



Practical Student Information Secondary 2023

About the College

Pastoral Care

Principal	Mrs Dawn Clements
Head of Secondary	Mr James Trimble
Deputy Head of Secondary – Curriculum Administration	Mr Benjamin Devadoss
Deputy Head of Secondary – Teaching and Learning	Mr Keagan Holmes
Deputy Head of Secondary - Wellbeing	Mr Alexander King
Head of Year 7	Mr Rainer Winkler / Mr Gareth Nolan
Head of Year 8	Ms Emma Edmonds
Head of Year 9	Mr Oliver Oeij
Head of Year 10	Mr Simon Bint
Head of Year 11	Mr Stefan Botha
Head of Year 12	Mr Alistair Cochrane
Deputy Head of School (Co-Curriculum) (K-12)	Ms Carly Phoebe
Head of Houses	Mr Ryan Galambosi (Kwilena) Mr Micah Florisson (Yaakin) Miss Rachelle Parker (Widi) Mr Chris Field (Boodalang)
Chaplains	Mr Sean Stahlhut Mrs Amanda James

Student diary should be taken to every lesson and home every night. Reminders, special events

Study Techniques

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

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.

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.

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.

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.

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.

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.

Study 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/Binder - Avid Filing Setup

Having an organised Student file helps to quickly and easily:

Find your assignments, homework, and needed supplies.

Make sure you are well prepared for all 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'.

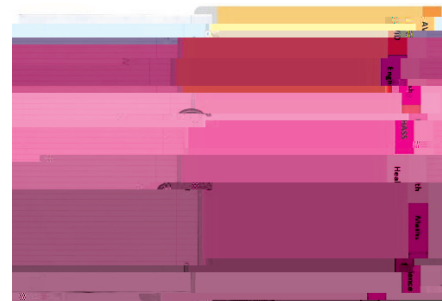
Set up your subject dividers, with a section for each subject's work and notebook.



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.



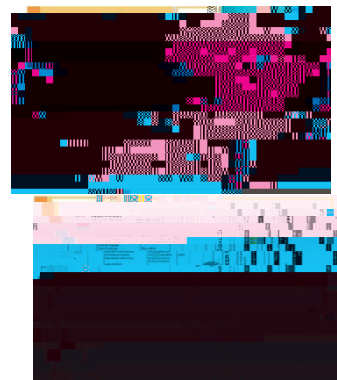
Step Three: Course Outlines

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 - with holes punched (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 you

College Houses

The four College Houses have been aligned to each of our four College values of Love, Hope, Wisdom, and Grit:

"...but the greatest of these is love" 1 Corinthians 13 v 13

The pelican emblem for Boodalang House represents our College value of 'Love'.

For millennia, the pelican has served as a symbol of self-sacrificial love. In medieval Europe it was believed that, if there was not enough food, the pelican would sacrifice itself to feed its young. This myth persisted until the 17th century, with some even believing the pelican had the power to bring its dead young back to life.

Because of this belief, the pelican became a major symbol of self-sacrifice and charity. Early Christians had already adopted it by the 2nd century as a symbol of Christ's love.

"...those who hope in the Lord will renew their strength." Isaiah 40 v 1

The penguin emblem for Widi House represents our College value of 'Hope'.

Penguin Island, off the coast of Rockingham, is home to a significant colony of 'little penguins'. These birds lay two eggs during Autumn and Winter, with the male and female birds taking turns to incubate the eggs and eventually feed the chicks.

To provide food for their chicks, penguin parents must confront predators including sea eagles, seals, sea lions and sharks. The future hope of raising strong offspring compels these brave penguins to leave the safety of their nest to bring back fish for their hatchlings.

"Wisdom's instruction is to fear the Lord, and humility comes before honour" Proverbs 14:17-18



"Blessed is the one who perseveres under trial" James 1 v 12

The turtle emblem for Yakkon House represents our College value of 'Grit'.

Of all the creatures, fewer have greater odds to beat than the sea turtle. It is estimated that only 1 in 1,000 hatchlings survive into adulthood.

Watching a young turtle struggle out of its nest and make its way to the water is an incredible experience. Everything from footprints to rocks and driftwood are obstacles to be overcome. On the beach and in the water, they must escape birds, crabs, dolphins, sharks and fish. It is dangerous a journey but running this gauntlet unassisted is essential for the turtle's survival.

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.

Form Teachers

Form Teachers use Form time to reinforce the school's vision and culture, and to inspire and

Library

The library resource Centre is open from 8:00am to 4:00pm Monday to Friday, 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 Secondary Administration 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 w

Attendance and Punctuality at School

All students are expected to be at the College ready to attend their first 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 late to school must go to Secondary Administration to sign in. DO NOT GO STRIAGHT 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 absentees@scbc.wa.edu.au clearly stating the student's first name, surname, form class, the date(s) and reason for absence.

Calling our Absentee Hotline on 9540 4411 before 9:00am.

A response to a College generated SMS Attendance Alert.

Filling in the online absentee notification form on the school website:

<https://www.scbc.wa.edu.au/absentees/>

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.

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.

Student Expectations

At South Coast Baptist College (SCBC), we aim to foster a community that encourages and exhibits behaviours and attitudes based on Christian values. Students have rights afforded to them as a member of SCBC. Similarly, students must also accept the responsibilities that are part of belonging to our community:

Everyone has the right:	Therefore, it is each student's responsibility to:
To a safe and healthy environment	<p>Behave in a manner that does not disrupt or hinder any School activities.</p> <p>Not physically touch, belittle, bully, or sexually engage with students or others in a manner which is not appropriate and may endanger the health, safety, and wellbeing of that person.</p> <p>Not engage in any form of physical or verbal violence including fighting, assault, or threats of violence.</p> <p>Not engage in any form of cyber bullying or cyber abuse.</p> <p>Not send inappropriate, offensive, or explicit text messages, photos, or videos.</p> <p>Not consume or distribute alcohol or any illegal drugs on school property or during a school organised event.</p> <p>Not smoke or consume alcohol or illicit drugs at school, on school excursions, in transit between school and home or otherwise while wearing school uniform.</p> <p>Not attend school, social, sporting, or other functions as a representative of the school whilst under the influence of alcohol, illicit drugs, or other substances harmful to health.</p>

To expect their property to be safe

	<p>going to be absent from school.</p> <p>Only leave the school grounds if permission in the form of a note/email from a parent/guardian is provided or on an official school activity. Sign out using KIOSK and present the slip at Reception before leaving.</p> <p>Refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students.</p> <p>Complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the school.</p> <p>Listen to and respect the opinions of others.</p> <p>Work cooperatively with others.</p> <p>Respect learning spaces provided.</p>
<p>To a school of which they can be proud of</p>	<p>To uphold the reputation of the school by observing an appropriate standard of behaviour in transit to and from the school and when wearing school uniform.</p> <p>Always behave in a manner that will reflect credit on SCBC.</p> <p>Wear the uniform correctly and with pride.</p> <p>Not engage in anything which may bring the school into disrepute including making or publishing false or misleading statements relating to the School, School staff or other students.</p>

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

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 secondary sports bag is compulsory to carry their sports items to and from school.

Unacceptable Piercings

The following piercings are NOT PERMITTED at school. Students who elect to have these piercings

Grooming

All boys in Years 7 – 11 are to be clean shaven during the school day and at all College events.

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 Uniform

Summer dress (the hem must sit no more than 4 cms above the knee when standing)

College ankle socks

Black leather lace-up shoes (see above)

College jumper to be worn completely not tied around the waist.

College hat (Compulsory)



Winter Uniform

Winter skirt (the hem must sit no more than 4 cms above the knee when standing).

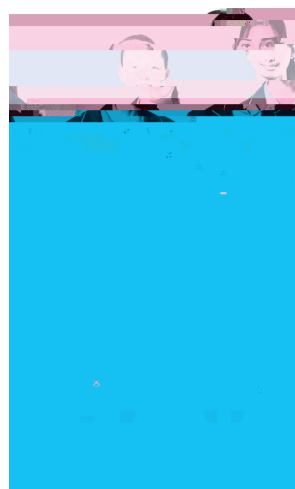
Blue winter blouse (with logo)

College Jumper (optional)

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

Black leather lace-up shoes (see above)

College blazer (compulsory)



Uniform Boys

Summer Uniform

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

Short sleeve blue College shirt (with logo). The shirt must tuck fully into the shorts.

Grey College ankle socks

Black leather lace-up shoes (see above)

College hat (Compulsory)

College jumper to be worn completely not tied around the waist

Black leather lace-up shoes



Winter Uniform

Long grey College pants.

Black belt with a simple gold or silver buckle

Short sleeve blue College shirt (with logo) The shirt must tuck fully into the pants.

College tie

Grey College ankle socks

Black leather lace-up shoes (see above)

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 House Shirt

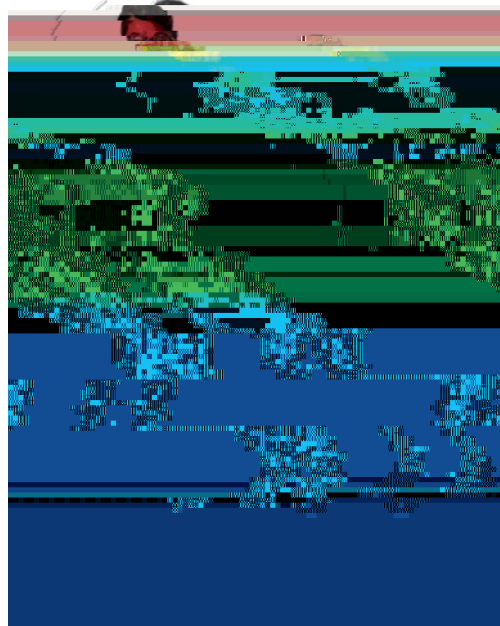
College Sport shorts

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



Not permitted at school

Non-College sport jackets, hoodies, other jackets. Students will be asked to remove these items and a step will be issued.

Wearing long sleeve shirts under the College shirt, dress or sports shirt. Students will be asked to remove this item and a step will be issued.

Wearing necklaces, rings, bracelets or wrist bands will result in the item being confiscated for the day and a step issued.

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.

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.

Loss of Good Standing.

After school detention.

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.
- Using a device without teacher permission.
- 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.
- Leaving the room without permission.
- Refusing to follow the reasonable directions of a staff member.

Students are **NOT PERMITTED** to use a mobile phone on college premises to purchase food or drinks from the College canteen or 4Shore Cafe.

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 phone will be kept in the Secondary Office. The phone will be returned to the student at the end of the College Day.

Students are **NOT PERMITTED** to use their mobile phone's camera to take photos, regardless of 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. The exception is for those students in Years 11 and 12 who are required to gather evidence for their VET qualifications.

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Tech Breaks

Students are permitted to use their mobile phone during Recess and Lunch in the Year 12 Common Room only.

Student 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. Mobile phones need to be returned to the student's locker which is secured with a padlock. Students found with a phone in plain sight outside of the Common Room or on their person 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

Earphones are to be taken out as soon as students enter the College grounds in the morning.

issued.

Late to class or Form, 5 minutes or less, 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.

Failure to return a loan Chromebook or Power Pack to the IT Department at the end of the day that it was loaned out to the student.

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 and swearing that is not directed towards a teacher or another student.

Not following the instructions of a staff member.

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.

Tripping a student.

Pushing or shoving (Skylarking) that is likely to cause injury to another student whilst lining up.

Pushing or shoving (Skylarking) that is likely to cause injury to another student inside the classroom.

Not following safety guidelines in practical lessons.

Physical Abuse or Verbal Abuse

Punching/hitting/slapping/fighting with another student.

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 other 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,

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 are not permitted to submit for marking, as original, any work that is:

- Prepared or substantively contributed to by another person (e.g., student, teacher, tutor or expert)

- Copied or downloaded from the internet

- Constructed using any form of Artificial Intelligence

- Paraphrased or summarised from the work or ideas of others

Students caught cheating, submitting work that has been plagiarised, 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 of Secondary – Curriculum for the case to be investigated and consequences applied, in accordance with the College policy on Plagiarism and Cheating.

Penalties for plagiarism, cheating and collusion are progressive dependent on year level and prior incidences. The penalty imposed is typically a mark of zero for the task (or the part/s of the task in which the behaviour occurred). As this behaviour is also a matter of personal management students will be issued with a step/level via the College discipline system.

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.

Late Submission of Work

Students who require an extension for an assessment should utilise the form found at <https://forms.office.com/r/zZPZn9H46T>, or speak directly with the relevant teacher prior to the due date.

Regarding the late submission of work, our assessment policy states the following:

“If a student has not completed a task on the day it is due, he/she is expected to hand in a copy of what has been completed to date. Please note: computer 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%

For example, if a student hands in an assessment 1 day late and receives an original mark of 60%, the students will receive an adjusted mark of 50%.

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.

Absence on Test Days

Students are required to attend school for assessments unless there are medical, bereavement or other circumstances beyond the student's control that prevent the student from attending school. In the event of a missed examination or in-class assessment, the following statement from the assessment policy (reproduced in the Student Diary) applies:

“Year 7-10 students absent on test days should be prepared to do the assessment (including orals)

Examinations

Examinations occur in a variety of courses from the second semester of Year 9, and in the first and second semesters of Years 10-12 and are considered a vital piece of assessment. Students in Years 7 and 8 do not complete examinations. Dates are made available on the SCBC portal, well in advance, and are expected to be prioritised over any appointments or planned absences. The only acceptable absences are those that fall under the categories of medical, sickness or misadventure (as outlined by SCSA) and a medical certificate or written parental explanation will be required.

Absences for any other reason, or without the correct documentation will incur a late submission penalty similar to those listed above in the 'Late Submission of Work' section.

As with other assessments, catch-up examinations are expected to be completed immediately upon the student's return to school, or at a time deemed acceptable by the Deputy Head of Secondary - Curriculum.

Start to Read and Enjoy the Bible:

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

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.

E-Mail Etiquette: Guidelines for Students

E-mail is a very popular way to communicate today. In fact, along with other forms of Internet communications, it far surpasses “snail mail” in popularity. The advantages are obvious: E-mail is fast and free. However, these advantages make it tempting to be less than professional when sending an e-mail to an adult, employer or school staff member.

Consider the following e-mail message to Mr Smith:

Subject: Hey Smithy!

Hey...I need 2 spk to u about the English ass that's due on Fri. My dog ate

Subject: Yr 8 HASS Assignment

Dear Mrs Jones,

<p>My learning</p>	<p>To be a successful learner at SCBC, I need to become independent. This means that I must take responsibility for what I do and make sure that I do it when it needs to be done.</p>	<p>I understand that use of student home drives, student emails or any other method of storage or communication provided by SCBC is for educational material only.</p> <p>I understand that the apps and books on my electronic device are my responsibility.</p> <p>I understand that I will face disciplinary action if I access any electronic device for non-educational purposes whilst on the College campus.</p> <p>I understand that I should only access my electronic device when instructed to do so by the teacher.</p> <p>I understand that it is my responsibility to bring the right items to class, both technological and other electronic device is charged and in working order. I have resources and homework.</p>
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Acting in a safe way towards others

I understand that SCBC is a community of people and I need to consider others' safety when I act. This includes their physical and emotional safety.

I will respect the privacy of others. This includes students, parents/guardians and members of the SCBC staff. I will not use their work or post photos, videos, audio or information about them without their express written consent, both on and off the College campus.

I understand that I will be held accountable 24/7 for inappropriate use of
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 community of people and I

	<p>way I act, especially to make sure that I do not infringe on their rights in the pursuit of mine.</p>	<p>Gaining academic credit for work I have not done is not acceptable practice and it damages my learning. This is called plagiarism and is not acceptable and will not be tolerated.</p> <p>I understand that school resources in the Library, sports field, network, and classroom are for everyone's use. I should not monopolise these resources nor should I damage them. This includes physical and virtual damage.</p>
<p>My own actions</p>	<p>At SCBC I must take responsibility for the things I do.</p>	<p>I must not attempt to remove, bypass, or circumvent any security, filtering or monitoring put in place by the College.</p> <p>I understand that I must not perform any actions on my electronic devices that will degrade the network performance.</p> <p>If I am logged on to the network, then the activities conducted under that log are my responsibility. It is important that I protect my identity including my password, my email address and my home drives.</p> <p>I understand that if I attempt to use the login details of another SCBC community member that I will face disciplinary action.</p> <p>I understand that I must take reasonable steps to make sure that I do not bring any software on to the College network that could cause a security risk to the SCBC community.</p> <p>I understand that I must not access external networks (such as hotspots, VPN's) to bypass the SCBC network's firewall.</p> <p>I understand that I am not to use the 3G/4G/5G wireless network to bypass the SCBC network's security protocols.</p> <p>I understand that whilst I am at the College, I am required to use only the College WIFI network.</p> <p>I understand that deliberately accessing inappropriate material will not be tolerated. This includes (but is not limited to) threatening, sexually explicit,</p>

harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally.

I understand that I am not to use earphones/headphones or to listen to music unless directed to by a teacher. Bluetooth ear buds or headphones are not permitted at school.