



SOUTH COAST
BAPTIST COLLEGE

Practical Student Information -
Secondary
2020

About the College

Pastoral Care

Principal	Mr Des Mitchell	
Head of Secondary	Mr James Trimble	Secondary Office (G 7)
Deputy Head Secondary - Curriculum	Ms Cheryl Thomas	Secondary Office (G 7)
Deputy Head Secondary - Wellbeing	Mrs Shelagh Scott	Secondary Office (G 7)
Head of Year 7	Mr Rainer Winkler	L 16
Head of Year 8	Mr Rainer Winkler	L 16
Head of Year 9	Mr Simon Bint	G 14
Head of Year 10	Mrs Caroline Crowther	G 14
Head of Year 11	Mr Mikael Leo	L 14
Head of Year 12	Mr John Scott	L 16
School Counsellor	Mrs Jackie Maunder	A 10
Chaplain	Mr Matt Birch	Y 8

- Student diary should be taken to every lesson and home every night. Reminders, special events and set home study commitments should be entered promptly into their diary.
- Using the diary efficiently enables students to plan and organise their homework and study effectively also allowing teachers and parents to track students' progress.

Homework Routine

	Monday	Tuesday	Wednesda	Thursday	Friday
4:00 – 5:00					
5:00 – 6:00					
6:00 – 7:00					
7:00 – 8:00					
8:00 – 9:00					
9:00 – 10:00					

Homework Policy

As a student, your primary activity is learning. Learning is not something that simply happens after you read, write and listen long enough. Learning occurs when you follow a set of organised procedures. Students who follow the procedures listed below will discover that their capacity to understand and remember material covered in classes will become greatly enhanced. In addition, their ability to apply this knowledge and to place it into a larger conceptual structure will also improve. The following procedures commence with effective motivation and occur as a continuing cycle.

Homework is a very important part of education. All students are responsible for recording homework each day in their diary.

General Objectives of Homework

- To develop good reading skills.
- To revise and consolidate work that has been taught in class lessons.
- To provide opportunities for personal research outside the school environment.
- To give further practice in areas that may require rote learning.
- To develop habits of sound personal organizational skills.
- To provide for individual needs.
- To develop a high level of self-discipline.

It is hoped that students will develop sound study habits and a love of learning that will help form the basis for success in their senior years of education.

Homework Routine

Year Level Requirements

You are expected to read a novel for English for at least 15-30 minutes per night. Effective reading develops with practice and is the foundation of all homework.

HOMEWORK AND REVISION

Year 7	1 to 1.5 hours	Year 10	2 to 2.5 hours
Year 8	1 to 1.5 hours	Year 11	2.5 to 3 hours
Year 9	1.5 to 2 hours	Year 12	3 - 4 hours

Study Techniques

The following key learning aspects will lead to improving your learning:

- 1. Motivation** means that you have the incentive to keep going at your work. Whenever you strike difficulties with it, you should continue trying and not give up too easily. You will only be able to do this if you have a reason to continue. The effort can be worthwhile for the sense of personal satisfaction that you gain.
- 2. A Response or reaction** means that you need to react to everything that you are given by teachers or read in books or obtain from other sources. The key here is to get your brain working on the information you have discovered. Concentration can be improved by taking notes. Concentration is all about helping you to understand and remember.
- 3. Organisation** refers to the way you build a picture that includes all the knowledge you have gained on a subject. Unless you organise information into a meaningful structure, no amount of memorising will have any effect.
- 4. Comprehension** is an understanding of the main idea that a teacher or a writer is focusing on and seeing how that piece of information makes sense as one part of a larger body of knowledge.
- 5. Repetition** is the key to improving your memory. Material repeatedly studied for a few minutes a day will stay in your mind much longer than the same material studied for an hour at a time and never reviewed.
- 6. Transformation** involves turning information into another form. Diagrams, notes, flow charts and concepts are common forms of transforming information and will help you to remember information.

Some Tips

- Copy down your homework tasks accurately from the board
- Do your homework at the same time each night at a desk/ table in a quiet area.

Note: If you are unable to complete homework, because you did not understand the work or for any other reasonable excuse, ask one of your parents to write a note in your diary, stating the reason for non-completion of work.

SCBC File Set-Up

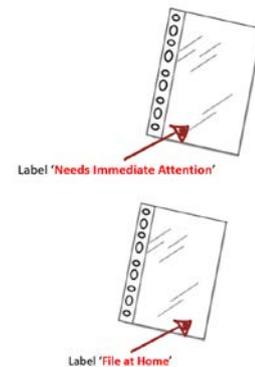
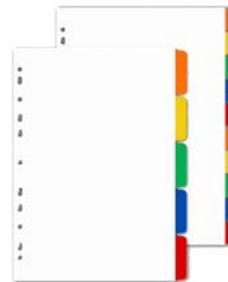
Having an organised Student file helps you to quickly and easily:

- ✓ Find your assignments, homework, and needed supplies;
- ✓ Make sure you are well prepared for all of your classes; and
- ✓ Ensure that all important assignments and homework do not get lost or damaged.



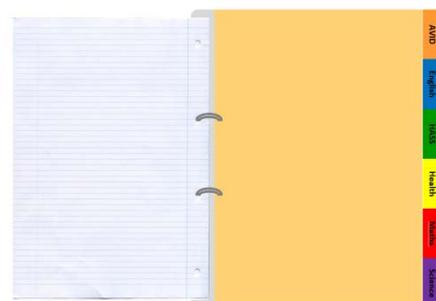
Step One: Timetable, Dividers and Sleeves

- ✓ Place a plastic sleeve at the front of your file. This is where your timetable will be stored.
- ✓ Place another two plastic sleeves immediately behind the timetable sleeve. With a permanent pen, label one 'Needs immediate attention' and the other 'File at home'.
- ✓ Set up your subject dividers, with a section for each subject's work and notebook.



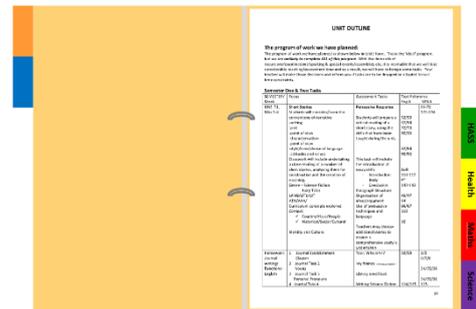
Step Two: Subject Names and File Paper

- ✓ In a permanent pen, label the tabbed subject dividers with the names of each course
- ✓ Place 100 Sheets of Loose Leafed Lined Paper at the back of your file, ready to be used when needed.



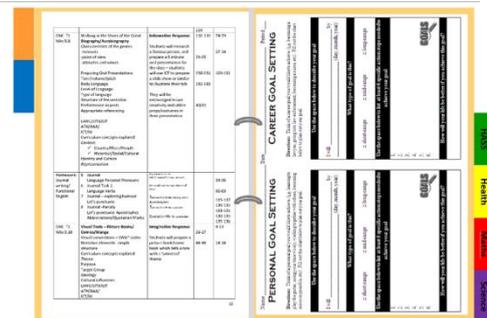
Step Three: Course Outlines

- ✓ Once you have received them from your teachers, place the Course Outline for each course immediately after the divider page for that course.



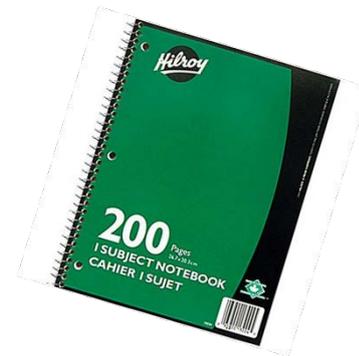
Step Four: Worksheets and Handouts

- ✓ File all worksheets and handouts in the appropriate section of your SCBC Student File.
- ✓ Make sure everything is dated and filed in order.



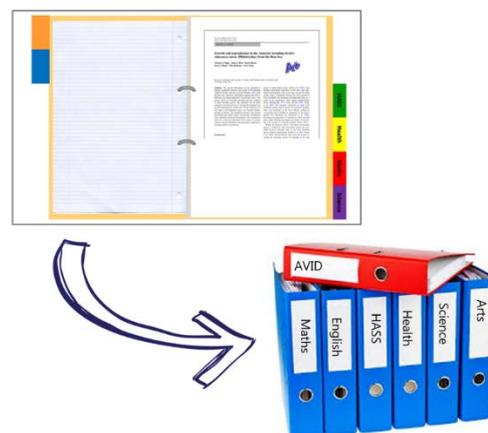
Step Five: Interactive Notebooks

- ✓ Place your Interactive Notebook (subject workbook) for each core course (Math's, English, Science & Humanities) in the appropriate section



Step Six: Homework Files

- ✓ To stop your Student File from getting too heavy, you will need to set up files at home for each of your core subjects.
- ✓ You will need to keep on top of this throughout the year. At the end of each topic or unit of work, you should remove the loose handouts and worksheets in your SCBC file and put them into the clearly labelled file set up for each course.
- ✓ File away marked quizzes, assignments and tests at home.
- ✓ File notes which have been used for a test.



Step Seven: Prepare for File Check Friday

- ✓ Keep your Student File neat and organised. File checks will be held in Form each Friday.
- ✓ Poorly organised / messy files will result in a negative consequence.

Form 2: AVID Binder Rubric

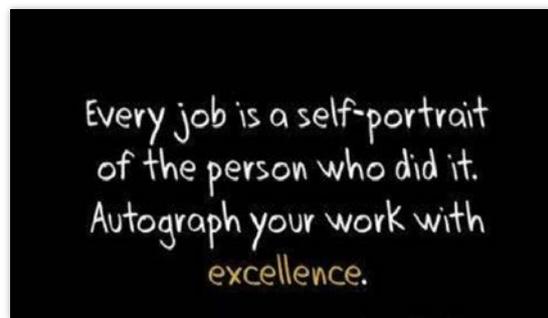
	Advanced	Satisfactory	Developing	Unsatisfactory
Binder/Contents <ul style="list-style-type: none"> • 3-ring binder • Tabbed subject dividers • Zipper pouch • Pens and pencils • Notebook paper • Agenda/daily planner/calendar • Tutorial Request Forms • Learning logs 				
Binder Organization <ul style="list-style-type: none"> • Zipper pouch • Agenda/daily planner/calendar • Notebook paper • Academic sections 				
Academic Sections <ul style="list-style-type: none"> • Divider • Cornell notes for each class • Handouts/worksheets/classwork • Tests/quizzes • Returned assignments 				

Advanced: All supplies, notes and student work are included and well-organized.
Satisfactory: Most supplies, notes and student work are included and organized.
Developing: Some supplies, notes and student work are included.
Unsatisfactory: Few supplies, notes and student work are included.

Take Pride In Your Work

Setting your file up at the beginning of the year is important, but it is only the first step. The most vital challenge is to ensure you take pride in your work throughout the year. The more organised you are and the more effort you put into your work, the more you will learn and achieve.

Make this your best year yet!



College Support Services

Head of Years

Years 7, 8, 9, 10, 11 and 12 all have a Head of Year to coordinate student wellbeing activities. They assist students to resolve problems that occur in their daily school life. Students should ensure that they know where their Head of Year's office is located, as this is the person who will be able to help them.

Curriculum Questions and Concerns

Students and parents with curriculum related concerns and questions are encouraged to approach the teacher involved. For further assistance, The Head of Learning Area, Deputy Head Curriculum (Secondary) and Head of Secondary are all keen to assist. For questions relating to VET or careers, students are advised to see the Career Advisor.

College Counsellor

The College has a Counsellor on staff to assist students to deal with difficult situations that inevitably occur and to provide support to students. Contact can be made by email or seeking an appointment through the Secondary Administration Office.

College Chaplain

The College Chaplain is available to provide support to students. Students may access the Chaplain by contacting the Secondary Administration Office

Administration of Medication

All medication must be kept at student services and the relevant form filled out for short or long-term use. The only exception is for Asthma sufferers who can carry their medication on school grounds.

Before any staff member accepts responsibility for administering prescribed medications to a student in their care, the principal/s must:

- ensure a comprehensive written authority is obtained from the student's parent/carer(s) for a member of staff to administer the prescribed medication.
- seek from the student's parent/carer(s) a written statement from the student's doctor authorising a member of staff to administer the prescribed medication. The statement should also set out the necessary directions and specify any special precautions that exist.
- give written approval for a member of staff to administer the prescribed medication.

If you have any questions about medical issues, please visit Student Services or ask your parents to ring them on 9540 44 11.

Library

The library resource Centre is open from 8:00am to 4:00pm Monday to Friday and 4:00pm including morning recess and lunch breaks. The Library houses an extensive collection of books, magazines etc to support and enrich the school curriculum.

What to do when...

You're late for school	Please go to Student Services to sign in. DO NOT GO STRAIGHT TO CLASS. You will sign in using KIOSQ which will issue you a late to class pass which you are to give to your teacher.
You feel sick	If it is during class time, please tell your teacher and if they feel it is serious enough, they will send you to Student Services. If it is at recess or lunchtime, go to Student Services. Students must not call their parents first.

You get injured at school	If it is before school, at recess, or at lunchtime, come straight to Student Services. If it occurs in class, please tell your teacher and they will send you to Student Services with another student. At Student Services, we will assess the severity of the injury and take appropriate action.
You need to leave school to go to an appointment	Go to Student Services where you will be signed out and then given a sign out card which you hand to Front Reception.
You don't have the correct uniform	If you do not have the full, correct uniform, please ensure that your parents write a note explaining the reason for this. Please present yourself along with the note to your Form Teacher in Form class. You will be presented with a uniform pass. Ongoing incorrect uniform without a valid excuse will result in a step.
You get sent out	Go straight to the Deputy Head Secondary - Wellbeing located in the Secondary Office (G 7). If the office is unattended go back to your class and tell your teacher.
You have a query about bus services	Visit our website or ask at front reception.
You want to purchase a bus ticket	Go to the front reception before school or at lunchtime to purchase a ticket.
You want to change courses	If you wish to change a course, you will need to collect a form from the Secondary Office and fill it out appropriately before the Deputy Head Curriculum (Secondary) will approve the change.
You are injured or sick and can't do Physical Education	If you can't participate in physical activities, it is necessary that you bring a note from your parent. You should present this note to your PE teacher when the class commences. You will still attend PE class, but will sit out of the activities or be given alternative activities to complete.
You haven't been able to purchase something on the booklist	If you haven't been able to buy an item on the booklist, please ask your parents to write a note explaining the reasons for this. This note will need to be given to the appropriate teacher in your first lesson. All items on the booklist are needed for classes so they will need to be purchased as soon as possible.
You have an excursion	All excursions are completed online using Consent2Go. Parent permission which is provided through Consent2Go is required before you will be able to go on the excursion.

Attendance and Punctuality at School

- All students are expected to be at the College ready to go to Form class at 8.25 am every school day and to attend all lessons punctually. Students should plan to be at the College by 8.15 am.
- Any lateness must be explained to the relevant Head of Year who will take whatever action necessary. Any students must go to Student Services to sign in. **DO NOT GO STRAIGHT TO CLASS.** You will sign in using KIOSK which will issue you a late to class pass which you are to give to your teacher.

Parents/guardians should be aware that there is a legal obligation under Section 23 of the School Education Act 1999 that requires a child to attend school on all designated contact days. Under Western Australian law (School Education Act 1999), parents/guardians must send their children to school unless:

- They are unwell
- They have an infectious disease
- The Principal is provided with a genuine and acceptable reason

Absences

Any absence from school must be covered by a reason from the student's parent/guardian. This may be in the form of:

- A signed and dated note **as soon as they return**. This note should clearly state the student's first name, surname, form class, the date(s) and reason for the absence.
- An email to studentservices@scbc.wa.edu.au. The email should clearly state the student's first name, surname, form class, the date(s) and reason for absence.
- Calling our Absentee Hotline on 9540 4411 before 9am
- A response to a College generated SMS Attendance Alert

Leaving the College Grounds

- No student is permitted to leave the college grounds without being signed out by their parent/guardian.
- Students arriving late to school or leaving school early due to an appointment etc must have a written and signed note from a parent/guardian or an email has been received by Student Services detailing the reasons for arriving late or leaving early. **Students will not be allowed to leave school early without Student Services receiving written permission from a parent/guardian.**
- Before leaving the College and upon arrival back at the College students must report to Student Services with a signed parent note or email detailing the reason for the late arrival or early leave. Students will then sign in/out using KIOSK and then will present their slip to Reception when leaving the College or to the class teacher if arriving late.
- As a matter of courtesy, students must advise teachers whose classes they will miss due to leaving the College early and show them the signed parent note in advance if possible.

Leave from school for reasons due to family holidays or sporting events

- **The College strongly discourages parents from taking planned holidays during term time.** The College strongly encourages **scheduled** school holidays for personal holiday planning. South Coast Baptist College acknowledges that holidays are an enriching experience, but by law, every student is expected to attend school every day. Teachers are **not obliged** to accommodate students on holiday with learning programs. Catch up work will be provided when a student is absent in the case of illness.
- Parents who wish to take students out of school for the purpose of a family holiday or other circumstance such as sporting representation for the state for longer than two

days should contact Student Services and the relevant Head of Year stating the nature of the absence and the dates of the absence. The Head of Year will then meet with the student to explain that it is their responsibility to collect work from the MESH subjects for the planned absence period and that teachers are not obliged to provide work when the absence is due to a family holiday.

- Parents/guardians choosing to take students on holiday during scheduled school term time should be aware that the student will be impacted and that their grade may be adversely affected. The impact may vary according to the year level at which the student is studying.
- Upon return to the College after a planned absence it is the responsibility of the student to approach teachers to catch up on any work/notes that have been missed whilst away.

Arrival and Departure

Students should be punctual to Form at 8:25 am but should not arrive before 8:00am, unless they are attending specially organised classes or training. Likewise, students are requested to leave the College grounds promptly at the end of the day, unless in a College organised excursion/activity.

Lockers

- Lockers are allocated by the relevant Head of Year to all students at the beginning of the Year.
- All students are expected to secure their locker with a suitable padlock. The locker is always to be kept locked and passcodes or keys are not to be shared with other students.
- Students are not permitted to share a locker with another student.
- All items of value, including money should be secured by a padlock in a student's locker. The College cannot accept any responsibility for theft, loss or damage of valuables that have been left in bags, at the College overnight or left on the ground around classrooms or locker areas. Students and parents should recognise, however, that valuables such as money, Chromebooks/i-Pads/mobile phones can be the target for theft and, accordingly should always be stored in a locker secured by a padlock.
- Students are responsible for their assigned locker regardless whether they use it or not and will be held to account for the state of their locker when it is returned at the end of the year.

Student Cars

Students who have a current driver's licence, who own a car or are permitted to use the family car, may drive to school and park in the area set aside for student parking provided that:

- The student has completed a registration to drive to school form (available from the relevant Head of Year) and then has been provided with a permit (which must be displayed on the front windscreen of the vehicle they are driving) before they begin driving to school.

- Students are to only use their vehicle for travelling to and from school. **Students are not permitted under any circumstances to drive from the school grounds during the day.**
- Students are not permitted to carry other students as passengers to and from school without a Passenger Permission Form being completed and lodged by their parent and the passenger's parent. **The College has a policy that, unless there are exceptional circumstances, no more than one passenger should travel with the driver.**
- You must not drive your vehicle to an excursion, sporting event or other function without parental and school approval.
- **Under no circumstances** can students, once at school, transport other students in their vehicles when travelling to and from any school program or event.
- Vehicles are parked at the owner's own risk and no damage will be covered by the school.
- A new application must be made each year.

Uniform Policy

Introduction

The school uniform has been designed to develop a school identity and to foster school spirit. Students are expected to wear the uniform with a sense of pride and belonging. Students are required to wear the uniform correctly and within the prescribed limits always including travelling to and from the College.

The Wearing of School Uniform

Presentation and grooming are important in the school as this is a portrayal about the school and its values and can also give an indication of how students see themselves personally and how they perceive their school. The policing of dress standards is a shared responsibility among the staff, students and parents.

All uniforms are to be kept clean, pressed and in good condition. Shoes are to be well polished. Sports shoes are to be clean and unmarked. **Parents must ensure that all uniforms are marked with the student's name.**

Hemlines

Hemlines on girl's dresses and skirts are to be modest and in keeping with the formal nature of the uniform. **The skirt and dress hem length are to be on the knee.**

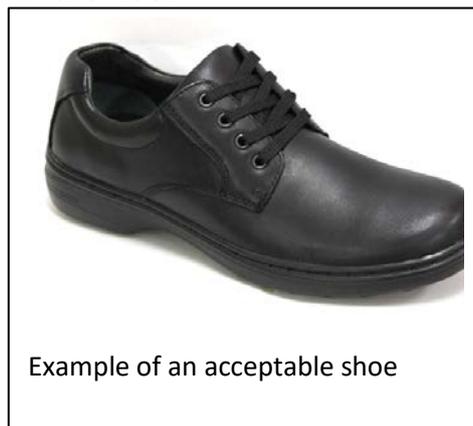
Footwear

Black, lace-up, polished leather school shoes are compulsory for students at the College. Shoes must be 'heeled' but with

heels not higher than 20mm, measured from the inside of the heel.

Unacceptable shoes styles include:

- Brougues - ie. Shoes that have a punched pattern.
- Non-lace up dress shoes.
- Chunky type shoes.
- Shoes with coloured stitching or coloured shoelaces.
- Black sports type leather shoes.
- Black canvas shoes.
- Black Vans shoes.



Hats

Students are required to wear their school hat when outdoors at school in Terms 1 & 4. The hat is to be worn when participating in outdoors activities and is compulsory for all sport classes. **No other hat or cap is permitted to be worn.**

School Bag

The only school bag that is permitted is the SCBC School Backpack.

The purchase of a School duffle bag is compulsory to carry their sports items to and from school. General sports bags are not permitted.

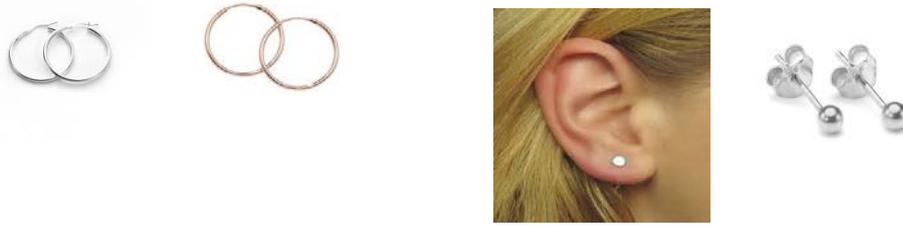
Jewellery

The only jewellery that students can wear is:

- Girls-one pair of plain sleeper earrings with a diameter no bigger than 8 mm (your little finger should not fit through the earring) or plain stud earrings no bigger than 3 mm or stud earrings with a stone no bigger than 3mm in the lower lobe of the ear.
- Girls with nose rings, earrings in the upper ear or on the part of the ear known as the 'Tragus' will be asked to wear a clear plastic stud so that it cannot be seen.
- Boys-one plain earring/s or an earring/s with a stone no bigger than 3 mm.
- A watch or exercise tracker.
- Smart watches are **NOT permitted** at school under any circumstances and their use as an exercise tracker is not an acceptable reason for being given permission to wear one at school.
- A medic alert bracelet or necklace.
- Students may wear a necklace that **must be worn under** the shirt or dress so that it is not visible.
- Rings bracelets/bangles/charity wrist bands are **NOT permitted** to be worn.

Students found wearing jewellery such as rings and bracelets (non-medical) will be asked to remove them, and they will be held accountable for the choice they have made. Students who choose to wear other jewellery risk its confiscation with the item being returned to the student at the end of the week. At times, it may be necessary to confiscate items of jewellery. Although all care will be taken with these items, the College accepts no liability for confiscated items.

Acceptable Earrings for both boys and girls



Or clear studs



Hair

- Hair is to be clean and neatly groomed whenever in school uniform.
- Fashionable extremes (some examples are, but are not limited to, Mohawk, dreadlocks, rat tails, top knot, shaved heads, multiple or unsuitable colours, and any others as determined by the College), are not permitted.
- Hair is either short or tied back, all hair that can be tied back must be tied back, including hair that falls below the collar using the College navy hair tie and/or scrunchies. Black or navy plain hair slides and knitted black fabric headbands only.
- Fringes longer than the eyebrows must always be clipped back.
- Hair that cannot be tied back must be held securely in place with clips and not fall in front of the face at any time.
- Only natural looking tints may be used, stark contrasting colours such as balayage, as well as block colours or wide sections of colours, are unacceptable, as are brightly coloured tints.
- Braids/small plaits are acceptable provided that:
 - They fit the head firmly and neatly and are tied back into a ponytail which is secured at the nape of the neck (not on the top of, or back of the head)
 - They are kept neat, clean and well groomed
 - No beads or coloured bands are used
 - There are no dreadlocks

In matters of hairstyle, the College remains the final arbiter.

Grooming

- All boys in Years 7 – 11 are to be clean shaven during the school day and at all College events.
- To recognise that many students will be 18 when they are in Year 12 and therefore should be treated as the young adults they are. Boys in Year 12 are permitted to have facial hair such as a beard, moustache or goatee. Such facial must always be neatly groomed.

Make-up and Nails

- Girls can wear CC cream or BB cream to cover blemishes on the face but are not permitted to wear mascara, foundation, eyeliner, eye shadow or coloured lip moisturisers. Girls in Year 12 are permitted to wear make-up that looks semi-professional and acceptable for the workplace. Girls in Years 7 – 11 will be asked to remove make-up that is noticeable.
- Nail polish/varnish, French manicure and artificial/acrylic nails are not permitted to be worn at school.
- Girls are required to attend school without artificial beauty treatments and enhancements such as unnatural looking eye-lash extensions.

Uniform Girls

Summer Formal Uniform

Summer dress
(the hem must sit on the knee)

College ankle socks

Black leather lace-up shoes

College jumper to be worn
completely not tied around
the waist

College hat (Compulsory)



Winter Formal Uniform

Winter skirt (the hem must sit on
the knee)

Blue winter blouse (with logo)

College Jumper

Black tights (min 70 denier-
available from the uniform
shop)

Black leather lace-up shoes

College blazer (compulsory)

College jumper (Optional)



Uniform Boys

Summer Formal Uniform

Grey College shorts
(no longer than the top of the
knee)

Short sleeve blue College shirt
(with logo)

Grey College ankle socks

Black leather lace-up shoes

College hat (Compulsory)

College jumper to be worn
completely not tied around the
waist



Winter Formal Uniform

Long grey College pants

Black belt with a simple gold or
silver buckle

Short sleeve blue College shirt
(with logo)

College tie

Grey College ankle socks

Black leather lace-up shoes

College blazer (Compulsory)

College Jumper (Optional)



Sports Uniform

Students in the Football Academy are expected to wear the College sports uniform at all non-football sporting events and around the College when they cannot be in their formal uniform.

College Sports Polo shirt
College Sport shorts
White College Sport ankle socks
Sports cross trainer shoes that provide ankle support and allows for rapid changes in movement
College tracksuit pants and jacket (winter) Non-College sports jackets are not permitted



Student Behaviour & Discipline Policy

At South Coast Baptist College, students are being trained/coached to be self-disciplined. Students are being guided to take more responsibility for their own actions in a safe and caring environment.

The College uses a range of positive reinforcement and sanctions to encourage positive behaviour.

These include:

- Positive feedback in class
- House Points
- Level Backs
- Letters of commendation
- Certificates of Excellence
- Outstanding Achievement and Outstanding Application Awards for each subject

Sanctions used by the College include:

- Warnings and pastoral conversations
- Natural consequences such as finishing work during part of recess or lunch, picking up litter etc.
- Steps
- Levels
- Suspensions
- Exclusion

How this works in class?

Any seen or perceived disruptive behaviour is dealt with in the following way:

- At the seen or perceived disruptive behaviour, the teacher writes the name of the student onto the board, letting the student know clearly why their name is going onto the board. This is the student's first warning.
- A further disruption by the same student will result in a tick being placed next to their name. Again, the teacher clearly explains to the student why a tick is being placed next to their name. This is the second warning.
- A third disruption by the same student will result in a class send-out where the student is sent to the Secondary Office to see the Deputy Head Student Wellbeing (Secondary).
- A 'send out' will result in a level being allocated.

Student Behaviour & Discipline Policy

Behaviour that may begin the system of name, tick, send out but not limited to:

- **Distracting behaviour**
 - Talking/singing/making noises
 - Walking around the room
 - Swinging on a chair
 - Calling out
 - Distracting someone from another class
- **Time-wasting behaviour**
 - Writing/reading notes in class
 - Completing work from another class
 - Drawing pictures
 - Not completing a reasonable amount of work within a given timeframe
- **Being disrespectful/rude to a staff member or another student**
 - Name-calling
 - Putting another student down
 - Speaking disrespectfully to a teacher
 - Making inappropriate comments

Mobile Phones

- Students are **NOT** to use mobile phones between the hours of 8.25 am and 3.20 pm.
- Mobile phones should be stored away in their locker which is secured with a padlock. If a student chooses to carry their mobile phone on their person then it must be switched off.
- Students found accessing their mobile phone during the day, without teacher permission, will be given a level.
- Students found accessing their mobile phone during school hours will have their phone confiscated immediately by the staff member who observes them. The confiscated will be kept in the Secondary Office. The phone will be returned to the student at the end of the College day.
- Students, except for Year 12 students (see below) are not permitted to use their mobile phone's camera to take photos, regardless whether it is for educational purposes. Photos should be taken using an i-Pad/Chromebook or the Secondary camera and only with the knowledge and permission of those being filmed.
- Mobile phones are banned in spaces such as, but not limited to change rooms, toilets, fitness centre etc. Students caught with a mobile phone in these areas will be issued with a level and a one day in-school suspension.
- Students found using their mobile phone to contact a parent/guardian without permission will be issued with a level. Parents wishing to contact their child during College hours are required to make contact through Student Services or the Secondary Office.
- Music is not to be played through mobile phones in any classes.

- Students identified by the IT Department accessing a Hotspot/VPN will be in breach of the school's responsible use of IT policy and any student found to have active WIFI Hotspots/VPN on their phone will be given a level and **one-day in-school suspension**.
- Mobile phones that are brought to and kept at school and used, is entirely at the owner's risk. The College cannot accept any responsibility for theft, loss or damage of a mobile phone. Students and parents should recognise, however, that mobile phones can be the target for theft and, accordingly, mobile phones should always be stored in a locker secured by a padlock.

Year 12 Phone Use

- Students in Year 12 are permitted to use their mobile phone for educational purposes only in all classes under the supervision of a teacher.
- Students are permitted to take photos using their phone of board, class or project work if photos **do not** include other students or staff.
- Students found taking a photo of other students or of staff will be issued with a **level** and their phone will be confiscated for the day.
- Mobile phones are **banned** in spaces such as but not limited to change rooms, toilets, fitness centre etc. Students caught with a mobile phone in these areas will be issued with a level and a one day in-school suspension.
- Students are **not permitted** to listen to music through their mobile phone in any classes.

Tech Breaks:

- Students are permitted to use their mobile phone during Recess and Lunch in the Year 12 Common Room only.
- Students can listen to music through their phone during Recess and Lunch in the Common Room only.
- At the end of Recess and Lunch phones need to be switched to silent and should NOT be in sight before students leave the Common Room. Students found with a phone in plain sight outside of the Common Room will be issued with a level.
- Students are not permitted to use a hot spot to access an inappropriate site that is not in keeping with the College values such as but not limited to pornography sites, use social media sites to send harassing or sexually explicit material or to upload to social media sites such as Snapchat or Instagram any photos taken on College property.
- If an incident of the inappropriate use of a mobile phone during a Tech Break is brought to the attention of the Head or Year or another staff member then the student will lose the privilege of using their phone during Recess or Lunch for a pre-determined period and a consequence issued based on zero-tolerance for the inappropriate use of an electronic device.

Earphones

- Earphone use in the classroom for learning activities is at the discretion of the teacher. Earphones must be the earplug type. Over the head 'can type' headphones are not permitted.

- Students are not permitted to walk around the College during break times, including between classes, with earphones in their ears. If a student is found to have earphones in their ears during a break time, then a level will be issued.
- Ear pods are not permitted at school
- If a student is found to be using Bluetooth earphones inappropriately then a level will be issued.
- Earphones that are brought to and kept at school and used, are entirely at the owner's risk. The College cannot accept any responsibility for theft, loss or damage of earphones. Students and parents should recognise, however, that earphones can be the target for theft and, accordingly, they should always be stored in a locker secured by a padlock or kept on you.

Steps

Steps are usually allocated for behaviour related to personal management issues including but not limited to:

Organisation Expectations

- Homework not completed every 3 times in a cycle determined by a classroom teacher
- Late to class or Form 3 times in a two-week period
- No sports uniform
- Forgetting to bring the College diary to class
- Unprepared for class 3 times in a cycle determined by the teacher
- Incorrect use of iPad or Chrome Book, first offence only
- If after File Check Friday an item is still missing when rechecked the following Monday

Uniform and College Expectations

- Excessive make-up
- Wearing jewellery that is not part of the College uniform
- Hair below shoulder length should be tied back and all hair should be off the face
- Not wearing the uniform neatly and correctly at all times
- The College blazer should always be worn during terms 2 and 3
- A hat should be worn when outside during Terms 1 and 4
- A report by a member of the public or observation by a staff member of a student outside of school wearing the uniform incorrectly
- Chewing gum is not permitted

Inappropriate Behaviour-rude/disobedient

- Swearing
- Not following the instructions of a teacher on duty

Levels

Levels are the result of being sent out of class for disrupting learning or for serious zero tolerance incidents that occur in the schoolyard. Accruing too many steps and or levels will result in suspension or permanent exclusion from the College.

Automatic Send-Outs (Levels)

A student may be sent out of class without warning for anything deemed as zero-tolerance such as **but not limited to:**

- **Breach of safety**
 - Throwing an object in class
 - Knocking a student off a chair
 - Not following safety guidelines in practical lessons
- **Physical Abuse or Verbal Abuse**
 - Punching another student
 - Swearing at another student
 - Swearing at a teacher
 - Using inappropriate racial or sexual overtones towards a student or staff member
 - Using inappropriate racial slurs
- **Misuse of Computers or Other Equipment**
 - Changing settings of classroom or Library computers
 - Accessing or attempting to access inappropriate material via the internet
 - Attempting to access restricted areas on the College computer network
 - Intentional misuse of equipment provided in a lesson

Level Backs

Students can earn back one level per semester by completing a level back program attained from your Head of Year.

Zero Tolerance

Suspension or permanent exclusion may result from students inciting or participating in any of the following:

- Fighting
- Possession, supply and / or sale of dangerous illegal, unlawful substances or materials
- Vandalism or graffiti to school property or other property students are using such as contracted buses
- Harassment/Bullying
- Theft including outside of school hours
- Plagiarism and cheating. Students will be held as complicit if they allow another student to copy their work
- Unsafe driving
- Sexting, online bullying and harassment, including outside of school hours
- 24/7 accountability for inappropriate use of social media directed towards another student/s or member of the SCBC community
- Refusing to leave a class
- Deliberately choosing not to attend an assigned class without a valid reason (Wagging class)

Further information relating to the Discipline Policy can be located on the College website

How to Treat People

Resolving relational conflict and difficulties

All members of the South Coast Baptist Community including, students, parents and staff are encouraged to follow the biblical model of resolving relational conflict. In summary this involves:

- Firstly, speaking directly to the person involved.
- Sharing your concerns in a non-accusatory manner
- Giving others opportunities to explain their actions and apologise
- Seeking the assistance of others if the matter is unresolved.
- Students that cannot resolve their interpersonal relationship issues are encouraged to speak to their Head of Year, the counsellor, chaplain or other teachers they relate to.

South Coast Baptist College does not tolerate bullying or harassment in any form.

Harassment is unwanted, unwelcome and unjustified.

Bullying and Harassment Includes:

- Physical actions e.g. pushing, hitting, spitting, damaging the property of others.
- Verbal actions e.g. repeated put-downs, name calling, ridiculing and threatening.
- Non-verbal behaviour e.g. reference to physical appearance, making rude or threatening signs or faces.
- Extortion e.g. demanding money, food or other belongings.
- Exclusion e.g. hurting others by ignoring or isolating them or spreading rumours about them.
- Racial, cultural, religious or disability discrimination.
- Electronic communication e.g. via email, MSN, SMS or social media e.g. snapchat, Instagram etc.
- Sexual harassment e.g. sexual behaviour which is deliberate, uninvited and unwelcome that causes embarrassment or is offensive or demanding.

What Can I Do to Prevent Bullying and Harassment?

If you are a bystander or witness to harassment it is YOUR responsibility to help protect the victim by:

- Standing up to the bully and letting them know their bullying behaviour is unwelcome.
- Reporting the harassment to your form teacher or any other trusted adult so the bully and victim can receive help.
- If you are involved in bullying another person, it is your responsibility to stop now!
- If you are aware that you are bullying you can seek support to stop this behaviour by speaking to the Counsellor or Chaplain, your form teacher, Head of Year or Deputy Head Pastoral Care (Secondary).

What Can You Do If You Are Being Bullied?

If you are a victim of harassment you can take action such as:

- You can choose to do nothing; however, the harassment could continue.
- Approach the person who is harassing you and request that the offending behaviour stops.
- Share the problem and discuss the situation with a friend, parent, sibling, teacher, counsellor, Chaplain, Head of Year or Deputy Head Student Wellbeing (Secondary).

Assessment Policy

Submission of Work

Work should be submitted to the class teacher during the lesson on the due date. If students are aware that they will be absent on the due date they should arrange with the teacher to submit their work earlier. Students must ensure that the work is submitted to the correct teacher or to the relevant Head of Learning Area (do not leave an assessment on a teacher's desk). Some assessments may be required to be submitted electronically.

Plagiarism and Cheating

- All work submitted for assessment should be the student's own work and research from other sources should be correctly acknowledged in a bibliography.
- Students caught submitting work that has been plagiarised will be referred to the relevant Head of Learning Area and to the Deputy Head Curriculum Secondary to be dealt with as per the College policy on Plagiarism and Cheating.
- Students caught cheating or allowing others to copy their work and then submit it as their own will be referred to the relevant Head of Learning Area and to the Deputy Head Curriculum Secondary to be dealt with as per the College policy on Plagiarism and Cheating.

Late Submission of Work

If a student has not completed the task on the day it is due, they are expected to hand in a copy of what has been completed to date. Computer or printing problems associated with the completion of assignments will not be accepted as valid reasons for lateness.

Penalties will apply for late submission of out of class assessments:

1 day late	Minus 10%
2 days late	Minus 20%
3 days late	Will receive a mark of 0%

Any assessment not completed will impact on Semester grades; in some cases, failure to hand in an assessment may result in non-completion of the course.

Unplanned absence on a due date

Where possible, students should try to have their work delivered to the College on their behalf. At the latest, work must be submitted on their next day back at the College.

The reason for absence is to be written on a note signed by a parent/guardian and must be presented to the subject teacher.

Extensions

Difficulties in completing work on time **should be discussed with the teacher well before the due date** and any necessary extension of time should be sought at least two days before the due date.

A note from a parent/guardian is required when applying for an extension.

Absence on Test Days

- Students absent on test days should be prepared to do the assessment (including orals) on their immediate return to the college.
- Year 11 or Year 12 students are required to obtain a medical certificate and present it to the Deputy Head Curriculum (Secondary) for exams. This may also be requested for tests.

Extended Absence

- If an extended absence is planned, a parent/ guardian must email the Head of Secondary two weeks prior. It is expected that missed class time will adversely affect semester grades.
- When sickness is the cause of extended absence, course completion requirements will need to be negotiated with the Deputy Head Curriculum (Secondary).

Practical Activities

Department Policies covering practical assessment activities also exist.

Harvard Referencing Guidelines for Assessments

Why do we reference?

Referencing is a valuable tool which is used across many industries and educational institutions to acknowledge the work and ideas of other people. Each time you start a DVD you will be reminded of movie piracy and how this action is considered stealing. In academic writing it is also important not to steal (plagiarise). According to the Oxford dictionary plagiarism is defined as 'the practice of taking someone else's work or ideas and passing them off as one's own.' Students are therefore required to reference as this is a legitimate way to acknowledge the influence of other writers' ideas and words in their assignments.

The college takes plagiarism in student's work very seriously. Students who are caught copying and pasting information from websites or retyping written documents will **not** be marked on this work.

Points to remember:

There are two important aspects to referencing in assessment tasks:

1. Creating a suitable reference list at the end of the document (sometimes referred to as a bibliography) which incorporates all the required details.
2. Using the appropriate "in-text" referencing format to reference any information which has been taken from another source.

Reference list requirements:

It is very important to follow the format for punctuation such as full stops, colons, commas, brackets and capital letters.

- **Reference list entry for a book:**

Author. Year of Publication, *Title*, edition. Publisher, Place of Publication.

Aldous, J, Lapsanas, K, Blackston, V & Shaw, G. 2013, *Making and Breaking the Law*, 10th edn. Macmillian Education Au, Malaysia.

- **Reference list entry for a Website:**

Author. Year of Publication, *Title of the Website*, Website Company. Available from: <URL>. [Date of Access].

UNHCR n/d, *The Refugee Convention*, The UN Refugee Agency. Available from: <http://unhcr.org.au/unhcr/index.php?option=com_content&view=article&id=48&Itemid=58>. [15 May 2014].
(n/d stands for no date)

- **Reference list entry for an online video:**

Author. Year of Posting, 'Title of the Video' (video file). Available from: <URL>. [Date of Access]

CrashCourse. 2012, 'Archdukes, Cynicism, and World War 1: Crash Course World History #36' (video file). Available from: <https://www.youtube.com/watch?v=_XPZQ0LAIR4>. [28 April 2014].

- **Reference list entry for a visual source:**

Title of the Visual Source Year of Production, motion picture/ video file/ DVD, Production Company, Place of Recording.

Mulan 1998, DVD, Disney, Walt Disney Animation Studio USA.

- **Reference list entries for newspaper articles:**

- **Print**

- Author. Year of Publication, 'Title of the Article', *Newspaper* Date of Publication, Page Number.

Butterly, N 2014, 'Shark cull helped us: Greens', *The West Australian* 7 April, p.5.

Electronic

Author. Year of Publication, 'Title of the Article', *Newspaper* Date of Publication.
Available from: <URL>. [Date of Access].

Griffiths, E 2014, 'Budget 2014: Opposition Leader Bill Shorten says Labor will oppose around \$13 billion worth of cuts', *ABC News* 15 May. Available from: <<http://www.abc.net.au/news/2014-05-15/bill-shorten-delivers-budget-reply-opposes-13-billion-in-cuts/5455886>>. [15 May 2014].

In-text referencing requirements:

- **Book**
(Author Year of Publication) or Author (Year of Publication) says/ indicates that.....
(Aldous et al. 2013) or Aldous et al. (2013) indicates that.....
- **Website**
(Author, Year of Publication) or Author (Year of Publication) says/ indicates that.....
(UNHCR, n.d.) or UNHCR (n.d.) says/ indicates that.....
- **Video**
(Title Year of Production) or Title (Year of Production)
(Mulan 1998) or Mulan (1998)
- **Newspaper**
(Author Year of Publication) or Author (Year of Publication)
(Butterly 2014) or Butterly (2014)

Presenting a reference list

Many research assessments require you to create a reference list of the sources you used (referenced) to create your research project. This list needs to be sorted alphabetically according to Author.

Start to Read and Enjoy the Bible:

Did you know that the Bible is the all-time best seller and most widely read book in the world? The Bible is quoted more often than any other piece of literature and has had more influence on our language, customs and the laws than any other book ever published.

Finding God's Answers to Personal Problems

Why has the Bible been so popular for so long? Because in it God speaks to our needs and gives us answers. Jesus said, "Come to me, all you who are weary and burdened and I will give you rest" (Matthew 11:28). The Apostle Peter wrote, "Cast your anxiety on Him (God) because He cares for you" (1 Peter 5:7). Even though the Bible is an ancient book its message is very important and relevant.

In fact, that's one of the main reasons for its continued, consistent popularity. The following table lists some of life's most common troubles and where to find answers from the pages of the Bible:

Where to find help when you are:

Afraid	Psalm 34:4, Matthew 10:28, 2 Timothy 1:7, Hebrews 13:5,6
Anxious	Matthew 10:16-39, Philippians 4:6, 1 Peter 5:6,7
Backsliding	Psalm 51, 1 John 1:4-9
Bereaved	Matthew 5:4, 2 Corinthians 1:3,4
Bitter or Critical	1 Corinthians 13
Defeated	Romans 8:31-39
Depressed	Psalm 91, Psalm 118:5-6, Luke 8:22-25
Discouraged	Psalm 23, Psalm 42:6-11, Psalm 55:22, Matthew 5:11,12,
Doubting	Matthew 8:26, Hebrews 11
Facing a Crisis	Psalm 121, Matthew 6:25-34, Hebrews 4:16
Faith Fails	Psalm 41:9-13, Luke 17:3,4, Romans 12:14,17,19,21, 2 Timothy 4:16-18
Friends Fail	Psalm 41:9-13, Luke 17:3,4, Romans 12:14, 17,19,21, 2 Timothy 4:16-18
Lonely	Psalm 23, Hebrews 13:5,6
God's Protection	Psalm 32:8, Psalm 91, Philippians 4:19
Needing Guidance	Psalm 32:8, Proverbs 3:5,6
Needing Peace	John 14:1-4, John 16:33, Romans 5:1-5, Philippians 4:6,7
Needing Rules for living	Romans 12
Overcome	Psalm 6, Romans 8:31-39, 1 John 1:4-9
Prayerful	Psalm 4, Psalm 42, Luke 11:1-13, John 17, 1 John 5:14,15
Protected	Psalm 18:1-3, Psalm 34:7
Sick or in Pain	Psalm 38, Matthew 26:39, Romans 5:3-5, 2 Corinthians 12:9,10, 1 Peter 4:12, 13,19
Sorrowful	Psalm 51, Matthew 5:4, John 14, 2 Cor. 1:3,4, 1 Thessalonians 4:13-18
Tempted	Psalm 1, Psalm 139:23,24, Matthew 26:41, 1 Corinthians 10:12-14, Philippians 4:8, James 4:7, 2 Peter 2:9, 2 Peter 3:17
Thankful	Psalm 100, 1 Thessalonians 5:18, Hebrews 13:15
Travelling	Psalm 121

Trouble, In	Psalm 16, Psalm 31, John 14:1-4, Hebrews 7:25
Worried	Matthew 6:19-34, 1 Peter 5:6,7

Teachings about some of life's problems:

Adultery	Matthew 5:27-32
Adversity	Matthew 10:16-39
Anger	Matthew 5:22-24
Anxiety	Matthew 6:19-34
Conceit	Luke 18:9-14
Confidence, False	Matthew 7:24-27
Covetousness	Mark 7:21-23
Crime	Matthew 15:17-20
Death	John 11:25,26
Divorce	Mark 10:2-12
Doubt	Matthew 14:28-31
Drunkenness	Luke 21:34-36
Enemies	Matthew 5:43-48
Excuses	Luke 14:15-24
Extravagance	1 Timothy 6:7-12
Faultfinding	Matthew 7:1-5
Fear	Luke 12:5
Greed	Luke 12:15-31
Hatred	Matt. 5:43-48
Judging	Matthew 7:1
Lust	Mark 4:18, 19
Pride	1 John 2:15-17
Revenge	Matt. 5:43 -48
Self-righteousness	Luke 14:11
Sin	John 8:34-36

Ways to Handle Stress

1. Take Your Worries to God

Talk to God about your stresses. Ask Him to take over and help you. Thank Him in advance for helping and then start thinking about good positive things. Philippians 4 vs 3-8, 1Peter 5 vs 7. Take time to be quiet and still.

2. Take It Step by Step

If you ever get daunted by a big project or study load, break it into a small list of steps that you can work through. This way you will feel a positive sense of accomplishment after completing just a few steps each day, rather than feeling stressful that you can't do anything. Take the pressure off yourself by actually planning time to spend on it instead of leaving it to the last minute.

3. Keep It Clean and Organised

Before you sit down to work, clear your desk of unnecessary clutter and possible distractions. Having a clear and organised work top will help you to have a clear and organised head for the tasks at hand.

4. Avoid Do-or-die Situations

Try not to think in extreme ways e.g. "I have to pass this test otherwise it proves that I am dumb", "I have to get the top score, or I'll hate myself forever." This kind of thought pattern is very destructive because there are only two ways to go: you will either pass or fail.

Instead, have a wider range of possibilities to feel good e.g. "If I get an above average score, I will feel great, if I get an average score I'm almost where I want to be, if I get a below average score then I'm going to be filled with motivation to find out where I went wrong and do better next time." Try and take a step back from the situation and analyse it logically. You will soon realise that it doesn't mean "life and death" after all.

5. Have A Good Sleep Pattern

Go to bed at sensible times so that you get approximately 8 hours sleep each night. If you have problems sleeping at night, try not to study, read or watch TV on the bed. This is because you might have learnt to associate working and school with the bed instead of relaxation and this makes it harder for you to fall asleep. The less sleep you have the more stressed out you're going to become.

6. Exercise

It has been proven that 30 minutes of exercise 3 to 5 times a week actually increases energy levels and decreases stress. So, try to get yourself involved in some physical activity during the week. A good time to exercise is when you 'hit the wall' studying. Take a break and go for a walk. You'll come back invigorated with a fresh, clear head.

7. Eat Well

Eat nutritional meals (not junk food, lollies etc). This will help you feel more able to cope.