Student Handbook 2021

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Welcome

We have created Ohana College specifically for young people who have disconnected from mainstream school. We therefore understand the reasons for disengagement and why so many young people thrive in an environment like Ohana College.

Ohana College offers a second chance to complete your education in smaller classes with staff who understand and care about your specific needs and the direction you hope to take in achieving success in your life. Our College offers the Australian curriculum and future plans will allow you the opportunity to participate in VET and obtain your QCE, there is no limit in what you can achieve as a student at Ohana College.

We aim to surround you with supportive and respectful adults who are specially trained to make learning enjoyable and to provide a safe, calm place where you really feel you belong. Our studios are more like family lounge rooms and we are one big family at Ohana College. Building positive and trusting relationships with your fellow-students, teachers and youth workers is prioritised at Ohana College. Without this we can feel very alone, disconnected and sometimes misunderstood. Removing these barriers will mean nothing can hold you back. You will have all the support you need if you are willing to give it a try, take control and make good decisions for yourself and others.

Ohana College offers a very different way to learn. The model we use has proven that our approach increases engagement, self-confidence and attainment of qualifications. Our students report a 100% satisfaction rate, which is pretty hard to beat but we know their satisfaction stems from the great relationships and self-confidence they have built.

We welcome you to come and talk to us about Ohana College and find out how we can help you complete your schooling.

Aaron Devine - Chief Executive Officer

Ohana College – Vision, Mission Purpose

Vision: To revolutionise the approach to secondary schooling by providing a safe, inclusive and progressive form of education.

Mission: Support and empower young people to achieve individual success, offering a fun and focused education and well-being program.

Purpose: Ohana College's purpose is to revolutionise secondary schooling by providing a safe, inclusive and progressive learning environment. Our caring professionals and community mentors support and empower young people to achieve individual success, offering a fun and future focused education and well-being pro

Ohana College Values

BE PROACTIVE

- Take the initiative to realise your decisions that you make will affect your life. Take responsibility for your choices and the consequences that follow

BEGIN WITH THE END IN MIND

- Self-discovery. Clarify your own values and goals. Know what you want to achieve and if you are willing to work hard, you will eventually find ways to achieve it.
- Think of the end result of an action, before actually taking that particular action.

PUT FIRST THINGS FIRST

- Plan/Prioritise and execute the weeks tasks based on importance rather than urgency. Live the habit.

THINK WIN-WIN

- Always strive for better solutions or agreement with others.
- Value and respect people by understanding a "win - win" is ultimately better for all involved.
- Take ownership (and be accountable) and consider how your choices affect others and yourself

ACTIVE LISTENING/ GRATITUDE

- Create an atmosphere of caring, respect, honesty and positive problem solving. Keep an open mind and a positive attitude.
- Active listening allows you to make an informed decision
- Show gratitude and be grateful for the opportunities that are available to us.

OHANA IS FAMILY

- Combine the strengths of our own family through positive team work to achieve the goals no one person could have done. Leave no one behind. Be kind and caring to one another.

BALANCE

- Discovering your own well-being to create a happy and successful journey. Live a healthy life. Smile.

Ohana COLLEGE

Our Educational Approach

Ohana College is committed to offering a student-centred learning environment

Each student will have an Individual Learning Plan (ILP)

The Australian Curriculum will be followed

Key Features

Critical Thinking	**"how we think"** *Examine a problem, find a solution, think about why you were or were not successful, and learn from your successes and failures*
Creative Thinking	**Thinking "by doing"** *Exploring and discovering. Create something unique to you. By enjoying your creation, you will be motivated*
Collaboration	**"great minds think together"** *The ability to work with others and achieve goals no one person could have done alone*
Communication	*You learn through asking questions not learning answers. Students will have a choice on what they read; write, debate, and publicly speak about*

Curriculum Model

The curriculum model adopted by Ohana College will be based on frameworks, guidelines and standards prescribed and supported by The Australian Curriculum, Assessment and Reporting Authority (ACARA) and the Queensland Curriculum and Assessment Authority (QCAA).

The intention of Ohana College model is to provide an educational program that embraces solid literacy and numeracy skills as the foundations of success. Building upon these solid foundations, the program will promote many alternative avenues of learning to identify areas of talent and potential on which a plan can be developed, owned and actioned by students. A key feature of the program will see the application of a wide range of projects that focus on preparing our students for the world of work and further training.

Ohana College focuses on Years 7-12 with the view to providing a holistic, sequential and achievable learning program. Key features will include:

- The capacity to embrace multi-age classes
- Focus on community-based projects and social involvement
- Strong commitment to genuine improvement in literacy and numeracy skills for life outside of school
- Emphasis on life-skills and developing social competencies i.e., nutrition, health, grooming, sexual well-being, budgeting etc.
- Key focus on learners with our Project Based Learning
- Identifying and encouraging the student's creative side through dance, music art & drama
- Access to physical activities e.g., rock climbing

Year 7-10

Arcadia College teaches key components of the Australian Curriculum. Key learning areas include:

- Maths
- English
- Science
- History
- Health and Physical Education
- Arts
- Technology

Year 11-12

Ohana College offers two distinct senior pathways to enable students to guide their own learning journeys. To ensure students are given the opportunity to gain 20 QCE points and/or relevant work experience, students will be required to complete all subjects within their chosen pathway.

Strand One	Strand Two
Compulsory Subjects: Essential English Essential Maths Social & Communities Studies Arts in Practice	**Compulsory Subjects:** Short course Literacy Short Course Numeracy Short Course Career Education ASDAN
Choose 1 of the following: Science in Practice Certificate II Certificate III/Traineeship	**Choose 1 of the Following** Arts in Practice Science in Practice Certificate II Certificate III/Traineeship

Administering Medication

If your child does require prescribed medication to be taken during school hours, an Administration of Medication Request Form will need to be completed. Written notification must be received by your doctor stating the medical condition and the prescribed dosage for your child. Staff members will not administer Panadol, Aspirin or other pain relievers without consent from a parent/guardian. The only exception is Ventolin and EPI-Pens which may be self-administered by the student as required.

Attendance

If a student will not be able to attend on a scheduled day it will be considered an absence. Any time a student is absent, the parent/guardian must contact Ohana College to inform staff of the reason for absence. You can contact reception on 07 5628 3300 or email: admin@ohanacollege.qld.edu.au. Please note unexplained absences after roll call will result in an SMS being sent.

Roll Call

The roll call is to be completed daily at 8:30am. Class times are between 8:40am to 2:15pm Monday to Friday. The morning roll call is required to be marked by 8.40am. A second roll call may be completed at 10:45am. A third roll call may be completed at 11:45am following lunch. Students who arrive late in the morning or return late from lunch will require a late slip from reception prior to returning to class.

Campus

All areas of Ohana College are smoke-free environments for students and staff. Alcohol, drugs and cigarettes must not be brought to Ohana College at any time. College facilities and resources are to be respected at all times. This will include but not limited to, hardware, software, buildings, furniture, furnishings, sporting & fitness equipment, signage, vehicles and general property. Damage or misuse will result in consequences, which could include a stand down period and involve restitution of the cost of repair or replacement.

Change of Contact Details

It is your responsibility to let Ohana College administration know of any changes to your contact details and emergency contact details straight away.

Email: admin@ohanacollege.qld.edu.au. Please note that the preferred method of contact used by Ohana College is via email so it is essential that this information is kept up to date.

Student Levies

Ohana College does not charge tuition fees, but must charge a small levy to ensure every student has access to quality resources and opportunities for excursions and outdoor learning. Ohana College charges a compulsory all-inclusive Resource Levy of $25 per week, or $250 per term due at the beginning of each term. This contributes to the cost of books, stationery, materials, excursions, ICT, healthy snacks and some meals. Families will not be asked to pay for any additional resources throughout the year.

Complaints Procedure

A complaint may be made about the school as a whole, about a specific department in the school or about an individual member of staff. For further information please refer to our Complaints Policy on Ohana College website https://www.ohanacollege.qld.edu.au/policies-and-procedures/.

Hours of Operation

Students attend Ohana College from Monday to Friday: 8:30 am to 2:15 pm. Students have two breaks each day. Our administration office is open from 8:00am – 3:30pm Monday to Friday.

Identity Cards

Photo identification cards are issued to all enrolled students. Lost cards need to be reported to the Teacher. There will be a $5.50 cost for a replacement card.

Leaving Site

All students who need to leave Ohana College during school hours must have their parents/guardians sign a permission slip advising of their absence.

Lost Property

Property left in studios or found by staff or cleaners will be collected and kept in the office. Please leave valuable items at home. Ohana College cannot accept responsibility of any lost, stolen or damaged personal property.

Parent/Carer Communication

Parents will be expected to be involved with the education of their child. Open and continuous communication is an important component of your child's success. There will be on-going contact and meetings arranged regularly by your child's Teacher which you will be required to attend.

Parents are invited to request a meeting with their child's Teacher at any time they have concerns.

Travel

Public Transport: Students travelling on public transport on any occasion must remember that they are representing Ohana College in the wider community. Student's behaviour must be of a high standard.

Bike Travel: Students riding to Ohana College must use an approved bike helmet. Bikes are to be parked and padlocked in the allocated areas.
Walking: Students are reminded not to enter private property whilst walking to and from Ohana College.

Ohana College Vehicles: While traveling on Ohana College vehicles, students must comply with the below rules. If students do not comply with these rules, they will be removed from the bus, and be responsible for paying for any damage.

- Wear seatbelt at all times
- Treat other people and their possessions with respect
- Follow instructions from the driver about safety on the bus without argument
- Not damage bus property, equipment or signs in any way
- Sit properly on the seat (or in an allocated seat if directed by the driver)
- Speak quietly and not create unnecessary noise
- Refrain from any bullying or harassing other passengers or the driver
- Not place feet on the seats
- Refrain from fighting, spitting or using offensive language
- Refrain from throwing any item around, or from the bus
- Not consume any food or drink (water permitted at driver's discretion), or play music without permission from the driver
- Not smoke at any time while on or near the bus
- Not have any portion of the body outside of the bus windows/doors
- Not use a mobile phone to send threatening messages, or photograph others without consent
- Not distract the driver in any way

Uniforms

Students must wear appropriate clothing and footwear to their class activities. Ohana College polo shirts are available at $30 each.

Behaviour Management

Ohana College works on a proactive philosophy rather than reactive. Therefore staff, students and parents are encouraged to anticipate potential problems and work towards solving them in the least intrusive manner. The development of our "sense of belonging" culture works best in a positive and proactive environment. Students who need support to address behavioural concerns will enter into a "Student Support Plan" with a parent/care giver and any other support mechanisms that need to be put in place, such as counselling.

Students who are at-risk of losing their enrolment at Ohana College (due to behaviour or lack of attendance/participation) will be case-managed via a "Bounce Plan". Please refer to our Positive Behaviour Policy.

Bullying & Cyber Bullying

Ohana College promotes different cultures and ideas. We accept all people regardless of their differences. We have created a safe and friendly environment for all students and staff. Ohana College is a BULLY-FREE zone. Reporting incidents from students/family/friends is highly encouraged for us all to put an end to bullying.

Child Protection

Ohana College is committed to providing a safe and caring environment for our students. All students, staff, parents/carers and visitors operate within the "Child Protection Guidelines". A copy of our Child Protection Policy can be located on the College website. Any person who

breaches child protection will be dealt with according to this Policy and Child Protection Guidelines.

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to:

- Head of Campus – Kathy Hadley or
- School Psychologist – Narissa Miller or
- Welfare Coordinator – Deb Black

Student Safety Officers

If at any time students would like to request support, they can access support via our Student Safety Officers:

- Head of Campus – Kathy Hadley or
- School Psychologist – Narissa Miller or
- Welfare Coordinator – Deb Black

ICT Acceptable Use

Ohana College provides students and staff with computer facilities for educational use. The resources provided include iPads, computers, printers, interactive whiteboards, data projectors, CD-ROM access and access to email and the internet. Students may use these facilities for educational and research purposes only, including for class work, for the preparation of assignments and for the development of computer skills.

Drugs/Alcohol

The possession and use of drugs and alcohol is strictly prohibited. Anyone found supplying, consuming or possessing illegal drugs at Ohana College or activities/excursions off site will be referred to the Police.

Health & Safety

Ohana College provides a safe working environment by observing the provisions of the Workplace Health and Safety Act (2011) Regulations and relevant Codes of Practice and Compliance Standards. A copy of our Workplace Health and Safety Policy can be located on the College website.

Mobile Phones

The increased ownership of mobile phones requires that school administrators, staff, students and parents take steps to ensure that mobile phones are used responsibly. The students are not permitted to use their mobile phone during school hours.

Privacy

Ohana College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of our College and describes how the College uses and manages personal information provided to or collected by it. This includes

satisfying both the needs of parents/ guardians and the needs of the student throughout the whole period the student is enrolled in the College.

Sexual Harassment

Sexual harassment is any form of sexual attention that is unwelcome. It can include unwelcome touching or other physical contact, remarks with sexual connotations, requests for sexual favours, leering, or the display of offensive material. Ohana College has a ZERO tolerance policy for sexual harassment and students must respect each other's personal space. All complaints will be referred to the Police and dealt with accordingly.

Workplace Health & Safety

Ohana College takes seriously its responsibility to provide a healthy and safe workplace for all staff, students and visitors. The development of the highest possible standards of workplace health and safety are central to the management of all operations carried out by school personnel.

Ohana College endeavours to ensure a healthy and safe workplace by providing and maintaining:

- safe systems of work;
- safe plant, machinery, equipment and workplace conditions; and
- necessary information, instruction, training and supervision.

In order to support this policy, Ohana College:

- complies with all relevant legislation and statutory requirements, codes of practice and industry standards and makes adequate provision of resources to meet these requirements;
- promotes health and safety awareness and the development of healthy and safe working procedures;
- provides information, training, instruction and any required protective equipment;
- consults with employees on health and safety matters and on ways to reduce workplace hazards and improve control systems;
- maintains effective accident analysis and hazard reporting systems;
- encourages the rehabilitation of injured employees; and
- sets health and safety objectives and regularly reviews performance.

For further detailed policies please refer to our website:

https://www.ohanacollege.qld.edu.au/policies-and-procedures

Family Members Rights & Responsibilities

As a member of Ohana College, you can expect;

- To be respected, treated equally and have an equal opportunity to learn and grow.
- A safe, harmonious, positive and productive environment to come to each day.
- Support and resources of the highest quality to assist you on your journey.
- The freedom, respect and dignity to talk freely on issues without judgement or discrimination and with the respect of full attention being given to you.
- A safe environment in class or online that is free from abuse, vilification, personal attack and unwanted attention.
- A place of healthy life options including physical fitness, healthy diet choices and wellbeing.
- To feel safe on all group outings or excursions and whilst travelling with Ohana College.
- The support of the entire Ohana College and your community.

To aid you Ohana College rights and responsibilities you are expected to:

- Respect all other Ohana College members, including visitors, with an expectation for all to respect yourself, respect each other and respect our place.
- Ensure a safe environment is maintained by respecting all other's property including personal belongings of others, Ohana College equipment, computers and any form of transport including Ohana College bus.
- Personally, notify your Teacher if you are unable to attend and provide a medical certificate if your attendance is for three consecutive days or consistently irregular.
- Not delay your fellow Ohana College students by being late of a morning or returning from breaks.
- Ensure others feel safe and show no signs of aggression, intimidation, violence, swearing or bullying.
- Give attention and respect to others by listening and valuing alternate opinions that may differ to your own.
- All Ohana College members are to ensure that all are treated equally and without discrimination.
- Knives or sharp implements are not to be brought to Ohana College and all Ohana College staff reserve the right to inspect any item brought by a person into Ohana College environment. Illegal items will be confiscated.
- Illegal drugs, alcohol or smoking products are prohibited from Ohana College environment and are not to be brought to Ohana College, if found they will be confiscated and the police will be called.
- Valuables, including iPods, mobile phones etc. are not to be brought to class and do so at the owner's risk.
- Emergency contact is to be made through the Head Office contact: (07) 5628 3300.
- To continue our environment of great attitudes and positive directions.
- To adhere to all WH&S policies, procedures and instructions.
- To adhere to the communities' standards whilst out of class including normal road rules and regulations and council safety standards.
- Ensure an environment with zero bullying and report any incidents you may witness within the school.
- Parents and support carers are expected to show full support of Ohana College family now they are also members and to encourage, support and respect their child.

2021 College Calendar

OHANA COLLEGE STUDENT CALENDAR 2021

JANUARY						
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FEBRUARY						
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JUNE						
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JULY						
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AUGUST						
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NOVEMBER						
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DECEMBER						
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TERM DATES

TERM 1	Yrs 10 - 12 : 27 January - 1st April
	Yrs 7 - 9 : 28 January - 1st April
TERM 2	19th April - 25th June
TERM 3	13th July - 17th September
TERM 4	6th October - 3rd December

Year 12 Last Day 19th November
Year 10 & 11 Last Day 26th November
Year 7, 8 & 9 Last Day 3rd December

SCHOOL EVENTS

FAMILY INTERVIEW NIGHTS:	Wed nesday 17th February
	Wednesday 4th August
SCHOOL REPORTS TO PARENTS:	Friday 25th June
	Friday 10th December
AWARDS PRESENTATION:	Friday 26th November

SCHOOL HOLIDAYS

STAFF PROFESSIONAL DEVELOPMENT

PUBLIC HOLIDAYS

New Years Day	1st Janaury
Australia Day	26th January
Good Friday	2nd April
Easter Monday	5th April
ANZAC Day	26th April
Labour Day	3rd May
Ekka Show Day	11th August
Queen's Birthday	4th October