



# PARENT/CAREGIVER HANDBOOK

## YEARS 7-12

LAST UPDATED: 3 August 2017

Growing in faith and knowledge

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# ABOUT GCC

## COLLEGE DETAILS

GCC is a non-denominational, co-educational college caring for students from Prep to Year 12. It is an independent school and is associated with Independent Schools Queensland and Christian Schools Australia.

Address	58 Roberts Road, Beerwah, Qld 4519	
Phone	General enquiries	07 5439 0033
	Absentee line only	07 5536 5670
Fax		07 5439 0044
Email	General Admin	<a href="mailto:admin@glasshouse.qld.edu.au">admin@glasshouse.qld.edu.au</a>
	Secondary Admin	<a href="mailto:secondary.admin@glasshouse.qld.edu.au">secondary.admin@glasshouse.qld.edu.au</a>
Website		<a href="http://www.glasshouse.qld.edu.au">www.glasshouse.qld.edu.au</a>

<b>Principal</b>	Mr Mike Curtis
<b>Head of Primary School</b>	Mrs Cheryl Bryers
<b>Head of Middle School</b>	Mrs Jacqualina Vreeling
<b>Head of Senior School</b>	Mr David Heyworth
<b>Dean of Studies</b>	Mr Rob Steffler
<b>Business Manager</b>	Mr John Dohler

## VALUES

Our values are a reflection of our GREAT Creator:

<b>G is for Greatness</b>	This includes honouring and respecting God, glorifying God, honouring God's Word, desiring wisdom, obedience and respect. We desire that all students demonstrate a godly attitude characterised by concern for one another, righteousness, kindness and mercy.
<b>R is for Respect</b>	This includes respect of parents, those in authority, peers and self and property. It requires consideration, humility and obedience. We desire that all students consistently demonstrate a respectful attitude.
<b>E is for Excellence</b>	This includes a spirit of purity, recognising personal gifts and talents and developing them to achieve success and to serve the Lord and others. We desire that all students strive to achieve their own personal excellence. This will be reflected in assessment results, performance, participation and homework.
<b>A is for Attitude</b>	This includes a positive appreciation of new situations, persistence, emotional intelligence, and gratitude. We desire that all students demonstrate a positive attitude to their studies, to others and to tasks that they perform without grumbling. We expect students to consistently support College.
<b>T is for Teachability</b>	This includes a desire for change and growth and a willingness to adopt all aspects of life-long learning. We desire that all students demonstrate growth in all aspects of their life at school and humility in correction.

# FOR PARENTS AND CAREGIVERS

## PARENT/CAREGIVER RESPONSIBILITIES

It is a parent's/caregiver's responsibility to:

- Ensure your child arrives at school on time (between 8:15am and 8:30am).
- Ensure your child attends regularly and the College is informed of any absence. The practice of taking students on holidays during term is discouraged.
- Ensure your child is prepared and ready to learn including being dressed in correct uniform and having all necessary materials.
- Maintain communication with the College.
- Ensure the College is kept informed regarding changes to emergency contact details, family arrangements, health concerns or any other details that may affect your child's learning.
- Ensure your child is adequately supervised outside school hours.

## COLLEGE HOURS

### Administration

The Main Administration is open Monday to Friday, **8:00am to 4:00pm** school terms and holidays other than the two week period over Christmas and New Year and during public holidays.

The Middle/Senior Administration is open Monday to Friday, **8:00am to 4:00pm** during school term time only.

### Uniform Shop

The Uniform Shop provides new and second-hand uniforms. It is located in building S1. (*See College Map*)

The Uniform Shop is open at the following times during school terms:

Monday	8:00am – 9:00am and 2:45pm – 3:45pm
Tuesday	8:00am – 9:00am
Wednesday	CLOSED
Thursday	8:00am – 9:00am
Friday	8:00am – 4:00pm (closed 12pm – 12:30pm)

If you need to contact the convenor or request an appointment time please leave a message with Main Reception.

### Library

The Library is open from 8:00am to 4:00pm each day during term time. Students may use the Library before and after school.

### Afterschool Detentions

Afterschool Detentions are held Tuesdays and Thursdays from 3:00pm to 5:00pm during term time.

## TERM DATES AND CALENDAR

Term dates for the current year and the one ahead are on the home page of the [Glasshouse Christian College website](#). A detailed College calendar is also available on the home page of the website.

## BEFORE AND AFTER SCHOOL SUPERVISION:

Staff will be on duty from 8:00am. Supervision is provided at student departure areas until 3:30pm. The library is supervised until 4:00pm each day. Afterschool detentions are held until 5.00pm on Tuesdays and Thursdays. Supervision of students outside these times is the responsibility of parents. A Homework club runs during Term time on Thursdays from 3:00 – 4:00pm in the Library. It is supervised by teachers.

Students travelling to and from the College are expected to travel directly between home and school without making any unauthorised deviations. During school time, unsupervised students are not allowed to visit shops, cafes or restaurants.

At all times, students of GCC are regarded as ambassadors of the College and their behaviour must reflect our College values and not bring the College into disrepute. This is irrespective of whether they are in uniform or not.

## COMMUNICATION

It is essential that there is an open channel of communication between the College and parents. The College provides a variety of forms of communication and so it is vital that we have accurate contact details.

### Annual Report to the Community

This document provides information about the College and its distinctive educational opportunities. It includes discussion of such topics as social climate, staffing information, student outcomes for the year and other initiatives that have been undertaken over the previous year. It is available on our College website.

### eNewsletter – The Eaglet

eNewsletters are published weekly and are a valuable means of communication. They include information about current events and topics within the College, photos of College activities and College community events. It is encouraged for parents and students to read the eNewsletter. eNewsletters are distributed electronically via email to parent/s and also published on the College website.

### SMS Messaging

SMS Messaging is an automated system linked to our College database that is designed to check your child is at College. If attendance is not noted, an SMS is sent to the mobile phone number we have in our records to alert you to the fact that your child has been marked absent. If such a message is received yet you believe your child should be at school, please contact the College immediately.

*Absentee Notice SMS reads: “(Child’s name) has been marked absent from school today (date), as at 09:35. Please contact the school absence line on **5436 5670**.”*

**Do not reply to the message via SMS. Contact the College.**

The College also uses SMS to send out reminders and keep parents informed of various activities and information.

### Email

Email is used to communicate on a regular basis and parents will need to check emails regularly.

If you need to contact any teacher then the use of email is most appropriate. A list of contact addresses is on the College website under “[Contact Us](#)”.

## COMMUNICATION PROCEDURES

Please follow the procedures in the table below.

COMMUNICATION	CONTACT	DETAILS
Child is absent	Phone Main Administration	Phone 5436 5670
Update Contact information	Email Main Administration	<a href="mailto:admin@glasshouse.qld.edu.au">admin@glasshouse.qld.edu.au</a>
General Query	Email Middle/Senior Administration	<a href="mailto:secondary.admin@glasshouse.qld.edu.au">secondary.admin@glasshouse.qld.edu.au</a>
Subject query	Email subject teacher	<a href="mailto:first.last@glasshouse.qld.edu.au">first.last@glasshouse.qld.edu.au</a>
Change subjects	Student to go to Middle/Senior Administration	Collect and complete a form
My child is unhappy	Phone/Email Pastoral Care Teacher	
My child is being bullied	Phone the Head of School	Phone 5436 0033

In the event that you have a concern, GCC encourages parents to follow the following procedures:

- First discuss the matter with the people concerned. This would usually be the teacher.
- If they continue to have a concern then a meeting should be arranged with either the Head of Department or Year Level Coordinator.
- Finally, if the issue is not resolved then a meeting should be arranged with the Head of School or if it relates to the curriculum then the Dean of Studies.

## PASTORAL CARE

The College provides various levels of pastoral care that aims to provide the highest level of support. There are Pastoral Care Coordinators for each year level plus dedicated College Pastors.

## ATTENDANCE

It is important that students attend school regularly. This includes all sporting carnivals.

Students absent for a period of 10 days or more during the year, will be considered at risk of not completing the academic program. An appointment may be necessary to discuss this issue. Absences that occur because of school based activity; for example apprenticeships or traineeships, are exempt from the above expectation if agreed to by the College.

The practice of taking students on holidays during term time is strongly discouraged.

**Please notify the College by 9:00am on the Absentee Hotline (5436 5670) if your child will be absent for the day.**

## CHILD PROTECTION POLICY

Glasshouse Christian College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interest of the child will always be a primary consideration. We expect our students to show respect to our staff and volunteers and to comply with safe practices and we expect all employees to ensure that their



behaviour towards and relationships with students reflect proper standards of care, and are not unlawful or harmful. The College will respond diligently to a report of suspected or actual harm or risk of harm to a student. Harm is any detrimental effect of a significant nature on a child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

Harm can be caused by:

- physical, psychological or emotional abuse or neglect
- sexual abuse or exploitation
- domestic or family violence

To ensure the protection of children at GCC, we will:

- Ensure that each staff member understands and fulfils their obligations under the Child Protection Policy for reporting abuse.
- Ensure that there is an acceptable reference for each staff member engaged since the commencement of this policy from his or her previous employer.
- Ensure that each staff member and volunteer who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People.

Glasshouse Christian College has appointed a number of Child Protection Officers who are responsible for following up on any report of harm to a student at the College. They are on posters around the campus in places easily viewed by students.

If the Principal becomes aware that a staff member has behaved in an unlawful manner towards a student of the College then the matter will immediately be reported to the Police.

If the Principal or Child Protection Officers become aware of suspected or actual harm of a child, or risk of further harm to a child, they will contact the Department of Child Safety immediately.

A copy of the Child Protection Policy and Procedures is available from the Main Administration.

## VISITORS TO THE COLLEGE

Visitors and volunteers to the College are required to sign in at the Main Administration upon arrival and collect a visitor's badge that must be worn so that it is visible at all times. Upon leaving, they are to sign out and return their badge. This is part of our 'Duty of Care' and 'Workplace Health and Safety' regulations.

## ROAD SAFETY

Student safety in the carpark will largely be impacted by the drivers who enter our grounds. Please ensure you abide by the following guidelines:

- speed limit of 10 km per hour
- park only in designated car spaces
- drop off and pick up students in the designated areas
- Prep and Junior Primary students need to be supervised in the car park by an older sibling or responsible adult
- pedestrians must cross at designated crossings
- give way to people on crossings
- give way to buses
- ensure children do not attempt to get in or out of a vehicle until it has completely stopped
- the car park behind I, J and H Blocks are for staff only

**Senior students who have attained their license are not to drive to school until they have sought permission from the Head of Senior School and signed the Student Driving Privilege**

**Authorisation form. Parking on school grounds becomes very limited, especially as more students gain their license and therefore students may be required to park off campus.**

## **NUT-FREE AND AEROSOL FREE POLICY**

Glasshouse Christian College is a nut-free and aerosol-free zone to protect and support those who suffer from allergies. Absolute diligence is required in this regard to protect these individuals. Please check **all food** brought to school especially for hidden nut content e.g. Muesli bars, Nutella, satay. Please consider nut residue on items from home. For example, if peanut butter is consumed for breakfast, has your child washed their hands before school? Even a touch can be life-threatening for students with a nut allergy. Aerosols are also banned at the school however students may choose to bring roll-on deodorants if required.

## **HEADLICE**

It is the parents' responsibility to ensure that their children do not attend school with untreated head lice. To achieve this, it is reasonable to expect that parents will:

- regularly inspect their child's head to detect the presence of lice or lice eggs
- regularly inspect all household members and treat them if required
- notify the school if their child is affected and advise when treatment has begun

Those suspected of having head lice must be removed from the general student population until they have been treated.

## **FIRST AID AND SICK BAY**

Students who are unwell or injured can receive short-term care by a qualified First Aid attendant in the Sick Bay until a parent/caregiver can be notified to collect them or to seek further intervention by a health practitioner. If the parent/caregiver cannot be contacted the second contact name will be phoned.

Students are NOT to call home and arrange to be collected without first reporting to Sick Bay. If your child calls you to say they are unwell then please refer them immediately to sick bay.

Please DO NOT send students to school who are unwell as we do not have the facilities to provide suitable care for them.

In the event of serious illness or injury, the College will attempt to contact the parent/caregiver immediately. If the First Aid Attendant deems it necessary, the student will be taken by ambulance to the nearest available hospital.

## **MEDICAL INFORMATION**

Full details of student medical history and family details are required in order to care for individual students appropriately. Information recorded as part of the enrolment procedure needs to be updated each year. Please do not hesitate to notify the office of any changes.

## **ITEMS OF VALUE**

Students are not to bring valuable items or unnecessary amounts of cash to school. If they do need to bring such things, the items must be handed in at Middle/Senior Administration for safe-keeping until collection at the end of the day. The College will not be responsible for the loss or damage of property that is not secured in this manner.

## **LOST PROPERTY**

All items brought to school, including clothing, shoes and equipment, need to be named clearly. This enables easy identification and the return of items to their rightful owner. Please contact Middle/Senior Administration if your child has missing items

At the end of each term, unclaimed clothing is given to the Second Hand Uniform Shop and other items (eg. Tupperware) are given to charity.

## **SPORTING PROGRAM**

Students are given the opportunity to be involved with both recreation and competitive sports. As sport is a compulsory part of the curriculum, full student attendance is required at all carnivals and events. The College holds an annual swimming, cross country and athletics carnivals. Students who achieve well at these carnivals have the opportunity to then compete at District, Regional and State competition

Sporting activities are held each Friday afternoon for Years 7, 8 and 9.

The sports uniform should only be worn when sport activities are held or for designated practical Dance and HPE classes. Formal uniform is to be worn at all other times, including formal hat.

Year 12 senior jerseys can only be worn with sport uniform.

Students who play interschool sport are expected to commit to the team, including scheduled practices and to purchase the College interschool sport uniform (bottle green football shorts and plain white football socks). These are to be purchased from the Uniform Shop. Students who wish to change their sport will need to speak to the HPE staff. Participation in some sporting activities may be conditional upon classroom behaviour. Students are expected to play in the spirit of fair competition and display good sportsmanship at all times.

The College also runs before and after school training sessions for various sports. For more information, or if you would like to be involved with 'Friends of Sport', please contact our HPE staff.

## **VALUED VOLUNTEERS PROGRAM**

Volunteers make invaluable contributions to the life of our College. We encourage volunteers to use their gifts and talents and the interaction they have in our community. Students are excited to see family members actively involved in their place of learning. Volunteering can be performed in a number of ways eg. classroom assistance, preparation of resources at home, Library assistance, grounds/cleaning work, preparing for events, tuckshop roster, coaching/managing sport teams etc.

Please offer assistance in your area of expertise. Volunteers who are not parents of students at the College will need to hold a current Blue Card. As with all visitors, volunteers must sign in at the Main Administration. If you can assist please contact the College.

## **MUSIC AND INSTRUMENTAL PROGRAM**

Research indicates the distinct benefits of musical training on brain development. The College offers a range of opportunities for musical tuition from Prep to Senior. Individual/small group tuition is available for many instruments. The Music Department also runs bands, ensembles and choirs. For more information, please contact the Music Teacher.

## **BEHAVIOUR MANAGEMENT**

Please refer to the Behaviour Management Handbook on our Connect Website.

The College encourages positive behaviour through a number of classroom based positive reinforcements and special awards.

All interactions between members of the school community will be characterised by mutual respect and courtesy.

Afterschool Detentions are held each Tuesday and Thursday from 3:15pm to 5:00pm. It is expected that parents support the College and ensure that students attend afterschool detentions if issued. An email and/or an SMS notice will be sent to parents once an afterschool detention is issued. Should this date be unsuitable due to other family commitments then please contact the Middle/Senior Administration to make alternate arrangements. These detentions will be either community service type activities which may include litter duty, cleaning school grounds etc. or they will be supervised in a classroom.

A student who becomes characterised by inappropriate behaviour may be placed on a Student Feedback Card for a period of time. This will be followed by an interview to determine what options are available to continue the child's enrolment.

## RESPONSIBLE THINKING PROCESS (RTP)

### RTP Background

We believe that teachers have the right to teach uninterrupted and students have the right to learn uninterrupted. To facilitate this, we support the Responsible Thinking Process (RTP) in the classroom. RTP is based on a model of behaviour called “Perceptual Control Theory” which has, as a fundamental principle, the basis that we were designed to be self-controlling beings who are responsible for our actions and resulting choices.

We aim to have disruption free classrooms and safe school grounds that foster an environment for learning responsibility, respect and relationship. Classroom and College rules are designed so that everyone can get what they want without disrupting the rights of others.

Students compare themselves to the standard and draw conclusion as to whether they are meeting this or not. They then decide what they want to do next and impose upon themselves a solution to the behaviour identified, hence develop self-discipline. Students now start to take ownership of their own behaviour.

### The Responsible Thinking Process

RTP requires students to choose to behave in a manner that does not disturb the learning of others. If so they withdraw themselves from the learning environment and from opportunities that have been created for them.

Staff will use a series of questions to get the student to learn to take responsibility for their actions. Opportunity is given for the student to reflect on their behaviour within the parameters of the classroom/College rules and make the choice to remain in the classroom or to proceed to the Responsible Thinking Classroom (RTC).

Once a student has chosen to withdraw from a particular class they are required to negotiate a written plan to return.

### The RTP Questions

If a student chooses to disturb the learning of other students or disrupts the teaching process, the teacher will ask the following questions:

- What are you doing?
- What are the rules? Is that ok?
- What happens when you break the rules?
- Is that what you want to happen?
- What do you want to do now?
- What will happen if you disrupt again?

Most students get back to work at this point.

### RTP Next Steps

If the student’s response is to continue to be disruptive or avoid cooperating with the teacher, the teacher will then ask:

- What are you doing?
- What did you say would happen if you disrupt again?
- Where do you have to go now?

The student then goes to the RTC. The RTC is not a place for punishment but rather a place where students can think about their disruption and, with assistance, plan for a more successful future.

The referring teacher completes a referral card with details about what happened, which the student presents to the RTC coordinator.

## The RTP Plan

When the student arrives at the RTC they begin a process of creating a detailed plan in order to demonstrate that they are ready to negotiate a return to the class from which they disrupted.

This plan focuses on the consequences of their actions, its impact on the other students, the teacher and their own learning. It also sets out in detail how they are going to deal with the situation next time in a way that respects the teacher's right to teach and the other students' right to learn uninterrupted.

Thinking comes before behaviour! By assisting the student to 'think' about the choices that they are making they are able to make the connection between actions and consequences.

## RTP Return to Class

The student then takes the plan to the teacher outside class time and works through a process of negotiation to re-enter and obey the rules.

This can only occur if the teacher and the RTC Coordinator agree to the plan.

## RTP Patterns

Statistics from schools using the RTP program demonstrate that 90-95% of students will attend the RTC less than three times, if at all.

For students who continue to disrupt after making a plan the teacher will ask:

- What are you doing?
- Are you following your plan? Do you need to change your plan?

If the student continues to disrupt they must return to the RTC to revise their plan to be more successful.

If patterns of repeated visits with particular students are noted by the RTC Coordinator then an intervention team meeting is called.

If, after the intervention team meetings, the student still chooses to behave in a way that is outside the boundaries of College expectations and rules an enrolment review meeting may be called.

## RTP Additional Information

Students may be 'automatically' referred to the RTC if their behaviour is deemed to be 'grossly inappropriate'.

Students who fail to abide by the rules in the RTC will, by their behaviour, choose to be sent to the Head of School and may be sent home. They will still be required to negotiate a return to class.

The Responsible Thinking Process applies to all Primary, Middle and Senior School students and to all classrooms, subjects, areas and activities related to the College both inside and away from the College, e.g. Bus behaviour, tuckshop, carnivals, excursions, camps etc.

## RTP Summary

The RTP has been successfully used for a number of years in Australia and in many other countries. It refers to a process that teaches students to be responsible for their learning and actions (behaviour).

A basis for its success is the Proverbs principle that "*mere words cannot correct a man, although they understand, they will not respond*". RTP gets away from the 'yell and tell' model and expects students to take ownership for their own behaviours.

The College looks forward to a continuing and deepening partnership with parents as we together seek to help students learn important life skills of responsibility, respect and relationships.

## MOBILE PHONES

The College has adopted a responsible-use policy that encourages students to use this technology in a manner that is acceptable in the community. Whilst the College does not encourage the use of mobile phones by students nor does it accept responsibility for any loss or damage, it acknowledges that a high proportion of students have mobile phones at school.

## STUDENT SUPPORT CENTRE

Students who are experiencing difficulties will be supported at various times either during class lessons or by being withdrawn to the Student Support Centre.

Mr Jon Brown will liaise with class teachers to identify and support students who require assistance.

## CONNECT

Parents/Caregivers and students have access to our Learning Management Software (Connect) from home through the internet. The address is [connect.glasshouse.qld.edu.au](http://connect.glasshouse.qld.edu.au). Parents can log in as a guest and should be able to see everything that a student can.

Connect stores all the subject resources students need as well as handbooks, assessment planners, extension forms and career information.

## BULLYING

The College has a firm policy on bullying. Students can report bullying through our Connect website. The College will investigate fully all reported bullying incidents.

## CARE AND CONCERN

Students who need support can submit a Care and Concern form on Connect. Students are encouraged to use this form to let the College know of other students who may need support.

## FOR STUDENTS

### STUDENT RESPONSIBILITIES

You are expected to

- arrive at school before 8:30am
- be dressed in correct uniform and be prepared to learn
- act as ambassadors of GCC at all times and your behaviour and language must reflect our College Values
- work to the best of your ability

### GENERAL PROCEDURES

#### Attendance

It is important that you attend school regularly. When you are absent it is your responsibility to catch up on the work missed. This includes any criteria sheets, homework and other tasks that may have been given out.

If you are absent for a period of 10 days or more during the year, you will be considered at risk of not completing the academic program. An appointment may be necessary to discuss this issue. Absences that occur because of school based activity; for example apprenticeships or traineeships, are exempt from the above expectation if agreed to by the College.

#### Lateness

The school day begins at 8:30am sharp. If you arrive late you are required to sign the late register in the College Middle/Senior Administration and pick up a late slip. Frequent unexplained appearances on the late

register will result in disciplinary consequences. If the reason for being late is beyond your control then a note from your parent/caregiver must be presented or a demerit will be issued.

## HOMEWORK

Homework is not just doing exercises from a text. It is a combination of revision, assessment planning, assignments, review of daily notes and updating your diary. Students are expected to do regular homework each night. Students in Years 11 and 12 are also expected to use the Wednesday for effective study or career development.

The following tables are guidelines of homework expectations and allocations to subjects:

YEAR LEVEL	HOURS OF HOMEWORK PER NIGHT
7	70 minutes
8	80 minutes
9	90 minutes
10	1 hour 45 minutes
11	2 hours
12	2 hours 30 minutes

SUBJECT	YEAR 7	YEAR 8	YEAR 9
Homework Allocation Guideline	70 minutes/day	80 minutes/day	90 minutes/day
Maths	30 min x 3 times/week	40 min x 3/week	40 min x 3/week
Science	30 min/ x 2 times/week	30 min x 2/week	40 min x 2/week
Humanities	30 min x 3 times/week	40 min x 3/week	40 min x 3/week
French	30 minutes x 2 times/week	30 min x 2/week	60 min/week
Electives Christian St., HPE	50 min/week	40-50 min/week	70 min/week

Senior School homework programs depend on the specific specialist subjects studied.

## DEPARTING SCHOOL EARLY

The procedure for any students who are feeling ill in class is for them to advise their teacher and then to go directly to sick bay in Main Administration. From that point, the student is assessed and the parent is often advised (if it is more than a band aid type job). If it is necessary for the student to go home the parent is to pick them up in Main Administration and signs them out from there.

Often when a Secondary student is ill during the day they have already contacted their parent or caregiver and arranged to go home. In these instances, the Secondary student must advise the classroom teacher if they are being collected during class time or Secondary Reception if during a break. Then the student must report to Main Administration where they will need to be signed out by their parent or caregiver. Students cannot be picked up from the bus shelter, outside school or any other place. They must be signed out by their parent/caregiver at Main Administration.

In instances where the Secondary student wants to make their own way home, Main Administration will ring the parent and gain verbal permission for the Secondary student to go home.

The above procedure should be followed for **ALL** early departures.

## TRUANCY

Absence from school or from a lesson without permission is truancy. Truancy is a serious offence and break in trust. It is also very selfish and dangerous because neither the school nor parent/s can account for the whereabouts of the student and this creates a high level of anxiety. In the event of truancy the minimum consequence will be an afterschool detention. More serious or repeated offences will lead to internal suspension and will jeopardise your enrolment.

STUDENTS ARE NOT ALLOWED TO LEAVE COLLEGE GROUNDS DURING SCHOOL TIME UNLESS THEY HAVE RECEIVED EXPLICIT PERMISSION FROM EITHER THE PRINCIPAL OR HEAD OF SCHOOL.

## CAMPS AND EXCURSIONS

Camps are held for many year levels to enrich the learning experiences. They are a **compulsory** component of the year. The cost for camp is included in the fee structure for the year level (except Year 7 which requires an additional payment).

Excursions also offer specialised opportunities for learning beyond the College grounds. All students are required to attend these outings as they are integral components of the teaching program.

## OUT OF BOUNDS AREAS

Please note the areas defined below are out of bounds. Disciplinary consequences will follow if you are found in these areas without specific supervision or permission by a staff member:

- Staffrooms and offices;
- Classrooms without staff supervision;
- Underneath demountable buildings & toilets;
- Roadside of buildings;
- Church verandahs and grassed areas outside church building
- First storey verandahs once lockers have been accessed at the start of breaks; and
- Other areas unsupervised by staff.

## CONNECT

- Students have access to all subject information through Connect. The address is [connect.glasshouse.qld.edu.au](http://connect.glasshouse.qld.edu.au). Students can log in and should then be able to access their subjects as various other resources.
- Connect stores all the subject resources students need as well as handbooks, assessment planners, extension forms and career information.
- Connect also a form that students can use to report bullying and another form which can be used to help identify those students who may need additional care and support.

## LIBRARY

The Library will be open Monday - Friday from 8:00am – 4:00pm for students, teachers and parents to access and borrow from.

- Class and individual loans are for a two week loan period.
- Loan extensions may be granted if the item has not been requested by another person.
- Textbook hire is for the duration of the unit/subject.

Overdue items will generate a notice home. A maximum of two notices per item will be issued. Items not returned, lost or badly damaged require payment of the replacement cost plus an administration fee from the student or parent/s.



## COLLEGE HOUSES

Students are allocated a House when they first enrol at the College. These houses are used for many aspects of College life (e.g. sporting competitions and the Legacy Cup competitions).

### House Names and Colours

Our house names and colours are inspired by our local environment as well as biblical inspiration.

- **Local Inspiration:** Our environment in the Glasshouse Mountains region.
- **Biblical Inspiration:** The significance and symbolism of mountains in the Bible reflected in:

‘In the last days the mountain of the Lord’s temple will be established as the highest of the mountains; it will be exalted above the hills, and all nations will stream to it. Many peoples will come and say, “Come, let us go up to the mountain of the Lord, to the temple of the God of Jacob. He will teach us his ways, so that we may walk in his paths.” The law will go out from Zion, the word of the Lord from Jerusalem.’ *Isaiah 2:2,3 (NIV)*

The Houses are:

### Ararat

The house colour is blue and the motto is “**Look deep, aim high**”

Ararat is the mountain where the Ark of Noah came to rest. The colour blue reflects both the waters of the flood and the emergence of the blue sky after the forty days of rain.

### Sinai

The house colour is red and the motto is “**Through His might comes victory**”

Sinai is the mountain where Moses received the Commandments. The colour red symbolizes the Word of God revealed in the flames.

### Zion

The house colour is green and the motto is “**Chosen to lead, driven to succeed**”

Zion is the mountain where Abraham was led. It also represents the City of David or Jerusalem. The colour green represents the exile of the Hebrews and their collective longing for the ‘green pastures and mountains’ of their homeland.

## STUDENT BADGES

Student Leaders all receive a badge at a special leadership induction ceremony held at the beginning of the school year. Students have the privilege of wearing these badges to identify their role for the year.

## BEHAVIOUR MANAGEMENT

The following behaviours are unacceptable and will result in the issue of a demerit:

- swearing or bad language
- littering
- unjustifiable late arrival to school or class
- infringements of the Uniform policy
- failure to complete homework
- failure to be prepared for learning – not having the correct books and materials for class
- use of chewing gum
- disorderly conduct
- entering a classroom without staff permission

- using a mobile phone in class
- non-compliance
- minor safety infringements

Demerits are tallied each week and if you receive 3 or more then you may be issued an afterschool detention at the discretion of the Year Level Coordinator.

The following behaviours are deemed **more serious** and will result in an immediate Afterschool Detention at the discretion of the Head of School:

- failure to submit assessment tasks by due dates
- minor truancy behaviours
- “paying-out”, teasing, or other behaviours that cause harassment of another individual
- minor issues of disrespect of staff
- major non-compliance and
- deliberately bringing nut products or aerosols to school
- major inappropriate use of IT

The following behaviours are deemed **very serious** and may result in suspension or cancellation of a student’s enrolment at the discretion of the Head of School and Principal:

- stealing or "borrowing" of other students’ belongings
- vandalism
- leaving the school grounds without permission
- behaviour that potentially brings the college into disrepute. this includes unacceptable behaviours in public, in uniform or out of uniform
- continued bullying or harassment of other students
- use of drugs, smoking, alcohol or other dangerous substances and
- bringing weapons or potential weapons to school
- physical altercations with other students
- displaying, storing and sharing pornographic or other inappropriate material

A student who becomes characterised by continued inappropriate behaviour may be placed on a Student Feedback Card for a period of time. This will be followed by an interview to determine what options are available to continue the child’s enrolment.

## TRANSPORT TO AND FROM SCHOOL

### Buses/Trains

You are expected to obey the following rules:

- Obey the safety directions given.
- Make every effort to get to the bus/train on time so as not to inconvenience others.
- You must remember that you are ambassadors for the College. Your behaviour needs to reflect the high standards that are expected.
- You are not to swap buses without the permission of your parents/caregivers.

## Bicycles/SkateBoards/Scooters

- You are to wear a helmet and obey other basic road safety rules when they are riding to and from school.
- If you ride in a reckless manner then you may be banned from riding to school.
- You are not to interfere with other members of the public.
- You are to get off your bikes/skateboards/scooters once you have entered school grounds and walk from this point.
- You are not to access your bikes/skateboards/scooters during the normal school day without permission.

## Student Drivers

If you wish to drive a car to school you need to first apply for permission from the Head of Senior and sign the Student Driving Privilege Authorisation Form.

- You are to park in the designated parking area.
- You are not to access your car during a normal school day without permission.
- You are to follow all road rules and drive with courtesy and respect for other road users.
- Failure to comply with these instructions may result in further consequences and a suspension of driving privileges.
- Parking on the College grounds will be limited once the number of students driving to College becomes excessive. Students may be required to park off campus.

## MOBILE PHONES

The following rules apply:

- Mobile phones cannot be used during lessons as this will interfere with learning.
- Mobiles cannot be used as “Hotspot zones” to allow internet access.
- Mobile phones cannot be used to take photos/videos without the permission of a staff member.

## FIRST AID AND SICK BAY

If you are unwell or injured then you must let a staff member know immediately. They will then arrange for you to go to sickbay or administer first aid as required. Do NOT call your parent/caregiver without first talking to a staff member.

## BANNED ITEMS

The following items are banned from school:

- magazines (unless project specific approved by a teacher)
- swap cards
- any literature that goes against the College ethos
- knives and weapons of any kind
- permanent marker pens
- chewing gum
- alcohol, drugs, cigarettes and other dangerous substances
- aerosol cans and nut products

## LOCKERS

All students are issued a locker and a College lock. The following conditions apply:

- Lockers must be locked at all times when not being accessed.
- The College lock must remain and not be exchanged. Any alternative lock will be cut off.
- Lockers must be treated with respect.
- Students cannot access a locker that has not been allocated to them nor can they swap without informing the College administration.
- Students are responsible for keeping their lockers clean and in good repair.
- Any damage that has been caused to a locker by student will need to be paid for.
- Lockers are only to be accessed before school, after school and during break times.

Students are encouraged to keep all their belongings in their locker including their school bag.

## CHANGING SUBJECTS

- Students are discouraged from changing subjects after the first two weeks of each term as it is very difficult to catch up on work missed.
- All subject change applications need to be made to the Head of School.
- Subject change is conditional upon the current class size and the recommendation of teachers.
- Subject changes may have an effect on QCE status and SET plans (if in senior years).
- Subject changes will not be granted without the written approval of the students' parent/caregiver.
- Students cannot attend their new class until they have received written confirmation of their change.
- Subject changes are discouraged for any reason other than academic. Perceived personality conflicts should be worked out and not be the cause of subject change.

## FUTURE PATHWAYS

The Future Pathways Coordinator can give general careers advice Monday to Thursday. The Head of Senior, together with the Future Pathways Coordinator, will give general guidance in the selection of career pathways. Special career days and Assembly guest speakers will enhance the career education program.

## UNIFORM

The expectation is that uniform is worn **completely and correctly**. It should also be **clean and in good repair**. This helps the College to set and maintain high standards and engenders pride in appearance.

**Students and parents/caregivers need to be familiar with the College uniform policy on our website.**

The policy can be located on the College website under College Life/Uniforms.

## ASSESSMENT

### Assignments

When an assignment is given, it will be accompanied by a detailed task and criteria sheet. The timeline for assignment completion will be clearly stated on the task sheet as well as the week the assignment is due. The specific due date for the assignment will be confirmed and clearly communicated to students on the Monday of the week before the assignment is due. This gives teachers the flexibility to accommodate for lost class time, slower than predicted work rates, or any other disruptions that might dictate moving a due date from the beginning of the week to later in the week. The final due date will be communicated verbally in class as well as posted on Connect.

### **Check Date:**

An assignment will also specify at least one check date. This will usually be collected a week before the final due date, although this may vary according to the subject and/or type of assignment. In the case where a student fails to hand in a final submission by the due date, the check date submission will be marked.

### **Assessment Calendar:**

Assignments will be listed on the Term Assessment Calendar published in the first few weeks of each term. Assignments must be handed in according to the subject teacher's specific requirements. In some cases a digital submission (eg via email) is appropriate, whereas in other cases a hard copy may be required.

### **Late Assignments:**

Late assignments will NOT be accepted for marking unless an extension request has been granted. Assignments must be handed in on or before the final due date outlined by the subject teacher (by midnight on the due date).

### **Absence on a Due Date:**

Being absent on the final due date of an assignment is not a legitimate reason to hand in a late assignment. Students who are absent must submit a digital copy of their assignment via email and then submit a hard copy to the Secondary Administration Office by 8:30am the next day (if a hard copy is required).

### **Technology Malfunctions:**

Technology malfunctions (eg computer, USB, printer issues) on the day an assignment is due will generally not be considered as grounds for extension. Students are responsible for regularly backing up their work, preferably on their GCC Google Drive account, or alternatively, on a portable memory device such as a USB memory stick. In the event that a technology malfunction does occur, a student should immediately communicate (probably via email) with their teacher about their circumstance. Students have access to printers at the College which means that even if they have printer issues at home, they should still be able to print their work at the College and hand their assignment in on time.

## **Extensions**

**Middle School:** Extension requests are made to and approved by the subject teacher. A letter of explanation from parents/caregivers must accompany the Extension Request form. Successful applications must have the signed Extension Request form attached to the final completed assignment.

**Senior School:** Extensions must be applied for as early as possible before the due date. All applications are to be made to the Dean of Studies and if approved, a signed Extension Request form will be supplied which outlines the details of the request and the new due date. If the extension request is because of illness, a medical certificate must be supplied. Under ordinary circumstances, extensions must be requested 48 hours prior to the final due date. Successful applications must have the signed Extension Request form attached to the final completed assignment.

Extension Request forms for Middle and Senior School are available on Connect under the Handbooks and Support tab.

## **Plagiarism**

Work that a teacher deems to be plagiarised will be highlighted by the teacher and will not be included in the final assessment of the assignment. The student who has submitted the plagiarised assignment will be required to resubmit a non-plagiarised assignment; however, no additional grade will be awarded for the additional work completed.

## **Late and incomplete submissions**

Late or incomplete assignment submissions will result in an After School Detention. All subjects have a check date prior to the due date upon which students are required to submit work completed as of that date. In

the event that a student fails to hand in a final submission by the final due date, the check date submission will be marked in its place.

**Middle School:** Teachers will require students to complete their work to a minimum standard. If the check date submission does not meet the minimum standard, students will be required to submit the assignment by the next day. If the assignment is not submitted, the student will be removed from class and must work in isolation to complete the assignment to minimum standard. However, additional work completed after the final due date will not contribute to the grade awarded for the assignment.

**Senior School:** Teachers may or may not choose to work through this process with senior students.

## Contesting Assessment Results

If a student or parent/caregiver believes that there is an issue with the grade received for an assessment item, they must first consult the subject teacher who marked the assignment. If the issue persists after consultation with the subject teacher, an appointment should be made with the Head of Department of the subject in question. If the issue still persists, then the Dean of Studies should be consulted.

## Exams

Students will know the week an exam will take place when they receive their Assessment Calendar at the beginning of a term. For senior students, a detailed exam timetable will be issued approximately two weeks prior to the exam block. All exam dates outside of an exam block will be finalised and clearly communicated to students on the Monday of the week before the exam is to take place. This gives teachers the flexibility to accommodate for lost class time, slower than predicted work rates, or any other disruptions that might dictate moving an exam date from the beginning of the week to later in the week. The exam date will be communicated verbally in class as well as posted on Connect.

**Middle School:** No student should deliberately be absent from an exam. If an exam cannot be attended the parent/caregiver must contact the College the morning of the exam. The student will be required to sit the exam at the next earliest possible time (either the next lesson or earlier, for example, at a break time in the RTC). Students who are absent for an exam should supply a note from their parent/caregiver giving a reason for their absence.

**Senior School:** It is the responsibility of the student to:

- Check their exam timetable thoroughly and be present for all scheduled exams;
- Check that there are no clashes on their exam timetable;
- Organise alternative arrangements if he/she cannot attend an exam for some reason;
- Obey all of the instructions given by the exam supervisor and specified on the exam paper;
- An exam supervisor reserves the right to remove from the exam centre any student whom they suspect might be cheating. The student will be referred directly to the Dean of Studies or the Head of School.

No student should deliberately be absent from an exam. If an exam cannot be attended the parent must contact the College the morning of the exam. The exam will not be rescheduled again until the student produces a valid reason explaining why they could not sit the exam at the original time. Absence due to illness will require a medical certificate.

## Exam Blocks

A number of days are set aside each term to enable senior students to focus solely on examinations. During exam block days, students who do not have exams may stay at home to study. Students who have a morning or afternoon exam only, are allowed to arrive late or leave early, or they can choose to stay the entire day and study at the College. If students leave the College early, they must go directly home unless they are under the supervision of a parent/caregiver. Students are not allowed to linger around shops or cafés during school time.

## Group and Oral Assessments

Students are responsible for bringing all props and other materials with them on the due date of their presentation. They will deliver on the scheduled day or the assessment will be classed as a non-submission. In the event of one member of a group being absent, the group will continue to deliver their presentation where possible. This will require all scripts and materials to be prepared in advance and emailed to the subject teacher or brought from home with parents or siblings. It is the responsibility of the group to ensure that all technology is fully functional on the day of their presentation.

## Term Awards – Achievement Certificates

At the beginning of each term, two types of Achievement Certificates will be given to students who have achieved excellent results on the previous term's work. This will be determined according to the following criteria:

- **Grades:** Students who achieve an "A" Grade on more than half the subjects studied. An A grade includes "A-" as well.
- **Effort:** Students who get a Very Good for all subjects studied or all but one.

## FAQS FOR STUDENTS

QUERY	RESPONSE
What if I am late to school?	School begins at 8:30am. If you arrive at school after 8:30am you need to obtain a late note from Secondary Administration. If you have no note from a parent/caregiver then you will be issued a demerit.
I need to leave early	You need to present a note from your parent/caregiver to Secondary Administration to receive a pass granting permission to leave early. You will need to wait in the Main Administration until you are collected by your parent/caregiver.
I need an extension for an assignment	An application for an extension must be made a minimum 48 hours before the due date of the assignment and submitted to the Dean of Studies. You must bring letters of support from your parent/caregiver and your teacher.
I am going to be away	Your parent/caregiver must phone the College on the absentee line <b>5436 5670</b> before 9:00am. This does not apply to students who are on school based apprenticeships, traineeships, TAFE or has special permission from the College. You are responsible for catching up on missed work, worksheets and assignments while you are away.
I do not have a correct item of uniform	A letter from your parent/caregiver must be presented to Secondary Administration indicating how long you will be out of uniform for. If you have no note then a demerit will be issued. Secondary Administration holds a limited supply of clean second hand uniform including shoes and socks that will be lent to students who are out of uniform. You will be issued an out-of-uniform slip that must be presented to teachers when requested.
I wish to drive to College	You need to apply for Student Driving Privileges from the Head of Senior School. A form can be collected from Secondary Administration. You will be required to park in the grassed car park area next to the church.
I am not happy with a mark I have received or I have another grievance with the subject.	As much as possible, the teacher in question should be consulted first. If this is not satisfactory, an appointment should be made with the Head of Department or the Dean of Studies to discuss the matter further.
My parent/caregiver wants to help out the school	If you are not a parent of a student at GCC you will need to hold a current 'Blue Card' to be involved. Offers of help can be directed through your child's teacher or

**I want to celebrate a birthday**

via the Main Administration. General requests for assistance will be published in the College eNewsletter.

Birthdays are recognised in Pastoral Care (PC) classes. If you wish to send along food to share please ensure it is nut free and is easy to distribute e.g. cupcakes.