

YEARS 7-12 PARENT HANDBOOK



AUSTIN COVE
BAPTIST COLLEGE

Run with Endurance

Joyful is the person who finds wisdom, the one who gains understanding.

Proverbs 3:13

Welcome

At Austin Cove Baptist College we are genuinely interested in the well-being of each student and our aim is to see students reach their full potential academically, emotionally and spiritually. It is our hope that every student will be exposed to a wide range of educational experiences whilst at the College. Students will be encouraged to use every opportunity to develop their skills and talents in a safe and caring environment.

This handbook is designed to inform parents about the academic structure and educational opportunities of the College and to help you understand the expectations of secondary school.

Throughout their time at the College, students will be exposed to new challenges and new expectations will be placed upon them. It is important for students to receive a well-balanced education and to be challenged both within the classroom academically as well as outside the mainstream classroom. These opportunities and challenges are designed to build character and help to develop students for the world outside the College.

It is important for parents to be aware of these changes and expectations. We encourage students to try new things, participate in all aspects of the College and to persist in their effort even when tasks are difficult. Encouraging this effort and participation helps students to get the best out of the year and make their progress through the Secondary School easier and more enjoyable.

Austin Cove Baptist College is located in a natural environment on the shores of the Peel Inlet, 12 kilometres from Mandurah and Pinjarra and 45 mins from Perth.

The College is located in the Austin Lakes development, a modern area that is both environmentally natural and attractive.

Austin Cove Baptist College caters for students from Kindergarten to Year 12. The College provides for 2 streams of Primary classes and up to 4 streams of Secondary classes per year.

“Run with endurance” comes from a Bible verse, **“Let us run with endurance the race that is set before us, looking unto Jesus the author and finisher of our faith.”** (Hebrews 12:1,2)

In the College context, this relates to the journey that students have to undertake during their school years. A race is not always a competition against others but a race does need to be completed. At Austin Cove Baptist College, we want to equip students to finish the race and be winners in their own lives as they achieve their goals. Parents, teachers and students are a team to help every student achieve this success.

College Affirmation

I have a right to learn free from distraction.

I have a right to feel safe.

I always work to the best of my ability.

I treat everyone around me courteously and with respect.

I show courage when I attempt new things and I don't give up easily.

I believe the best of myself and others.

I am the winner I was created to be.

College Aims

Based on the model that has been so effectively developed in all Baptist Colleges, Austin Cove Baptist College seeks to achieve three foundational aims.

Excellence in Education

At Austin Cove Baptist College, we strive for Excellence in Education.

We believe that all students need to develop, produce and express themselves to the level of their potential, regardless of varying interests and abilities.

We will provide the framework, opportunities and motivation for students to be able to reach the peaks of their own personal success and to experience the joy that comes with being the best that they can be.

A safe, caring and respectful environment

Austin Cove Baptist College aims to offer a safe, caring and respectful environment which provides students with an opportunity to learn free from distractions and intimidation.

Awareness of God

Austin Cove Baptist College seeks to present excellence in education within a Christian context by providing opportunities for the school community to become aware of God and to grow in a Christian environment.

Core Values

The core values of Courage, Persistence and Respect underpin the main principles of Austin Cove Baptist College and we would expect every student to uphold these values and principles. We are invested in our student's journey at our College and work together with Parents / caregivers to help to make each student's journey a good one.

Academic Overview

Students study Mathematics, English, Science and Humanities & Social Sciences (HASS) which form the MESH subjects as well as Health and Physical Education from Year 7 to Year 10. Students are also taught Applied Christian Education each year until Year 12. All students will be exposed to various courses within The Arts and Technologies in Years 7 and 8 and then they are able to choose from a variety of Arts and Technologies courses from Years 9 to 12 in their elective lines. Chinese is mandatory in Years 7 and 8 and then can be chosen as an elective in Years 9 and 10. We also expose students to cross cultural links with Chinese across HASS and Food classes.

Literacy and numeracy support is available to students who may require extra support with their literacy skills or who are experiencing a learning difficulty. Support may be given in a variety of settings including on an individual basis, in small groups or within the class setting.

In all courses, student's needs are catered for by the classroom teacher. MESH subjects will start to stream classes from Year 8, where some students are extended academically, while other students will start working to a modified curriculum and have their learning enriched. The aim is to prepare students for their relevant Senior School course to give them the best possible opportunity for success. Generally those students working at a stream 1 level are best to follow the ATAR (university) pathway, while those working at a stream 2 or 3 level should look to consider the General/Foundation (TAFE/Workforce) pathway.

Timetable

The College day consists of seven teaching periods, with morning and afternoon Form.

Time	Period	Minutes
8:20am	Welcome Bell	
8:25am	Form/Administration	10
8:35am	Period 1	50
9:25am	Period 2	45
10:10am	Period 3	45
10.55	Recess	
11:15am	Period 4	45
12:00pm	Period 5	45
12:45pm	Lunch	
1:15pm	Period 6	50
2:05pm	Period 7	50
2.55pm	Form/Administration	5
3:00pm	End of Day	

College Diary

Every student is expected to have a College Diary. The Diary is designed to assist students in their organisation and has two major aims:

1. To help students in the organisation of College life, as a record of homework tasks and study, and as a reminder of activities such as assessments and sporting commitments.
2. To assist parents in following homework, assessments, class and College activities and to serve as a means of communication between the College staff and parents.

The College Diary should be taken to **every class** and **home every evening**. All relevant matters should be recorded in the Diary including homework, assessments, sporting commitments etc. The Diary should be checked by students each morning so that they are prepared for the day. The Diary should also be checked each evening so that students can complete all relevant schoolwork and study.

Entries should be made by students to indicate when a task is **given**; when it is **due** and when a student plans to **do** the work and / or study. These entries can then be marked off when they are completed. **Parents are required to sign the Diary once per week.** The Form Teacher is also required to check the Diary (usually Tuesdays) to see that it is being used correctly and to monitor and acknowledge any Parent-Teacher communication in the Diary.

General Information

Absence

If a student is absent, parents or caregivers must notify the College by phone **9520 8200** or email: secondaryabsentee@acbc.wa.edu.au. Any absence not accounted for by 9:00am will be checked by telephone. All absences require written parental notification.

Following absences, it is the student's responsibility to check with their teachers as quickly as possible to ensure that missed work, assessments and other learning tasks are understood and completed.

Extended Absences / Holidays

Extended holidays are not recommended; however, if parents wish to take family holidays during the school term, they should contact the Principal. Given sufficient warning, teachers may be able to provide suitable work to minimise the educational disruption and protect the student's grades.

Punctuality

Students are required to be punctual and present at all lessons, any late arrivals to the College must sign in at Student Services.

At the commencement of each block of lessons i.e. Form, Period 1, 2 and 3; or Period 4 and 5; or Period 6,7 and Form; students are required to be organised with all of the appropriate books, texts and materials required for those lessons. Following the block of lessons these will be returned by students to their bags.

Students are therefore not permitted to go to their bags between lessons. If a student is in breach of this rule, an infringement may be given. Exemptions to this rule may be granted if Physical Education is a part of the morning block of lessons.

General Behaviour in College Grounds

The College operates as a large community within a limited area. For this reason it is essential to follow some very practical rules to ensure that the College community operates in a peaceful manner at all times.

- (i) Running, throwing things and rough play is not permitted in undercover areas and on paths.
- (ii) Calling out, shouting and swearing is not permitted.
- (iii) Bags are to be stored on the hooks provided in the designated area on arrival at school.
- (iv) Students are not permitted to carry bags around the College grounds or to go to their bags between lessons. Students are never permitted to go into the bag of another student.
- (v) Keep to the left when using passageways and paths.
- (vi) Doorways and pathways are to be kept clear at all times.
- (vii) Chewing gum, liquid paper/white out and permanent markers are forbidden at all times.
- (viii) Student Services is a formal area where students should be quiet, orderly and respectful at all times.
- (ix) Students are not generally required to go to Reception but if there is a circumstance in which a student is in the Reception area, he/she must conduct themselves in a respectful and quiet manner. At no time should students take food or drink into this area.
- (x) Students wishing to see the Principal, a Deputy Principal, a Chaplain or a teacher should make their request at Student Services. They will be advised of the opportunity to see staff members.
- (xi) All students are reminded to treat others courteously and with respect at all times.

Assessment and Reporting Policy

Assessment is the process of identifying, gathering and interpreting information about students' learning. The central purpose of assessment is to gather information on student achievement and progress both formally and informally. This then needs to be reported on to the student and their parents. This process then helps to set direction for ongoing teaching and learning as well as notify staff of intervention measures that may be required if students are struggling with particular concepts, understandings and skills.

Reporting is the process of communicating information about student achievement and the progress gained through the assessment process. The purpose of reporting is to provide feedback to students, parents and teachers. This supports the teaching and learning process.

Formal and Informal Assessment

Assessment is a vital part of curriculum design and the teaching / learning process. There are two main forms of assessment used by staff at the College.

Informal testing which may take place in the classroom is designed to give students feedback on their progress in a particular unit of study as well as to help teachers determine whether learning is taking place as a result of their teaching strategies.

1. Formal assessment is used in reporting to parents via the School Management System (SMS) and Semester Reports. Formal assessment can take many forms including practical assessments, in-class tests, investigations, research assignments / reports and formal examinations.

All assessment tasks should comply with the principles of assessment:

Valid	Assessment should provide valid information on the actual ideas, processes and products expected of students.
Educative	Assessment should make a positive contribution to the student learning process.
Explicit	Assessment criteria should be explicit so that students are aware of the expectations of the assessment. These expectations should be clear and public.
Fair	Assessment should be fair to all students and not discriminate on grounds that may be irrelevant to a student's achievement of the outcome.
Comprehensive	Assessment types must be varied so that a judgement on student progress and achievement is based on multiple kinds and sources of evidence.

Examinations

Formal examinations are completed by students throughout their secondary education at the College. Examinations for students in Year 7 to 10 are in the MESH Subjects (Mathematics, English, Science and Humanities) and help to prepare students for their future education where more emphasis is placed on the completion of formal assessment within time constraints, as well as prepare them for the Senior School examinations. Examinations are completed at the end of Semester One and Two.

Senior School examinations will be held in Courses of Study for Years 11 and 12 as required by the Course expectations. Students will receive a syllabus, program and essential assessment criteria from the class teacher during their first week in the course. Students should become familiar with this material quickly in order to maintain a steady work schedule and be able to complete task on time.

The following times generally apply to examinations in the College.

Year 7	1 hour
Year 8	1.5 hours
Year 9	1.5 hours
Year 10	2 hours
Year 11	2.5 - 3 hours (ATAR) or 1 hour (General)
Year 12	2.5 - 3 hours (ATAR) or 1 hour (General)

The examination timetable and a copy of the examination rules are given to students in ample time for exam preparation. Parents are notified via the Parent Term Planner as well as the College Newsletter.

Normally, students are given revision time at least a week before exams. The week before exams is assessment free with the exception of some non-MESH subjects which may still be finishing assessments during class time. After the examinations, teachers will use the marked papers to assist students in their knowledge of the units covered and help students to improve their exam techniques. Examination papers will then be stored for a year after the examination in lower school or until the end of Term One after the Year 12's graduate from Senior School.

The purpose of this storage of papers is to assist with any moderation procedures or any appeals regarding the marking and grading of a student.

Students with Special Needs

It is recognised that there may be some students who have temporary or permanent special needs that may impact on their ability to perform assessments within the specific guidelines set for a task. For that reason the class teacher may modify an assessment or give permission for it to be completed in an alternate manner e.g. extra time; rest breaks; in a different location, scribe etc. This permission is granted in consultation with the Deputy Principal – Curriculum and in conjunction with the 'Guidelines for Disability Adjustments for Timed Assessments', a document produced by Schools Curriculum and Standards Authority (SCSA). These alternative arrangements are made after a parent/guardian has advised the College of the students' diagnosis and a medical report has been received by the College.

Frequency of Assessments

At the beginning of the year, students will receive a program for the course and will be made aware of the week and day of assessments. Each course is allocated a different day of the week to give assessments, so they are spread evenly across the week. The frequency of assessments will provide adequate coverage of the course and the required outcomes.

Viewing Assessments

Students in Senior School will either be given a copy of their assessment pieces back after they have been marked or time will be made available to view their assessments to gain feedback, either during class time or another time during school hours, upon request.

Extensions

Requests for extensions need to be made to the Deputy Principal – Curriculum, with the form available from Student Services.

Extensions are only granted in extreme circumstances. In most cases requests for extensions need to be made at least three days before the assessment is due. A letter from a parent on the day that an assessment is due is not acceptable.

Acceptable reasons for extensions or the submission of late assessments include:

- (i) Ongoing hospital treatment.
- (ii) Ongoing illness or injury.
- (iii) Doctor's certificate submitted the day a student returns after a long absence.
- (iv) Family crisis – note on return or parent contact in advance.
- (v) Extended absence such as travel – already granted by the Principal with negotiation on the completion of assessments.

Unacceptable reasons for not submitting tasks include:

- (i) Computer problems including the breakdown of printers or the absence of toner/ink.
- (ii) Saving work in the wrong format.
- (iii) Losing work on the computer.
- (iv) No access to the internet.
- (v) Social reason.
- (vi) Extra-curricular activities such as sport.

In any of these circumstances:

- (i) Students should be prepared to complete work at school during tuition sessions or lunch time in the Computer Lab in the event of computer problems at home.

- (ii) Students are encouraged to make use of books and not rely solely on the internet for research.
- (iii) All work should be completed at school and at home should be backed up on the school drive.
- (iv) In the event of computer breakdown, a handwritten copy of the assessment or a copy saved may be acceptable.

Late Assignments

If a student submits work late without an acceptable reason, there will be a percentage penalty. A stamp is placed in the diary notifying parents of the non-submission of work.

The following penalties apply for the late submission of assessments:

One day late	10% deduction
Two days late	20% deduction
Three days late	30% deduction
On fourth Day	Zero marks

Homework Policy

At Austin Cove Baptist College, we believe that homework is a valuable aspect of the learning process and it contributes to the development of sound study habits.

Learning is enhanced through the provision of opportunities to review, reinforce and apply what has been learned at school. Homework also enables parents to become aware of what students are studying at school and monitor student ability in various areas of study.

Management of study and homework time is a crucial factor in academic achievement. Students are encouraged to create a study/homework timetable. All homework should be written in the College diary and any set homework that is not completed will be followed up by the teacher and students are sent to homework class. If necessary, the parents are informed of regular or repeatedly missed and incomplete work. Parents are encouraged to read the students' diary pages and become familiar with set homework as well as due dates for assessments.

There are two main categories of homework:

- (i) **Study** - This may be initiated by the students as revision of topics covered in class or for a specific assessment. This is an important part of the learning process as it helps students to reinforce skills, knowledge and understandings from class work.
- (ii) **Work Set** - This type of work may be initiated by the teacher and is set / due on a particular day of the week. The aim of this work can be twofold:
 - To build skills acquired in class through answering questions and gaining feedback to those questions. This type of work is often set as a challenge for students and helps them to learn through a process of prior knowledge and problem solving.

- Learning journals – reviewing the day’s new work.

The positive effects of homework for students with special needs should be the same as those for other children. The following needs to be considered:

- (i) Homework should be differentiated to suit individual needs.
- (ii) Teachers should ensure that students with special needs understand homework tasks well.
- (iii) Parental involvement is advisable and should be ongoing rather than intermittent.

The following is a guide to the quantity of homework to be undertaken at each year level. There will be times when these suggested timings are exceeded especially prior to examinations and the submission of major assessment work.

Year 7	45 min	4 to 5 times per week
Year 8	1 hour	4 to 5 times per week
Year 9	1.5 hours	4 to 5 times per week
Year 10	2 hours	4 to 5 times per week
Year 11	3 hours (ATAR) 1-2 hours (General)	5 to 6 times per week
Year 12	4 hours (ATAR) 1-2 hours (General)	5 to 6 times per week

If parents believe the homework load set is too much in a given week, they are encouraged to write a note in the diary to avoid penalty.

Learning Journals

Each week as part of the homework for some MESH subjects, students will be instructed to complete a Learning Journal. This part of the homework is best completed over several nights for about 10 minutes at a time. The Learning Journal is a tool to help students remember what has been covered in class and to help with revision for tests and later for exams.

The following are guidelines for completing a Learning Journal:

Step 1	Read through the pages completed in class in the last one to two days.
Step 2	Carefully make notes (summarise) the work covered in those one or two days. This only needs to be a few short points (usually 5-10 points)
Step 3	Read back through the notes and highlight the most important information.

Steps 1 and 2 can be done in a few minutes on one night. The next night can be spent highlighting and revising these points. If this task is completed on a regular basis, it will only take a few minutes.

The Learning Journal will then contain all the major information needed for revision for tests and exams; of course more study is always needed before a test or exam but this will make it less stressful. The completion of the Learning Journal on a regular basis will help students to remember the topics studied in class.

Resubmission of assessments or re-sitting of tests

Once submitted for marking, assessment items will not be able to be re-submitted for marking, unless plagiarism is involved and students are required to re-present their work. Students will not be able to re-do tests or in-class assessment pieces.

Students absent for in-class assessments

In Year 11 and 12 if a student is absent for an in-class assessment or exam (whether there is a valid reason or not), the assessment will not count towards their mark and grade. This will also apply for Year 7-10 exams.

Assessment validity is important. This is to protect the integrity of assessments. If the College allows students to sit an assessment after the rest of the class, that student can potentially find out the questions from peers and receive an advantage over their peers. Absences also allow students to gain more study time – also an unfair advantage. The same would apply to allowing a student to sit the assessment before the cohort, they could provide the rest of the students with feedback on the assessment.

Absent students won't be disadvantaged under this policy. For assessments that do not count, all other assessments will have their weightings adjusted accordingly so all students receive a fair grade. These students in Years 11 and 12 will still have an opportunity to complete the timed assessment, have it marked and gain feedback, it just won't count towards their grade.

If a student is absent for too many assessments, they may be in danger of receiving an E grade, if a teacher does not have enough assessments during the year to confidently give them an appropriate grade.

Plagiarism, Collusion and Cheating

At Austin Cove Baptist College it is the responsibility of every student to correctly acknowledge the work of others and to ensure that they do not, at any time, present this work as their own, specifically through plagiarism, collusion and/or cheating. Students are encouraged to correctly acknowledge their work using both in-text referencing and a correct bibliography. The required style of bibliography is set out in the back of the College diary as well as in-text referencing.

Teachers are also required to maintain a high level of academic integrity by modelling good referencing practice when explaining an assessment piece and outlining research procedures. College staff are also expected to maintain a high level of security with regard to the storage of tests and examinations in order to minimise any possibility of cheating. Vigilant supervision during in-class tests and examinations is also required

Definitions

Academic integrity means that students take responsibility for their use of information and are honest and trustworthy with that information. It involves accurately acknowledging sources that are used in research, whether written or otherwise.

In order to maintain academic integrity, students are expected to check that they always submit assessment work that is their own and that they have done their best to acknowledge the ideas and words of others. Students should never submit work that they claim as their own but is not; nor should students submit work with the specific intention of deceiving their teacher.

Teachers are also expected to maintain a professional level of integrity with regard to the marking of assessments, always supporting the necessity of correct referencing as well as checking that a student's work is entirely their own.

Plagiarism is when a student uses the wording or ideas of someone else without acknowledging that they have done so. That is, they have essentially copied the work of someone else, usually from a book or the internet, and claimed that it is their own work.

Plagiarism may come in many forms such as:

- (i) Copying verbatim or duplicating a source of information without correct acknowledgement.
- (ii) Paraphrasing another person's work but keeping the meaning, form and progression of ideas of that original piece of text without acknowledgement of the original.
- (iii) Making notes from a source but not acknowledging the source of the notes.

Collusion is a form of plagiarism. Collusion occurs when a student submits work that is not their own for assessment. This work may have been taken or copied from someone such as another student, a parent/guardian or tutor.

Cheating is engaging in dishonest activity to gain an unfair advantage. Cheating during assessment tasks and examinations is a very serious offence.

All work in each assessment task must be the work of the student submitting the task.

Consequences

If a teacher suspects **plagiarism**, it will be investigated. Teachers will take into account the extent of the plagiarism as well as the intent of the student.

Consequences for plagiarism may include:

- (i) The assessment piece being re-written but at a loss of marks if it is only a small portion of the assessment, or
- (ii) A loss of part marks for the assessment item. A mark of zero for the section that can be identified as copied or plagiarised.
- (iii) A mark of zero for the whole assessment if the majority of the assessment is the result of plagiarism.
- (iv) Parents will be notified and further disciplinary action may also apply.

Teachers who suspect **collusion** on the part of a student need to investigate the occurrence and may consult with the Deputy Principal - Curriculum.

The consequences for collusion may include:

- (i) A loss of marks by one or more students if copying has occurred in agreement with another student/s. This would fall into the category of cheating.
- (ii) The assessment piece being re-written by the student or students involved.
- (iii) A loss of part marks for the assessment item if only part of the assessment has been copied or fraudulently submitted.
- (iv) A mark of zero for the whole assessment if the majority of the assessment is the result of collusion.
- (v) Parents will be notified and further disciplinary action may also apply.

For both plagiarism and collusion, students should be aware that often copyright is breached and this is a serious breach of academic integrity.

If a student is found cheating they may be penalised with a lower mark, including 0% and parents / guardians will be notified.

Procedures for considering evidence of cheating, collusion or plagiarism:

- (i) Teacher advises the Deputy Principal - Curriculum.
- (ii) Student is interviewed.
- (iii) Evidence/observations considered and witnesses interviewed.
- (iv) Records are kept.

Penalties for cheating:

- (i) Students who deliberately copy or students who allow their work to be copied will receive a mark of zero for each section of the assessment that has been copied.
- (ii) Parents will be notified and further disciplinary action may also apply.

Security of assessments

Where there is more than one class studying the same unit or course, the assessment tasks will be the same and completed on the same day, preferably at the same time. In their own interest, students should not discuss the assessment or the questions with other students until all classes have completed the task. Discussion of the assessment or questions may be regarded as cheating and penalties will apply.

Strategies for addressing problems in tests:

- (i) Externally set tests
 - A supervising teacher to conduct the assessment that is not the class teacher.
 - Tests are kept by the Deputy Principal - Curriculum and given to the supervisor to administer.
- (ii) Students who could be advantaged by the use of the same test items from one year to the next:
 - Assessment tasks are not to be reused for the purpose of assessment.
 - Tasks may be reused but not the following year.

Out of class assessments need to be validated so that unfair advantage is not given to a student. This may be done through one or more of the following:

- (i) View the assessment at interim stages.
- (ii) Collect notes/drafts to compare with finished assessment.
- (iii) Set part or all of the assessment as an in school completion task.
- (iv) Students write research notes and then use these to write an in-class test / essay.

Assessment of students working in groups

The teacher will clearly define to students whether the purpose of the assessment is to assess the students' capacity to work in groups or to assess other educational outcomes within a group situation.

- (i) The teacher will notify students in advance of the requirements of the assessment. The teacher will monitor students' progress at interim stages to ensure the assessment is fair, valid and reliable.

- (ii) The teacher will employ strategies to take account of different achievement of individuals within a group and to apportion results accordingly.

Students unable to complete tasks due to cultural beliefs

In the circumstance where it is believed that a student may struggle with particular assessment piece due to cultural beliefs, it is essential to implement strategies. The aim of these strategies is to counsel students so they do not select courses which contain assessment elements which do not fit with their cultural beliefs or to implement a plan so that the student is not unduly disadvantaged.

Strategies may include:

- (i) Pre-counsel the student about the requirements and assessment of a particular subject that could cause a clash of cultural beliefs.
- (ii) Negotiations between the teacher and the student together with the Head of Department to establish another assessment if an alternative cannot be found.

Changing subject choices

Students may change their elective subjects in Years 8, 9 and 10 subject to availability. For this to occur, the student needs to have discussed this with the existing teacher and new teacher and completed the *Request for Change of Subject* form. Students will need to complete any missed work as a result of their change over. The final date for transferring of subjects is on Friday at the end of Week 3, Term One.

In Year 11 and 12, students may change their Courses of Study in consultation with the Deputy Principal - Curriculum and the relevant subject teachers. Students will be required to complete a *Request for Change of Subject* form. Students will need to complete missed work as a result of the changeover and become familiar with the new Course of Study requirements. The final date for transferring of subjects will be Monday at the end of Week 5, Term One.

Return of assessments and marks on the SMS

Under normal circumstances, assessments will be returned to students with a mark and appropriate feedback within two weeks of the assessment being collected. Marks are then input onto the School Management System (SMS) for both students and parents to view. Once uploaded, an email is sent to all parents advising them that marks are available to view on SMS.

Students receive a mark after each piece of assessment in all their subjects. This is designed to:

- (i) Give students a written record of their achievement in each piece of assessment.
- (ii) Inform students of their progress in the subject by allowing comparison with other assessment pieces from the unit of study.
- (iii) Inform parents of student achievement in each individual assessment for the year.
- (iv) Allow parents to track the progress of their child throughout the year and determine if the student needs extra help with their understanding of that subject.

An example of the Assessment Feedback is below.



Assessment Feedback

Student Name	Annie Student
Class	English
Teacher	Mr Teacher

This report is to assist in the ongoing communication of your child's progress in this subject.

Assessment	Weighting	Mark
In-Class Essay	(5%)	60%
Novel Study	(10%)	80%
Novel Essay	(20%)	65%
Advertisement Construction	(10%)	
Advertising Report	(15%)	
Persuasive Speech	(10%)	
Journal	(10%)	
Exam	(20%)	

Reporting

Austin Cove Baptist College is committed to open communication with parents regarding the academic progress of each student.

A formal Semester Report is given after the examination period at the end of each Semester. The reporting process is designed to:

- (i) Enable students to understand their level of achievement.
- (ii) Inform parents about the child's overall achievement in each subject as well as give verbal feedback on their progress and participation in the subjects.
- (iii) Provide an ongoing record of the student's progress and achievement during their time at the College. This can be used as part of a resume for future employers.

Years 7 to 10

For all subjects, a Western Australian Curriculum (WAC) grade will be given. This grade is an indicator of each student's achievement against the standards and requirements outlined in the Judging Standards provided by the School Curriculum and Standards Authority (SCSA). These WAC achievement standards describe the expected achievement for students who have been taught the curriculum content for the full year of schooling.

As such, the Semester 1 grades are indicative or progress grades only. These grades are awarded based on professional judgement regarding the level of achievement that the student is demonstrating relative to the achievement standard has been made by the teacher. The Semester 2 report contains the final grade as measured against the achievement standards for the WAC.

Students are provided a grade based on a five point scale as below:

A: Indicates excellent achievement of what is expected for this year level.

B: Indicates high achievement of what is expected for this year level.

C: Indicates satisfactory achievement of what is expected for this year level.

D: Indicates limited achievement of what is expected for this year level.

E: Indicates very low achievement of what is expected for this year level.

N/A: Indicates that a grade cannot be given for this course.

It's important to know that a C grade indicates that a student is achieving a satisfactory standard for their learning in that course.

For the subjects of Mathematics, English, Science, Humanities & Social Science (MESH) and Health, two grades are given. One grade is the WAC grade as detailed above, the other grade is based on how they have performed in their allocated stream (a stream grade). Generally speaking, students in Stream 1 will have matching stream and WAC grades as the work will be assessed at the same standard as in the judging standards.

Students who have been placed into a stream other than Stream 1 will have their work and assessments modified at varying levels but enough that, in many cases, the WAC grade will be lower than the stream grade. The WAC grade in this case would be the grade the student would receive as if they were assessed at the same level as the judging standards.

Generally, a student in Stream 1 would be encouraged to consider the ATAR / University pathway, while students not in this stream would be encouraged to pursue a General / TAFE pathway.

Years 11 to 12

Each ATAR, General and Foundation course will receive a grade based on the grade descriptions as detailed in the Year 11 or 12 syllabus for that course, as provided by SCSA. As with Years 7-10, the Semester 1 report will usually be an indicative grade only, with a professional judgement made by the teacher at the time, while the Semester 2 report will be a final grade based on the grade descriptions. At this point, students will receive this same grade for both the units they have completed.

Vocational Education and Training (VET) courses will not be given a grade. Students must demonstrate competencies within each unit and each unit will be reported on as *complete, not complete or in progress*.

Form and Applied Christian Education

Students are given a rating based on a four point scale covering the areas of attitude, behaviour and effort.

Students should keep all assessment pieces that are returned to them but under normal circumstances most formal assessment pieces in Senior School will be kept in specific filing cabinets or scanned onto the school computer system until the grades have been ratified by SCSA and no appeals have been made.

Parents may appeal a grade given in a subject.

Uniform Policy

Austin Cove Baptist College has a uniform code which states that all students who attend the College are required to wear the correct College uniform in a neat, clean and well-presented manner.

This uniform policy is seen as contributing to:

- (i) Improving morale, community spirit and pride in the College.
- (ii) Ensuring that students are safely and appropriately dressed for College activities.
- (iii) Encouraging equity amongst students and therefore reducing rivalry.
- (iv) Identifying non-College students/children who may be visiting the College campus.
- (v) Fostering and enhancing the public image of the College.

<p>Boys Summer Uniform (Terms 1 and 4)</p> <ul style="list-style-type: none"> • Grey College shorts. • White College shirt with College crest. • Shirt must be tucked in. • Grey push down socks. • Black leather lace up shoes. Heels must not be higher than 20mm. • College hat. 	<p>Boys Winter Uniform (Terms 2 and 3)</p> <ul style="list-style-type: none"> • Long grey College trousers. • White College shirt with College crest • Shirt must be tucked in. • Grey push down socks. • Black leather lace up shoes. Heels must not be higher than 20mm. • V-necked navy blue jumper. • College tie. • College blazer (teal). • College hat.
<p>Girls Summer Uniform (Terms 1 and 4)</p> <ul style="list-style-type: none"> • College dress with crest. • White College socks. • Black leather lace up shoes (not flat lace-up ballet pumps). Heels must not be higher than 20mm. • College hat. 	<p>Girls Winter Uniform (Terms 2 and 3)</p> <ul style="list-style-type: none"> • Teal College skirt. • White College blouse with crest. Blouse is left untucked. • Black tights. • Black leather lace up shoes (not flat lace-up ballet pumps). Heels must not be higher than 20mm. • V-necked navy blue jumper. • College scarf. • College blazer (teal). • College hat.
<p>Sports Uniform (Boys and Girls)</p> <ul style="list-style-type: none"> • Teal and blue polo shirt with crest. • Navy blue shorts with College crest. • Tracksuit top – navy blue and teal with crest. • Tracksuit pants – navy with teal stripe. • White College sports socks. • Good quality, supportive joggers, cross trainers or sports shoes (not Vans, Volleys, skate shoes or canvas casual shoes). • College hat. 	

When travelling to and from the College, on school days, the correct College uniform must always be worn. This applies to students if travelling by car, public transport, walking or cycling and even when accompanied by parents. Students are not permitted to leave the College in clothes, other than the College uniform e.g. other sports clothes, work uniforms, unless permission has been gained from the Deputy Principal. This will only be granted in exceptional circumstances. Sports uniform is acceptable for after school sporting and extra-curricular activities which are associated with the College e.g. athletics training.

In the Winter terms the blazer must be worn; in the Summer terms, the blazer need not be worn apart from formal occasions or excursions as directed. Jumpers should not be worn outside the College grounds as an outer garment in winter. Jumpers are not to be worn with the sports uniform and the tracksuit top should not be worn with the formal school uniform.

All items of the uniform are to be worn in the correct manner – shirts tucked in, shoe laces tied correctly and hats worn in the correct manner.

Accessories and Jewellery

Students are not permitted to wear jewellery to school except for a watch; a cross; and a maximum of one pair of small plain (gold or silver) stud or small sleeper earrings in the lower lobe for girls. Boys are not permitted to wear earrings.

- (i) Visible body piercings are not tolerated. Clear/plastic studs in body piercings are not acceptable.
- (ii) No wrist or ankle bands/bracelets.
- (iii) No student is to have any visible tattoos or body art.

Make-up and nail polish

Make-up of any kind, including tinted moisturiser, mineral make-up / powder is not permitted. Make-up is not to be worn at any College functions during which students are in College uniform e.g. photo days and Prize Night.

All nails must be natural and be of a length and shape that allows students to engage in all aspects of the College curriculum. No acrylic or gel nails are permitted and nail polish is not to be worn.

Bags

The College back pack is compulsory. Bags must be kept in good condition with no graffiti. Unsatisfactory bags will need to be replaced.

A College Sports bag is also compulsory and is used by students to carry their sports uniform or swimming equipment for Physical Education and other subjects that may require them to wear sports uniform.

A Book bag is also available (non-compulsory) and may be helpful for students to carry books and equipment between classes.

Students who need to bring a non-school bag for after-school sporting activities should leave the bag in Student Services before school commences in the morning and pick it up from there after school finishes.

Hair Standards

At all times when the student is in College uniform, hair must appear tidy and well cared for. Student's may require modification to hairstyles at the Principal's discretion and may be required to remain at home until rectified.

- (i) Hair must be kept off the face at all times, natural in colour, and if longer than collar length, must be tied back.
- (ii) Extreme styles like (but not limited to) spiking, giving hair too much volume and shaving patterns into the hair are not permitted.
- (iii) Fringes longer than eyebrow level must either be combed / tied backwards or cut.
- (iv) Hair accessories must be in plain, natural or school colours.
- (v) Hairstyles should be no shorter than a number 1 in length.
- (vi) Dress material, lace, pieces of fabric or large butterfly clips and flowers are not permitted.
- (vii) Facial hair and sideburns below the ears are to be shaved at all times.

Hats

All Australians know the importance of making sure that they cover up with sunscreen and hat when they are outside. It is compulsory for all students to wear their hat outside the classroom throughout the year. We strongly advise students to wear sunscreen when they come to school. Sunscreen will be available for outdoor activities at the College and during swimming and athletic competitions.

Shoes

- (i) College shoes must be black leather lace-ups (not flat lace-up ballet pumps) with heels no higher than 20mm. These leather shoes must offer protection during activities in subjects such as Science, Materials and Food Technology. Thin or non-supportive shoes are therefore unsuitable, casual style shoes are also not permitted. Please refer to the guide on subsequent pages or in the College Diary.
- (ii) Shoes are to be kept polished and in good repair.
- (iii) Sports shoes should be good quality, supportive joggers, cross trainers or sports shoes (not Vans, Volleys, skate shoes or canvas casual shoes).

Physical Education uniform standards

Full formal College uniform must be worn to and from the College on days when students have Physical Education and other subjects which may require their sports uniform.

Students will change into their sports uniform during the break that is closest to their sporting lesson e.g. recess, lunch. Students will then change back into their College uniform in the next available break.

Full College uniform is required for Assemblies and other formal occasions. Students who have Physical Education or another subject requiring their sports uniform may change after the Assembly.

Students wearing tights for specific classes like Dance must also wear their sports shorts. The teacher in charge of the class may grant permission to only wear tights once inside the classroom.

Swimming

Austin Cove Baptist College bathers are compulsory for girls and may wear the College sports shorts over their bathers. Girls are not permitted to wear bras under their swimming costume but they may wear a bikini top under the College bathers.

Boys may wear the College bathers or choose to wear either their sports shorts or both their College bathers and College shorts.

All students will need a towel and a waterproof swimming bag or the College Sports bag when they are participating in swimming activities through the College.

College bathers are required by both boys and girls who represent the College in swimming competitions.

Sunglasses

Students may wear sunglasses when outdoors but they are not permitted to wear sunglasses in classrooms or on their heads as decoration.

Undergarments

Female students are not permitted to wear bikini tops, coloured undergarments or T-shirts under their College blouse.

Uniform Shop

All items of the College uniform are available through the Uniform shop with the exception of shoes. The Uniform shop is located at the Primary School Campus. Please check opening hours on the website.

The following are examples of suitable shoes



The following are not suitable (due to being casual shoes / sport shoes / not consistent with formal school shoes or do not providing sufficient support).



Non-uniform / Free Dress Day standards

At times during the College year, students participate in various fund-raising events including Free Dress days.

On these special days, students are allowed to wear free dress rather than the College Uniform. A gold coin donation is required from each student who chooses to wear free dress. The money will be collected during the morning at their class or Form room and will be donated to the charitable organisation nominated prior to the day.

The Free Dress Day regulations are outlined below:

- (i) No short skirts or shorts, and leggings are to be worn with shorts only.
- (ii) No inappropriate slogans on T shirts, and no tank tops or singlets are to be worn.
- (iii) No make-up.
- (iv) Normal College rules regarding hair will apply on the day.
- (v) No midriff tops or see-through tops or dresses.
- (vi) Students are reminded that they will still require covered shoes for school.
- (vii) Students who have Physical Education or any other lesson requiring the College Sports Uniform will need to bring their normal Sports Uniform and change at the appropriate time.
- (viii) Sports Uniform is not to be worn as Free Dress.

Students who are dressed inappropriately will be sent to Student Services and parents will be contacted.

Behaviour Management Policy

The College Behaviour Management Policy is clearly outlined during Parent / Student interviews prior to enrolment. All parents are required to sign the enrolment forms for their child / children that consents to the College Behaviour Management Policy.

The Charter of Goodwill is the central focus of discipline and self-discipline for each student of the College.

Every student and teacher has the right to:

- Learn or teach free from disruption.
- Be treated courteously and with respect.
- Be free from any form of discrimination including verbal and physical abuse.
- Work in a clean, safe and healthy environment.
- Have their property and equipment respected and cared for.

Austin Cove Baptist College is a school that values commitment to Courage, Persistence and Respect. This means that students show care, consideration and respect for others at all times. They are required to uphold the standards of the College in personal conduct and in academic and sporting endeavour.

Students should take pride in their uniform and general appearance. Students are expected to conduct themselves with self-respect continuously using appropriate manners and consideration towards others. Appropriate manners and speech are an expectation and include common courtesies such as *please* and *thank you*, addressing people by name, respect for those members of the community who are older and those in authority. Students are always expected to assist others where practicable and be helpful to visitors to the College.

Respect for the College, its buildings and equipment, as well as the general environment, means that students will treat all of the College resources with respect, take responsibility for preventing waste, loss, damage, destruction and defacement. It is expected that any area of the College or any area visited by College students would be left clean and in good condition.

It often requires courage to be respectful of these expectations and involves a great deal of persistence to continually maintain these principles. The end result is that students are being trained to be self-disciplined. They learn to take responsibility for their own actions in a caring community and make others feel welcome and safe within that community.

Every student has the right to the best possible education that they can obtain at Austin Cove Baptist College. If a student is disruptive in class, they are not only disadvantaging themselves but they are disadvantaging other members of the classroom.

There are many ways that students are encouraged in normal College life to be well disciplined. These include:

- (i) Teachers showing genuine interest in each student in their care.
- (ii) Praise and encouragement given.
- (iii) Awards such as merit certificates, CPR stamps, CPR certificates, prizes and trophies.
- (iv) Acknowledgement to peers during class, at Assemblies and award ceremonies.

Behaviour Management System

Breaches of acceptable behaviour at the College will incur disciplinary action. The Behaviour Management System has three distinct components:

- (i) Infringements.
- (ii) Inside Send Outs.
- (iii) Outside Send Outs.

Penalties for inappropriate behaviour outside class:

<p>EDUCATIONAL 1</p> <p>Examples:</p> <ul style="list-style-type: none">• Homework tasks not completed• Assignment not completed• Late to class• No sports uniform/missing sport uniform items• Arriving for class unprepared	<p>IMAGE OF THE COLLEGE 2</p> <p>Examples:</p> <ul style="list-style-type: none">• Make-up• Jewellery• Hair• Wearing uniform incorrectly• Missing/incorrect uniform items• Not wearing blazer• Behaviour outside the College in College uniform• Behaviour outside the College on supervised College activity
<p>INAPPROPRIATE BEHAVIOUR 3</p> <p>Examples:</p> <ul style="list-style-type: none">• Swearing• Chewing gum• Disregarding the instruction of a teacher• No hat• Out of bounds• Kissing / inappropriate physical contact• Not using correct storage procedure for electronic devices and mobile phone• Rough play on oval or in playground• Calling other students, staff or visitors inappropriate names• Derogatory comments about religion/race/gender	<p>ANTI-SOCIAL BEHAVIOUR 4</p> <p>Examples:</p> <ul style="list-style-type: none">• Bullying• Cyber-bullying• Graffiti• Vandalism and wilful destruction or misuse of College or bus fixtures/equipment• Fighting• Truancy• Leaving school grounds or supervised activities without permission• Bringing alcohol to school or arriving at school under the influence• Bringing drugs to school• Drug use or arriving at school or school event under the influence• Bringing weapons to school• Threatening others with violence or weapon• Sexual harassment• Threatening/intimidating a teacher• Theft• Sexting• Public humiliation• Deception

Infringements

Generally given for lighter offences from categories 1-3.

Minor Outside Send-out

Generally given for moderate offences from categories 1-3.

May go directly to major outside send-out if condition added and violated.

Major Outside Send-outs

Generally given for severe offences from categories 1-4.

Theft*

First time suspension; second time permanent exclusion.

Cigarettes or electronic format thereof*

First time suspension; second time permanent exclusion.

Alcohol*

First time suspension; second time permanent exclusion.

Vandalism*

First time suspension; second time permanent exclusion.

Sexting*

First time suspension; second time permanent exclusion.

Truancy*

First time suspension; second time permanent exclusion.

Bringing weapons to school*

First time suspension; second time permanent exclusion.

Sexual harassment*

First time suspension; second time permanent exclusion.

Immediate Exclusion

Given for serious offences in category 4 only.

Drug Offence of any kind

Immediate permanent exclusion.

Threatening others with a weapon

Immediate permanent exclusion.

***Immediate exclusion may apply if these offences are deemed serious or threaten the safety of others. These Suspensions/Exclusions are applied over the period of the student's life at the College.**

***This list is not comprehensive.**

Infringements

Infringements are generally given for lighter offences from categories 1 – 3. Repeated offences of the same nature, however, may incur further disciplinary action if necessary.

A letter is sent home to parents when a student receives their fifth infringement. This letter will outline the general reasons for the infringements.

Further letters are sent home on the tenth and fifteenth infringements. When a student receives their fifteenth infringement, they are required to sit an in-school suspension for one day. For every infringement after the fifteenth infringement, a letter is sent home to parents to keep them informed.

If a student receives twenty infringements, they will be given an at-home suspension for one day. At twenty-five infringements, the student will be excluded from the College.

Inside Send Outs

Learning is best in a focused classroom. Teachers endeavour to achieve the focus of students and prepare them for work from the moment that they meet students outside the classroom. Students are expected to line up quietly outside the room before entering. Students will then stand behind their chairs in their appropriate seating arrangement and greet the teacher. Before taking their seats, the teacher will greet the student and give any relevant instructions regarding the lesson. In this way, students are quiet and attentive from the very start of the lesson. This minimises distraction and stops any wasting of time by allowing learning to begin immediately.

Distracting/disruptive, time-wasting and disrespectful behaviour in the classroom is to the detriment of the teacher and the students. Any seen or perceived disruptive behaviour in the classroom is dealt with by the teacher.

Without a fuss, the teacher writes the name of the disruptive student onto the whiteboard. This is the student's first warning. Further disruption or argument by the same student will result in a cross placed next to their name. This is the second warning. Following further disruption or argument from the same student, there is no need to cross their name again; the teacher sends them to Student Services to see the Deputy Principal (Student Services) or the Principal.

Examples of behaviour that may warrant a name on the board, a cross, final send out:

Distracting Behaviour:

- (i) Talking/singing/whistling/making noises.
- (ii) Walking around the room without permission.
- (iii) Swinging on the chair.

- (iv) Calling out distracting someone from another class.
- (v) Throwing paper.
- (vi) Deliberately distracting or annoying another student.

Time-wasting behaviour:

- (i) Writing/reading and passing notes in class.
- (ii) Completing work from another subject.
- (iii) Not completing a reasonable amount of work within the given timeframe.
- (iv) Deliberate involvement in time-wasting distracting actions or conversation.
- (v) Not lining up correctly outside the classroom.

Disrespectful behaviour:

- (i) Deliberate 'put-downs' aimed at another student or a teacher.
- (ii) Speaking rudely to a teacher.
- (iii) Making inappropriate comments or gestures.

The student will be excluded from the College on the fifth Inside Send Out.

Automatic Inside Send Outs

There are some offences within a classroom setting that do not allow time for the name, cross, send out procedure. These offences include the blatant disregard of rules, breaches of safety within a class setting and physical / verbal abuse.

Examples of behaviour that may warrant an Automatic (Instant) Send Out:

Blatant disregard of rules:

- (i) Deliberate and objectionable defiance of a reasonable teacher request.
- (ii) Leaving the class without permission or in defiance of a teacher instruction.
- (iii) Not handing in electronic devices or mobile phone during morning Form or on late arrival to school.

- (iv) Use of a mobile phone or electronic device during College hours or on supervised College activity.
- (vi) Deliberate defacing or destruction of class equipment.
- (vii) Entry onto objectionable / inappropriate Internet sites - refer to Cybersafety Policy
- (viii) Use of College computers for cyber-bullying or highly inappropriate conversation with other students.
- (ix) Playing computer games or using social media without permission during class time.
- (x) Downloading or uploading of inappropriate materials on College network.

Breach of safety:

- (i) Throwing an object in class that could result in injury or harm.
- (ii) Knocking a student off a chair or pulling the chair out from under another student.
- (iii) Not following the safety guidelines in practical lessons e.g. Physical Education, Materials, and Food Technology.
- (iv) Not following normal safety guidelines when classes are held in practical rooms e.g. turning ovens on in the Food Room, interference with safety switches, taps etc in Science Lab.
- (v) Not wearing seat belt on any bus used for supervised College activities.
- (vi) Removing seat belt on any bus used for supervised College activities while the bus is in motion.
- (vii) Changing seats while bus used for supervised College activities is in motion.

Physical/Verbal abuse:

- (i) Punching or fighting with another student during class time.
- (ii) Swearing.
- (iii) Deliberate aggressive verbal insults.
- (iv) Sexual harassment.

First Inside Send Out	Verbal warning by Deputy Principal (Student Services) to the student, phone call home by the Deputy Principal and a formal letter written home to inform parents of the Send Out.
Second Inside Send Out	Deputy Principal (Student Services) interviews the student, parents are contacted by phone and a formal letter is sent home to parents indicating that the student has been sent out of class on two occasions.
Third Inside Send Out	Deputy Principal (Student Services) interviews the student and parents are contacted by phone. The student is placed on In-school suspension (student has no contact with other students). A formal letter is sent home to parents indicating that the student has been sent out of class on three occasions.
Fourth Inside Send Out	Deputy Principal (Student Services) interviews the student and parents are contacted by phone. And asked to pick up the student from the College as soon as possible. The student is placed on Out of School suspension . A formal letter is sent home to parents indicating that the student has been sent out of class on a fourth occasion.
Fifth Inside Send Out	Exclusion from the College.

Outside of Class

Outside class means on the way to school, before school, at recess, at lunch, on the way to a class and after school. If a student is outside the classroom but engaged in class activities such as Physical Education, even if the activity is off-site, the Inside Send Out system applies. Camps, Year group outings, excursions and drama / music rehearsals are curriculum activities and the Inside Send Out system applies. The Outside Send Out system applies only to behaviour outside normal classes or supervised curriculum activities.

Please note that as soon as a student puts on the College uniform, they are representing the College and therefore students can expect to be disciplined if they behave in an inappropriate manner. This means that students will be given an infringement if they are wearing their uniform incorrectly at the shopping centre, on the bus or on the way to and from school.

Outside Send Outs

The system for dealing with inappropriate behaviour outside the class operates differently from the inside disciplinary system. Students can receive an infringement, a minor Outside Send Out, a major Outside Send Out or immediate exclusion from the College for inappropriate behaviour outside class.

Minor Outside Send Out: Students will be given four chances to correct their behaviour. On the fifth minor Outside Send Out it converts to a major Outside Send Out.

Major Outside Send Out: Each time a student receives a major Outside Send Out, parents are contacted. The student receives an in-school suspension for the first offence and a home suspension for the second offence.

The student will be excluded from the College on the third Outside Send Out.

Please note: a student's record regarding infringements, Inside Send Outs and Outside Send Outs is cleared at the end of each school year.

COLLEGE CODES OF CONDUCT

Electronics and Mobile Phones

The College recognises the fact that there are times when it is genuinely appropriate for students to carry mobile phones to and from school in case of emergency. Whilst at school contact with parents or by parents needs to be made via the phones in Student Services.

Students may also prefer to listen to music whilst travelling to and from school by bus. It is not necessary, however, for students to have access to MP3 players and other electronic devices, including mobile phones, during school hours.

The College reminds parents and students that electronic devices and mobile phones are expensive items and are often a highly prized target for theft. It is advisable for expensive electronic devices and mobile phones to be insured as personal property. Mobile phones are also often a means of intimidating or bullying other members of the College community.

For this reason mobile phones and other electronic devices are collected by teachers during the morning Form period and returned during the afternoon Form period. Each student is given a padded post bag in which to store their phone and other devices. This bag must be clearly labelled with the student's full name. The bags are then locked away for the day for safe keeping.

The following rules apply to the carrying, storage and use of electronic and mobile phone devices within the College:

- (i) Electronic devices and mobile phones are brought to the College entirely at their owner's risk. The College will collect the items to ensure that they are not misused during the day but the College takes no responsibility for the theft, loss or damage resulting from students bringing these items to the College.
- (ii) Electronic and mobile phone devices are to be stored in the manner provided by the College each day i.e. the devices must be switched off and are collected during morning Form and stored in a labelled padded post bag in a secure location. Devices will be redistributed by staff during afternoon Form. If a student is late to school and misses Form, the student's electronic devices and mobile phone must be handed in to Student Services for safe-keeping during the day. Students will then need to go back to Student Services at the end of the day and collect their devices.
- (iii) Students must store their devices in a bag clearly labelled with their own name not the name of another student. Storage of the device/devices in another student's bag will prevent a student from receiving their devices back in the event of leaving the College early.
- (iv) The College takes no responsibility for the health effects (potential or actual) resulting from the use of these devices. No students are permitted to listen to personal music through headphones except where it forms part of the curriculum. In rare occasions, eg some elective subjects, a teacher may play music for the whole class but this is monitored and regulated by the teacher.

- (v) Courtesy, consideration and respect for others are important at all times. Mobile phones should not be used to bully, harass or intimidate others on the way to or from school or any time whilst the student is at the College.
- (vi) Mobile phones and electronic devices must be turned off before entering the form class in the morning until after the student has left the form classroom at the end of the form in the afternoon
- (vii) Students are not permitted to use mobile phones during field trips, excursions, camps or other off-campus supervised activities. Arrangements will be in place for communication with staff members in these instances in case of emergency. Electronic devices such as MP3 players may be used during travelling time with teacher permission. Cameras may also be used but their use is subject to acceptable standards of consideration and respect for others.

Bus and Public Transport usage

The College code of behaviour is summarised in the College Affirmation. Students need to be mindful of their behaviour both inside and outside the College. They are expected to uphold the College Core Values of *courage, persistence and respect* and the code of behaviour at all times whilst they are in school uniform.

Students are to be respectful to all those around them at all times. This includes being respectful to other students (no matter what year level), bus drivers and employees of transport companies that service the College, as well as the general public. Students are reminded that everyone around them should also feel safe, therefore behaviour that is aggressive in any way such as swearing, bullying or intimidation is a violation of the College behaviour standards.

Students should be aware that Transperth buses are fitted with CCTV cameras and a visual record of their behaviour is available for the College to view at any time. Drivers on the country bus services are obliged by their employer to report incidents of poor student behaviour, including swearing and vandalism. Any breach of the College rules or general rules of the bus companies may result in infringements or outside send-outs.

College students are expected to conduct themselves in a respectful manner at all times whilst in College uniform or on a supervised College activity. For this reason the following rules apply to the use of buses/public transport while students are in College uniform or on supervised College activities:

- (i) Students should not participate in the intimidation or bullying of others who may be waiting for or using the bus/public transport.
- (ii) Loud behaviour, including loud conversations, music, swearing and shouting is inappropriate while waiting for or using the bus/public transport.

- (iii) Vandalism including graffiti, wilful destruction and damaging of the vehicle, fixtures and equipment is not acceptable behaviour and may incur punishments from transport companies as well as disciplinary action from the College. This includes the misuse of vehicle equipment and fixtures such as seats, rails, doors, and the bell.
- (iv) The consumption of food or drink is prohibited on buses and other public transport.
- (v) Leaning out of the bus or signalling out of the bus is dangerous and distracting behaviour and therefore inappropriate at all times.
- (vi) Throwing items from the bus or public transport as well as throwing items in the vehicle is dangerous and therefore prohibited.
- (vii) Disrespectful behaviour whilst waiting for the bus/public transport, including intimidating others, littering, swearing, loud noise, inappropriate signals to others waiting or passing by the bus stop/station is forbidden.
- (viii) If seat belts are available, they must be used by students.

Cyber-safety rules

The College computer network, Internet access facilities, computers and other ICT equipment / devices bring great benefits to the teaching and learning programs of the school and to its effective operation. The Internet is an excellent resource for research and communication; however there is material on the Internet that is objectionable and inappropriate for research or general use. ICT equipment and devices can also be used in a manner that is detrimental to the individuals and the community. For these reasons there need to be measures put in place to guide the use of the Internet and ICT equipment at Austin Cove Baptist College.

The measures to ensure Cybersafety at Austin Cove Baptist College are based on the College aims and values.

The College aim in this matter is to create and maintain a culture of Cybersafety. This culture of Cybersafety must be in keeping with the College values as well as legislative guidelines and professional obligations. The College ICT is for educational purposes; teaching and learning activities appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or fully by the College, and used on or off the College site.

The following rules apply to the use of College ICT equipment / devices:

- (i) Students may use the College ICT after the Cybersafety Code of Conduct Agreement has been signed by both student and parent and recorded by the College prior to commencement at the College.
- (ii) Every student will be issued with a personalised *username* and *password* for use of the College ICT. Students may not the *username* or *password* of another student.

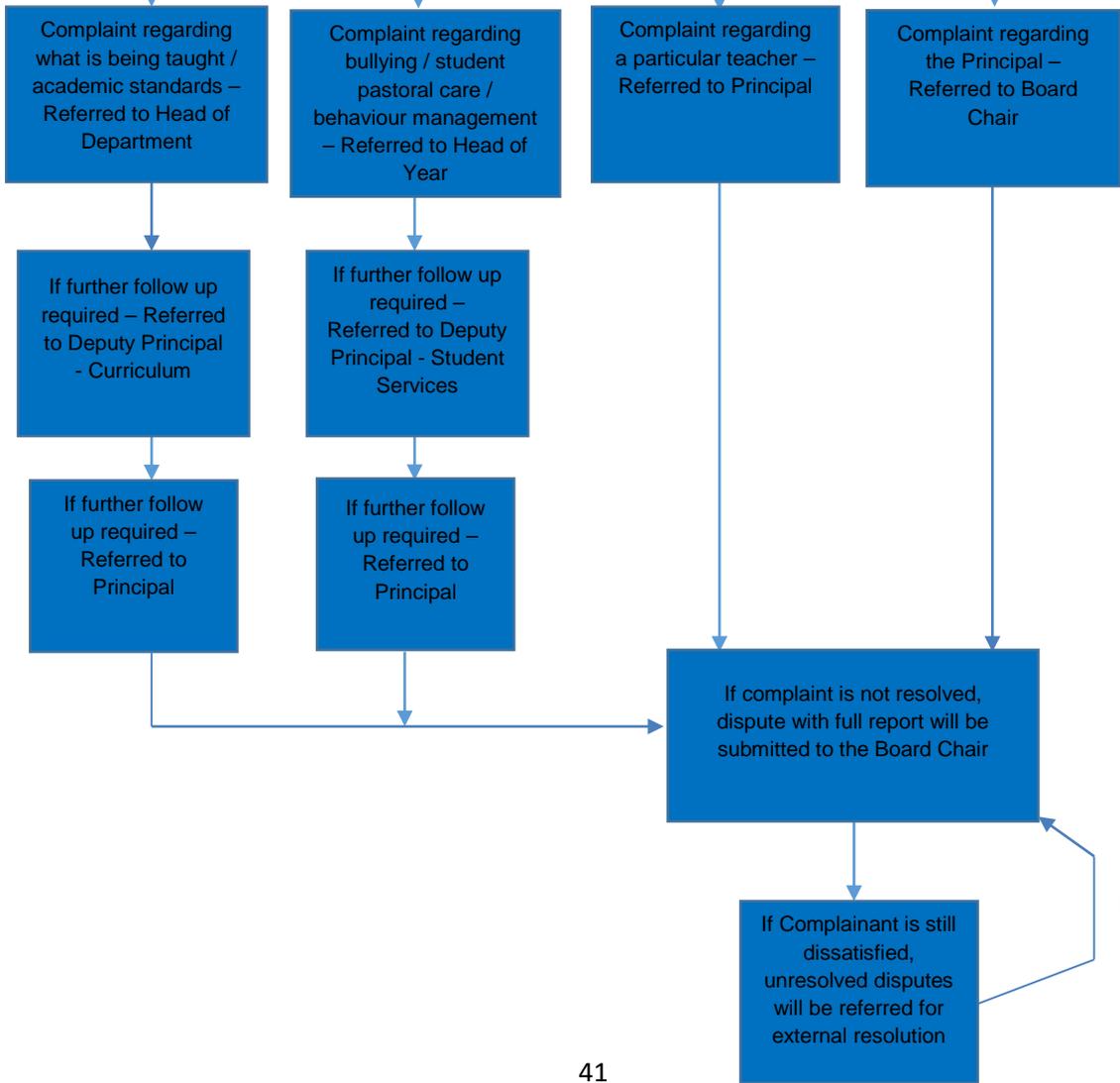
- (iii) Students should not give their username or password to any other student or allow them to make use of these personal details.
- (iv) Students are not allowed to trespass in another student's folders, files or work.
- (v) The College ICT is provided for the educational purposes of each student and therefore wilful interference with the equipment to make it difficult or impossible for another member of the College to use is prohibited. This includes the changing of settings, hacking or physically abusing hardware, leads, cables or other parts of the equipment / device.
- (vi) Students are reminded that they have access to their personal folder on the network as well as their Year group folder. Hacking is the gaining access to a site, file or folder that is not authorised to that student or person. Even the attempt to access unauthorised sites is regarded as hacking.
- (vii) Students are not permitted to use a network, device or software to disrupt the service of the College ICT or the individual use of the College ICT by another student.
- (viii) Students are not permitted to use or access the computers or ICT equipment / devices of a staff member.
- (ix) Students should not use College ICT or their own personal ICT to participate in any activity which may place themselves or another student at risk. This may include the use of e-mail, chatrooms, Facebook, Twitter and other social media sites.
- (x) One of the main values of the College is respect, therefore the use of social media and / or electronic devices, ICT and mobile phones to deliberately harass, bully, offend, threaten or harm another student is prohibited by the College both during and outside College hours. This applies even if it is meant as a joke.
- (xi) The posting or communication of insulting, offensive, threatening and detrimental remarks or statements about the College, College staff, students, parents and community via social media and / or ICT equipment / devices is forbidden. This applies even if it is meant as a joke.
- (xii) The use of obscene language and swearing is forbidden in any communication using the College ICT. This includes song, media and video recording, e-mails, graphics, printing and other forms of educational teaching and learning activities.
- (xiii) Whilst using the College ICT:
 - Sending, displaying, accessing objectionable / inappropriate or age restrictive sites is prohibited.
 - Downloading, saving or distributing material from such sites by copying, storing, printing or showing it to other people is forbidden.
 - Attempts to bypass, circumvent, or get around security, filtering and monitoring in place at the College is not allowed.

- (xiv) Students who bring their own ICT equipment to the College are under the same restrictions as those already outlined. Material and images on privately owned ICT must follow College guidelines and be appropriate for viewing and listening on the College grounds or whilst on supervised College activities.
- (xv) Students may not download files such as videos, games or programmes without the express permission of a teacher.
- (xvi) The uploading of files such as videos, games or programmes onto the College ICT is also forbidden without the express permission of a teacher.
- (xvii) All damage, breakages, misuse and irresponsible treatment of the College ICT must be reported to a staff member immediately.
- (xviii) Students are reminded that there are state, federal and international laws in place that govern the use of ICT.
 - The transmission of any material in violation of state, federal and international regulations is prohibited.
 - Software piracy is illegal.
 - The violation of copyright laws when researching is also illegal. Material from the Internet, DVDs, CDs, videos and other pieces of information created by another person must be carefully and correctly cited in research.
- (xix) It is also prohibited to use College ICT for profit, product advertisement or political lobbying.
- (xx) All students should respect the intellectual property and privacy of others.
- (xxi) The breaking of these rules will result in parents / guardians being informed and disciplinary action being taken. If the offence is in violation of the law, outside agencies such as the police will need to be informed.
- (xxii) Students must also realise that in the event of wilful destruction, damage or defacement of College ICT equipment or devices their family may be charged for repair or replacement costs.

AUSTIN COVE BAPTIST COLLEGE COMPLAINTS HANDLING PROCEDURE FLOWCHART

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.
All complaints are confidential

If you have a complaint in regards to Austin Cove Baptist College, in the first instance please contact the College by telephone, in person or via email.
Be as clear as possible about the nature of your complaint, including all the relevant details.



AUSTIN COVE BAPTIST COLLEGE 2021 SCHOOL FEES

Year Level	Per Year
Kindergarten	\$2460
Pre-Primary to Year 6	\$1815
Secondary (Year 7 to Year 12)	\$2695

Additional costs for Secondary (Year 7 to Year 12)

- + \$400.00 School Camp
- + \$150.00 Work books – used instead of text books (approximately)
- + \$25.00 College Diary

Registration

A \$100.00 registration fee will be required per family. This will allow an interview with the Principal and school tour. Without the registration fee, no interview or tour can be conducted. This is a once off payment and is not required to be paid again, regardless if the child enrolls that year or any other year thereafter.

Confirmation Fee

As a new student, a confirmation fee of \$400.00 will be charged to confirm place on roll group. At the end of the year, the \$400.00 will be deducted off your school fees.

Parents enrolling more than one child

\$400.00 confirmation fee only payable once if both students are entering the school on the same calendar year. If they are entering at different calendar years \$400.00 per child will be charged. In both cases, the \$400 will be deducted from school fees at the end of the year.





AUSTIN COVE
BAPTIST COLLEGE
Run with Endurance



SECONDARY SCHOOL

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Phone: (08) 9520 8200

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