

CAPS COOLGARDIE PARENT AND STUDENT HANDBOOK

2019

INTRODUCTION

Greetings to students/parents/Guardians

To all our returning students, welcome back and to our new students, welcome to the CAPS Coolgardie School. The 2019 school year will be challenging, exciting and character building. In addition, the school will be working hard to provide opportunities for all of our students to participate in activities and programs that develop their spiritual, personal, academic, sporting and creative attributes whilst building strong character along the way. Education of each CAPS Coolgardie student is our goal and CAPS staff will do whatever it takes to do provide a learning environment that addresses the needs of our students.

The purpose of this booklet is to provide an overview of the policies and procedures that occur in the school as well as student expectations to ensure a child's achievement for the future.

“But Jesus beheld them, and said unto them, with men this is impossible; but with God all things are possible” Matthew 19:26.

In Christ

Kurtis Leslie

Principal

History of CAPs

CAPS was born out of the frustration of many local Aboriginal people who felt that the existing systems of schooling were not adequate to meet the needs of their children. They further added that the standard of schooling that was being provided to Aboriginal students was very poor and that the teachers did not have confidence in the capacity of Aboriginal students to achieve high outcomes.

Many of the parents had been raised on Mount Margaret Mission and had achieved very high standards of education and so now held senior positions in business and government. They were frustrated therefore when they saw their children leaving school early and being unable to perform basic numeracy and literacy tasks.

In April 1980, a group of Aboriginal people formed a committee to investigate the possibility of forming an independent Aboriginal school that would emphasise high academic standards within a Christian context. They wanted to replicate the strengths of the Mount Margaret mission of the 1930s to 1960s.

CAPS Coolgardie was opened in 1981 under the principalship of Mr John Tyndall and stressed the principles of Christian education, remediation programs, extension of students according to their individual needs, success in numeracy and literacy, widening the knowledge and understandings of students, and fostering a strong social conscience, personal respect and leadership skills. Non-Aboriginal children were not excluded from enrolment at CAPS and the school has had a continual stream of non-Aboriginal children move through the school, especially in the primary section.

The school also emphasised learning as a life long process so that Aboriginal people would be able to make sound decisions in life in the future. It aimed at linking education with employment and training and, while it stressed an academic approach, it also worked to develop a strong relationship with CAPS Wongatha as a VET training institution for appropriate Year 11 & 12 students.

The founding members of the School Board embraced the Christian faith and desired to see a Christian environment develop to surround their children during their education. This is because they saw the Christian faith as being the cornerstone to individual achievement.

In 2016, the essential principles enunciated in 1981 are still being promoted. These principles include;

- Christianity being the cultural environment in which the school is situated

- Belief in the potential of indigenous students to achieve the highest levels in learning
- The need for the school to prepare students for training and employment and higher education
- Excellence in education with all students being offered learning opportunities that are tailored at their level and needs while also being challenging.

Mission statement

CAPS Coolgardie is a Christ centred learning community committed to fostering spiritual growth and advancing the scholastic and athletic gifts of each unique student for entry into tertiary institutions and the communities they will build.

Vision statement

- Develop a rigorous, challenging and developmental outdoor education program.
- Develop opportunities for students to play, coach or manage sport at the highest level.
- Develop a Christ centred foundational program aimed to support and grow the personal relationship with Jesus Christ for God's glory.
- Develop a professional, engaging and confidence boosting arts program through music, drama, singing and art.
- Develop an engaging, reflective, data driven and challenging academic program for university bound CAPS Coolgardie students

Five Pillars

1. CAPS Coolgardie will set a high standard of expectations within the mindset of our students.
2. We will emphasise continuous improvement through data analysis and results.
3. Parent partnership that celebrates and supports a commitment to school.
4. We will provide a learning environment that is innovative and character building.
5. We will develop partnerships with Local, State, National and International organisations for the purpose of growing the God-given gifts each student possesses.

Character values

CAPS CHARACTER IN ACTION	
Confidence	<ul style="list-style-type: none"> • I will not be afraid to try new things. • I will not be afraid to speak in front of the class.
Servant hood	<ul style="list-style-type: none"> • I will help others without expecting a reward. • I will work well with my teammates • I will keep the school clean by tidying up after myself. • I will treat all students nicely and show a positive attitude.
Integrity	<ul style="list-style-type: none"> • I will treat all students nicely and show a positive attitude. • I will listen when someone is speaking to me. • If a teacher asks me a question about my behaviour I will answer honestly. • I will never show attitude toward my teacher even when I am not being watched. • I will respect my property • I will always use a positive tone and body language when talking with teachers. I will never show attitude to a teacher. • I will complete all my homework on time • I will be honest and always tell the truth.
Discipline	<ul style="list-style-type: none"> • I will be able to control my emotions even when the teacher has instructed me to do the right thing. • I will remember to tuck my shirt in when lining up. • I will come to school every day prepared and on time. • I will always stay focused on the task I am doing. • I will always complete my classwork to the best of my ability. • I am committed to completing my CAPS service. • I am committed to completing all my homework. • I am committed to following my teachers instructions. • I am committed to following a 'no teasing' policy. • I am committed to wearing my full P.E. kit for physical education.
Humility	<ul style="list-style-type: none"> • I will say thank you to my teacher when I receive handouts • I will thank my classmate when they do something for me • If I see rubbish I will pick it up without a teacher telling me. • If I am confused, I will try to understand my work • I will keep my uniform neat when being told. • I will take responsibility for my actions and accept my consequences well.

Term Dates

Term One	Tuesday 5 th February -Friday 12 th April	10 weeks
Term Two	Tuesday 30 th April - Friday 5 th July	10 weeks
Term Three	Tuesday 23 rd July - Friday 27 th September	10 weeks
Term Four	Tuesday 15 th October - Thursday 12 th December	9 weeks

Public Holidays

Australia Day	Monday 28 th January
Labour Day	Monday, 4 th March
Easter	Friday 19 th April to Monday 22 nd April
ANZAC Day	Thursday 25 th April
WA Foundation Day	Monday, 3 rd June
Queen's Birthday	Monday 30 th September

Hostel arrival and departure dates

Term one	4 th February and 12 th April
Term two	29 th April and 5 th of July
Term three	22 nd July and 27 th September
Term four	14 th October and 13 th December

School development days

Board Induction	30 th January
Term One	31 st January, 1 st and 4 th February
Term two	29 th April and 31 st May
Term Three	22 nd July
Term four	14 th October and 13 th December

Term reporting

Term One	Character report – Friday 12 th April
Term Two	Parent meetings– 5 th June to 6 th June Academic Report – Friday 5 th July
Term Three	Character report – Friday 27 th September
Term Four	Parent meetings– 12 th – 13 th November Academic Report – Friday 13 th December

Outdoor Education camps

Term one	NA
Term two	Year 8 camp week 2 (8 th - 10 th May) Year 10 camp week 3 (15 th - 17 th May) Romans camp week 5 (29 th -30 th May) Year 9 camp week 7(12 th -14 th June)
Term three	Year 11-12 camp week 3(5 th -9 th August) Year 7 camp week 6 (27 th -30 th August)

Term four Kings camp week 2(24th-25th October)
 Genesis camp week 4(6th-7th November)

Camp Week

Term four Week 8 & 9 TBA

Sports carnivals

Term one Week 10 Tuesday Football Carnival
 Term two Week 10 Tuesday Basketball Carnival
 Term three Week 10 Tuesday Athletics Carnival
 Term four Week 8 Thursday Swimming Carnival

School Arts Performances

Term one Week 9 Friday Easter Service
 Term two Week 8 Friday Gospel Concert
 Term three TBA
 Term four Week 3 Friday School Play

Class schedule

Secondary School					
Monday, Wednesday		Tuesday and Thursday		Friday	
8.30am - 8.40am Morning meeting		8.30am - 8.40am	Form	8.30am - 8.40am	Form
8.40 – 9.40am	Period One	8.40 – 9.40am	Period One	8.40 – 9.40am	Period One
9.40 – 10.40am	Period Two	9.40 – 10.40am	Period Two	9.40 – 10.40am	Period Two
10.40 – 11.00am	Recess	10.40 – 11.00am	Recess	10.40 – 11.00am	Recess
11.00 – 12.00pm	Period Three	11.00 – 12.00pm	Period Three	11.00 – 12.00pm	Period Three
12.00 – 1.00pm	Period Four	12.00 – 1.00pm	Period Four	12.00 – 1.00pm	Period Four
1.00 – 1.40pm	Lunch	1.00 – 1.40pm	Lunch	2.50 – 1.30pm	Assembly
1.40 – 2.35pm	Period Five	1.40 – 2.35pm	Period Five		
2.35 – 3.30pm	Period Six	2.35 – 3.30pm	Period Six		

Primary School		
Monday, Wednesday	Tuesday and Thursday	Friday

9.00am - 9.10am Morning meeting	9.00am - 9.10am Form	9.00am - 9.10am Form
9.10 – 9.40am Period One	9.10 – 9.40am Period One	9.10 – 9.40am Period One
9.40 – 10.40am Period Two	9.40 – 10.40am Period Two	9.40 – 10.40am Period Two
10.40 – 11.00am Recess	10.40 – 11.00am Recess	10.40 – 11.00am Recess
11.00 – 12.00pm Period Three	11.00 – 12.00pm Period Three	11.00 – 12.00pm Period Three
12.00 – 1.00pm Period Four	12.00 – 1.00pm Period Four	12.00 – 1.00pm Period Four
1.00 – 1.40pm Lunch	1.00 – 1.40pm Lunch	2.50 – 1.30pm Assembly
1.40 – 2.35pm Period Five	1.40 – 2.35pm Period Five	
2.35 – 3.30pm Period Six	2.35 – 3.30pm Period Six	

ADMINISTRATION

Office hours

CAPS office is open from 8:25am – 3:40pm Monday through to Friday. Students are released on Fridays at 1:30pm.

Staff Hours

Monday to Thursday 8:25am – 3:40pm
Friday 8:25am -1:40pm.

Admissions

CAPS Coolgardie is a fee-paying school that selects new applicants based on the strength of their application. The enrolment process consists of an application, school report and phone or face to face interview with parents/guardians and student. Open enrolment for the 2018 school year will begin prior to the start of Term 1 and Term 2. Open enrolment for 2019 will begin in Term 3 and 4 of 2018. Applications received after the last day of open enrolment or in the case of the hostel being full will be placed on the appropriate waitlist in the order received. Applications and waitlists do not carry over from one year to the next.

Who May Enrol a student

Students must be enrolled by either a biological parent or a legal guardian. A biological parent must be listed on the child's birth certificate; a legal guardian must have court documentation of legal guardianship.

Withdrawal

When a family moves from Coolgardie or Kalgoorlie or decides to withdraw their child for any reason, they must inform the school and provide a transfer note from the new school. Parents must ensure the transfer note occurs within 10 school days of withdrawal, or CAPS Coolgardie will be required to contact the education department to inform them of their withdrawal. No student records will be released to subsequent schools if a school has not obtained a transfer note or student has any outstanding payments owed to school. Once withdrawn, a student must complete a new application and go through the application process to return to CAPS Coolgardie.

Age Requirements

At CAPS Coolgardie our age criteria are as follows:	Minimum Age	Maximum Age
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Grade		
Kindergarten	4(yrs) by 30 th of June	5
Pre primary	5(yrs) by 30 th of June	6
Year 1	6(yrs) by 30 th of June	7
Year 2	7(yrs) by 30 th of June	8
Year 3	8(yrs) by 30 th of June	9
Year 4	9(yrs) by 30 th of June	10
Year 5	10(yrs) by 30 th of June	11
Year 6	11(yrs) by 30 th of June	12
Year 7	12(yrs) by 30 th of June	13
Year 8	13(yrs) by 30 th of June	14
Year 9	14(yrs) by 30 th of June	15
Year 10	15(yrs) by 30 th of June	16
Year 11	16(yrs) by 30 th of June	17
Year 12	17(yrs) by 30 th of June	19

Please Note: exceptions may be granted regarding students repeating but this will be based on consultation between school and parents.

Early Childhood School Readiness Policy

Please note that students must be **fully** toilet trained in order to attend school at CAPS. Early childhood students must be able to button/unbutton their pants, fully wipe themselves after using the toilet, and able to change their own clothing after an accident. We also ask that each child bring two changes of clothes (including pants, shirt, underwear, and socks) to store at school in case of a bathroom emergency. When emergencies arise, we will send home the uniform to be cleaned. Please replace clothing once it's used, the weather changes, or your child's size changes. **It is the parent's responsibility to ensure that their child has extra clothing at school (a complete set includes: underwear, socks, shoes, pants/shorts and shirt) at all times. It is *not* the school's responsibility.**

Re-Enrolment Procedures

Parents of current students wishing to attend CAPS Coolgardie for the following year must notify the school by completing a re-enrolment form by the term 4 deadlines and all applicable related paperwork by the last day of school. Forms and reminders will be sent home well before the deadline. Parents of current students who miss the deadlines must submit an application to be considered for re-enrolment.

Student Fees

A full detail of fees can be found on the school website.

Please Note - Prices are subject to change without notification and a pay system is available

If there are still student fees outstanding on any student account – lunch, activity fees, clothing, and school fees or any other fees academic transcripts and reports will not be released to the student, parent, or another school, nor will that student be permitted to participate in any overnight trips or field trips. Once the balances have been paid, academic transcripts, report cards, and records will be released and the student may attend the trip if there is still space available.

Academics

Kindergarten

CAPS Coolgardie Early Childhood Program provides numeracy, literacy, science, society and environment, music, physical education, art and bible instruction. Emphasis is placed on preparing the students for lower primary.

Lower primary and upper primary

Our lower and upper primary school uses a balanced literacy approach with phonics, guided and independent reading, writing and comprehension. Our teachers for math focus on number and algebra, measurement and geometry and statistics and probability and students are exposed to a well-rounded curriculum including society and environment, science, art, music, language, physical education, outdoor education, information technology, bible and character development.

Secondary School

At our secondary school, we offer various classes, designed to prepare our students for success and entry to universities. CAPS Coolgardie offers intervention classes with a focus on numeracy and literacy as well as Foundation and General West Australian Certificate of Education (WACE) courses with a focus to obtaining a WACE Certificate and entry into university. Students can take classes such as music, PE studies, Language, Information technology, Outdoor education, Bible, Science, History, Maths and English as well as taking place in extra-curricular programs outside the classroom.

Grade Scales

CAPS Coolgardie utilizes the following grade scales

Childhood through Grade 1

E = Excellent (Student is exhibiting mastery in that subject matter)

S = Satisfactory (Student is exhibiting proficiency in that subject matter)

N = Needs Improvement (Student is working on a basic level in that subject matter)

U = Unsatisfactory (Student is working below basic in that subject matter)

In addition, early childhood and elementary schools utilize standards based grading, which provides information on individual standards mastery.

Year 2 -10

85-100 A = Excellent - The student demonstrates achievement that greatly exceeds the expected standard. Their achievement is well beyond what is expected at this year level

66-84 B = Good - The student demonstrates achievement that exceeds the expected standard

50-65 C = Satisfactory - The student demonstrates achievement at the expected standard. The student is able to progress to the next level of learning

25-49 D = Limited - The student demonstrates achievement below the expected standard. The student demonstrates a quality of learning that is adequate for progression but will still need additional support or assistance to progress.

0-24 E = Very Low - The student demonstrates achievement below the minimum acceptable for this year level.

West Australian Certificate of Education

75 – 100 A = Excellent achievement

60 – 74 B = High achievement

50 - 59 C = Satisfactory achievement

40 - 49 D = Limited achievement

Below forty percentage E = Inadequate achievement

Individual Education Plan

Students who are performing below their age appropriate levels will have a documented education plan as well as those in care of the department for child protection.

Year 12 Graduation

A student must achieve a WACE certificate in order to graduate from CAPS Coolgardie or achieve a set of prescribed components. Those students who are expected to meet a set of prescribed components are those ineligible to enrol in WACE.

School Reports

CAPS Coolgardie issues school reports per term, which consists of a character report and academic report. Parents/Guardians and students are expected to attend parent meeting interviews in Term 2 and 4 to receive academic report and to discuss student performance.

Homework Policy

Homework is seen as an integral part to developing a positive learning environment by reinforcing a greater understanding of academic concepts and effective study habits. Homework will be given every day to CAPS Coolgardie students for each subject and 20 minutes of required reading. The completion of homework will be monitored through the use of a homework folder and a reading log for parents or Guardians to sign. Homework must be completed in accordance with the CAPS Coolgardie standards for hard work, perseverance and presentation. For more information please view the policy on the school website

Independent reading

The more students read the better they get with regards to speed, accuracy, vocabulary and comprehension. Extension reading is expected to occur outside of school hours and the recommended time should be 20 minutes each night. A student and parent who makes a commitment to this expectation will improve the literacy levels of their child. CAPS Coolgardie has created an independent reading log that parents use to record what pages your child has read that night. Only sign the reading if you have seen your child read. The best methods to support your child's reading are to listen to them read out aloud and to ask questions about what they have read. Consistency and repetition equal student improvement.

Student Organizational Plans

Organizational skills are explicitly taught to students. A school wide system will help students to reinforce the proper organization of their student files. For example each subject will have specific coloured exercised book, dairy and homework folder. The stationary listed can be purchased from the school.

Stationary

At the beginning of the year CAPS Coolgardie will provide parents with a booklist for the relevant classes. Some of the school supplies on the booklist can only be purchased at the school whilst the other items can be purchased at a store. Students are expected to arrive at school with the proper supplies daily, including a school bag, pencils and paper. Students who arrive unprepared will receive a detention. Book lists can be found on the school website.

Form class

Each student will be assigned to a form class at the beginning of the year. We carefully choose form class for students based on academic needs. Because switching form classes mid-semester is very disrupting to not only that student, but to all of the other students in the homeroom, we do not

honour parent requests to move students' form class unless it is a part of a principal and parent agreement. CAPS Coolgardie reserves the right to move any student to a new form class at any time.

Weekly reflection

CAPS Coolgardie since its establishment has focused on character development and it is an integral component of the school curriculum. The development of character is as important as teaching rigorous academic skills and both are critical to the success of our students at CAPS Coolgardie and University and life. The significance of implementing character into the school curriculum can be seen in the establishment of weekly reflection and student character reports.

CAPS Coolgardie staff will offer students a structured and meaningful way to view and discuss Character whilst developing it in each one of our students. Weekly reflection provides the opportunity for our students to discuss and reflect on their character development around the CAPS Coolgardie values. Students reflect on the character choices during the week by answering a series of questions. The character reflection sheets allow the teacher to provide comments as well, which then is taken home and signed by parents and returned by the students on Monday. It is the student's responsibility to ensure that the character sheets are signed and returned, failure to do will result in a detention as the character reflection sheets function as an important communication aide between the school and parents.

Lunch, leisure, play and activity areas

Out of bounds areas

Students are not permitted to leave the school without written advice from parents/carers. Note: **Children are not permitted to go home during recess or lunch.** Otherwise students are not permitted in the following areas:

- In classrooms without a teacher
- In the office foyer without good reason; e.g. medical, stationary or toilet
- On the hostel side of the school
- In the hostel (unless teacher permission is given and supervision is available)
- Building sites or other CAPS venues.

Areas for Primary use (Years k-1)

Lunch and recess is usually eaten at the Kindergarten building or near the library

Areas for Primary use (Years 2-7)

- Lunch is eaten on the concrete area near rooms seven and eight or under the Library's undercover area adjacent to the playground.
- Playground and associated grassy strip adjacent to rooms seven and eight.
- Quiet activity is permitted near rooms seven and eight.
- Running is not allowed on the concrete.
- Students in Years 4-7 may play on the school oval and use the basketball courts based on a roster
- Library when open.

Areas for Secondary use (Years 8-10)

- Lunch is eaten on the seats in the canteen undercover area, seats under the Library's undercover area adjacent to the computer room and also the seats in the courtyard pergola.
- Quiet activity is permitted near rooms one to six.
- Running is not allowed on the concrete.
- School oval and use of basketball courts. This will be based on a roster.
- Library when open.

Areas for Secondary use (Years 11-12)

- Side of school, the area behind Room 1,2,3 and adjacent to Moran Street.
- School oval.
- Library when open.

School lunch procedures

- Lunches must be ordered from an approved menu by 8.50am or during recess on Monday to Friday from the canteen.

Eating arrangements

- Children must remain seated for the first fifteen minutes of lunch in their designated area and no one may be dismissed until the area where they are sitting is clean.
- Please note that stimulant drinks like Red Bull or soft drinks or lollies are not to be consumed at school. Junior primary children may need to show their lunch boxes to the duty teacher to ensure that they have eaten enough food.
- Students must eat morning and/or afternoon recess in the lunch eating area. They cannot walk around or play while eating.
- Students must sit to eat at any recess break.
- Breakfast club operates every day in the Canteen area from 8:00am.

No Hat No Play

- The school adopts a no Sun Smart hat – play in the shade. No hat – No play” policy in Terms One and Four.
- All students and staff are required to wear hats that protect their face, neck, and ears, i.e. legionnaire, broad brimmed or bucket hats, whenever they are outside. Baseball or peak caps and visors are not considered a suitable alternative.

Parents to school

The following general rules apply to the role and function of parents:

- All parents should make their initial contact with the school through the office.
- This includes parents who need to speak to teachers or need to purchase or drop off lunch.
- All parents who need to take their children for approved reasons will have to sign in and sign out using the visitor’s book located at the front office.
- All times before 3.25pm parents and visitors must have a visitors badge when walking around the school grounds.
- All Parents are to wait outside the gate for their child when dropping them off in the morning and picking them up when school finishes. **Exceptions below include:**
- **Kindergarten and pre-primary** student can be picked up at the early child classrooms but parents must enter from the gates located alongside Lindsay Street where the vegetable garden is located.
- **All other primary student’s** students can be picked up at the classrooms at 3:25pm entry but parents must enter from the gates located alongside Lindsay Street where the front office is located.

Newsletters

A newsletter is produced at the end of each term and mailed home. The purpose of the newsletter is to highlight the successes of our students as well as upcoming events.

Fundraisers

All fundraisers are intended to provide resources for excursions and sporting competitions and all students involved in the respective excursions or programs are required to participate. Fundraisers events times vary but parents are encouraged to help out. Parents are responsible for organising transport of their child/guardian to the events.

SCHOOL MEETING

MORNING MEETING

A formal morning meeting will take place every Monday and Wednesday morning. Secondary school has theirs from 8:30 to 8:40am and primary school from 9:00 to 9:10am. The morning meetings are an important strategy in praising student performance, raising any concerns and preparing our hearts and minds to honour and glorify the Lord at CAPS Coolgardie. Parents are welcome to attend.

Assemblies

A formal whole school assembly to which parents are invited is held every Friday from 1:00-1:30pm in the MFC for primary and secondary. The assembly includes praise and worship songs, the school chant and other items related to school matters. Student councillors participate in the formal assemblies during which items such as individual and class prizes, merit certificates awarded, success stories and when available guest speakers. Appropriate participation is an expectation of all students and failure to do so will incur a consequence.

Faction Fridays

Faction Fridays are an extension of our school carnivals and are meant to instil school pride and teamwork across the student cohort. Faction Fridays occur fortnightly and students are expected to wear sports uniform with an appropriate faction colour shirt.

Incurion and Excursions

When your child enrolls at CAPS you will be asked to sign a permission slip that allows them to participate in excursions. These may include excursions which allows your child to leave the building, on foot and under the supervision of a school employee to nearby playing fields, school carnivals, library visits, ODE camps, PE activities and other educational activities for the duration of their time at CAPS. No child will be permitted to leave the school for an excursion if they do not have written permission. Please sign all permission slips in a timely manner. Teachers will leave your child, under adult supervision, at the school, if written permission is not received or if the child has not satisfied the requirements made by the teacher. For more information please see excursion and incurion policy.

Excursions

These excursions will give the students a clearer understanding of the larger world around them and the opportunity to apply their learning in areas outside of their home community. However, the students must earn the privilege of attending the trip. The trip will be earned throughout the year and will be reflected through gains in the area of 90% attendance, 90% homework completion and 90% good behaviour and achieving community service requirements and suspensions. The Announcement for end of year school trip will take place in Term 1, with a special presentation and fun day.

If there are still student fees outstanding on any student account – lunch, activity fees, clothing, and school fees or any other fees academic transcripts and reports will not be released to the student, parent, or another school, nor will that student be permitted to participate in any overnight trips or field trips. Once the balances have been paid, academic transcripts, report cards, and records will be released and the student may attend the trip if there is still space available.

End of year state, interstate or international excursions

All excursions that fall within this category mean that students must earn the right to attend by achieving the expected school criteria.

Student Expectations

Attendance

Attendance at school is the single most important determinant for learning. Attending school must become a priority as does a desire and enthusiasm to do their best at school each day that they attend. At CAPS Coolgardie there is an expectation that regular attendance occurs rather than poor attendance and we aim for 90% attendance. Our vision is ambitious but essential for spiritual, academic and social development to occur. CAPS Coolgardie values the role of parents and know that without parent support a child will not develop the gifts that God has blessed them with. CAPS Coolgardie relies on the parents' to ensure that the child attends school every day as it is ultimately the Parents responsibility. CAPS Coolgardie believes that more than three absences a term or more than 6 a semester to be excessive and detrimental to a student's development. The goal should be for all students to make it through the year with fewer than 10 absences. Please support this initiative by not allowing a child to miss any days of school except for a serious illness. Excessive absences will not be accepted.

Arrival

Students in grades K through 4 are expected to be accompanied by an adult or a responsible sibling on the way to school. Children will not be supervised or allowed into the building before the school's official arrival time. At that time, teachers will report for their respective morning duties and students will be escorted into the grounds.

Dismissal

Students in grades K through 4 will be dismissed to an approved adult or a responsible sibling. Students are dismissed at the school's official dismissal time. Please make sure that someone is here to pick up your child at dismissal time. Genesis class parents will need to come into the school to get their child each afternoon. All persons picking up early childhood students will need to be on the child's "safe list" and IDs will be checked if the early childhood Staff does not recognize the adult(s).

Late Pick-ups

Teachers and staff at early childhood schools are officially off duty fifteen minutes after the school dismissal time. If your child has not been picked up by that time they will escort your child to the front office and the parent will be notified.

Safety, Order, and Student Discipline

A safe and orderly learning environment is essential to the academic success of our students. While students need a challenging curriculum, dedicated teachers and proper materials, they must also have a safe and disciplined setting in which to learn. It is the policy of CAPS Journey to provide a safe environment where all of our students can learn.

CAPS is serious about school safety and will promote the safety and well being of our school community by suspension and/or removal from school of students that fight and display physical aggression towards their peers or teachers. Permanent removal from CAPS is a potential consequence after one incident of physical aggression.

CAPS will also hold high expectations of students to promote an environment free of classroom distractions and positive, academic communication between students. This is evident in the CAPS

student commitment to character agreement. We “sweat the small stuff” to create and preserve a safe and focused learning environment. Many of the CAPS Coolgardie routines and rewards will uphold the schools core values. Therefore, students must experience the consequences poor individual behaviour can have for the community and actively engage in repairing the damage their actions cause to our school community.

The basic premise of discipline at CAPS is that good things happen when an individual makes wise choices and bad things happen when an individual makes poor choices. Therefore, everything that happens to a student, the good and the bad, is earned, and is a direct result of his or her behaviour.

Our teachers will use a large array of strategies to promote positive behaviour and to correct problem behaviours. Our staff faculty uses positive reinforcement whenever possible, doing their best to “catch students doing the RIGHT thing.” Staff faculty will model and teach the CAPS values, give praises for exceptional conduct and write praise points to students. Our Classroom economy system and CAPS Character awards is another way we reward students for doing the right thing. For example at the end of every month, students will evaluate their own performance and get feedback from their teachers about how they have incorporated the values. Students may earn letters, and some (the very best) will earn the overall Character award.

Outdoor education camps, faction carnivals and school functions

As a condition of enrolment all students are expected to participate in these important character building activities.

Communication in classroom

CAPS Coolgardie students use a hand signal to use the bathroom if they require a tissue and a pass for movements between classrooms. Students are not allowed to leave class to get a drink of water they must use their water bottle.

Expectations for Time on Task

Classroom distractions are not to be tolerated. CAPS will not allow one or a few students to hold back an entire class. During orientation week we will introduce our students to a zero tolerance policy on classroom disruptions. If students are disruptive or off-task, they are subject to disciplinary actions. The staff cohort and families should expect to have parent conferences regularly during the school year as children become familiar with CAPS expectations.

Computer network Policy

The student computer resources at CAPS are available for student use to enhance learning. Internet access is provided and encouraged. All students have access to computer facilities for online learning. However, students have a responsibility to use the facilities in an appropriate manner. All students will sign a student computer facility and network agreement within the first week of enrolment and no student will be allowed to access computers and internet until the agreement has been signed and returned. This agreement establishes rules for the student and secures a commitment for best use practices.

Mobile phones

It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in mobile phone policy. The decision to provide a mobile phone to their children should be made by parents or guardians. Parents should be aware if their child takes a mobile phone onto school premises. Permission to have a mobile phone at school/while under the school’s supervision is contingent upon parent/guardian permission in the form of a signed copy of the policy.

The school will not be responsible for lost or stolen phones, and if the phone rings or is seen during the school day, it will be confiscated (it should be shut off and out away during the entire day). The only way a student may get a confiscated phone back is by bringing in a parent or guardian to retrieve it. Bus students are to hand phones into the bus driver before they leave the bus. The bus driver will lock the mobile phones and any other valuable items into a toolbox.

Bathroom Policy

At CAPS, a common hand signal will be used school-wide to indicate the immediate need to use the bathroom. Students are allowed to use the bathroom at the teacher's discretion and are encouraged to go during independent work time, not when a new lesson is being taught. Students will generally not be allowed to use the bathroom during the first five minutes and last five minutes of class. We ask parents to notify the school if a child has a unique medical need requiring special bathroom accommodations. School bathrooms must be kept extremely clean by all students.

Students will have an official bathroom pass. Students must sign out for the toilet key. Students must take the bathroom pass with them. Classes will have no more than one pass. Students should go immediately to the bathroom and directly back. In the kindergarten division, teachers may also take students as a group to the bathroom during specified times of the day.

Students outside of class (K-12):

Because CAPS wants to maximize class time and minimize both distractions and the chance for poor behavior, students should rarely be outside by themselves during class time by themselves. There are only four times when students should be outside of the class:

1. A student (or a class) is being escorted by a teacher.
2. A student has CAPS Coolgardie office pass or bathroom pass and is going to or from the bathroom or office.
3. A student has arrived after 8:35 A.M. and has a late pass from reception.
4. A student or group of students has earned the right to transition on their own. In this case, this should be communicated clearly to the rest of the staff.

Teachers should ask any student in the school why they may be outside of class. If the reason isn't legitimate, the teacher should politely escort the student back to class and figure out if the student indeed had permission.

Dress Code

Students are required to wear the CAPS uniform every Monday through Friday.

In addition, the CAPS dress code consists of the following regulations:

- A student must have the correct uniform on at all times including school excursions.
- All CAPS shirts must be tucked in at all times.
- All pants must be an appropriate size and fit. Cannot go below hips
- All students must have the correct CAPS Coolgardie school bag

Students may not wear the following:

- Jeans or Denim
- Jackets or jumpers
- Pants that have graffiti or holes
- Tank tops
- Open toed shoes, sandals, or high-heeled shoes
- Stretch pants or leggings
- Track pants
- Pants that sag below the waist

- Bandanas
- Wearing Hats in class or when lining up
- Jewellery (earrings are not allowed for boys; they are allowed for girls but can only sleepers or studs the size of a 5 cent piece, no name earrings)
- Fake nails
- No facial piercing
- No coloured nail polish, only clear nail polish
- No makeup
- Long sleeves
- "Silly Bands"
- Any additional items that the school feels are distracting to students

Toys, Games & Gadgets

Students are not permitted to bring toys of any kind to school. All toys, cards, games and electronics not specifically authorized by the School Principal will be confiscated and returned only to parents and guardians at a scheduled meeting. The exception will be the Genesis students when having show and tell on Mondays.

Personal Belongings

Students at CAPS Coolgardie are not allowed to have the following items at school:

Chewing gum
 Lollies
 Cool drink
 Any illegal substance
 Weapons and toy weapons
 Stuffed animals or dolls
 Nintendo DS, Sony PSP, or any other electronic toys
 iPods, mp3 players
 Jewellery (in accordance with dress code)

As such, CAPS Coolgardie will not be responsible for lost or missing items on the list above as students are not permitted to bring them to school.

Confiscation and return of unauthorised items

If a teacher or staff members sees a student with unauthorised, non-academic material, the teacher or staff member will take the item from the student ("second chances" or warnings will not be given) and give that item to the main office staff with a note saying which student had the item, what staff member took it, and the date it was taken. The main office staff will label items and keep them in a locked area. To get the item back, a parent will need to come to the front desk to pick it up during the hours of 8:30 AM to 4:30 PM. Items will not be returned directly to students.

Lockable toolbox

Students who have valuable items can ask the PE teacher to lock them into the toolbox before Physical education class or bus driver.

No graffiti on bodies, clothes, stationary or work

Greeting Guests during Class

When other teachers, administrators, visitors, etc. enter a room, students should simply remain focused on their work. It is not okay for all students to say, "Hi, Mr. Johnson" or otherwise greeting guests during class. The teacher will allocate one student that will have the responsibility of greeting a

visitor. Students should know that visitors are there to see them learn.

Last Names:

Students should call all adults in the building (teachers, interns, office staff, after-school teachers, school custodians, etc.) by their last names at all times. Mr, Mrs and Miss.

College and Class Names:

At CAPS Coolgardie classes will be called by Bible names. Therefore, instead of saying, “Ms. Johnson’s class” or “year 7” ... we will say “Mathew” or “Mark”

The Classroom teachers will choose a memory verse that describes their vision for the class and decorate the room with paraphernalia from the University they attended.

Students should know where that University is located, famous alumni, etc. Students should also be able to quickly answer the following questions: What year are you graduating from high school? What year are you graduating from university? Why are you at this school? (To get a great education so I can go to University and have a great job and life to glorify the Lord!). Students should also be able to recite the school’s core values.

Student council

One of our most powerful means of student contribution is the student Council. Consisting of 9-10 students and 1-2 faculty members, the student council is elected by students and charged with supporting and adding to the school’s vision. The student council will meet each week and lead assemblies and special school functions.

Management of behaviour

CAPS Coolgardie staff use several different approaches to manage inappropriate behaviours. CAPS Coolgardie teachers will be trained in an array of student discipline techniques. They will identify and address the antecedent causes of behaviour. Teachers will manage minor disruptions in their classrooms and teach the common routines and behaviours necessary for our students to be successful. Teachers will use the CAPS Coolgardie value system as opportunities for teachable moments and positive reinforcement. Frequent parent contacts will provide opportunities for teachers and parents to work together to problem-solve when behaviour problems occur. At CAPS our approach to discipline will primarily be preventative. Teachers will use a range of lower-level consequences (non-verbal cues, conferencing with student, loss of privileges, etc...) before resorting to more serious consequences. However, we will have clear policies governing suspension and expulsion. Certain offenses will result in in-school suspension while other more serious violations will result in out-of-school suspensions. Only the most serious violations – those that put students and/or the school in grave physical danger – will be considered grounds for expulsion.

CAPS Coolgardie classroom culture

CAPS Coolgardie will have a classroom culture founded on clarity and consistency of expectations. Behaviour expectations will be common from classroom to classroom. For example, all students will wear the correct school uniform (shirts tucked in). All students will learn and practice common courtesies (please, thank you, and proper greetings) and CAPS Coolgardie students will enter into the classroom quietly, sit at their desks and SLANT. Below are important structures for classroom culture.

1. High Expectations, Clear Routines: The teacher sets (with clear What to Do statements) and reinforces clear expectations and routines for high standards of behaviour consistent with our common picture; with a Strong Voice, the teacher sweats the small stuff (e.g. SLANT, no call outs

= hands up, no laughing at other students' mistakes, shirts tucked in, no hats in class, appropriate stationary, two lines) and insists students Do it Again if not done great.

2. Entry Routine, Do Now, Tight Transition, class notes and organisation, SLANT (Sit up straight, Listen, Ask/Answer questions, Nod, Track the teacher) and Strong Voice.
 - a. Line up in two lines – quietly.
 - b. Inside line enters then outside line enters – quietly.
 - c. Students take our files in 30 seconds.
 - d. Pray.
 - e. Hand out do now – staff enter attendance into SEQTA.
 - f. Teach lesson.
 - g. Hand out exit ticket.
 - h. Hand out homework and get students to enter homework title and due date in homework Log and diary.
 - i. Pray.
3. Joy Factor: The class is a fun, joyful place where kids are enthusiastic and excited about learning
4. To create a positive and safe learning environment where students want to be; students are nice and respectful to each other, and the teacher is nice and respectful to the students.
5. Teachable Character Moments: The teacher uses key moments in class to explicitly talk about, celebrate, and reinforce character skills; these moments flow naturally from the lesson and are quick and high-impact; the teacher strategically picks examples, texts, and activities that, when appropriate, reinforce the key messages (e.g. going to University, CAPS Coolgardie values, etc.).

Disciplinary Offenses

A disciplinary offense is a violation of the school's Code of Conduct and occurs while the student is at school and/or on school grounds; is participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity. School-related disciplinary offenses may also include serious misconduct outside the school where evidence exists that the student's continued presence would have a substantial detrimental effect on the school, including the safety of the student, other students, or staff members.

Detention process

- Students who receive 3 minor offences during a week attend an afterschool detention and must fill out a character reflection form
- Students who receive a Major offence attend an afterschool detention and must fill out a character reflection form
- Students who receive 3 major offences during the week attend Friday detention and must fill out a character reflection form.

Homework Detention or Homework improvement class

Students who do not complete all of their homework assignments on any given day or who have chronic homework issues may be assigned to a Homework improvement class that will run during lunch times and afterschool Monday to Friday. Kalgoorlie and Coolgardie students will attend during lunch time and hostel students will attend after school.

Homework detention will run from 3:30 to 4:30 pm Tuesday and Thursday. During Homework Detention students will need to complete the work they missed and may be assigned other tasks. Parents are responsible for arranging transportation for students who need to stay for homework detention, and the school will work with the parent to explore all potential options.

Friday Detention

Students who demonstrate a repeated pattern of misbehavior or break the school's rules in a particularly acute way may be assigned to a longer detention that takes place on Friday afternoon from 1:30 to 3:30. During this detention, students may receive additional academic help, and they may also have to write apology letters, talk to a teacher or administrator, research and/or plan a solution to remedy the impact their behavior had on the school community.

Late Detention

Students who arrive late for school or class will be required to stay for Late Detention. Late Detention runs for 15 minutes Monday to Friday. We will inform you if your child will need to stay late via a phone call or text.

Behaviour and other detention

Students who commit major offences in class or school will attend in school or afterschool detention from 3:30 to 4:30 Monday to Thursday. It will be up to the discretion of the Deputy and Principal as to what days.

Repeated infractions

Repeated infractions resulting in demerits and/or detention may lead to suspension and repeated suspensions may lead to expulsion. Suspended students are not entitled to participate in school activities.

In addition, any breaches of state or federal law may be handled in cooperation with the police department or other authorities.

Students may be removed from class and/or school immediately if the student's presence in school or class poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process.

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties may consider, among other things, the student's prior disciplinary record.

Detention schedule

Day	Time	Student Cohort	Detention type
Monday	Lunch	Bus	Misbehaviour/late/uniform/homework
	Afterschool	Hostel and Coolgardie	
Tuesday	Lunch	Bus	Misbehaviour/late/uniform/homework
	Afterschool	Hostel and Coolgardie	
Wednesday	Lunch	Bus	Misbehaviour/late/uniform/homework
	Afterschool	Hostel and Coolgardie	
Thursday	Lunch	Bus	Misbehaviour/late/uniform/homework
	Afterschool	Hostel and Coolgardie	
Friday	Afterschool	All	Recurring and major offences

Suspension procedure

Suspension Procedures for Disciplinary Action: Short-Term Suspension. If a student commits an offense that calls for short-term suspension (5 days or fewer)

Summary of steps

- If necessary, the student is immediately removed from class and/or school;
- Notify the student of the charge(s)
- The student is entitled to respond to the charges against him/her;
- Accept information from the student and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the problem.
- Determine the accuracy of the charge(s) based on the information.
- The Principal addresses the conduct and assigns an appropriate consequence;
- Inform the student of the suspension and the reason(s).
- The parent/guardian is notified by the Principal or Deputy verbally on the day of the incident, this is dependent on who investigates the incident, and followed up by a written letter within 48 hours of the decision to impose suspension at the last known address informing him or her of the suspension, the reason for the suspension, the length of the suspension and the student's right to return to school at the end of the suspension, and any conditions for that return.
- A parent or guardian will be required to meet with the Principal regarding suspension prior to a student's return to school.

Procedures and Due Process for Disciplinary Action: Long-Term Suspension or Expulsion

Summary of steps

If a student commits an offense that calls for long-term suspension (more than 6 to 10 days) or expulsion, the following steps are taken:

- If necessary, the student is immediately removed from class and/or school;
- Notify the student of the charge(s)
- The offence will be investigated, Accept information from the student and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the problem.
- Determine the accuracy of the charge(s) based on this information.
- The parent/guardian is notified by the Principal or Deputy by phone call on the day of incident, which is dependent on who investigates the incident, and followed up by a written letter within 48 hours to the parent or guardian informing him or her of the suspension and parent meeting date. A copy of this notification is filed in the student's cumulative folder in the school.

Disciplinary action – expulsion

- After hearing the case, the Principal issues a written decision to be sent to the student, the parent/guardian, the school's Board, and placed in the student's permanent record;
- Any student who is expelled or given a long-term suspension (more than 10 days) has the right to appeal the decision in writing to the Board within 10 days of the date of expulsion;

The following **table** illustrates potential disciplinary offenses and corresponding consequences

Description	Demerit	Detention	Duration
Talking or side conversations	Minor	If 3 minor offences occur	Warning
Calling out	Minor	If 3 minor offences occur	Warning
Poor transition behaviour	Minor	If 3 minor offences occur	Warning
Out of seat	Minor	If 3 minor offences occur	Warning
Off task	Minor	If 3 minor offences occur	Warning
Telling another student what to do	Minor	If 3 minor offences occur	Warning
Unprepared for class: homework folder and stationary	Minor	If 3 minor offences occur	Warning
Negative body language	Minor	If 3 minor offences occur	Warning
Slow to respond to directions	Minor	If 3 minor offences occur	Warning
3 minor offences	Minor	Lunch or afterschool	30 minutes
*Consistent minor offences can result in a detention			
Skipping detention	Major	Lunch or After school	Double the original detention time
Chewy	Major	Lunch or After school	30
Refusal to participate in class activities	Major	Lunch or After school	30
Sleeping in class	Major	Lunch or After school	30
Graffiti on folders and classwork	Major	Lunch or After school	30
Passing notes	Major	Lunch or After school	30

Late to class	Major	Lunch or After school	15
Late to school	Major	Lunch or After school	15
Failure to hand in communication log	Major	Lunch or After school	20
Breaking dress code	Major	Lunch or After school	15
Deliberately disrupting class	Major	Lunch or After school	30
Talking back when given a direction	Major	Lunch or After school	30
Poor behaviour in detention	Major	Lunch or After school	5 minutes additional each poor choice
Spitting	Major	Lunch or After school	30
Refusal to follow directions or do work	Major	Lunch or After school	30
Not completing homework	Major	Lunch or After school	30
Mocking teacher	Major	Lunch or After school	60 and apology
Saying shut up to student	Major	Lunch or After school	30
Play fighting	Major	Lunch or After school	15
Teasing	Major	Lunch or After school	30 and apology
Walking away from adult	Major	Lunch or After school	30
Bullying	Suspension	Short term	1 to 3 days
Swearing or the use of obscene or abusive language or gestures	Suspension	Short term	1-2 days
Verbal altercation	Suspension	Short term	1 day
Verbal abuse or use of inappropriate language to	Suspension	Short term	5 days

staff member			
Verbal abuse or use of inappropriate language to student	Suspension	Short term	1-2 days
Attempt to assault any student or staff member	Suspension	Short term	10 day
Leaving school grounds without permission	Suspension	Short term	2 days
Vandalize school property causing minor damage	Suspension	Short term	1-3 days
Endanger the physical safety of another by the use of force or threats of force	Suspension	Short term	1-3 days
Engage in conduct which disrupts school or classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others	Suspension	Short term	1-3 days
Fail to carry out directions, or comply with disciplinary sanctions. E.g. if a student refuses to attend detention or listen to teachers repeated instructions	Suspension	Short term	1 day
Steal, attempt to steal, or possess property known by the student to be stolen	Suspension	Short term	1-5 days
Engage in acts of verbal or physical sexual harassment	Suspension	Short term	1-5 days
Commit any other act which school officials reasonably conclude disrupts the learning environment of the school	Suspension	Short term	1-3 days
Repeatedly commit minor behavioural infractions which, in aggregate, may be considered an infraction subject to formal disciplinary action	Suspension	Short term	1 day

Commit, or attempt to commit arson on school property	Suspension	Long term	10 days or expulsion
Possess, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student in school	Suspension	Long term	10 days or expulsion
Assault any other student or staff member	Suspension	Long term	10 days or expulsion
Possess or use alcohol, tobacco, or other forms of illegal drugs.	Suspension	Long term	10 days or expulsion
Intentionally cause physical injury to another person, except when student's actions are reasonably necessary to protect him or herself from injury	Suspension	Long term	10 days or expulsion
Commit any act which school officials reasonably conclude warrants a long-term suspension	Suspension	Long term	10 days or expulsion
Vandalize school property causing major damage	Suspension	Long term	10 days or expulsion

Classroom economy system - Incentive based system in the classroom

Note: For Primary, Mathew and Mark high school classes.

- Students will be able to earn money for every week that he/she lives up to the CAPS Coolgardie expectations. Students can lose money when they fail to meet the expectations. This includes behaviour, homework, attendance and lateness.
- At the start of every term (or every four weeks depending on the class) children are required to fill in a 'job application', which will be their class responsibility for that time period. Children need to explain why they want that particular 'job' and what skills they possess. Jobs can be anything from 'teachers assistant' to 'janitor'.
- At the end of the week each child receives a 'wage' on completion of their job. If the job has not been completed, then no wage is given to that child.

- Every child has a 'credit' and 'debit' log to be kept on their desks. The teacher is then able to give out class money in the form of 'credit' and take away in the form of 'debit'. Children can gain money throughout the week through completed homework, excellent attendance and outstanding work ethic or behaviour. Debits are given out throughout the week for poor attendance, homework not being completed and class responsibilities not being met. **Example below.**
- Every month pay cheques are given to children and they can choose to 'bank' their money in a personal account or cash it for class 'cash'. If they wish to cash their money a 'shopping list' is given which they can fill out and tally their money- they may then purchase items from the shop. Children can buy things such as school supplies, vouchers and fun bits and pieces. They can choose to save their money to buy more expensive items. Children also have 'wallets' where they can keep their class cash that they did not wish to bank.

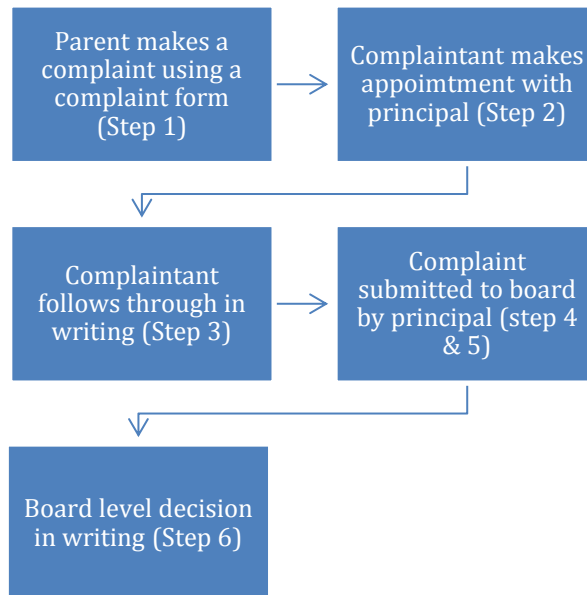
The following table illustrates potential merit descriptions for positive behavior choices.

Description	Merit	Praise point, Certificate or prize
Public displays of positivity	Merit	Praise point and certificate
Picking up rubbish voluntarily	Merit	Praise point and certificate
Handing back lost property	Merit	Praise point and certificate
Helping other classmates	Merit	Praise point and certificate
Great paired or group work	Merit	Praise point and certificate
Great participation	Merit	Praise point and certificate
Forgiveness of classmates	Merit	Praise point and certificate
Telling the truth	Merit	Praise point and certificate
Patience in a challenging situation	Merit	Praise point and certificate
Positive displays of leadership	Merit	Praise point and certificate
Quick response to directions	Merit	Praise point and certificate
Intense focus during class	Merit	Praise point and certificate
Hard work in class	Merit	Praise point and certificate
Sticking to it when things get tough	Merit	Praise point and certificate
High standard of work	Merit	Praise point and certificate
Academic achievement	Merit	Praise point and certificate
90% achievement in homework completion, behaviour, attendance and community service	Merit	Praise point and certificate
Completing homework	Merit	Praise point and certificate
Exceptional kindness to others	Merit	Praise point and certificate
Supporting a another classmate to complete work	Merit	Praise point and certificate
Improvement in behaviour, work and homework	Merit	Praise point and certificate
100% attendance, homework completion, community service and behaviour for term	Merit	Certificate
100% attendance, homework completion, community service and behaviour for the year	Merit	Prize

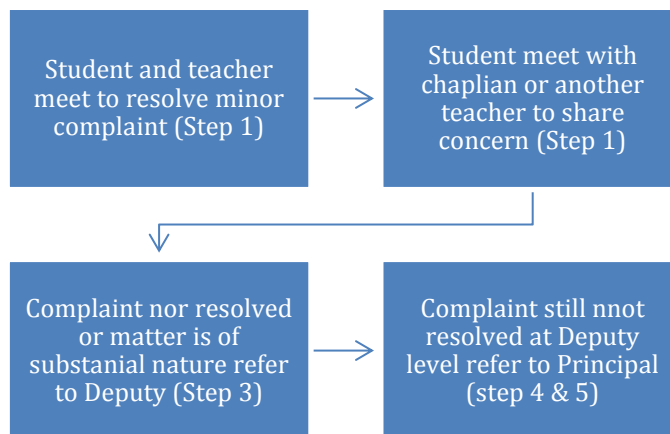
Parent and Student complaint policy

Where conflict arises or code of conduct has been breached a dispute policy will be used to reach a resolution.

PARENT COMPLAINT PROCEDURE FLOW CHART



STUDENT COMPLAINT PROCEDURE FLOW CHART



Bus Policy

In order to create a safe environment for our CAPS coolgardie students we place importance on a strong discipline policy. This policy must be upheld *at all times* –including on the school bus.

Bus Behavior Expectations

Students at CAPS Coolgardie must recognise that riding in the bus is a privilege, not a right. Therefore, the privilege of riding in the bus to and from school may be denied to any student who consistently misbehaves while on the bus.

- Students are expected to enter the bus quietly and remain in their seat. There will be a designated seating plan for all students.
- Students are not allowed to get up for any reason, until the bus has arrived at a complete stop.
- Students are expected to keep their comments, hands and feet to themselves at all times (includes abusive language).
- Students are not allowed to consume any food or drinks in the bus.
- Students are not allowed to destroy or damage bus property.
- Students are expected to maintain conversations at a moderate tone.
- Students are expected not to yell or throw any objects from windows.
- Students are expected to keep all body parts (arms) inside the bus at all times.
- Parents will not use abusive or threatening behaviour towards the bus driver or other students.

Bus Discipline

Students at CAPS Coolgardie who choose not to follow the bus behavior expectations will receive the following disciplinary actions:

1 st write-up:	Warning Letter and Call home to parents School Detention
2 nd write-up:	Loss of bus riding privileges for 1 full day Letter and Call home to parents
3 rd write-up:	Loss of bus riding privileges for 2 full days Conference with parents
4 th write-up:	Loss of bus riding privileges for 3 full days Possible permanent loss of all bus riding privileges Conference with parents
5 th write-up:	Loss of bus riding privileges for remainder of the year. Conference with parents

Write-ups may come from the bus driver and/or any school staff member. Write up will be the result of 3 warnings about inappropriate behavior.

Fighting on the bus will result in suspension. If fighting occurs for a second time, bus-riding privileges will be permanently lost.

In addition, any behaviour that disturbs or distracts a bus driver, or causes a dangerous situation for a bus driver and/or students, or that disturbs the orderly operation of a bus, or that creates a dangerous situation for vehicles operating near a bus (including throwing things out of the window or using reflective devices to distract drivers, etc. will also result in suspension.

Students are expected to be ready on time for pick up. Students will have 3 minutes once the bus arrives to make their way on the bus. Students who are not on time are at risk of being left behind as the school is committed to getting all students at school on time.

Child Protection

CAPS Coolgardie is committed to complying with the obligations set by the WA child protection legislation and providing a safe learning environment for all CAPS students and education all staff on their obligations under the legislation. It is the responsibility of staff at school to take seriously any reportable allegations made by students and to honour the school's commitment to achieving a safe learning environment in accordance with Christian principles, the relevant legal requirements and agencies such as the Department for Child Protection and the Police Child Abuse Investigation Unit. This includes a focus on Grooming, Sexual Abuse and Child abuse and neglect.

Staff Code of Conduct

All employees are expected to provide a child-safe environment which safeguards all students and promotes practices which provide for the safety, wellbeing and welfare of our students at CAPS Coolgardie. The staff code of conduct is reflected in the school core values of integrity, confidence, servanthood, humility and discipline.

Visitors Meetings and Volunteers

The following general rules apply to the role and function of visitors and parents:

- All visitors should make their initial contact with the school through the office.
- All visitors will have to sign in and sign out using the visitor's book located at the front office.
- CAPS Coolgardie requires visitors to wear identification badges.
- All Guardians/carers will have to sign in and sign out using the visitor's book located at the front office. This includes the need to speak to a teacher, the need to purchase lunch or drop off lunch or take their child for a doctor appointment or leave school earlier for a personal reason

Visitor process

1. All visitors to the school after the 8.30am siren must report to the school office before any activity is conducted within the school. Kindergarten parents are exempt.
2. All visitors must sign a Visitors Register in the office before entering and leaving the school grounds.
3. The Visitors' Register will be maintained by the office staff.
4. Approval to enter classrooms must be given by the Principal.
5. Any person working with children must provide a current Working with Children Check.
6. Staff will advise any person on school grounds they are to report to the office first.

Volunteers

All volunteers in schools undergo an induction process that introduces them to the School and their direct worksite. The paperwork required is a volunteer application form and a current working with Children Check before commencement.

Health, Medication, and Child Welfare

Medicine

Students should not be in possession of any medication or take any medications during the school without permission. Staff members not authorised to give medication should under no circumstances give a student medicine. If a student needs to be administered medication it must be done in the main office and by the nurse or office staff. If a student is ill or injured they should be taken to the main office. Office staff will not administer medication without a parent's note and a doctor's prescription.

Distribution of Medication to students

Designated employees may administer medication provided that: no prior medical training is needed and discussions between the Community Nurse and Parents have taken place to determine the following details;

- All medication is to be supplied by the parent/guardian.
- All Medication is kept in a locked cupboard in the front office or staff fridge (for medication requiring refrigeration).
- It must be recognized that there is a limit to the level of responsibility that schools can provide regarding medical care and supervision. The School is not expected to administer prescribed

- medication or treatments which require specialist training e.g. Making a medical diagnosis.
- Parent/guardian provides written, signed and dated permission slip to administer medication both prescription and non-prescription, during school hours. The parental consent must include reason/purpose of the medicine, name of the medicine and exact dosage and time of administration.
 - Prescription medicine must be in the original container with appropriate label attached to the container stating the student's name, name of medicine and dosage instructions.
 - Parents must advise the office if there are any changes to the prescribing of medication.
 - Non-prescription medicines must be in the original container indicating age appropriate dosage instructions which will be strictly followed by school personnel including Panadol or Aspirin.
 - Substances such as dietary supplements, health food and herbal preparation will not be given during the school day.
 - Age appropriate students will be allowed to carry and self-administer inhaled asthma medication when a signed physician statement is submitted to the school indicating complete instructions for inhaler and permission for the student to carry the inhaler.
 - Medicine must be delivered to and picked up from the school by parent/guardian or other responsible adults. All medicine to be given during the school day will remain in a designated locked area of the school. Any unused medicine not picked up at the end of the school year will be destroyed by school personnel.
 - All written consents from physicians/dentists as well as parents are valid for one school year.
 - The medical information for chronically ill students will be made available to other staff who have the student under their care (photographs are displayed in the staff room).
 - Records of medication administration at CAPS will be retained for seven (7) years and then destroyed.

Sick Children

If a teacher feels that a student is legitimately sick, staff will send them to the front office with the pass and a sickness advice form. Please Note panadol, band aids, heat rub is not a legitimate sickness. These need to be administered before school and during lunch and recess. Parents may be contacted to collect sick children and if contacted students must remain in the office until collected by the parent. Children who sustain a head injury will almost certainly be sent home with a recommendation that the child go to the doctor.

Communicable and Infectious Diseases

Teachers should be aware that, in the event of an outbreak of a communicable disease (mumps, measles, chicken pox), children who have not been immunised will be excluded from school until the outbreak has subsided. Regulations require that all children be immunised before entering Year One but this has not necessarily been observed for every child and some children are unable to tolerate the immunisation.

After school activities

When students remain after school, whether for disciplinary purposes, extra help with schoolwork, assistance with a school program, or other reasons, it can be beneficial to their education. Teachers may request that a student stay after school whenever they believe that it will benefit the student.

Additional after-school enrichment programs such as sport and music are privileges, and students who do not consistently follow school rules during the regular school day or during the afterschool activities will be at risk of not being able to participate.

Tutoring/homework club

At CAPS, academic achievement is our primary focus. Students who are having difficulty completing their homework and/or need extra help may need to stay after school. This may vary between

primary and high school, until 4:30 P.M or during lunch for 5 days per week. If we feel your child needs extra help, we will call you or SMS to arrange this. Likewise, if you feel your child would benefit from Tutoring or the homework club please contact the school.



PARENTS'/GUARDIANS' COMMITMENT

We fully commit to CAPS Coolgardie by:

- a. Making sure our child arrives at CAPS every day by 8:20 a.m. but no earlier (Mon. - Fri.), or boards their bus at the scheduled time.
- b. Making arrangements for your child to come to CAPS tutoring programs or enrichment programs on selective days at 3:30 P.M. and remaining until 4:30 P.M.
- c. Ensuring that your child attends CAPS leadership camps.
- d. Always helping your child in the best way we know how and doing *whatever it takes* for him/her to learn. This also means that we will check our child's homework every night, let him/her contact the teacher the next day if there is a problem with the homework, and try to read with him/her every night.
- e. Parents to commit to ensuring students attend ODE camps and school performances.
- f. Parents to be committed to attending parent/meetings as requested.
- g. Making ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the school as soon as possible, and we will read carefully all the papers that the school sends home to us.
- h. Allowing our child to go on CAPS field trips.
- i. Making sure our child follows the CAPS dress code.
- j. Understanding that our child must follow the CAPS rules so as to protect the safety, interests, and rights of all individuals in the classroom.
- k. Understanding that CAPS has a zero tolerance policy for fighting and bullying.
- l. Attending Busy Bees or fundraising events.

By enrolling my son/daughter/guardian, I commit to making my best effort to do these things to provide my child with the opportunities he/she deserves.

Please sign names here:

X _____

STUDENT'S COMMITMENT

I fully commit to CAPS Coolgardie by:

- a. Arriving at CAPS every day by 8:20 A.M. but no earlier than that (Mon. - Fri.), or boarding the CAPS bus at the correct time.
- b. Remaining at CAPS until 3:30 (Monday – Thursday) and 1:30 on Fridays.
- c. Attending the CAPS tutoring programs and enrichment programs on selective days at 3:30 P.M. and remaining until 4:30 P.M.
- d. Making myself available for leadership camps.
- e. Parents to commit to ensuring students attend ODE camps and school performances

- f. Always working, thinking, and behaving in the best way I know how and doing *whatever it takes* for me and my fellow students to learn. This also means that I will complete all my homework every night. I will ask my teachers if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- g. Always making myself available to parents, teachers, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
- h. Always behaving so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my CAPS teammates and give everyone my respect.
- i. Understanding that there is a strict NO FIGHTING and bullying policy.
- j. Following the CAPS dress code.
- k. Being responsible for my own behavior and following the teachers' directions.

By enrolling my son/daughter/guardian, I commit to making my best effort to do these things to provide myself and my teammates with the opportunities we deserve.

Please print names here:

X _____