



Ohana
COLLEGE

Handbook

Information for students and their families...

March 2023

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Welcome



Dear Students,

On behalf of all Ohana College staff, I would like to extend a warm welcome to you and your family as you embark on your educational journey at our College.

As the Principal, I am thrilled to have you as part of our College community. We are dedicated to providing you with a holistic learning experience, where you have the opportunity to engage in education that is tailored to your individual needs. Our aim is to provide you with the tools to prepare you for life long success beyond the classroom.

Our student handbook serves as a guide to help you navigate the many opportunities and resources available to you during your time here. It is designed to provide you with important information about our College policies and procedures, and help you to understand the supports available for your social, emotional and education growth.

We encourage you and your families to read the handbook carefully, and if you have any questions or concerns, please do not hesitate to reach out to members of staff, who are always here to support you.

Once again, welcome to our College, and we wish you a successful and fulfilling year ahead.

Sincerely,

Tenneille Lynham

Principal.

The College Vision and Mission



Committed to the Alice Springs (Mparntwe) Educational Declaration, the College will provide a dynamic secondary education with a strong focus on well-being in a safe, inclusive and progressive environment. It will inspire our students to utilise educational pathways to become life-long learners, to have the tools and skills to navigate the future in the 21st century. Our purpose is to enable our students to empower themselves and their communities. The College seeks to be a recognised leader within the Special Assistance School sector.



Our mission is to empower young people with the skills to achieve individual success. Our aim is to develop 21st century citizens, who become life-long learners, who are productive, compassionate and engaged participants in their communities.

The College believes all educational opportunities help young people to develop respect for themselves and others, challenging them to broaden their horizons and follow their dreams.

The philosophy of *Advantaged Thinking* underpins our interactions and behaviours.

The College priorities are: Engagement, Wellbeing, Achievement.

Details

Address –	Building L15 Griffith University Facilities Lane Meadowbrook Q 4131
Phone -	07 2800 6300
Email -	admin@ohanacollege.qld.edu.au , enrolments@ohanacollege.qld.edu.au , accounts@ohanacollege.qld.edu.au , headofcampus@ohanacollege.qld.edu.au
Website-	ohanacollege.qld.edu.au

The College Values



College Team

The Ohana College team	The Ohana Education team
Principal – Tanielle Lynham Deputy Principal – Sandra Gazzard Teacher Coordinator – Zach Friend Psychologist – Narissa Miller Provisional Psychologist – Candace Meyer Head of Welfare – Deb Black Cook – Marcus Barr	CEO – Aaron Devine COO/HR Manager – Kathleen Hennigan School Manager – Sunitha Boestami Enrolments Team ICT Manager Maintenance & Facilities Risk & Compliance

Administration – Eunice Suchall Nurse – Andrea Ferris	
Teaching Staff	<p>Arcadia College is our sister campus at Robina on the Gold Coast. The Principal is Tahlia McGahey.</p> <p>Arcadia College is accredited to offer Distance Education as well.</p>

Our Educational Approach

We deliver the Australian Curriculum in a flexible and engaging manner, in small co-educational classes. The curriculum is enhanced by vocational education and training (VET) offerings that suit the interests of students. Project-based, discussion-based and adventure-based methods are applied to the delivery of the curriculum to maximise students' engagement.

We also endeavour to ensure that our curriculum is sufficient to properly educate our students about our first nations peoples, history and culture and embeds our Reconciliation Action Plan (RAP).

For each student we will develop an individualised learning plan (ILP) that will be revised quarterly (or more often if needed) to ensure it is relevant to how the student learns and includes curriculum choices that continue to be relevant to the student and their future goals.

All students are able to graduate with a Queensland Certificate of Education (QCE) by completing 20 QCE points. The alternative for students on ILP's is the Queensland Certificate of Individual Achievement (QCIA).

Key Features

Critical Thinking	<p>"How we think"</p> <p><i>Examine a problem, find a solution, think about why you were or were not successful, and learn from your successes and failures.</i></p>
Creative Thinking	<p>Thinking "by doing"</p> <p><i>Exploring and discovering. Create something unique to you. By enjoying your creation, you will be motivated.</i></p>
Collaboration	<p>"Great minds think together"</p> <p><i>The ability to work with others and achieve goals no one person could have done alone.</i></p>

Communication	<p><i>“You learn through asking questions not learning answers”</i></p> <p><i>Students will have a choice on what they read; write, debate and publicly speak about.</i></p>
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The intention of the College model is to provide an educational program that embraces solid literacy (reading & writing) and numeracy (maths) 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.

The College focuses on providing a holistic, sequential and achievable learning program including:

- 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 including nutrition, health, grooming, sexual well-being and budgeting;
- Key focus on learners with our Project-Based Learning (PBL);
- Identifying and encouraging students’ creative sides through art, music, dance and drama; and
- Access to physical activities including sports activities, rock climbing, swimming and walking.

Year 7-10

Ohana College teaches key learning areas of the Australian Curriculum including:

- Mathematics;
- English;
- Science;
- Humanities and Social Science (History, Geography, Civics and Citizenship, Economics and Business);
- Health and Physical Education;
- The Arts (Drama, Media Arts and Visual Arts); and
- Technologies (Digital Technologies, Design and Technologies).

Year 11-12

The 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
Essential English (Compulsory unless previously completed and passed Short Course Literacy)	Fundamental Skills for Life (internal)
Essential Maths (Compulsory unless previously completed and passed Short Course Numeracy)	Cert II in Community Services
Visual Arts in Practice - Core	Social and Community Services - Core
Sport & Recreation – Core	Fashion - Core
Science in Practice - Core	Cert II Hospitality (Year 11), Cert II Health Support (Year 12) – Core (4)

Administering Medication

If your child does require prescribed medication to be taken during College hours, an Administration of Medication Request Form will need to be completed, signed and given to the College Nurse. We will need written notification:

- From your doctor;
- stating the medical condition; and
- stating the prescribed dosage and timing for your child.

The College policy is that paracetamol (including Panadol, Tylenol) can be a dangerous drug and will NOT be routinely provided to students. Staff members will not administer Panadol, Aspirin or other pain relievers without consent from a parent or carer.

Ventolin and EPI-Pens may be self-administered by the student as required in urgent or emergency situations.

Please refer to our *Student Medical Management Policy* for more information.

Alcohol, Drugs & Smoking Products

The possession and use of alcohol, drugs and smoking products (eg cigarettes, vapes, e-cigarettes) is strictly prohibited. Any student found possessing, consuming or supplying alcohol, drugs and/or smoking products at the College or during excursions away from the College campus will be referred to the QPS and have their enrolment at the College cancelled.

Attendance

If a student will not be able to attend on a compulsory school day, it will be considered an absence. Any time a student is absent, the parent or carer must contact the College to inform staff of the reason for the absence. You can contact reception on 07 2800 6300 or email: admin@ohanacollege.qld.edu.au.

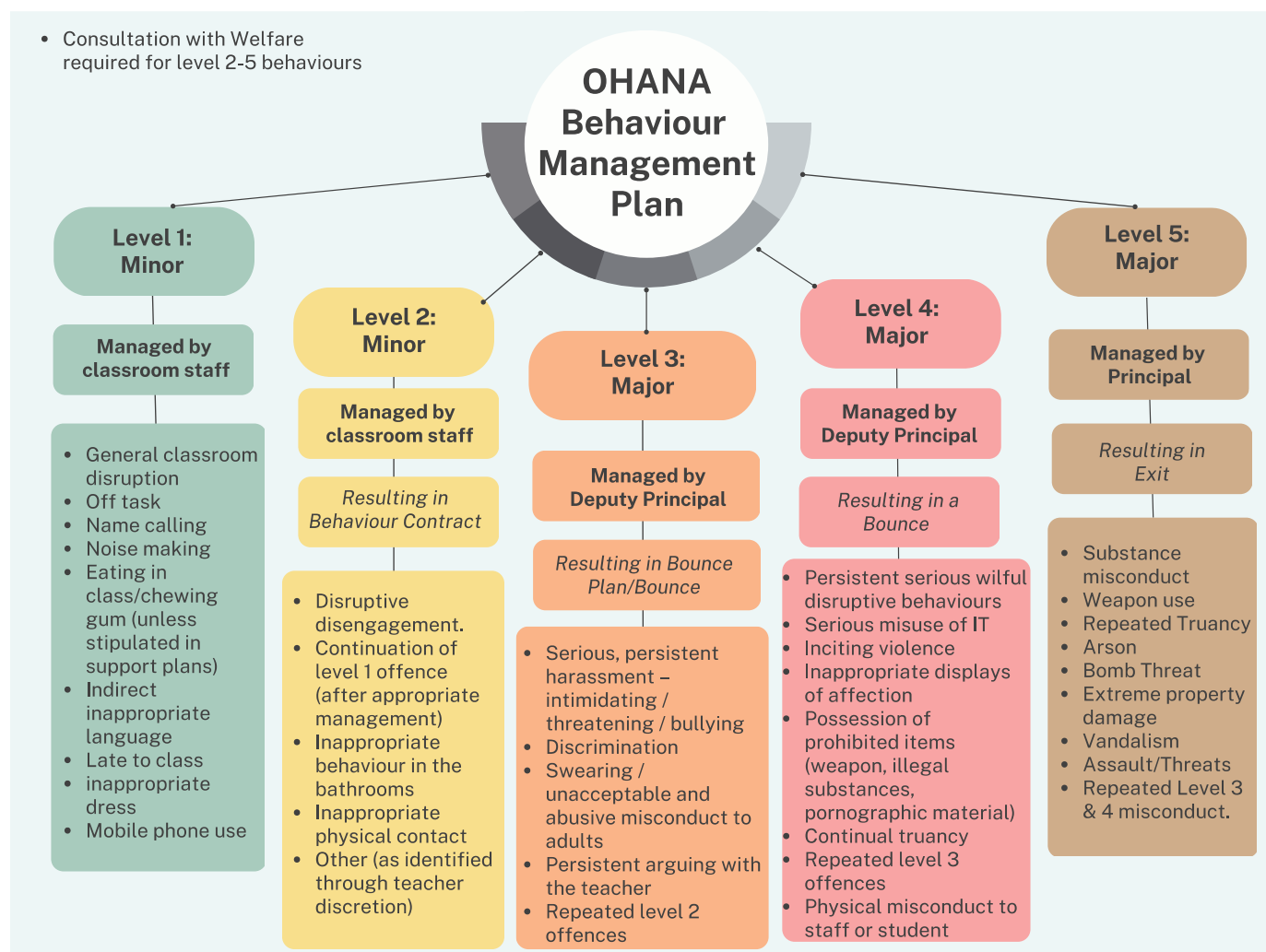
Please note unexplained absences after roll call will result in an SMS being sent to parents or carers and a record being made in the student's TASS record. Where there are an unacceptable number of

unexplained absences, the College is obliged to refer to the matter to Education Queensland's attendance team for further follow up. In that case, the student's ongoing enrolment at the College will be at risk of cancellation.

Behaviour Management

The College works on a proactive philosophy rather than reactive. Staff, students, parents and carers are encouraged to anticipate conflict and work towards addressing it 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 or carer and any other support mechanisms that need to be put in place, such as counselling or online learning.

Students who are at-risk of having their enrolment cancelled because of behaviour issues, lack of attendance or participation will be case-managed via a "Bounce Plan". Please refer to our *Positive Behaviour Policy* for more information.



Bounce

A 'bounce' is the College term for either an internal or external suspension from the College for behaviour related issues. After a significant number of bounces, a student will be exited from the College and their enrolment will be cancelled.

Bullying and Cyber Bullying

The College is proud of its diversity and inclusiveness of 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. Reporting incidents is highly encouraged for us all to put an end to bullying.

The College is a BULLYING-FREE zone.

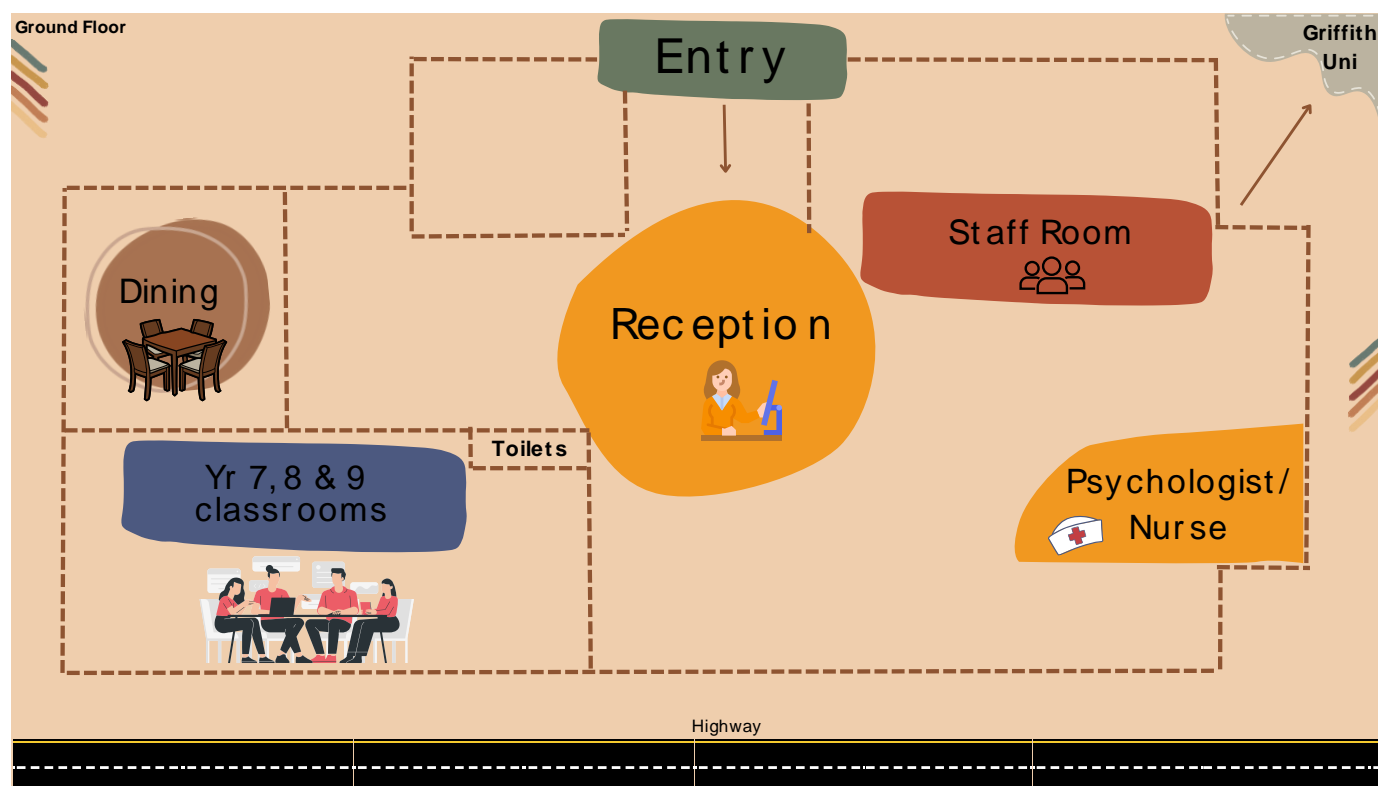
Calendar

The College calendar of events is available on the website.

Campus

All areas of the College are smoke-free environments for students and staff. Alcohol, drugs, vapes and cigarettes must not be brought into the College at any time. Any students found to have alcohol, drugs, vapes or cigarettes in their possession at the College will be at risk of having their enrolment cancelled.

College facilities and resources are to be respected at all times. This includes hardware, software, buildings, furniture, furnishings, sporting and fitness equipment, signage, staff and College vehicles and general property. Damage or misuse will result in consequences, which could include a stand down period ('suspension' or 'bounce') and involve parents and carers being responsible for the cost of repair or replacement of the damaged items.



Cars and Traffic

The College has a drop off zone with roundabout at the main entry. This area is DROP AND GO only and is

not for parking. You must stay with the vehicle. If you wish to go into the College, you must park your vehicle in an appropriate bay.

Please ensure that you are mindful at all times of staff and student safety at all times.

Students who drive their own cars to the College must register the vehicle with administration or they could be fined by the University.

Changing Your Contact Details

It is your responsibility to let the 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 the College is email so it is essential that this information is kept up to date.

Child Protection

All students, staff, parents, carers and visitors are expected to comply with our *Child Protection Policy* and *Child Risk Management Strategy* which can be located on the College website. All breaches will be taken seriously and dealt with swiftly, including the involvement of the Queensland Police Service (QPS).

If a student considers the behaviour of a staff member to be inappropriate, the student should be encouraged to report the behaviour as soon as possible to, or seek support from, one of the following Student Safety Officers:

- Principal – Tanielle Lynham
- Deputy Principal – Sandra Gazzard
- College Psychologist – Narissa Miller
- Teacher Coordinator – Zach Friend
- Welfare Coordinator – Deb Black
- Provisional Psychologist – Candace Meyer

Class Times

The roll call is to be completed by staff of the College daily at 8:30am. Class times are between 8:40am and 2:15pm Monday to Friday.

A second roll call is completed at 10:45am.

A third roll call is completed at 11:45am following lunch.

Students who arrive late in the morning or return late from lunch will require a late slip from student reception prior to returning to class.

Clubs

Each Wednesday afternoon, the College runs its 'Clubs' program. Students are able to select from an array of activities to which they must commit for the term. These vary from time to time depending upon the skills of the staff available and may include sports, Dungeons & Dragons, photography, macrame, swimming and craft.

Complaints Procedure

For information about lodging complaints, please refer to our *Complaints Handling Policy* on the College website - <https://www.ohanacollege.qld.edu.au/policies-and-procedures>.

Diversity

Ohana College has a very vibrant and diverse community. Pronouns – she/her/hers, he/him/his, they/their/theirs. Respect other members of the community by asking what their preferred pronoun is.

Drugs, Alcohol & Smoking Products

The possession and use of alcohol, drugs and smoking products (eg cigarettes, vapes, e-cigarettes) is strictly prohibited. Any student found possessing, consuming or supplying alcohol, drugs and/or smoking products at the College or during excursions away from the College campus will be referred to the QPS and have their enrolment at the College cancelled.

Excursions

College staff organise excursions which take students off campus from time to time. Whilst on excursions, students are expected to adhere to the communities' standards whilst out of class including normal road rules and regulations and council safety standards.

Students are to wear their College Polo Shirt for excursions.

Food

The College provides all students with breakfast, morning tea and lunch in our purpose-built cafeteria. All dietary requirements are catered for. Parents and carers should email the college if there are any changes to the student's dietary requirements for catering purposes.

The College provides students with their own drink bottles for water. Soft drinks and other drinks should not be brought onto campus.

Health Centre

The College operates an onsite Health Centre staffed by a full time Nurse. We have basic First Aid Facilities.

If your child does require prescribed medication to be taken during school hours, an Administration of Medication Request Form will need to be completed, signed and given to the College Nurse. We will need written notification:

- From your doctor;
- stating the medical condition; and
- stating the prescribed dosage and timing for your child.

The College policy is that paracetamol (including Panadol, Tylenol) can be a dangerous drug and will NOT be routinely provided to students. Staff members will not administer Panadol, Aspirin or other pain relievers without consent from a parent or carer.

Ventolin and EPI-Pens may be self-administered by the student as required in urgent or emergency situations.

Please refer to our *Student Medical Management Policy* for more information.

Hours of Operation

Students attend the 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.

ICT Acceptable Use

The 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.

Students who breach the Acceptable Use Policy will be subject to disciplinary measures including cancellation of enrolment.

Identity Cards

Photo identification cards are issued to all enrolled students at the start of each year or upon their commencement. Lost cards need to be reported to the student's teacher as soon as possible. There will be a \$5.50 cost for each replacement card.

Insurance

All students of the College are covered for accidental physical injuries caused by violent, external and visible means, excluding pre-existing conditions.

Leaving Site

All students who need to leave the College during College hours must have their parents or carers sign a permission slip advising of their absence and the reasons for the absence. Excessive unexplained absences will need to be referred to Education Queensland.

Levies

The 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. The College charges a compulsory all-inclusive Resource Levy of \$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.

Lost Property

Property left in studios or found by staff or cleaners will be collected and kept at Administration. Please

leave valuable items at home. The College cannot accept responsibility of any lost, stolen or damaged personal property.

Mobile Phones

The increased ownership of mobile phones requires that College administrators, staff, students, parents and carers take steps to ensure that mobile phones are used responsibly. The students are not permitted to use their mobile phone during class time when it is expected that College work is to be undertaken.

Parent and Carer Communication

Parents and carers are expected to be involved with and support the education of their child and the College community. 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 and carers are invited to request a meeting with their child's teacher at any time if they have concerns.

Photos

The College arranges for group photos each year. Students are to wear their College Polo Shirt.

Privacy

The College is bound by the National Privacy Principles contained in the *Privacy Act (1988) Cth*. 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 include satisfying both the needs of parents and carers and the needs of the student throughout the whole period the student is enrolled in the College.

Repect

Remember:

1. Respect for people
2. Respect for property
3. Respect for place

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.

The 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 QPS and dealt with accordingly.

Sister College

Ohana Education also operates Arcadia College, at Robina on the Gold Coast. The 2 Colleges are both Special Assistance Schools and share some staff such as the CEO, COO, Human Resources, Enrolments Team, Accounts, Maintenance and Risk & Compliance.

Arcadia College offers Distance Education for students who wish to undertake their education from home. Email the enrolments team for details.

Smoking Products, Alcohol & Drugs

The possession and use of alcohol, drugs and smoking products (eg cigarettes, vapes, e-cigarettes) is strictly prohibited. Any student found possessing, consuming or supplying alcohol, drugs and/or smoking products at the College or during excursions away from the College campus will be referred to the QPS and have their enrolment at the College cancelled.

Student Vehicles

Students who drive their own cars to the College must provide the College with proof of parental or carer consent. No other student is permitted in the vehicle unless they too have parental or carer consent registered with College administration.

All students must register their vehicles with administration prior to parking or they could be fined by the University.

Toilets

Our toilet facilities are unisex and can be used by all students. Please keep them clean.

Travel

Public Transport: Any student travelling on public transport must remember that they are representing the College in the wider community. Student behaviour should be of a high standard. Students are expected to be courteous and considerate to other members of the public. All poor behaviour outside of school hours and reported to the College will be dealt with by the principal and may result in the student's enrolment being at risk of cancellation.

Bikes: Students riding their bike to the College must use an approved bike helmet at all times. Bikes are to be parked and padlocked in the allocated areas.

Scooters: Scooters should not be brought to the College. The College does not have facilities to store or charge them. The College will not be held liable for any scooters that are brought to the College.

College Vehicles: While traveling in College vehicles, students must remember the rules:

Seatbelts must be worn at all times	Follow instructions from the driver about safety on the bus without argument
Treat other people and their possessions with respect	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
Not place feet on the seats	No fighting, spitting or using offensive language

Refrain from any bullying or harassing other passengers or the driver	Not consume any food or drink (water permitted at driver's discretion), or play music unless driver permits
No smoking or vaping	Do not hang out the window
Do not harass the driver	

If students do not comply with these rules, they will be removed from the bus, and be responsible for paying for any damage.

Uniforms

The College does not formally require students to wear uniforms. However, for health and safety reasons, students must wear appropriate clothing and sturdy covered footwear in the College at all times. The College has a polo shirt for excursions and College photos. Students are expected to purchase at least one. They are available for \$30 each.

Valuables

Do not bring valuables to the College. AirPods and Mobile Phones are not to be brought into class and must be left outside.

Weapons

Knives, sharp objects or any other item which is intended to be used as a weapon are not to be brought to the College and will be confiscated. The College reserves the right to request to search student's belongings and clothing where there is a reasonable suspicion of a concealed weapon.

If you are found to be in possession of such items, you can expect to face disciplinary measures and possible bounce or cancellation of your enrolment.

Weather

The College will be open on all school days. Should bad weather conditions (storms, fire, flood) impact school attendance, parents and carers will be notified as soon as the College is able to do so. Please keep an eye on text messages, emails and the College's Facebook page for alerts and notifications.

Work Health and Safety

The 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 College personnel. You must obey any directions given to you by staff for your own safety.

If you see any hazards around the campus, you need to report those to a staff member.

The 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, the 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>

Your Rights and Responsibilities

As a member of the College, you can expect;

- To be respected, treated equally and to 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 about issues without judgement or discrimination and with the respect of full attention being given to you.
- A safe environment 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 the College.
- The support of the entire the College and your community.

As a member of the College, you are expected to:

- Notify your teacher if you are unable to attend at school and provide a medical certificate if your attendance is for three consecutive days or consistently irregular.
- Be on time arriving at the College and attending classes.
- Ensure others feel safe by not acting aggressively (intimidation, violence, swearing or bullying) toward anyone else.
- Listen to others and value opinions that may differ to your own.
- Treat everyone equally and without discrimination.
- Come to school with a positive attitude each day.

Welcome to the
College!