



**ONTRACK
COLLEGE**

EMERALD

Ontrack for Life

PARENT/CARER HANDBOOK



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1. INTRODUCTION

1.1 Our Vision

The primary aim of the College is to help students understand that they are uniquely and wonderfully made by a powerful and benign Creator because we believe that this is the best and surest way towards personal success in life. We base our teaching and learning on four values called GEMS values, and six aspects of these values, called FACETS.

Core Values

- G** - **GOD**
- We mirror His truth, His purpose, His character.
- E** - **EXCELLENCE**
- We reach our potential by giving our best effort.
- M** - **MEMBERS**
- We show integrity and respect.
- S** - **SERVICE**
- We make the world around us a better place.

The core values and aims, which are the heart of GEMS Christian Education ethos, are 'GEMS'. When these 'GEMS' are established in the heart of an individual, the individual student develops 'FACETS', which cause them to shine with brilliance and beauty in the world around them.

- F** - **FRIENDLY**
- A** - **APPRECIATIVE**
- C** - **COMPASSIONATE**
- E** - **ENCOURAGING**
- T** - **TRUTHFUL**
- S** - **SELF CONTROLLED**

1.2 College History

Ontrack College began operating in 2017 as a campus of GEMS Christian Education. Ontrack College is a Special Assistance School which means that we serve families whose young people do not thrive in mainstream schooling. Many of our students are non-neurotypical and have traumatic backgrounds and/or histories or complex social and emotional needs.

1.3 College Name, Motto and Purpose

Our school's name (Ontrack) alludes to our aim to help students stay – or get back- on a purposeful track that leads to a successful future. Our Motto is Learning for Life.

At Ontrack College, every student has an individual education plan and an opportunity to review this plan every term via their own MyMAP process.

MyMAP stands for My Mastery, My Agency and My Purpose. This process is designed to help students build a portfolio of mastered skills and develop the responsible agency (the taking of action) to employ those skills with deliberate purpose towards their future.

For many of our students, this is a process that needs to be anchored in building (or re-building) secure foundations in habits and responses that stop self-sabotage and instead promote power and efficacy. Sometimes old habits die hard, so this can be a difficult phase. We rely on the cooperation and support of our families to help students through this phase. Ontrack College provides experiences that promote the development of good habits, knowledge, and skills that will serve as a powerful foundation for students' critical intelligence, imagination, communication, and capacity for independent lifelong learning and living.

2. ADMINISTRATION AND MANAGEMENT

The Principal, Mrs Stefanie Lorimer, is responsible for the administration of the College, setting strategic direction, formulating broad objectives, plans and policies, and overseeing the teaching and learning. She works closely with the Executive Principal (GEMS), Mrs Rhonda Davis.

2.1 Implementation

The responsibility for achieving College objectives lies with all our staff, our families and our students. It is a team effort.

2.2 Personnel

NAME	RESPONSIBILITY/CONTACT DETAILS
Stefanie Lorimer	Principal/Teacher Teaching and Learning Oversight s.lorimer@ontrack.qld.edu.au
Bridget Studders	Teacher Responsible for HASS, Art, Design & Technology b.studders@ontrack.qld.edu.au
Robert Grierson	Chaplain/Youth Worker/Teacher Responsible for Student Well-being, Christian Studies and HPE r.grierson@ontrack.qld.edu.au
Glenn Lorimer	Teacher Aide/Music Instructor g.lorimer@ontrack.qld.edu.au
Christine Linggood-Dedes	Administration Officer office@ontrack.qld.edu.au

2.3 College-to-Home Communication

Regular communication between the College and home is vital. We will communicate with home by text message, electronic newsletters, email, and our website. The College sends out an annual school calendar with main events via email. Please email office@ontrack.qld.edu.au if you want clarification on any matter, and please make sure that we always have your up-to-date contact details.

2.4 Home-to-College Communication

- 2.4.1 Please contact the school to report absences. This can be done by text, email, phone call, or on our website www.ontrack.qld.edu.au
- 2.4.1 Student absences must be reported and explained on the first day of absence and each subsequent day by telephoning or emailing the office with the name of the student and the reason for the absence. It is very important for notes and doctor's certificates to be supplied for absences where appropriate. Qld law requires all students to attend school every day of the school year unless there is an acceptable reason, such as illness.
- 2.4.2 Parents are encouraged to contact the college reception at any time via 0490 716 196 or 0437 563 236 and/or email office@ontrack.qld.edu.au. It would be useful for you to save the above numbers on your mobile phone. Mrs Linggood-Dedes will be happy to answer your general questions. This is also the best way to get an immediate message to your student.
- 2.4.3 If you have questions about student well-being, your first point of contact would be Mr Grierson, our chaplain. If you have a question about academics, your first point of contact would be Mrs Studders. If questions remain after you have spoken with Mr Grierson or Mrs Studders, or you would like to discuss details that do not fall into the categories of current schoolwork or student wellness, please contact Mrs Lorimer by email.
- 2.4.4 If you would like to have a conversation with any staff member about any issue, please contact the office and schedule an appointment. We are all very happy to meet with you.
- 2.4.5 Please advise the College of any change of address, email, personal and medical details over the course of the year. This information is important so that we can contact you in the event of an accident/emergency and students receive appropriate medical care. Changes can be made by phoning the office or emailing the school.

2.5 Daily Routine

- 2.5.1 Our school day begins at 8:45 am with breakfast and a Morning Gathering around the table.
- 2.5.2 At 9:15, we move to an hour of Maths – with individual supervised breaks if necessary.

- 2.5.3 At 10:15, students have 30 mins of free time for Morning Tea. We have mountain bikes, table tennis, basketball hoops, other sporting equipment, art equipment, music equipment, etc, for students to use during this time.
- 2.5.4 At 10:45, we have an hour of English which usually begins in a large group where we may be reading or viewing something together. This is followed by small group targeted work to fill in reading, writing and comprehension gaps.
- 2.5.5 At 11:45, we break for lunch. The first 30 minutes is free time for students; the second half hour is for gathering around the table again for lunch.
- 2.5.6 After lunch, we have a 45-minute session on Life Skills, Christian Living or Science, followed by a 15-minute break and the final session on Arts, Design Technologies, or HPE.
- 2.5.7 Our day finishes with a Wrap Up between 2:30 and 2:40, where we reflect on the day together.

2.6 Late Arrivals And Early Departures

- 2.6.1 If you know your child will be late or leave early, please email the school office to notify them of the details.
- 2.6.2 When you pick them up, you must sign them out with your physical signature at reception.
- 2.6.3 Students do not have permission to leave the school grounds without their parent/carer for any reason.
- 2.6.4 If a student feels the need to contact a parent/carer during school hours, for whatever reason, they may go to reception to use a school phone for this purpose. They will not be given access to their own mobile phone while at school.

2.7 Before A Student Begins

Before a student starts at Ontrack College, they must have a referral from another school or a healthcare professional. If you contact us with a referral, we will send you enrolment information, including forms to fill out. You will also need a copy of your student's birth certificate. Next, I will invite you to come and visit the school to look around and meet the principal for an interview.

2.8 Starting At Ontrack

- 2.8.1 Students are generally enrolled at Ontrack at the beginning of a term. This is because we arrange for them to have an Orientation Day before all continuing students return.
- 2.8.2 All students begin with a two-week probationary period during which you can decide whether we are the right fit for your students. During this period, the college also will come to a decision about what we can or can not do to help your student stay/get back on track.
- 2.8.3 At the end of this period, we will arrange for an Individual Education Plan meeting with you and the student. In this meeting, we will discuss the individual way forward for your student.
- 2.8.4 After this meeting, your young person will have their enrolment at the College confirmed.

2.9 Health And Wellbeing

- 2.9.1 There are some basic health checks that make a big difference to student learning and well-being. The teachers at Ontrack College are always happy to discuss concerns but are not trained to screen all possible issues that may arise with any particular student. At Ontrack College, we always advise you to seek professional advice if you have any concerns about your child and to inform the College of any challenges your child may face in their learning or wellbeing.

- 2.9.2 We recommend at the beginning of each year you are up to date with:
- i) **Sight and hearing** assessments and provision/ review of glasses or hearing aids if required.
 - ii) **Dental checks** (we can help with these, please contact the office).
 - iii) **Podiatry Assessment:** This is particularly important for students to participate in the Physical education program successfully.
 - iv) **Occupational Therapy:** If you have any concerns regarding fine motor skills, handwriting or eye/hand coordination.
 - v) **Physiotherapy:** For mobility and muscle tone or strength issues.
 - vi) **Educational and Clinical Psychology:** - For assessment and screening of Attention Deficits, Autism spectrum concerns, working memory or other types of issues that may impact a student's ability to learn, to cope with school or to interact with others.
 - vii) **Speech Pathology:** If you are concerned about auditory processing (the ability to take in what you are saying and make sense of it), language development etc.

3. CURRICULUM

Ontrack College is a Christian College that enrolls students aged 12 – 17. These students may be in Years 7, 8, 9, or 10 in mainstream schools. At Ontrack, we test our students in English reading and comprehension as well as in Mathematics during their Orientation. On the basis of these tests, students are provided with access to the Australian Curriculum at the point that they are.

Students study the Australian Curriculum. They study each subject at a level that they can easily understand so that learning is a positive experience. Small successes mean that confidence is built to take on the next challenge. Building competence little by little is one of our secrets to success.

3.1 Subjects Offered

3.1.1 In accordance with the requirements of the Australian Curriculum, students study English, Mathematics, HASS, Science and HPE. Some of the HPE components are covered in Christian Studies or Life Skills. Students also study The Arts, Design & Technologies.

3.1.2 As a general guide, the timetable is organised as below. Variations and alterations are sometimes necessary on a day-to-day or termly basis, however. This example is a guide only.

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Gather				
Math				
Math				
MORNING TEA				
English				
English				
LUNCH				
Senior Science/Junior Lifeskills	Christian Studies	Junior Science/Senior Lifeskills	Senior Science/Junior Christian Studies	Junior Science/Senior Science
AFTERNOON TEA				
Technologies	HPE	HASS	HPE	The Arts
Afternoon Wrap-Up				

3.2 Work Experience - Year 10

Work experience for two weeks is available during the course of the year for Year Ten students. Students are guided to arrange their work experience with our staff's guidance. During this guidance, we draw on the student's MyMAP plan and help them enact a strategy for contacting prospective work experience placements, provide them with a curriculum vitae and cover letter, and attend an interview. The timeframe for when a student undertakes work experience is very flexible due to the small size of our school and we will accommodate most dates.

3.3 Health And Physical Education (HPE)

All students at Ontrack take part in HPE. Students who have a medical condition that requires us to alter our usual program are required to provide a doctor's certificate. We will then make changes to that student's HPE program. Students are not able to "opt-out" of HPE.

Usually, HPE will be run by our teachers, but sometimes it will be offered by external providers. At all times, students will be supervised by our teachers. HPE may involve excursions to local venues, and parents/carers will be notified of these activities. Each year Ontrack College offers swimming classes at a local pool as part of HPE. Learning to swim confidently is an important life skill in Australia. Students are required to take part in swimming lessons/water safety instruction. This usually occurs in Terms 1 & 4.

3.4 Homework

At Ontrack College, we do not generally give academic homework unless requested by a student. The reason is that most of our students need more time than most teens for physical exercise and activity. Many also have very intense interests, which we are excited to support in this way.

One activity that is not helpful for teens to spend a lot of time absorbed in is online gaming and/or social media consumption. We would love to work together with families to find alternative options for our teens' free time.

3.5 Senior Years (Year 10+)

Ontrack College is not currently able to offer Year 11 and 12; however, students may undertake TAFE at school courses (as part of their preparation for an apprenticeship or as part of an apprenticeship) and continue to work on their English and Mathematics proficiency. For more information regarding these options, please contact the college.

3.6 Assessment and Reporting

3.6.1 Assessment is a core part of learning and is completed in almost every subject.

3.6.2 We prefer to assess our students with a minimum of fuss while keeping in mind their own way of learning.

3.6.3 Assessments may be formative (this is usually more informal and includes teacher observations, quizzes etc) or summative (this may take the form of an exam, essay project or assignment).

3.6.4 Parents/Carers are encouraged to communicate with class teachers if there are concerns or issues. We will always work together and work flexibly to make sure our students can be successful.

3.6.5 Formal Semester Reports are issued twice per year at the end of the semester.

3.7 Excursions And Camp

Ontrack College is committed to providing students with many varied experiences in the form of educationally valid excursions. Excursions will be prepared, managed, supervised and monitored in a way that seeks to ensure the health, safety and security of the participating students and staff. Permission for excursions will be collected before the excursion takes place.

We believe that activities such as excursions and camps help us to build our community and support the GEMS values introduced above.

3.8 Learning Resources

3.8.1 There are no annual costs for textbooks or consumables. Students are asked to make an in-kind contribution to the consumables they use at school.

3.8.2 The annual booklist will usually include two boxes (20) HB lead pencils, 4 erasers, one pencil sharpener, 2 glue sticks, 2 highlighters, one ruler, 1 packet (or 10) of BIC (or similar) blue ballpoint pens, 4 red ballpoint pens, 2 boxes of tissues.

2.8.3 The College will continue to provide all exercise books, textbooks, workbooks, manipulables, art materials, sports materials and other practical learning tools free of charge.

2.8.4 Students are required to take care of the resources they will be given to exercise and grow in personal responsibility. Every student receives a pencil case and a pigeonhole space at the beginning of the year to keep their stationery supplies and work organised.

3.9 Education and Computer Technology

3.9.1 Technology is used as a tool to provide an education that remains grounded in our GEMS values while preparing students for the future of critical thinking and digital citizenship.

3.9.2 Students at Ontrack College are issued with a Google Suite sign-in which includes an email address at someone@ontrack.qld.edu.au and access to Google Classroom, which is our online learning system.

3.9.3 At school, students can access laptops and desktop machines when needed for academic work. We limit access to social or gaming platforms.

3.10 Mobile Phones

3.10.1 Student mobile phones are not allowed on our campus. Phones must be handed in at the very start of the day. They are not given back until students leave our care – whether as they get off the bus or when they are collected from school.

3.10.2 Please support our effort to keep everyone safe and limit digital exposure at school by encouraging your teenager to comply with this rule.

3.10.3 Students will be asked to explain why they break this rule if they do they could face expulsion from the college on the basis that they are unprepared to work with us on this point of principle.

4. UNIFORM

4.1 Hats

4.1.1 The College aspires to become a Sun Smart Accredited School. All students are required to wear suitable sun-protective hats and sunscreen for all outdoor activities.

4.1.2 Caps alone are not suitable and are being phased out. From 2024, bucket hats or “fishing” hats will be available from reception. Every student will be supplied with one hat. If it is lost, replacements are available for \$10.00. Students without hats will be given a clean school hat to borrow for outdoor activities.

4.1.3 Sunscreen is kept in the playground area for application prior to HPE and during lunch. If your child is not able to use home brand/basic sunscreen, you are asked to provide a suitable alternative for them AND notify the College.

4.2 Trousers/Shorts

Students are required to wear black trousers or shorts. Shorts MUST be a minimum of mid-thigh length and NOT tight. This means bike shorts are not appropriate. Students will be given clean basketball shorts to wear over tight shorts if they come to school wearing them.

4.3 Shirts

Ontrack College provides two shirts to each student free of charge. Additional shirts may be bought at the office for \$20.00 if required.

4.4 Shoes

Students must wear closed shoes for safety at all times. This is important given the environment we are in as well as for activities such as cooking or science.



4.5 Hair

- 4.5.1 Hair is to be clean, neat and tidy.
- 4.5.2 Hair must be of a natural colour.
- 4.5.3 For safety, hair needs to be out of students' faces during some activities. Hair ties and hair nets are available and should not be refused.
- 4.5.4 Hair must be kept out of the eyes/face (without the help of a cap).
- 4.5.5 Clipper haircuts must not be shorter than a no. 3 blade.
- 4.5.6 Facial hair must be tidy and groomed.
- 4.5.7 Shoulder-length hair, or longer, must be fully tied back and out of the face at all times.

4.6 General

- 4.6.1 All students need to be clean and tidy.
- 4.6.2 Piercings are acceptable for ears, not for any other visible body part.
- 4.6.3 Clear inserts are required for piercings other than in the ear.
- 4.6.4 Natural nails. No coloured polish or acrylic nails are permitted.
- 4.6.5 Jewellery is impractical at school and can present a safety risk as well as the risk of it being lost. We encourage minimal jewellery.

5. HEALTH AND SAFETY

Ontrack College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason, our community's welfare and best interests will always be our primary consideration. Ontrack College is strongly committed to the care and well-being of students and staff. Full detailed policies may be accessed on the College website at www.ontrack.qld.edu.au.

5.1 Breakfast And Lunch Provided

- 5.1.1 Ontrack College provides a breakfast and lunch.
- 5.1.2 Our menu features fresh, unprocessed food that supports teenagers' physical and mental health, including those with ADHD and ASD. This means that we actively reduce additives, colours, preservatives and sugars.
- 5.1.3 Students may bring their own healthy snacks and lunches for the day.
- 5.1.4 A fridge and microwaves are available to store food and warm it up if required.
- 5.1.5 The following foods are completely banned and will be confiscated to be returned to families when convenient:
 - Biscuits – sweet or savoury
 - Chips of any kind
 - Minute Noodles or similar
 - Energy Drinks
 - Soft Drinks including juices and fruit drinks
 - Cakes and white bread
 - Candy of any kind (including candy bars, chocolate bars, etc.) including processed “fruit” snacks
- 5.1.6 Suitable substitutes for snacks would include
 - Cheese bites
 - Saveloys or other sausages
 - Veggies and dip
 - Fruit
 - Yoghurt
 - Whole-wheat bread and rolls
 - Left-overs (meat and veggies from the night before)
 - Home-made pizzas (lots of veggies and meat)

- 5.1.7 Please label all food containers so that they can be returned to the students if lost.
- 5.1.8 All students are required to bring their own drink bottles. The water at Ontrack is triple-filtered and suitable for drinking. Students may leave their labelled water bottles in the student fridge at school.
- 5.1.9 The interests of our students are best served when home and school are united in their approach. Please support us in limiting harmful over-processed food items at school.

5.2 Guidelines for Behaviour

- 5.2.1 At all times, staff, students and parents/carers will conduct themselves in a manner that respects the dignity of the person and supports the general welfare of the Ontrack College community.
- 5.2.2 Unconditional respect is fundamental in a community of diverse people. Our GEMS value of Members makes it imperative that we each respect one another regardless of whether we agree or disagree on a topic.
- 5.2.3 As staff, we commit to always treating you with courtesy and respect. We also expect our students and parents/carers to respect our staff, volunteers, and students. All members of the college community and visitors must always comply with safe practices.
- 5.2.4 Ontrack staff ensure that their behaviour towards and relationships with students are lawful and reflect proper standards of care for students. The College, and GEMS Christian Education, will respond diligently to a report of suspected or actual harm, or risk of harm, to a student.

5.3 Protection from Harm

- 5.3.1 Queensland legislation defines harm as any detrimental effect of a significant nature on the child's physical, psychological or emotional well-being.
- 5.3.2 Harm can be caused by:
 - a) physical, psychological or emotional abuse or neglect;
 - b) sexual abuse or exploitation; or
 - b) domestic or family violence.
- 5.3.2 We will ensure that:
 - a) staff understand and fulfil their obligations under the policies of the College;
 - b) new staff provide an acceptable reference from their previous employer; and
 - c) non-teaching staff and non-parent/carer volunteers who have contact with children have a current Blue Card.
- 5.3.3 If the Principal receives a report of harm, they may be obliged by law to report it. In any case, we will always:
 - a) respond rapidly and diligently to the report;
 - b) reassure the student and put them in touch with appropriate support;
 - c) protect the student's confidentiality where this is possible;
 - d) offer continuous support; and
 - e) provide ongoing support in collaboration with external agencies.
- 5.3.4 What should you do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by another person?
Report your concerns to the principal or another staff member.

A - What will happen next?

If you report your concerns to staff other than the Principal, staff will report it immediately to the Principal. If the complaint concerns the Principal, staff will report it to the executive principal (GEMS). Any action that needs to be taken under staff disciplinary procedures as a result of an allegation not requiring Police intervention will be handled confidentially within the College.

If the harm relates to sexual abuse, it will be: reported to the Police immediately; or to the Department of Families if appropriate, or it may be dealt with internally if the matter does not require mandatory reporting to an outside authority.

B - What about confidentiality?

It is our policy that confidentiality between the College and parents/carers will be respected, and any concerns raised by parents/carers will not rebound adversely on their children. Thus, knowledge of it will be limited to the Principal and those directly involved.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since the steps of the policy will require disclosing, internally and externally, certain details involved in responding to the report. State authorities can compel people to give evidence about actions under the policy and to produce documents. You would be fully informed if the information you provided were to be passed on to a third party.

C - What if I need more information?

The College's complete Child Protection Policy is available on the College website at www.ontrack.qld.edu.au. Parents/carers and students may access this policy at any time. You may also ask for a copy of the policy in writing and make an appointment to discuss the policy with the Principal if you wish to clarify any matters.

5.4 Complaints Policy and Procedure

- 5.4.1 Ontrack College takes complaints and concerns that parents/carers may raise seriously, and they will be dealt with promptly.
- 5.4.2 If you have a grievance concerning a student or staff member, please discuss the issue in the first instance with the staff member in question. If the problem is not resolved, then please contact the principal at s.lorimer@ontrack.qld.edu.au.
- 5.4.3 You may also access information about making a complaint and the form to record and submit your complaint on our website, www.ontrack.qld.edu.au or in hard copy at our reception desk.
- 5.4.4 Complaint Procedure
 - Contact the relevant staff member.
 - Complete Complaint or Dispute Form
 - Contact Principal
 - Contact Executive Principal
 - Referral to Chairperson of the GEMS Christian Education Ltd Board
- 5.4.5 At any stage of this procedure, a solution may be reached. This will negate the need for further steps.
- 5.4.6 GEMS Christian Education Ltd recognises and acknowledges your entitlement to complain, and we hope to work with you in the best interests of the Students and Young People in our care.

5.5 Student Code Of Conduct

- 5.5.1 The purpose of the Ontrack College Student Code of Conduct is to facilitate an environment that equips students for life in the world by applying GEMS values through excellent education in a distinctly Christian environment.
- 5.5.2 This policy is also available at www.Ontrack.qld.edu.au

5.6 Safety Behaviour

- 5.6.1 To ensure the safety of all, a student must:
 - a) stay in assigned and supervised areas;
 - b) follow directions and display appropriate behaviour in response to safety and other directives;
 - c) smoking, vaping, and similar, are strictly prohibited and police may be contacted if underage students are found to have been involved; and
 - d) adhere to cyber safety guidelines as outlined in agreed practice. Mobile phones/electronics games/etc. may be confiscated if being used during Ontrack College time. Parents/carers may be called to retrieve the device.

5.7 Property

- 5.7.1 All properties at Ontrack College, such as books, furniture, playground equipment, and the building, must be used with the community in mind. Any individual destroying or damaging any of these items,

whether by accident or intent, is expected to replace, restore or repair the item as the case may require. Parents/carers may be asked to cover the cost.

5.7.2 Prohibited items (banned food items, mobiles, any internet-ready device, smoking, vaping, drug paraphernalia, alcohol, etc.) will be confiscated and will result in a reset. Any student-owned confiscated items will be held until parents/carers retrieve them.

5.7.3 Lunchtime expectations:

- Students are to stay off plants, fences, railings, and downpipes
- Students should remain on the property and ask permission to retrieve balls or athletic items that go over or under the fence. A staff member will supervise the retrieval.
- Students may use sporting, recreational or art materials during lunchtime. Computers are generally not available for recreation.

5.8 Student Travel To And From School By Bus

5.8.1 Ontrack College operates a bus service for students within Emerald. Please see Appendix A for details of our current bus timetable and route.

5.8.4 It is a privilege for a student to access the bus service. This privilege depends on the student displaying safe and lawful behaviour at all times while on the bus. Any disobedience to traffic rules, safety regulations, or teachers' instructions regarding these will indefinitely result in suspension from the bus.

5.8.3 Parents/carers whose children use the bus agree to become financially liable for vandalism or misuse of safety equipment or any other feature of the bus (including seats, windows, seatbelts, and all surfaces) their child perpetrates.

5.8.4 A safety camera operates in the bus cabin.

5.9 Exclusive Relationships

5.9.1 Ontrack College is like a family that reflects being part of God's family in the Church. The main goals of the College are to 'Serve Him in Holiness', and whilst a student at Ontrack, the main purpose of school is to gain an education and faith formation.

- A lively faith and a good education are the main purposes of this time at school for students
- There may be lifelong friendships formed at school, but they don't need to be romantic
- Students need first to learn what it means to be a family and to treat each other with the dignity and respect that they would use with extended family members
- They can learn to provide mutual and prayerful support to each other and learn first how to interact in a non-romantic way
- A litmus test for whether a relationship is appropriate in our setting is to ask: "Is this how I would relate to a family member? Sister? Brother? Cousin? Aunt? Uncle?" It is inappropriate in our setting if it isn't appropriate in these family relationships.

5.9.2 This includes teasing other students about romantic 'crushes' or singling out one boy or girl to interact in an exclusive way. Ontrack provides wonderful opportunities for those students, in particular, who may not have close siblings of the opposite sex, to learn how to be part of the family of God together.

5.9.3 There is a graver issue here as well, as the College has an obligation to protect minors under the *Child Protection Act 1999*, which may consider some behaviours between students of different age levels as requiring mandatory reporting to the Police. Our Child Protection Policy is available on our website under the 'About Us>Policies' tab.

5.9.4 Please contact the College if you have any concerns regarding exclusive relationships or would like ideas on assisting your children as they transition into adulthood.

5.9.5 The YOU: Love, Life and heology of the Body (Ascension Press) course is an excellent way to ensure the correct understanding of relationships for high school (most appropriate from year 9 and up), but the foundations are laid in primary school for an understanding of the correct way to interact as part of a family.

5.9.6 For younger students from 8 years and under, a highly recommended resource is Dr Gerard O'Shea's book, "As I have Loved You: A Programme for Christian Education in Human Sexuality - Years of Innocence and Puberty".

5.9.7 There are links to the YouTube talks accompanying this book available if you email office@Ontrack.qld.edu.au

5.10 HEALTH

5.10.1 Sick students

If students are sick, please keep them at home. Parents/carers will be contacted by the school to collect students who exhibit signs of illness during the day.

5.10.2 First Aid

First Aid may be provided at school. In the cases of serious injury or illness, parents/carers will be requested to take students to a doctor or the hospital by ambulance if necessary. Where there is an emergency, the school will arrange for an ambulance to attend the scene, and if necessary, the ambulance will take the student to the hospital.

5.10.3 Infectious diseases

Please be considerate of your child's friends and teachers. Illnesses in the following table spread quickly and easily through whole classes and families. We recommend that parents/carers ensure that their child/ren is appropriately vaccinated if possible.

This table should be read with the 'time out' poster published by Qld Health (www.health.qld.gov.au/data/assets/pdf_file/0022/426820/timeout_poster.pdf).

ILLNESS	EXCLUSION PERIOD
Chicken Pox	At least 5 days after last eruption when all blisters have crusted
COVID-19	7 days at home from the onset of symptoms &/or positive test result. If symptoms persist after 7 days, the child must remain at home until the symptoms disappear.
Diarrhoea	At least 24 hours without symptoms
German Measles (Rubella)	At least 4 days from when rash appears
Measles	At least 4 days from when rash appears
Mumps	At least 9 days after onset of swelling
School Sores (Impetigo)	At least 24 hours on antibiotics
Whooping Cough (Pertussis)	At least 5 days on antibiotics or 21 days from the onset of coughing

5.10.4 Medication

If children are ill enough to require medication, they should remain at home. If a child is well enough to attend school but needs medication, then prescribed medication will only be administered by Ontrack College staff if:

- Doctor prescription medication.
- Written authorisation is received from the child's parent/carer and medical practitioner.
- The medication is supplied in its original container, clearly labelled by a pharmacist with the child's name.
- Pharmacy over-the-counter medication.
- Written authorisation (letter or email) is received from the child's parent/carer.
- The medication is supplied in its original container.

Treatment for long-term conditions such as asthma, epilepsy, diabetes and mental health requires a medical plan from the child's medical practitioner or specialist detailing the medical condition of the child and how the condition is to be managed.

This is in addition to the written authorisation for the administration of medication.

5.10.5 Allergies / Anaphylaxis

It is the responsibility of parents/carers to provide Ontrack College with a copy of the relevant action plan if a child has a severe allergy of any kind. Action plans should be completed by the child's doctor and can be downloaded at www.allergy.org.au/hp/ascia-plans-action-and-treatment

6. STUDENT BELONGINGS

6.1 Lost & Found

Students are expected to take care of their own belongings in the classroom or in their school bags, located in the downstairs area of the school. If students lose items, lost property is located in the front office.

6.2 Money & Valuables

Students should not bring large sums of money or other items of value to school. If, however, it is necessary, any money or valuable item(s) should be left in safekeeping with the classroom teacher. They can be collected at the end of the school day. The school accepts no responsibility for loss of money and/or loss or damage to valuables.

6.3 Technology

All student mobile phones are to be left in their school bag during the school day. Students found in possession of a mobile phone during school hours can expect to face disciplinary action.

- Students are not to contact parents/carers or guardians during the day. Such requests should be made through staff.
- The school accepts no responsibility for replacing lost, stolen or damaged electronic devices.

7. DETENTIONS AND SUSPENSIONS

Ontrack College expects all students to strive to exhibit behaviour congruent with our GEMS values. Those who disrupt classes, breach school rules and/or display disrespectful behaviour will be dealt with according to this policy and will be transitioned through the progressive levels of consequences. If inappropriate behaviours continue, which may include detention, suspension, or incidents involving serious breaches of behaviour, immediate removal of students by parents/carers. Any process involving suspension or exclusion will involve communication with parents/carers.

The Principal is the final arbiter on matters of behaviour management.

8. VISITORS

For security and Workplace Health and Safety reasons, all visitors to the school must first report to the Office. You are asked NOT to enter the school through the communal outside areas in the first instance but to sign in at reception. From there, our staff will help and direct you.

9. PRIVACY POLICY

9.1 From time to time, Ontrack College will collect information from students and parents/carers. In relation to the personal information of students and parents/carers, our primary purpose of collection is to enable us to provide services to our students and families.

9.2 The purposes for which Ontrack College uses the personal information of students and parents/carers include:

- a) to keep parents/carers informed about matters related to their child's schooling through correspondence and newsletters;
- b) day-to-day administration of Ontrack College;
- c) looking after student's educational, social and medical wellbeing;
- d) reaching out to the local community on behalf of Ontrack College; and
- e) to satisfy Ontrack College's legal obligations and allow the College to discharge its duty of care.

9.3 In some cases where Ontrack College requests personal information about a student or parent/carer, if the information requested is not provided, Ontrack College may not be able to enrol, continue the student's enrolment or permit the student to participate in a particular activity.

9.4 On occasion information such as academic and sporting achievements, student activities and similar news is published in College newsletters, our Facebook site or our website. This may include photographs and videos of student activities such as sporting events, College camps and excursions.

9.5 The College will obtain permission at enrolment from the student's parent/carer to use such photographs or videos in our promotional material or otherwise make this material available to the public, such as on the Internet. Please let us know upon enrolment if you do not wish your child/ren's images to be used.

10 RELEVANT POLICIES

If you would like to read more about the information contained in this Handbook, the relevant Policies can be found on our school website <https://www.Ontrack.qld.edu.au/policies>

Appendix A

Bus Route 2023

Mornings

8:30 Emerald North State School

8:35 Hopelands Church, 66 Hospital Road

8:45 Bus stop in front of Calvary Christian Church on Robert Street

8:55 Marist College Bus Stop

9:05 Emerald Christian College

9:15 arrival at Ontrack College

Afternoons

2:35 departure from Ontrack College

2:45 Emerald Christian College

2:55 Bus Stop in front of Calvary Christian Church on Robert Street

3:05 Emerald North State School

3:10 Hopelands Church, 66 Hospital Road