



GENERAL INFORMATION

Principal: Tanya Martin

Phone: 4078 0222

Address: 45 Flying Fish Point Road, INNISFAIL, QLD, 4860

Website: www.innisfailsc.eq.edu.au

Office Hours: 8:00am – 4:00pm

ATTENDANCE

The school day commences at 8:45am and concludes at 2:50pm. All students are required to be in attendance from 8:45am to 2:50pm Monday to Friday, excluding school holiday periods and Student Free Days.

Lesson times

	Minutes	Bell
Lesson 1	58	8:45am
Lesson 2	58	9:43am
1st Break	50	10:41am
Lesson 3	58	11:26am
Lesson 4	58	12:24pm
2nd Break	30	1:22pm
Lesson 5	58	1:52pm

To advise of a student absence please use one of the following options to advise the college:

Text/SMS: 0427 891 714

Phone: 4078 0222, then dial 1

Email: studentabsence@innisfailsc.eq.edu.au

BYOD – Bring your own device

Innisfail State College allows and encourages students to *Bring Your Own Device* (BYOD). Students from all year levels are invited to bring their own device to use in their classes. BYOD is a benefit to students as it allows them:

1. Access to the school network, printers and school documents
2. Access to the internet at school (standard school restrictions will apply)
3. Access to school software

If you are considering the procurement of a device for your student, minimum requirements for BYOD at Innisfail State College are as follows:

- ✦ Windows PC Laptop or Windows Tablet

(laptop recommended as they are most robust, versatile and user friendly)

- ✦ Windows 10 (*Windows 10S not compatible*)
- ✦ Minimum of 4GB RAM (8GB recommended)
- ✦ Wireless networking capability
- ✦ Solid Protective Case

**** Education Queensland provides Microsoft Office free of charge for all students, so this does not need to be purchased with your device.*

CANTEEN/TUCKSHOP

The college tuckshop is run by the P&C Association and opens every day for both breaks. The tuckshop menu can be accessed on the college website. Parents/Carers are encouraged to volunteer in the tuckshop. Please visit the college website for more information.

LOCKER HIRE

Lockers are available as a convenience for students and all students are entitled to hire a locker. However, there is limited lockers available for student hire at the college, therefore it is a first in first served basis. Students can apply for a locker through completion of a Locker Application Form. This form is available from the school office and an annual fee of \$10 is required to secure a locker along with the completed Locker Application Form. Students are required to supply their own locks. If a key lock is used a spare key is to handed in with the completed Locker Application Form. This key will be kept as a convenience to students. Innisfail State College will not be responsible for any loss or damage to property that is kept in these lockers. Lockers are not to defaced in any way.

NEWSLETTER

The newsletter is emailed home fortnightly. If you are not receiving the newsletter please email media@innisfailsc.eq.edu.au to advise. Alternatively, the newsletter is available via the home page of the school website.

P&C – Parents and Community Association

The Parents & Community Association meet every second Monday of each month at 7:00pm with the first meeting of the year incorporating the AGM. We welcome all parents/carers and community members to attend these meetings. All monies raised by the P&C is used to support learning across the college, directly supporting projects and facilities. The tuckshop also welcomes volunteers, please visit the college website to access the Membership Application Form and Volunteer Expression of Interest Form. Email pandcinnisfailsc@gmail.com for more information

POLICIES & PROCEDURES

All policies and procedures can be accessed on the college website. Alternatively, you can request a copy of any of these documents through the college office.

TEXTBOOKS

Innisfail State College provides a Student Resource Scheme. If you have opted into the student resource scheme, textbooks will be allocated to your student/s through the library at the start of the school year.

Parents not participating in the scheme must provide their student with all the items that would otherwise be provided by the scheme as detailed in the information provided by the school.

TRANSPORT

Please contact the local transport companies directly about bus or other school transport options for your student/s.

TUTORING

Innisfail State College offers free tutorial sessions for all student's years 7-12 as follows. Our teachers generously give up their time to offer this tutoring as follows.

SUBJECT	DAY	TIME	LOCATION/ROOM
Maths & Science	Tuesday	3:00 - 4:00pm	XG01 & XG02
English	Tuesday	3:00 - 4:00pm	XG01 & XG02

UNIFORMS

Uniforms can be purchased from the Uniform Shop located at the back of D Block sports hall or online at www.iscuniforms.com.au Online orders are to be collected from the Uniform Shop. The uniform shop is open for extended hours at the start of every year. Please visit their website to see these extended hours and current uniform pricing. Their regular hours are Tuesday 7:45am – 9:30am & Thursday 2:30pm – 3:30pm during school terms. The Uniform Shop does not stock second hand uniform items.

STAFF CONTACTS

Deputy Principal - Curriculum & Inclusion	Donna Curzon	ddarv1@eq.edu.au
Deputy Principal - Senior	Connie Medley	cmedl10@eq.edu.au
Deputy Principal – Junior	Sally Hammett	sgham0@eq.edu.au
Deputy Principal – Junior	Simon Whatling	swhat5@eq.edu.au
Head of Inclusive Practices	Kurt Thaggard	kthag1@eq.edu.au
Head of Department Student Services Snr	Emma Haren	emorr146@eq.edu.au
Head of Department Student Services Snr	Shane Rossi	cross204@eq.edu.au
Head of Department Student Services Jnr	Shane Thackeray	sthac4@eq.edu.au
Head of Department Student Services Jnr	Damian McAvoy	dmcav4@eq.edu.au
Head of Mathematics	Cindy Saunders	csaun41@eq.edu.au
Head of HPE & Psychology	Melenie Urquhart	murqu11@eq.edu.au
Head of The Arts & Senior Humanities	Bec Topp	btopp12@eq.edu.au
Head of Science	Joel Saunders	jsaun175@eq.edu.au
Head of Junior Humanities/English	Sarah Maley	samon0@eq.edu.au
Head of Hospitality/ITD & LOTE	Daniel Korgor	dkorg1@eq.edu.au
Guidance Officer – Years 7,8,9	Lynn Gardiner	lgard46@eq.edu.au
Guidance Officer – Years 9 + 10	Prags Kalli	pkall6@eq.edu.au
Guidance Officer – Seniors	Jacqueline McNulty	jmcan13@eq.edu.au
Transitions Pathways Officer	Lisa Sue San	lsues0@eq.edu.au
Business Manager	Alana Robertson	arobe96@eq.edu.au

*** Teaching staff emails can be accessed on the college website at <https://innisfailsc.eq.edu.au/about-us/our-staff>



STATIONERY LIST



Students of Innisfail State College must have the following essential items at all times:

- ☐ Pencil Case
- ☐ Black Biro
- ☐ Blue Biro
- ☐ Red Biro
- ☐ Whiteboard Marker (*black or blue*)
- ☐ Pencils (*HB & 2B*)
- ☐ Ruler (*not metal*)
- ☐ Eraser
- ☐ Sharpener
- ☐ Highlighters (*min 2 colours*)
- ☐ Glue Stick
- ☐ Scissors
- ☐ Colour Pencils & Felt Pens
- ☐ A4 Ruled Exercise Books (*minimum 96 page*)
- ☐ USB (*min 4GB*)
- ☐ Calculator - Scientific (*any variety*)
- ☐ Water Bottle
- ☐ Hat

**How many books (A4 196 pg) will you need to start the year?*

Year 7	8 books
Year 8	8 books
Year 9	8 books
Year 10	8 books
Year 11	8 books
Year 12	8 books

At semester change and from time to time you will also need replacements.

**It is recommended you purchase spare A4 exercise books and other high use items as replacements for throughout the year to ensure your student is never without the above minimum stationery requirements.*

Prohibited items include correction fluid, permanent markers and multi subject books.

Specialist Subject Requirements:

ART Visual diary
HPE/ITD/HOSPITALITY/AGRICULTURE Hat & Water bottle
Methods & Specialist Math/Physics - (years 11 & 12) - TI - Inspire CX non cas (*to be purchased via ISC*)

**Years 7 to 12 - Any other requirements will be communicated to you via the Curriculum Head of Department or Specialist teacher.*

UNIFORM POLICY



Rationale

At Innisfail State College, we have a set uniform that is devised and endorsed by the ISC P&C Association. The wearing of the correct uniform is regarded very highly as it determines the perception of the College held by members of the community and reflects College pride and discipline. All students and parents are encouraged to co-operate in ensuring the correct school uniform is worn at all times and in the correct manner.

Purpose

The College uniform was developed in consultation with the school community and has been endorsed by the P&C. Students are to follow the uniform requirements found in the College Uniform Description and detailed below.

The College uniform must:

- be developed in consultation with the school community
- be consistent with health and safety considerations
- comply with anti-discrimination legislation
- be affordable, functional and durable
- provide options, including shorts and pants, in all uniform categories for all students, regardless of gender

Relevance to related legislation and DETE Policy

Legislation:

- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006

Relevant Policy:

- Innisfail State College - Responsible Behaviour Plan
- Uniform Description
- Detention Policy

Policy Review

This policy will be reviewed annually.

ROLES & RESPONSIBILITIES

Student:

- Will wear the correct uniform at all times.
- Will present to student services prior to the start of school with a parental note explaining why they were unable to wear the correct uniform and receive a uniform slip.
- Will present the uniform slip to teaching staff when requested throughout the day.
- Will follow teacher directions to immediately remove unacceptable items of clothing, jewellery and makeup when asked.
- Will not wear or bring to College any offensive and inappropriate clothing, bags, hats and jewellery at any time including free dress days and sports days.
- Will accept that offensive clothing and equipment may be confiscated and returned at the end of the school day.

Parent/Guardian:

- Will ensure that their child has the correct uniform on at all times and that contact is made through the office by phone, letter or email if the uniform cannot be worn on any given day.
- Will discuss the rules and responsibilities of wearing the correct uniform with their child.
- Will work with the College to resolve concern with regard to any aspect of the College uniform.
- Will engage in consultation processes about the dress code through the P&C Association.

Teacher:

- Will request to see uniform slips from students when they present to their class out of uniform.
- Will instruct the student to report to their Head of Year Level during the next available break if an approved slip cannot be presented.
- Will advise the Head of Year that they have directed the student to student services in the lunch break for uniform infringements. Students should not be sent out of class due to uniform infringements.
- Will refer to the Head of Year incidents of students wearing inappropriate and offensive clothing.

Head of Department/Year:

- Will meet with the student to discuss reasons for uniform infringements.
- Will approve uniform slips for the day.
- Will contact parents/guardians for repeated infringements of uniform and provide support to rectify.
- Will issue detentions for unjustified infringements of uniform policy.
- Will promote the uniform requirements on year level parades.
- Will manage non-compliance using strategies that are not contrary to student well-being or academic outcomes. i.e. will provide the student with a loan uniform if available.
- Will record in OneSchool the incident if deemed a serious breach.

Principal/Deputy Principal

- Will annually review the policy in consultation with College staff and P&C.
- Will liaise with parents' enquiries regarding uniform changes

Consequences for uniform infringements:

- Detentions as per the detention policy.

Innisfail State College

STUDENT DRESS CODE



WINTER UNIFORM

- Plain black jumpers may be purchased from local retailers. (strictly no motifs and writing of any kind) Patterned coats, jackets, sweat shirts, undershirts and flannelette shirts are not acceptable.
- Winter pants – long black trousers may be worn (strictly no denim; motifs and writing of any kind). Pants are to be full length.

JEWELLERY

- There are health and safety risks when jewellery is worn in the school environment. Innisfail State College has a duty of care to ensure jewellery worn by students does not constitute a potential safety risk.

MAKEUP

- To maintain a high standard of presentation, the wearing of makeup should be limited.

FOOTWEAR

- Enclosed footwear must be worn at all times.
- Sneakers or runners

HAIR & HEADWEAR

- To maintain a high standard of presentation, students are not permitted to wear beanies and scarves.
- Headwear worn for religious reasons is acceptable.
- Hats must be worn at all times outside the classroom. Hats are not permitted to be worn inside the classroom.
- Hair should be neat and tidy at all times.

EXCURSIONS

- Unless specified, students are expected to wear full school uniform on school excursions.
- Other clothing requirements if applicable will be communicated with parents/carers and students.

SWIMMING CARNIVAL / WATER ACTIVITIES

- To protect students from the harmful effects of the sun, sun shirts should be worn at all times. Long sleeve shirts are recommended.

FREE DRESS DAYS

- Shirts must have sleeves and cover the entire torso (strictly no midriff shirts).
- Skirts and shorts must be at least thigh length.
- Makeup, footwear and jewellery must be as per normal uniform requirements.
- Clothing must not have any offensive slogans, logos or advertisements featuring alcohol or drug products.

INABILITY TO WEAR UNIFORM

UNIFORM: If unforeseen circumstances are such and a student is unable to wear their uniform on a particular day, parents/carers must write a note for the student explaining why they are unable to wear the uniform on that day. The student must present to Junior Student Services with this note when as soon as they arrive at school. Where possible a uniform will be lent to the student. If a loan uniform is not available the student a Uniform Slip will be issued to the student. They need to carry that Uniform slip with them to every class.

FOOTWEAR: Students who present to school with unacceptable footwear will remain in the office for the day or until suitable arrangements can be made. This is for their own protection. If a student is unable to wear enclosed shoes for a medical reason a medical certificate should be presented where applicable. The student must wear a sock over the injured foot and still the required fully enclosed footwear on the uninjured foot. Some areas of the school may not be accessed without correct footwear

EXCURSIONS: If a student is not in full school uniform and is going on an excursion or representing the college, then the student will not be permitted to attend the event until uniform requirements are met.

INFORMAL UNIFORM (Unisex)



Polo Short Sleeve



Shorts



Polo Long Sleeve



Bucket Hat

This uniform may be worn daily for all year levels. It is to be worn with enclosed shoes and white or black ankle socks.

Shoes must be fully enclosed (runners) to protect students' feet.

HOUSE POLOS (Unisex)



House Polo Bedarra



House Polo Orpheus



House Polo Hinchinbrook



House Polo Fitzroy

This uniform may be worn on Monday's as well as for all interhouse carnivals for all year levels.

FORMAL UNIFORM



Blouse 1



Skirt 1



Skort 1



Junior Tie 1



Senior Tie 1



Shorts 2



Shirt 2



Tie 2

This uniform may be worn daily for all year levels.

Instrumental music students wear this uniform when playing in the band.

A tie must be worn at all times with the blouse. Years 7 – 10 green tie, Years 11 - 12 black tie.

Skirts must not be shortened.

The white shirt must be worn with either long black trousers or black dress shorts, black socks and black closed-in dress shoes. It is not a requirement for the tie to be worn with this uniform, unless it is a formal occasion/event.

Uniform items are not to be mixed and matched between formal and informal or between styles 1 and 2.



Innisfail State College

Individual Success

Community Pride

Complaints Management Procedure

Purpose

This procedure outlines the school's approach to managing complaints in a fair, transparent, and timely manner. Complaint management is guided by Section 46 of the *Education (General Provisions) Act 2006* and the Department's *Complaints, Enquiries and Feedback Procedures*. All complaints are handled respectfully, positively and with a commitment to resolution and continuous improvement.

Definition of a Complaint

A complaint is an expression of dissatisfaction by a person directly affected by the actions, decisions, services, or conduct of the Department or its employees. This includes concerns relating to:

- Decisions made, or not made, by departmental employees.
- Actions or omissions of the Department.
- Proposed actions, recommendations, or intentions of the Department.
- Customer service provided by departmental employees.

Matters That Are Not Complaints

The following are generally not considered complaints:

- Requests for information, services, or service changes.
- Suggestions for service improvements.
- General feedback or concerns.
- Reports of incidents or provision of information.
- Matters raised by individuals not directly affected by the decision or action.

Lodging a Complaint

Complaints may be submitted by:

- Telephone
- Email
- In person
- Written correspondence

Complainants may be supported by an advocate, friend, interpreter, community elder, or another agreed representative. Reasonable assistance, including translation or accessibility support, will be provided where required.

Anonymous complaints may be accepted; however, anonymity may limit the school's ability to investigate and respond effectively.

Receiving and Managing Complaints

Verbal Complaints

When receiving a verbal complaint, staff will:

- Listen carefully and respectfully.
- Clarify and summarise the issues raised.
- Acknowledge the complainant's concerns.
- Discuss the desired outcome.
- Explain available support options.
- Resolve the matter where possible or refer it to the appropriate staff member.
- Explain the next steps and thank the complainant for raising the issue.

Where a complaint cannot be resolved immediately, it is referred to the Principal as soon as practicable. The complainant may be asked to provide the complaint in writing or may be assisted to formally document the complaint.

Written Complaints

All written complaints are date-stamped upon receipt and forwarded to the Principal for consideration and action.

Documentation Requirements

The school maintains records of all complaints. Documentation should:

- Clearly state facts using objective language.
- Present information in chronological order where possible.
- Include relevant quotations where necessary.
- Be clear, legible, and appropriately corrected and initialled if amended.
- Record the author, date, time, and position of the person preparing the document.

Where a complaint remains unresolved at the first point of contact, acknowledgment will be provided within five working days.

Complaint Response Timeframes

The time required to resolve a complaint depends on its complexity. As a guide:

Complaint Type	Indicative Timeframe
Simple complaints	Up to 20 working days*
Complaints requiring enquiries	Up to 45 working days
Complaints requiring investigation or referral	Up to 90 working days or longer
Human rights-related complaints	Up to 45 business days
Internal reviews	Up to 45 working days

*For school-related complaints, working days refer to school days during term time.

Complaints Management Process

Phase 1 – Receiving and Clarifying the Complaint

All staff may receive complaints and are expected to:

- Treat complainants respectfully and professionally.
- Provide their full attention.
- Remain impartial and non-defensive.
- Focus on understanding and resolving the issue.

Phase 2 – Deciding How to Handle the Complaint

Upon receiving a complaint, staff assess whether the matter can be resolved as a concern or requires formal complaint management.

The Principal may decide to:

- Take no further action.
- Resolve the matter through discussion, mediation, or other resolution strategies.
- Refer the matter to an appropriate internal or external agency.
- Initiate a formal investigation.

The Principal retains overall responsibility for complaints relating to school management and may delegate aspects of the process to appropriate staff.

Complaints relating to departmental policy, official misconduct, student protection, or privacy matters will be referred to the relevant departmental authority.

Phase 3 – Finding Out About the Complaint

The Principal or delegate will:

- Gather and analyse relevant information.
- Consult with involved parties.
- Identify contributing factors.
- Ensure procedural fairness and natural justice.
- Document findings and outcomes.

Phase 4 – Making a Decision

Following consideration of all available information, the Principal or delegate will determine the outcome of the complaint.

Within 28 days of receiving the complaint, the complainant will be provided with:

- A written response outlining the decision and reasons; or
- Written advice that the matter has been referred to another agency.

Phase 5 – Review

If a complainant is dissatisfied with the outcome, they are encouraged to discuss the matter further with the Principal and may be advised of options to seek review through the relevant regional office.

Commitment to Continuous Improvement

The school is committed to:

- Customer-focused service delivery.
- Fair, objective, and equitable complaint handling.
- Continuous improvement through review of complaint trends and outcomes.
- Appropriate staff training and support.
- Maintaining accurate records in accordance with departmental information management requirements.



QParents at Innisfail State College

Great news - You can now create your QParents account

QParents is a free and secure online application that allows you to access and manage your student's information, complete administrative tasks and easily connect with us on your preferred device.

Using QParents you can:

- view upcoming events, timetables and report cards
- access and provide digital consent
- view and update attendance details (including future absences)
- make payments and view credit balances and payment history
- receive school announcements.

Creating your QParents account

To start using QParents, visit qparents.qld.edu.au and follow the instructions. Once you have created your account, download the app on your preferred device.

Student information security

QParents meets strict industry standards and all student information in QParents is sourced from OneSchool, a system used by Queensland state schools.

Please advise us if you don't want to be invited to QParents, and your student's information will not be made available through QParents.

For more information visit the QParents or contact us on **4078 0222**

Learn more about QParents
on our website



Download the free app



QParents

Stay connected with your child's school.

This free and secure app allows you to:



provide digital consent



notify of absences including future absences



manage your child's information



view report cards, upcoming events and timetables



pay invoices and view payment history



receive school announcements



**Learn more about QParents
on our website**



Download the free app

 Android



 Apple





INNISFAIL

State College

Student

Code of Conduct

2024-2027

Every student succeeding

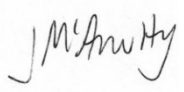
Every student succeeding is the shared vision of Queensland state schools. Our vision shapes regional and school planning to ensure every student receives the support needed to belong to the school community, engage purposefully in learning and experience academic success.

Queensland Department of Education
State Schools Strategy 2024-2027

Contact Information

Postal address:	45 Flying Fish Point Road, Innisfail, Queensland
Phone:	(07) 4078 0222
Email:	principal@innisfailsc.eq.edu.au
School website address:	https://innisfailsc.eq.edu.au/
Contact Person:	Ms Tanya Martin, Principal

Endorsement

Principal Name:	Tanya Martin
Principal Signature	
Date	15/04/2024, updated 18/02/2025
P&C President and-or School Council Chair Name:	Jackie McAnulty
P&C President Signature:	
Date	15/04/2024, updated 18/02/2025

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Purpose

Innisfail State College is committed to providing a safe, supportive and disciplined learning environment for all students, staff, parents and visitors.

The Innisfail State College Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Its purpose is to facilitate high standards of behaviour from all in the college community, ensuring learning and teaching in our college is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

Principal's Foreword

I am pleased to provide this Student Code of Conduct for Innisfail State College. It has been developed by the college in collaboration with students, staff and our wider community. It provides clear guidance to all who study and work at, or visit our college, as to the responsibilities of each party, and the behaviours that are required in the college setting.

Our vision is to achieve for every student at Innisfail State College:



Our four pillars underpin every aspect of our operation at the college (further detailed in our ISC Behaviour Matrix).

Our universals provide detailed guidance on how we act at the high school. Universals are a set of guidelines, which clearly define practices and behaviours that are standard across the high school.

As we progress, we will identify additional universals and implement guidelines to ensure we continue to enjoy a safe, disciplined and focused, productive learning environment.

I am grateful that we have the confidence of our community to enact these plans, and we seek your continued support to maintain high expectations and a low tolerance for anyone who is not respectful of our vision, pillars or universals.

This Student Code of Conduct, applied with our college universals and four pillars will deliver our vision.

Tanya Martin

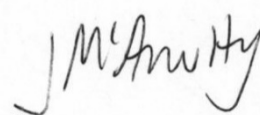
P&C Statement of Support

As president of the Innisfail State College P&C Committee, I support the Student Code of Conduct. The inclusive, transparent consultation process led by Ms Tanya Martin and her team has ensured that all parents have had multiple opportunities to contribute and provide feedback on the final product. This has been an important aspect in the development of the Innisfail State College Student Code of Conduct, as the awareness and involvement of parents is critical to ensuring all adults are able to support the students of the school to meet the set expectations.

We encourage all parents to familiarise themselves with the Innisfail State College Student Code of Conduct, and to take time to talk with their children about the expectations and discuss any support they may need. In particular, we want to emphasise the systems in place to help students affected by bullying.

Bullying is a community-wide issue in which we all have a role to play in combating; however, it can have particularly devastating impacts on our young people. It is important that every parent and child of Innisfail State College knows what to do if subjected to bullying, regardless of where it occurs. This includes cyberbullying, through the misuse of social media or text messaging. It is important that parents and children know that schools provide support and advice to help address problems of bullying, and the flowchart on page 2 provides an excellent starting point to understand how to approach the school about these types of problems.

Any parents who wish to discuss the Innisfail State College Student Code of Conduct and the role of families in supporting the behavioural expectations of students are welcome to contact myself or to join the Innisfail State College P&C Association. It is with your support that we can work collaboratively with school staff to ensure all students are safe, supported and appropriately supported to meet their individual social and learning needs.



Jackie McAnulty
Innisfail State College
P&C President

School Captains/Leaders Statement

On behalf of the student body at Innisfail State College, we endorse the Student Code of Conduct for 2025. We have represented students on the consultation committee, provided feedback on draft materials and put forward the views of young people on a range of issues affecting their lives at school. Throughout the year, we will continue to work with the school administration team and the Innisfail State College P&C Association on how the Student Code of Conduct is working, identify areas for improvement and present alternative options or suggestions for consideration.

Any student who has questions or issues they would like raised by the School Captains are first encouraged to talk with their class representative, however you are also invited to approach any of us directly.

School Captain Name: Sebastian Vang
School Captain Signature: Sv Vang

Date: 12/02/25

School Captain Name: Lily De Brincat
School Captain Signature: L De Brincat

Date: 12.02.25

School Vice-Captain Name: Callum Saunders
School Vice-Captain Signature: C. G. Saunders

Date: 12/02/2025

School Vice-Captain Name: Sienna Brocardo
School Vice-Captain Signature: SB Brocardo

Date: 12/02/25

Whole School Approach to Discipline

Innisfail State College implements the Positive Behaviour for Learning Framework (PBL) as the whole college approach to discipline. This framework allows the college to design structures that will:

1. Improve academic performance, and social and emotional competence of students.
2. Reduce student disciplinary absences.
3. Improve teacher impact on student education.

The college views behaviour as a skill that can be taught, practised, promoted and reinforced. Our college community has identified *we are **learners**, we are **safe**, we are **respectful** and we are **responsible*** as our pillars to teach and promote our high standards. These four pillars give our college community a common positive language to teach and learn behaviour. Each of the four college pillars is broken down further in our behaviour matrix, to identify the specific behaviours we expect to see in different environments both inside and outside the college. Targeted behaviours are additionally detailed in our six ISC Universals – ***Classroom Entry & Exit, Phone – Away for the Day, Instructional Learning Position, Respect our School, Respect our Staff, Respect our Peers.***

Three times per term, members of our PBL team meet to investigate current behaviour trends. The team analyses the OneSchool behaviour records of the college to determine areas of focus. Teachers will then explicitly teach the behaviour focus of the fortnight during lessons. Students will be provided with opportunities to practice the focus behaviours through class and college activities. The behaviour focus is promoted at full school and year level parades. Students demonstrating positive behaviour will be acknowledged through the college positive reward system.

OneSchool is the education department's software suite that the college uses to record information relating to student behaviour. Information recorded includes positive behaviour, negative behaviour, behaviour support provided, disciplinary actions taken and contact made with parents. Parents are able to request a copy of their child's OneSchool information by contacting the Principal.

Consideration of Individual Circumstances

Staff at Innisfail State College take into account students' individual circumstances, such as their behaviour history, disability, mental health and wellbeing, religious and cultural considerations, home environment and care arrangements when teaching expectations, responding to inappropriate behaviour or applying a disciplinary consequence.

In considering the individual circumstances of each student, we recognise that the way we teach, the support we provide and the way we respond to students will differ. This reflects the principle of equality, where every student is given the support they need to be successful. This also means that not everyone will be treated the same, because treating everyone the same is not fair. For example, some students need additional support to interpret or understand an expectation. Others may benefit from more opportunities to practise a required skill or behaviour. For a small number of students, the use of certain disciplinary consequences may be considered inappropriate or ineffective due to complex trauma or family circumstances. These are all matters that our teachers and principal consider with each individual student in both the instruction of behaviour and the response to behaviour.

Our teachers are also obliged by law to respect and protect the privacy of individual students, so while we understand the interest of other students, staff and parents to know what punishment another student might have received, we will not disclose or discuss this information with anyone but the student's family. This applies even if the behavioural incident, such as bullying, involves your child. You can be assured that school staff take all matters, such as bullying, very seriously and will address them appropriately. We expect that parents and students will respect the privacy of other students and families.

If you have concerns about the behaviour of another student at the school, or the way our staff have responded to their behaviour, please make an appointment with the Principal to discuss the matter.

Innisfail State College Behaviour Matrix

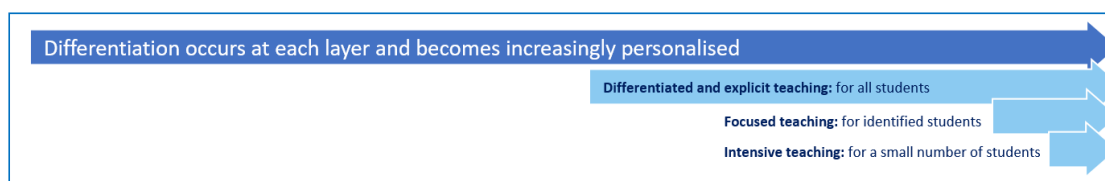
	AT ALL TIMES	IN THE LEARNING ENVIRONMENT	IN THE SCHOOL GROUNDS AND WIDER COMMUNITY
We show Respect	We: - Show courtesy - Use respectful and inclusive language - Follow directions from all staff promptly	We: - Adhere to class seating plan - Actively listen and contribute positively to the learning environment including school parades and ceremonies - Allow teachers to teach and students to learn	We: - Treat the school environment and facilities with respect - Conduct ourselves in a way that upholds our college values
We are Learners	We: - Model positive behaviour for others to learn from - Model and encourage individual and cohort improvement - We adhere to deadlines in the appropriate time frames - on or before the due date	We: - Attend all classes - Follow entry and exit procedures - Adhere to the Instructional Learning Position - Use break time effectively, this includes bathroom, drink breaks and eating	We: - We use the school bell to ensure we are attending class on time - Are an active member of the school community
We show Responsibility	We: - Are honest and take ownership of our words and actions - Are on time at all times - Use integrity - We take pride in wearing full uniform	We: - Take initiative for learning - Ensure all equipment is ready for learning - Phones away for the day	We: - Positively support the school's image - We adhere to deadlines in the appropriate time frames – including extra curricula activities consent - Phones away for the day
We are Safe	We: - Model behaviour that promotes a safe and caring environment - Access school support network when needed - Regulate our emotions	We: - Follow all expectations and safety operating procedures, including the effective use of Personal Protective Equipment (PPE) and resources - Attend all classes	We: - Respect others and their personal boundaries - Resolve conflicts peacefully or ask staff to help

Differentiated and Explicit Teaching – Tier 1 Support

Innisfail State College provides differentiated teaching to respond to the learning needs of all students. This includes teaching expected behaviours and providing opportunities for students to practise these behaviours (as well as differentiation for the teaching and learning of the curriculum). Teachers reinforce expected behaviours, provide feedback, correct behaviours, and provide students opportunities for practise.

Teachers at Innisfail State College vary what students are taught, how they are taught and how students can demonstrate what they know as part of this differentiated approach to behaviour. These decisions about differentiation are made in response to data and day-to-day monitoring that indicates the behavioural learning needs of students. This enables our teachers to purposefully plan a variety of ways to engage students; assist them to achieve the expected learning; and to demonstrate their learning.

There are three main layers to differentiation, as illustrated in the diagram below. This model is the same for academic and pedagogical differentiation.



These three layers map directly to the tiered approach used in the PBL framework. For example, in the PBL framework, Tier 1 is differentiated and explicit teaching for all students, Tier 2 is focussed teaching for identified students and Tier 3 is intensive teaching for a small number of students. Each layer provides progressively more personalised supports for students.

Every classroom in our school uses the Four Pillars, ISC Universals and PBL Behaviour Matrix, illustrated on page 8, as a basis for developing their behaviour standards. Using these documents, the class teacher works with all students to explain exactly what each of the expectations look, sound and feel like in their classroom. The Four Pillars and Universals are on display in every classroom, used as the basis of teaching expectations throughout the year and revisited regularly to address any new or emerging issues.

Focused Teaching – Tier 2 Support

Approximately 15% of all students in any school or classroom may require additional support to meet behaviour expectations, even after being provided with differentiated and explicit teaching. These students may have difficulty meeting behavioural expectations in a particular period of the day or as part of a learning area/subject, and focused teaching is provided to help them achieve success.

Focused teaching involves revisiting key behavioural concepts and/or skills and using explicit and structured teaching strategies in particular aspects of a behaviour skill. Focused teaching provides students with more opportunities to practise skills and multiple opportunities to achieve the intended learning and expected behaviour.

Support staff, including teachers with specialist expertise in learning, language or development, work collaboratively with class teachers at Innisfail State College to provide focused teaching. Focused teaching is aligned to PBL Expectations, and student progress is monitored by the classroom teacher/s to identify those who:

- no longer require the additional support
- require ongoing focussed teaching
- require intensive teaching.

Innisfail State College has a range of Student Support Network staff in place to help arrange and deliver focused teaching to students who need more support to meet expectations. In addition, the school invests in the following evidence-informed programs to address specific skill development for some students:

- Aggression replacement therapy
- Deadly choices lifestyle education
- Respect Program
- Gunggunbur Project
- Reading Groups
- Construction Club
- Student mentoring Cassowary Coast Regional Council
- Zones of Regulation
- Bike Program
- FlexiSpace
- Social Skills groups

For more information about these programs, please speak with the Head of Department Student Services.

Intensive Teaching – Tier 3 Support

Research evidence shows that even in an effective, well-functioning school there will always be approximately 5% of the student population who require intensive teaching to achieve behavioural expectations. Intensive teaching involves frequent and explicit instruction, with individuals or in small groups, to develop mastery of basic behavioural concepts, skills and knowledge.

Some students may require intensive teaching for a short period, for particular behaviour skills. Other students may require intensive teaching for a more prolonged period. Decisions about the approach will be made based on data collected from their teacher/s, and following consultation with the student's family.

For a small number of students who continue to display behaviours that are deemed complex and challenging, then individualised, function-based behaviour assessment and support plans and multi-agency collaboration may be provided to support the student. This approach will seek to address the acute impact of barriers to learning and participation faced by students who are negotiating a number of complex personal issues.

Students who require intensive teaching will be assigned an individual case manager at the college that will oversee the coordination of their program, communicate with stakeholders and directly consult with the student and their parents/guardians.

Disciplinary Consequences

The disciplinary consequences model used at Innisfail State College follows the same differentiated approach used in the proactive teaching and support of student behavioural expectations.

The majority of students will be confident and capable of meeting established expectations that are clear, explicitly taught and practised. In-class interventions and support are detailed in the pro-active strategies or classroom interventions as set out in the ISC Behaviour Model. Some of these include contact home, monitoring card, detention or arrangement of a buddy class for the next lesson.

Some students will need additional support, time and opportunities to practise expected behaviours. As per the ISC Behaviour Model, these students can be referred to the Head of Curriculum, Head of Student Services or Head of Inclusive Practices for interventions and disciplinary consequences.

On occasion the behaviour of a student may be so serious, such as causing harm to other students or to staff, that the principal may determine that an out of school suspension or exclusion is necessary as a consequence for the student's behaviour. Usually, this course of action is only taken when the behaviour is either so serious as to warrant immediate removal of the student for the safety of others, and no other alternative discipline strategy is considered sufficient to deal with the problem behaviour.

The differentiated responses to problem behaviour can be organised into three tiers, with increasing intensity of support and consequences to address behaviour that endangers others or causes major, ongoing interference with class or school operations.

Supports and Interventions

The ISC Behaviour Model outlines some of the Tier 1, 2 and 3 interventions that may occur as a disciplinary consequence. A sample of these interventions are listed below.

Tier 1 supports & interventions

- Regular walk throughs to monitor/observe individual student.
- Regular walk throughs to monitor classroom behaviours and support teachers.
- Support teacher with buddy class organisation to HOD Curriculum / HOIP classroom or other classroom teacher's class.
- Liaise with classroom teacher on appropriate adjustments and supports with a behaviour/engagement focus.

Tier 2 supports & interventions

- Issuing lunch time detention in JS or SS detention rooms.
- Issue and action afterschool detentions.
- Review class composition and action appropriate timetable changes with HOD Curriculum /HOIP and teacher consultation.
- Issue and review level 2 behaviour card (HOD Curriculum / HOIP) for a period of time.
- Liaise with inclusion staff and student services staff.
- Phone parent to discuss the identified behaviours.
- Support teacher in accompanying student to buddy class and facilitate restorative conversation for students return to classroom.
- Organise and facilitate HOD Curriculum / HOIP-student interview.
- Organise and facilitate HOD Curriculum / HOIP-teacher-student interview.
- Organise and facilitate parent-teacher-student interview in person.
- Emergency classroom intervention: removal of student from class to HOD Curriculum classroom / Student Services / buddy classroom.

- Issue and communicate progress reports to teachers/student/parents.

Tier 3 supports & interventions

- Action student timetable changes with parent communication after teacher / HOD Curriculum / HOIP consultation.
- Liaise and consult with Guidance Officer.
- Liaise with inclusion staff and student services staff.
- Engage support staff engagement with check-in/out.
- Complete Functional Behaviour Analysis (FBA) of student (where trained).
- Engage external support agencies.
- Implement reduced timetables and alternative programs.
- Create and implement Discipline Improvement Plans (DIP) with students/parent/teacher consultation.
- Create and implement Individual Behaviour Support Plans (IBSP) with students/parent/teacher consultation.
- Create and implement student risk assessments with students/parent/teacher consultation.
- Emergency interventions - lesson withdrawal.
- Action re-entry meetings following suspensions and communicate to teachers and HOD Curriculum / HOD Student Services / HOIP.
- Transition to work programs (age appropriate).
- Suspensions 1-10 days.
- Suspensions 11-20 days (appealable).
- Exclusion (appealable).

School Disciplinary Absences

A School Disciplinary Absence (SDA) is an enforced period of absence from attending a Queensland state school, applied by the Principal as a consequence to address poor student behaviour. There are four types of SDA:

- Short suspension (1 to 10 school days)
- Long suspension (11 to 20 school days)
- Charge-related suspension
- Exclusion (period of not more than one year or permanently).

At Innisfail State College, the use of any SDA is considered a very serious decision. It is typically only used by the Principal when other options have been exhausted or the student's behaviour is so dangerous that continued attendance at the school is considered a risk to the safety or wellbeing of the school community.

Parents and students may appeal a long suspension, charge-related suspension or exclusion decision. A review will be conducted by the Director-General or their delegate, and a decision made within 40 school days to confirm, amend/vary or set aside the original SDA decision by the Principal.

The appeal process is a thorough review of all documentation associated with the SDA decision and provides an opportunity for both the school and the family to present their case in the matter. Time is afforded for collection, dissemination and response to the materials by both the school and the family. It is important that the purpose of the appeal is understood so that expectations are clear, and appropriate supports are in place to ensure students can continue to access their education while completing their SDA.

Re-entry following suspension

Students who are suspended from Innisfail State College may be invited to attend a re-entry meeting on the day of their scheduled return to school. The main purpose of this meeting is to welcome the student, with their parent/s, back to the school. It is **not a time** to review the student's behaviour or the decision to suspend, the student has already received a punishment through their disciplinary

absence from school. The aim of the re-entry meeting is for school staff to set the student up for future success and strengthen home-school communication.

It is not mandatory for the student or their parents to attend a re-entry meeting. It may be offered as a support for the student to assist in their successful re-engagement in school following suspension.

Arrangements

The invitation to attend the re-entry meeting will be communicated via telephone and in writing, usually via email. Re-entry meetings are short, taking less than 10 minutes, and kept small with only the Principal or their delegate attending with the student and their parent/s.

A record of the meeting is saved in OneSchool, under the Contact tab, including any notes or discussions occurring during the meeting.

Structure

The structure of the re-entry meeting should follow the goal outlined above. If additional items are raised for discussion, a separate arrangement should be made to meet with the parent/s at a later date and time. This meeting should be narrowly focussed on making the student and their family feel welcome back into the school community.

Possible agenda:

- Welcome back to school
- Check in on student wellbeing
- Discuss any recent changes to school routine or staffing
- Offer information about supports available (e.g. guidance officer)
- Set a date for follow-up
- Thank student and parent/s for attending
- Walk with student to classroom

Reasonable adjustments

In planning the re-entry meeting, school staff will consider reasonable adjustments needed to support the attendance and engagement of the student. This includes selecting an appropriate and accessible meeting space, organising translation or interpretation services or supports (e.g. AUSLAN), provision of written and/or pictorial information and other relevant accommodations. The inclusion of support staff, such as guidance officers or Community Education Counsellors, may also offer important advice to ensure a successful outcome to the re-entry meeting.

School Policies

Innisfail State College has tailored school discipline policies designed to ensure students, staff and visitors work cooperatively to create and maintain a supportive and safe learning environment. Please ensure that you familiarise yourself with the responsibilities for students, staff and visitors outlined in the following policies:

- Temporary removal of student property
- Use of mobile phones and other devices by students
- Preventing and responding to bullying
- Appropriate use of social media

Temporary removal of student property

The removal of any property in a student's possession may be necessary to promote the caring, safe and supportive learning environment of the school, to maintain and foster mutual respect between all school staff and students. The **temporary removal of student property by school staff procedure** (Department of Education Qld website) outlines the processes, conditions and responsibilities for state school principals and school staff when temporarily removing student property.

In determining what constitutes a reasonable time to retain student property, the principal or state school staff will consider:

- the condition, nature or value of the property
- the circumstances in which the property was removed
- the safety of the student from whom the property was removed, other students or staff members
- good management, administration and control of the school.

The Principal or state school staff determine when the temporarily removed student property can be returned, unless the property has been handed to the Queensland Police Service.

The following items are explicitly prohibited at Innisfail State College and will be removed if found in a student's possession:

- illegal items or weapons (e.g. guns, knives*, throwing stars, brass knuckles, chains)
- imitation guns or weapons
- potentially dangerous items (e.g. blades, rope)
- drugs** (including tobacco and vapes)
- alcohol
- aerosol deodorants or cans (including spray paint)
- explosives (e.g. fireworks, flares, sparklers)
- flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- poisons (e.g. weed killer, insecticides)
- inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).

* No knives of any type are allowed at school, including flick knives, ballistic knives, sheath knives, push daggers, trench knives, butterfly knives, star knives, butter knives, fruit knives or craft knives, or any item that can be used as a weapon, for example a chisel. Knives needed for school activities will be provided by the school, and the use of them will be supervised by school staff. In circumstances where students are required to have their own knives or sharp tools for particular subjects or vocational courses, the school will provide information about the procedures for carrying and storing these items at school.

** The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need. Schools require medical authorisation to administer any medication to students (**including over-the-counter medications such as paracetamol or alternative medicines**).

Responsibilities

State school staff at Innisfail State College:

- do not require the student's consent to search school property such as lockers, desks or laptops that are supplied to the student through the school;
- may seize a student's bag where there is suspicion that the student has a dangerous item (for example, a knife) in their school bag, prior to seeking consent to search from a parent or calling the police;
- consent from the student or parent is required to examine or otherwise deal with the temporarily removed student property. For example, staff who temporarily remove a mobile phone from a student are not authorised to unlock the phone or to read, copy or delete messages stored on the phone;
- there may be emergency circumstances where it is necessary to search a student's property without the student's consent or the consent of the student's parents (e.g. to access an EpiPen for an anaphylactic emergency);
- consent from the student or parent is required to search the person of a student (e.g. pockets or shoes). If consent is not provided and a search is considered necessary, the police and the student's parents should be called to make such a determination.

Parents of students at Innisfail State College:

- ensure your children do not bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:
 - is prohibited according to the Innisfail State College Student Code of Conduct
 - is illegal
 - puts the safety or wellbeing of others at risk
 - does not preserve a caring, safe, supportive or productive learning environment
 - does not maintain and foster mutual respect;
- collect temporarily removed student property as soon as possible after they have been notified by the Principal or state school staff that the property is available for collection.

Students of Innisfail State College

- do not bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:
 - is prohibited according to the Innisfail State College Code of Conduct
 - is illegal
 - puts the safety or wellbeing of others at risk
 - does not preserve a caring, safe, supportive or productive learning environment
 - does not maintain and foster mutual respect;
- collect their property as soon as possible when advised by the Principal or state school staff it is available for collection.

Policy

All ISC students will switch their phones to silent/off and place them in their bags when the first bell rings (8.40am) and will leave them there until they leave at the end of the school day when the end of day bell rings (2.50pm). Wearable technology will be disconnected or placed in flight mode. Earphones will also be placed in bags.

Exceptions to this will be: -

- If the phone is being used for class work with teacher approval
- Medical monitoring (student will have a medical exemption)
- Where students who are sole primary carers and sole earners need to check rosters

Procedure

- Students are to switch phones to silent/off and place them and earphones if applicable in their bags at the start of the school day when the bell rings 8.40am until end of day bell rings (2.50pm).
- Students will have to use cash or debit/credit cards at tuckshop/office instead of their phones.
- Students will go to Junior or Senior Student Services if they need to use their phone for a) medical monitoring, or b) work roster checking.
- Students and parents will use the school landline when communicating during school hours (40780222 and then select option 3 for Junior Student Services or 4 for Senior Student Services)
- Students may use their 'phone for schoolwork' when given permission by the teacher and the phone for classwork sign is clearly displayed in the classroom.
- If students breach the student code of conduct on phone use, the ISC Phone Behaviour Procedure will be followed.
- Students must not have their phones out whilst on school grounds. Phones must be in bags (not pockets).
- Students attending TAFE or other courses on school grounds are required to follow the ISC phone policy and procedure.

If students fail to follow the ISC Phone Policy, the Phone Behaviour Procedure will apply.

ISC Phone policy – what it looks like on the ground

- Students must not have their phones or earphones out whilst on school grounds between 8.40am and 2.50pm (first and last school bell). Phones must be in bags (not pockets).
- Students will be reminded to put their phones in their bags as part of their 'Entering the Classroom' Universal. Teachers will remind students "phones on silent and in your bag".
- Bags will be placed at the back of the room (or other appropriate places) not under the student desk.
- Phones are to remain in bags between: - 8.40am and 2.50pm.
- If students breach this Universal the ISC Phone Behaviour Procedure will be followed.

ISC Phone Behaviour Procedure

- If a student takes their phone out or wears earphones between the hours of 8.40am and 2.50pm they will be asked to take their either their phone/headphones/watch to Junior Services (Years 7-9) or Senior Schooling (Years 10-12). Students will place their phone into an envelope, label it and then place it into the phone locker.
- The school takes no responsibility for damage to phones if students bring phones to school and they are confiscated.
- If a student refuses to take their phone to the office the parent will be phoned to pick up both phone and student. The length of time a student spends at home will be determined by the Deputy Principal and will be dependent on the number of breaches.
- If a student uses their phone in a manner that may contribute to the physical, social or emotional harm of others, this student has breached the ISC Student Code of Conduct and will receive an appropriate consequence as determined by the Deputy Principal in addition to the above procedure.
- On returning to school the parent and student must both agree to one of the below options:
 1. Following school rules (phone in bag);
 2. Student doesn't bring phone to school; or
 3. Student leaves phone at Junior Services or Senior Schooling at the start of the day and collects it at the end of the day.

Student expectations:

- Turn phones off/silent and put into bags from 8:40am until 2:50pm.

- Place bag with phone at back of classroom.

Staff expectations:

- Model expected behaviour concerning phone use whilst on school grounds.
- Reinforce expectations concerning phone use with students and ensure consistency when implementing ISC Universals (including phone use).

Parent expectations:

- Support ISC's phone policy with their child.
- Support ISC's expectations regarding phone use if their child breaches the phone policy or procedure.

Preventing and responding to bullying

Innisfail State College is aware of the potential harmful effects all forms of bullying have on its students and takes all reports seriously. The college implements both preventative and responsive measures to maintain the wellbeing of its students in relation to bullying.

Our staff know student learning is optimised when students feel connected to others and experience safe and trusting relationships. Students who feel secure are more likely to be active participants in their learning and to achieve better physical, emotional, social and educational outcomes. Teachers who feel valued and supported are more likely to engage positively with students and build stronger connections within the school community. Parents who are positively engaged with their child's education foster improved student self-esteem, attendance and behaviour at school. Enhancing the wellbeing of students and their educators delivers overall long-term social, health and economic benefits to the Australian community.

ISC preventative strategies include:

- An expert Student Support Services team that advocates for all students' social and emotional well-being including Guidance Officers, Heads of Department Student Services, Head of Inclusive Practices, Youth Support Coordinators, School Chaplain, school-based nurse, community education counsellor and teacher aides.
- The teaching of specific knowledge and skills based upon the college pillars of Respect, Safety, Responsibility and Learning.
- A focus on bullying as part of the year 7-9 Health and Physical Education curriculum and Respectful relationships program 10-12.
- Student council led activities, including National Day of Action against Bullying and Violence, and Harmony Day.

The agreed national definition for Australian schools describes bullying as

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

However, these conflicts are still considered serious and need to be addressed and resolved. At Innisfail State College our staff will work to quickly respond to any matters of this nature in collaboration with students and parents.

Responsibilities

Staff

- promote positive student behaviours;
- follow appropriate processes outlined in the college's ***Student Code of Conduct*** when responding to allegations and incidents of bullying'
- making sure immediate action addresses the physical and emotional safety of the student, for example providing a safe place for the student, redirecting students engaging in bullying behaviours or interrupting and addressing verbal abuse in situ;
- responding to allegations and incidents of bullying;
- taking reasonable steps to prevent bullying and respond to complaints to help bring the bullying to an end;
- ensuring OneSchool records are maintained accurately in relation to any allegations of bullying.

Students

- Any student who witnesses bullying as a bystander must report it immediately to a teacher. As must any student who experiences bullying directly.
- Who engage in bullying behaviour may face disciplinary action whether behaviour:
 - occurs at college;
 - occurs outside of college hours or settings;
 - is directed towards other community members or students from other college sites.

Parents

- Parents who become aware that a student may be being bullied are asked to report that matter to the college.

Key contacts for students and parents to report bullying:

The key contact for bullying at ISC are the Heads of Department Student Services.

The following flowchart explains the actions Innisfail State College staff will take when they receive a report about student bullying, including bullying which may have occurred online or outside of the school setting. Please note that the indicative timeframes will vary depending on the professional judgment of staff who receive the bullying complaint and their assessment of immediate risk to student/s.

ISC response to bullying flowchart

		Does the student feel safe in their current location?	
Staff	First hour Listen	Yes 	No 
		- Provide a safe, quiet space to talk immediately if possible. If not possible assure student follow up will occur during lesson or at end of lesson. - Reassure the student that you will listen to them. - Let them share their experience and feelings without interruption. - If you hold immediate concerns for the student's safety, let the student know the incident will be reported immediately by calling 217/ 235 and requesting assistance. Immediate in this circumstance is where the staff member believes the student is likely to experience harm (from others or self) within the next 24 hours. - If no immediate concerns are identified, staff to let the student know incident will be reported to HOD SS by the end of the day via phone or in person. Do not refer record to HOD SS using OneSchool as initial point of contact.	Call 217 junior/235 senior and keep student under close supervision
Head of Department Student Services	Day one Document	- HOD SS to interview student within the context of a written statement. Ask the student for examples they have of the alleged bullying (e.g., hand written notes or screenshots). HOD to determine if behaviours constitute bullying as per agreed definition of bullying. - HOD SS records communication within OneSchool. - Check back with the student to ensure you have the facts correct. - Enter the record in OneSchool. - Notify parents/guardians that the issue of concern is being investigated.	
	Day two Collect	- Gather additional information from other students, staff or family. - Review any previous reports or records for students involved. - Make sure you can answer who, what, where, when and how. - Clarify information with student and check on their wellbeing. - Make referral to GO, Inclusion, CEC, YSC or Chaplain.	
	Day three Discuss	- Evaluate the information to determine if bullying has occurred or if another disciplinary matter is at issue. - Make a time to meet with the student to discuss next steps. - Ask the student what they believe will help address the situation. - Engage the student as part of the solution. - Provide the student and parent with information about student support network. - Agree to a plan of action and timeline for the student, parent and yourself including follow up needed with bully. - Notify class teachers of plan and to monitor wellbeing.	
	Day four Implement	- Document the plan of action in OneSchool. - Complete all actions agreed with student and parent within agreed timeframes. - Class teachers to continue monitoring the student. - Seek assistance from student support network if needed.	
	Day five Review	- Meet with the student to review situation. - Discuss what has changed, improved or worsened. - Explore other options for strengthening student wellbeing or safety. - Report back to parent. - Record outcomes in OneSchool.	
	Ongoing Follow up	- Continue to check in with student on regular basis until concerns have been mitigated. - Record notes of follow-up meetings in OneSchool. - Refer matter to GO and Principal within 48 hours if problems escalate. - Look for opportunities to improve school wellbeing for all students.	

Cyberbullying

Cyberbullying is treated at Innisfail State College with the same level of seriousness as in-person bullying. The major difference with cyberbullying however, is that unlike in-person bullying, cyberbullying follows students into their community, their homes and their bedrooms, giving them no opportunity to escape the harassment or abuse during the evening, weekends or holidays.

In the first instance, students or parents who wish to make a report about cyberbullying should approach the Head of Department Student Services.

Please refer to ISC website for current list of key contacts.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying. Parents and students who have concerns about cyberbullying incidents occurring during school holidays should immediately seek assistance through the [Office of the e-Safety Commissioner](#) or the Queensland Police Service.

Students enrolled at Innisfail State College may face in-school disciplinary action, such as detention or removing of privileges, or more serious consequences such as suspension or exclusion from school for engaging in behaviour that adversely affects, or is likely to adversely affect, other students or the good order and management of the school. This includes behaviour such as cyberbullying which occurs outside of school hours or settings, for example on the weekend or during school holidays. It also applies to inappropriate online behaviour of enrolled students that is directed towards other community members or students from other school sites.

Parents or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents may be referred to the Office of the e-Safety Commissioner and/or the Queensland Police Service. State school staff will be referred for investigation to the Integrity and Employee Relations team in the Department of Education. Any questions or concerns about the school process for managing or responding to cyberbullying should be directed to the Principal Ms Tanya Martin.

How to manage online incidents that impact your school

Student protection

If at any point the principal forms a reasonable suspicion that a student has been harmed or is at risk of harm, they have a responsibility to respond in accordance with the [Student protection procedure](#).

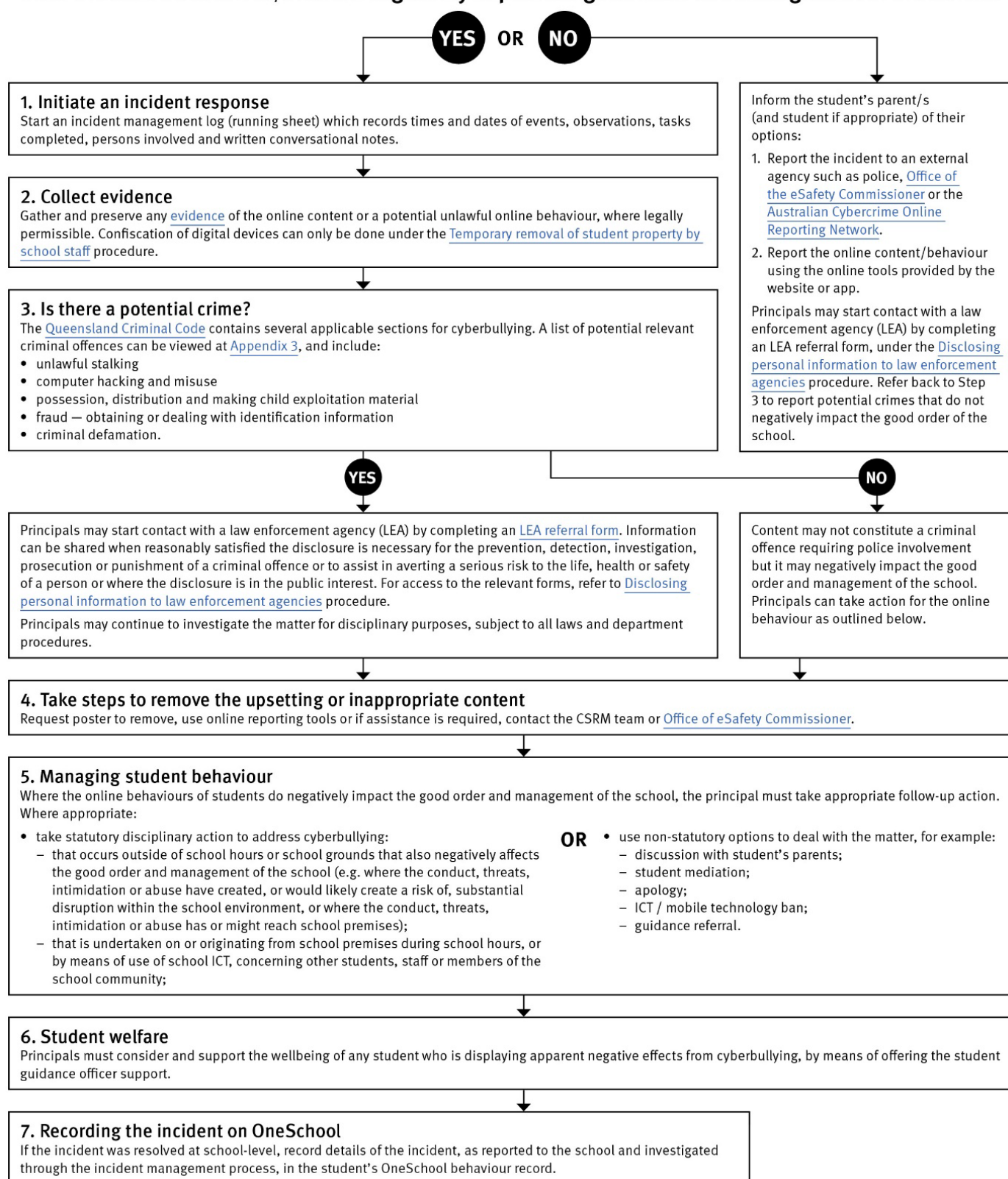
Explicit images

If the investigation involves naked or explicit images of children, staff should not save, copy, forward or otherwise deal with the content, as per the [Temporary removal of student property by school staff procedure](#). This includes onto OneSchool records. Refer to the investigative process outlined in 'Responding to incidents involving naked or explicit images of children' from the [Online Incident management guidelines](#).

Report

Refer to the [Online incident management guidelines](#) for more details, or if assistance is required, contact the Cybersafety and Reputation Management (CSRM) team on 3034 5035 or Cybersafety.ReputationManagement@qed.qld.gov.au.

Does the online behaviour/incident negatively impact the good order and management of the school?



Cybersafety and Reputation Management

The Department of Education employs a dedicated team of experts to assist in maintaining the integrity of the department's reputation with regards to cybersafety and reputation management issues, effectively leading the development and implementation of departmental cybersafety processes.

This team provides **direct support for schools** to respond to concerns of inappropriate online behaviour and misuse of information and communication technology.

The team provides a [guide for parents](#) with important information about cybersafety and cyberbullying, and suggestions about what you can do if your child is a target or responsible for inappropriate online behaviour.

The team has also developed a [Cyberbullying and reputation management](#) (Department employees only) resource to assist principals in incident management.

For more information about cybersafety sessions at your school, or for assistance with issues relating to online behaviour, contact the [team](#) (Department employees only).

Student Intervention and Support Services

Innisfail State College recognises the need to provide intervention and support to all students involved in incidents of bullying, including cyberbullying.

Students who have been subject or witness to bullying have access to a range of internal support staff, as identified in the Student Support Network section earlier in this document. Students are, however, also encouraged to approach any staff member with whom they feel comfortable sharing their concerns, regardless of their role in the school. All staff at Innisfail State College are familiar with the response expectations to reports of bullying, and will act quickly to ensure students' concerns are addressed. Depending on the nature of the reported bullying incident, a formal plan of action may be developed and documented to support the implementation of strategies to assist the student.

Students who engage in bullying behaviours towards others will also be provided with support to assist them to use more socially acceptable and appropriate behaviours in their interactions. This includes counselling, social development programs, referral to mental health services or involvement in a restorative justice strategy. School disciplinary measures may also be used to reinforce the seriousness with which the community takes all incidents of bullying. These measures may include withdrawal from social events or celebrations or more severe punishments such as suspension or exclusion from school.

Appropriate use of social media

Innisfail State College embraces positive opportunities that the internet, mobile phones and social media provide including for students to learn, be creative online and network. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

It's important to remember that sometimes negative comments posted about the school community have a greater impact than expected. Whatever is shared reaches a global audience. Even if you think you have deleted the material, there can be archived records that will continue to be searchable in the future.

This guide offers some information about how to use social media in relation to comments or posts about the school community. Reputations of students, teachers, schools, principals and even parents can be permanently damaged — and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.

Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- Before members of the school community post something online, ask yourself if the community or individual really need to know. Use the THINK process to assist you:
 - T- is it true?
 - H- is it helpful?
 - I- is it inspiring?
 - N- is it necessary?
 - K- is it kind?

- Remember that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online. Once content is posted, control is lost.
- Be a good role model. If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.
- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- Today with the use of social media, online discussions between you and your close friends can very quickly be shared with a much wider audience, potentially far larger than intended.
- Taking a few moments to think about the content you are about to post could save upset, embarrassment, and possible legal action.

Parents

- As a parent you have a role in supervising and regulating your child's online activities at home and its impact on the reputation and privacy of others. Parents are their child's first teachers — so they will learn online behaviours from you.

Is it appropriate to comment or post about schools, staff or students?

Parental and community feedback is important for Innisfail State College and the department. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school about the matter, rather than discussing it in a public forum.

While many schools use social media to update parents of school notices, the department prefers that parents contact Innisfail State College directly with a compliment, complaint or enquiry due to privacy considerations.

If you have raised an issue with our school or know that another person has, consider refraining from discussing those details on social media, particularly the names of anyone involved.

Keep comments calm and polite, just as you would over the telephone or by email. If you encounter negative or derogatory content online which involves the school, hinders a child's learning and/or affects the school community at large, contact the school principal.

Possible civil or criminal ramifications of online commentary

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 prohibiting types of online behaviour. The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. Potential relevant criminal offences are:

- 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, distribution and making child exploitation material
- fraud - obtaining or dealing with identification information.

There are significant penalties for these offences.

What about other people's privacy?

Ensure that personal information, such as full name, address, phone number, school name and location or anyone else's personal information is not shared.

If you upload photos of school community members (students, staff, parents/carers or members of the wider community), be mindful of who might be in the background. You might be happy to share your successes with your friends and family via social media, but some members may not. If you are tagging or naming others, consider that they may not want their name attached to images online.

What if I encounter problem content?

Taking the following steps may help resolve the issue in a constructive way:

- refrain from responding
- take a screen shot or print a copy of the concerning online content and report to appropriate school staff

- if you consider problem content to be explicit, pornographic or exploitative of minors, you should keep a record of the URL of the page containing that content but NOT print or share it. The URL can be provided to the school principal, or police, as needed for escalation of serious concerns
- block the offending user
- report the content to the social media provider

What if I am involved in inappropriate use of social media?

- If inappropriate online behaviour directly negatively impacts on the good order and management of Innisfail State College, 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.
- Innisfail State College will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not directly negatively impact upon the good order and management of the school.

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

Restrictive Practices

School staff at Innisfail State College need to respond to student behaviour that presents a risk of physical harm to the student themselves or others. It is anticipated that most instances of risky behaviour can be de-escalated and resolved quickly. On some rarer occasions, a student's behaviour may continue to escalate and staff need to engage immediately with positive and proactive strategies aimed at supporting the student to manage their emotional arousal and behaviour.

In some very rare situations, where there is immediate risk of physical harm to the student or other people, and when all other alternative strategies have failed to reduce the risk, it may be necessary for staff to use restrictive practices.

The use of restrictive practices will always be as a last resort, when there is no other available option for reducing immediate risk to the student, staff or other people. Restrictive practices are not used for punishment or as a disciplinary measure.

The department's **Restrictive practices procedure** (Department of Education Qld website) is written with consideration for the protection of everyone's human rights, health, safety and welfare. There are six fundamental principles:

1. Regard to the human rights of those students;
2. Safeguards students, staff and others from harm;
3. Ensures transparency and accountability;
4. Places importance on communication and consultation with parents and carers;
5. Maximises the opportunity for positive outcomes; and
6. Aims to reduce or eliminate the use of restrictive practices.

Very rarely restrictive practices will be planned and staff will employ, when necessary, pre-arranged strategies and methods (of physical restraint/ mechanical restraint/ clinical holding) which are based upon behaviour risk assessments or clinical health needs and are recorded in advance. The use of planned strategies will only be where there is foreseeable immediate risk consistent with the **Restrictive practices procedure**.

Seclusion will not be used as a planned response and will only be used in serious circumstances for managing an unforeseeable situation in an emergency. It will be used for the shortest time possible and in a safe area that presents no additional foreseeable risk to the student. In such emergencies, a staff member will observe the student at all times and seclusion will cease as soon as possible.

Following the use of any restrictive practice, a focused review will help staff to understand how they responded to the risk in any incident that involved the use of a restrictive practice. Staff will consider whether there are other options for managing a similar situation in the future. This strategy works well for reducing the use of restrictive practices.

All incidents of restrictive practices will be recorded and reported in line with departmental procedures.

Critical Incidents

It is important that all school staff have a consistent understanding of how to respond in emergencies involving student behaviour that seriously endangers the student or others. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

A critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion regarding immediate action (e.g. in the community, on the road). This includes any situation in which the teacher believes a student or staff member is at risk of harm. The aim in these situations is to bring the behaviour of the student under rapid and safe control. It is not a time to try and to punish or discipline the student; it is a crisis management period only.

Staff should follow the documented plan for any student involved in regular critical incidents, which should be saved and available for staff to review in OneSchool.

For unexpected critical incidents, staff should use basic defusing techniques:

- 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 or 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.
- If the situation does escalate, phone the dedicated phone number – 399. Staff will follow the Critical Incident – Emergency Phone Line Process to alert support staff that assistance is required (process outlined in **Staff HSW Induction Guide**).
- 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: At an appropriate time when there is low risk of re-escalation, 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. Record the instance on OneSchool under the Student's Profile.
- Following any critical incident, relevant staff will undertake a focused review. The focused review follows the guidelines set out in the **Department of Education's Guidelines and Standards for Focused Review** (DOE website).



Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in our school

We welcome parents and other members of our diverse community into our school.

Working together with the school community¹, school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to our school support safety by ensuring their communications and conduct at the school and school activities is respectful.

ELEMENTS OF ENGAGEMENT	It is expected that parents and visitors to our school will:	Parents and visitors to our school demonstrate this by:
 Communication	• be polite to others • act as positive role models • recognise and respect personal differences • use the school’s communication process to address concerns	• using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child’s education – allowing staff time to prepare and appreciating their time may be limited
 Collaboration	• (parents) ensure their child attends school ready to learn • support the Student Code of Conduct	• taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
 School Culture	• recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people’s privacy	• valuing each child’s education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

¹ The term ‘school community’ refers to staff, students, parents, local business and community organisations and visitors to the school.