintended consequences. If students think a message may be misinterpreted, they should be cautious and make the decision not to post it.
- Never provoking, or engaging with, another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully. Students should report cyberbullying concerns to a teacher and allow the teacher to record and deal with the online concern.

If inappropriate online behaviour impacts on the good order and management of Ubobo State School, the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.

Disciplinary consequences could include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.

Ubobo State School will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the good order and management of the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parents and/or police to resolve.

Laws and consequences of inappropriate online behaviour and cyberbullying

Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the *Criminal Code Act 1995* (Cth) and the *Criminal Code Act 1899* (Qld) contain relevant provisions applicable to cyberbullying.

The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is "using a carriage service to menace, harass or cause offence to another person".

The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:

- Unlawful stalking.
- Computer hacking and misuse.

- Possession of child exploitation material.
- Involving a child in making child exploitation material.
- Making child exploitation material.
- Distribution of child exploitation material.
- Criminal Defamation.

There are significant penalties for these offences.

Ubobo State School strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, Ubobo State School expects its students to engage in positive online behaviours.

Accident Insurance Cover

Information supplied by the Department of Education and Training:



Accident Insurance Cover for Students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

Refund Policy

At Ubobo State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- An education service purchased from a provider other than the school where the provider charges the school
- A specialised educational program

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

Time Out

Keeping your child and other kids healthy!



This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the *Public Health Act 2005*.¹

Condition	Person with the infection	Those in contact with the infected person ²
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. <i>Contact your Public Health Unit for specialist advice.</i> Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Diarrhoea³ and/or Vomiting including: <ul style="list-style-type: none"> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis but excluding: <ul style="list-style-type: none"> • norovirus • shigellosis • toxin-producing forms of E.coli (STEC) <i>See specific information below</i>	NOT EXCLUDED	
Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
German measles (rubella)⁴	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women and female staff of childbearing age should check their immunity with their doctor. <i>Contact your Public Health Unit for specialist advice.</i>
Haemophilus influenzae type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. ⁵ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease (EV71)	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
Hepatitis A⁴	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>
Hepatitis B and C	NOT EXCLUDED Cover open wounds with a waterproof dressing.	NOT EXCLUDED

Footnotes

1. Observing the exclusion period meets the intent of the *Public Health Act 2005* for a person to be non-infectious.
2. The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.
3. Diarrhoea definition is: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.
4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.
5. Appropriate antibiotic treatment: this will vary between diseases. If unsure, contact your Public Health Unit.



Condition	Person with the infection	Those in contact with the infected person ²
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Measles ⁴	EXCLUDE for 4 days after the onset of the rash. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY Vaccinated or immune contacts NOT EXCLUDED . EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics. ⁵	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
Meningococcal infection ⁴	EXCLUDE until 24 hours of appropriate antibiotics have been completed. <i>Contact your Public Health Unit for specialist advice.</i> ⁵	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i> ⁵
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Norovirus	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours.	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. ⁵ Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUSION MAY APPLY If blisters can be covered with a waterproof dressing, until they have dried NOT EXCLUDED . EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. ⁵	NOT EXCLUDED
Tuberculosis (TB) ⁴	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
Typhoid ⁴ and paratyphoid fever	EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Whooping cough (pertussis) ⁴	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. ⁵ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for those in contact with the infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED



Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.¹

For further information or advice about diseases or conditions not listed here:

- Contact your nearest public health unit at: www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units
- National Health and Medical Research Council publication: *Staying Healthy – Preventing infectious diseases in early childhood and education and care services, 5th edition:* www.nhmrc.gov.au/guidelines-publications/ch55
- For fact sheets about various communicable diseases visit the Queensland Department of Health website at: <http://disease-control.health.qld.gov.au>



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