

SECONDARY STUDENT CODE OF CONDUCT



OUR MISSION

To provide quality Christ-centred education, strong foundations for life and learning.

OUR VISION

Together, creating an authentic learning community where students and staff flourish, with Christ at the helm.

OUR CORE BELIEF

Every child is unique and created in God's image.

SECONDARY STUDENT CODE OF CONDUCT AGREEMENT

Both in and out of school, students and staff are expected to show respect for the Christian ethos of CalCC, to aspire to our Foundations for Life and Learning and adhere to the College Code of Conduct.

People flourish when they feel safe and respected. CalCC students, staff and families agree to commit to doing their part to ensure we remain a safe and respectful community for all involved.

The reputation of the College is determined by the conduct of every individual in the College community, so it is important that each accepts responsibility for maintaining our high standard. Enrolment at the College implies acceptance by students and parents/guardians of the College Code of Conduct and College Policies.

I have read the following Code of Conduct and related College Policies and I agree to act at all times according to these standards.

Student's Signature: _____ Date: _____





I have read through and support the following Code of Conduct and related College Policies with my child/ren





Parent's Signature: _____ Date: _____

THE FOLLOWING ARE SUMMARIES OF KEY EXPECTATIONS.
MORE DETAILS ARE AVAILABLE IN THE [RELATED POLICIES ON THE COLLEGE WEBSITE](#).

1. FOUNDATIONS FOR LIFE AND LEARNING

These foundations are laid in an environment of respect and safety.

FOUNDATIONS FOR LIFE			
FAITH	INTEGRITY	COMPASSION	COURAGE
			
<i>We seek God with all our heart.</i>	<i>We do what is right not what is easy.</i>	<i>We rise by lifting others.</i>	<i>We stretch ourselves beyond what is comfortable.</i>
<i>“You will seek me and find me, when you seek me with all your heart.” Jeremiah 29:13</i>	<i>“Integrity will lead you to success and happiness, but treachery will destroy your dreams.” Proverbs 1:13</i>	<i>“Therefore encourage one another and build one another up, just as you are doing.” 1 Thessalonians 5:11</i>	<i>“Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go.” Joshua 1:9</i>
believing in and trusting God in our daily life	a capacity to stand up against pressure or sabotage	the attitudes and actions that encourage, uplift and practically support others	a strength and resilience that faces challenges and seeks to overcome them despite identified obstacles

FOUNDATIONS FOR LEARNING			
QUESTION	CREATE	COMMUNICATE	IMPROVE
			
<i>We learn to question so we can question to learn.</i>	<i>We are created to create.</i>	<i>We seek to understand then be understood.</i>	<i>We improve by failing forward.</i>
<i>“Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.” Romans 12:2</i> <i>“The simple believe everything, but the prudent give thought to his steps.” Proverbs 14:15</i>	<i>“Then God said, ‘Let us make mankind in our image, in our likeness ...’. So God created mankind in his own image, in the image of God he created them; male and female he created them.” Genesis 1:26-27</i>	<i>“As iron sharpens iron, so one person sharpens another.” Proverbs 27:17</i>	<i>“I can do all things through him who strengthens me.” Philipians 4:13</i> <i>“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness.” 2 Timothy 3:16</i>
exploring and seeking answers and understanding using a range of skills	to design and construct something purposefully	to share and exchange information, opinions and ideas to support clarity and understanding	the process of increasing the quality, accuracy or standard

2. COLLEGE BEHAVIOUR COMMITMENTS.

I realise that CalCC has a set of behaviour commitments that I will be required to uphold. These commitments help me to develop strong foundations for life and learning.

These foundations are developed best within a school environment of respect and safety. Each member of our community is expected to act in a manner that allows others to feel respected and safe. This is shown in part by abiding by the College policies and procedures, but also by adopting and developing in the qualities identified in the Foundations for Life and Learning.

Our core belief as a College is that each child is unique and created in God's image. Therefore, each has an infinite value in the sight of God. As such, we each have the right to be valued as an individual and the responsibility to value and respect others.

At CalCC, students learn acceptable social behaviour such as general courtesy, submission to leadership, teamwork and cooperation, in preparation for their future workplace.

FAITH

- Respect the ethos and mission of CalCC as a Christian organisation based on biblical values
- Participate in Junction (chapel), Quest (Christian Studies classes), class devotions and other College-based, Christian-focused activities
- Be willing to learn about the Christian faith
- Accept that the choice of faith is a personal one that each individual has a right to choose for themselves

INTEGRITY

- Follow classroom guidelines and College expectations
- Cooperate with staff and students
- Remain on the College grounds, unless you are signed out at reception or on an official College excursion
- Place all litter in the appropriate bin
- Bubble gum and chewing gum are not permitted

COMPASSION

- Support others by helping and encouraging them
- Show courtesy to all, including visitors
- Act in a safe manner for yourself and others
- Allow others the opportunity to learn
- Play sensibly and safely
- Respect others in the community including all staff members

COURAGE

- Actively set learning and personal goals
- Work hard both in lessons and in your own time to achieve these goals

QUESTION

- Ask questions to seek understanding in a polite and respectful manner
- Seek help when you are struggling to understand an instruction, a task or a learning goal

CREATE

- Be sure to have a go and put the effort in to succeed
- Follow safety procedures when using College equipment
- Take care of equipment and facilities

COMMUNICATE

- Use polite and decent language at all times
- Seek to resolve conflicts peacefully
- The use of earphones and headphones are only allowed when required for specific academic purposes

IMPROVE

- Accept responsibility for your mistakes and work to correct them
- Arrive for lessons on time and prepared; wait for the teacher in two lines
- Arrive for lessons prepared for work
- Focus on learning during lessons
- Respect the rights of others to learn
- Complete homework on time
- Seek help when you find the learning difficult

While these guidelines encourage a desirable pattern of conduct based on Christian values, it is necessary to state clearly that the following are strictly prohibited at Caloundra Christian College including all College events and travel:

- Blatant disrespect and defiance
- Swearing, blasphemy, or the use of offensive or inappropriate language
- Bullying – See Section 7
- Physical violence or threats of physical violence
- Sexual harassment, threat or assault - See Section 7
- Intimate or sexual behaviours
- Theft
- Deliberate vandalism – defacing or damaging College or any other property
- Possession of obscene, explicit or objectionable material
- Possession of items or material prohibited by Queensland law
- Possession of any dangerous objects e.g. inflammable materials, aerosols.
- Possessing, consuming, selling or distributing alcohol, tobacco, e-cigarettes, illicit drugs or related instruments whilst at College, attending College-related activities or representing the College both formally and informally. (Refer to our Alcohol, Tobacco & Illicit Drugs Policy)

These actions are considered significant breaches of community expectations and are referred to the Deputy Principal or Principal immediately. Consequences may include withdrawal of enrolment from the College.

Caloundra Christian College reserves the right to report relevant matters to the Police when it is deemed that a crime may have been committed or when legally required to do so.

Caloundra Christian College has an obligation to ensure the College environment is safe and secure, and to fulfil its duty of care to students, staff and visitors. The College has installed a CCTV system, which exists to assist our College to fulfil these obligations and to prevent and manage other inappropriate behaviour on College property, including on buses.

The College will take reasonable steps to make individuals aware of the CCTV surveillance on College property, including buses, through the prominent placement of signs around the campus and near CCTV cameras.

For more information about the College's CCTV system, please refer to the CCTV Policy.

3. COLLEGE UNIFORM EXPECTATIONS.

I accept that the uniform is an important part of our College identity and I will uphold the standard as outlined in the Uniform Policy.

Caloundra Christian College has a formal uniform and a sports uniform. The allocated days for each uniform type are detailed in the Uniform Policy.

(Please refer to our [Uniform Policy](#) for our rationale, allocated days and uniform requirements.)

ALL IN UNIFORM, ALL THE TIME

- The College maintains a policy of correct uniform worn by all students, all the time.
- Teachers will carry out regular uniform checks and, if students are found to be wearing an incorrect aspect of the uniform, they will be sent to the RTC immediately to have the uniform corrected.
- Where possible, the uniform may be corrected by the College, providing the required item for loan.
- If items are not returned, the cost will be charged to the parent.
- If the required uniform is not available to borrow, the College may provide the following three options:
 - The item is purchased from the uniform shop by the student;
 - The correct uniform is brought to school by a parent/carer for the student to change into; or
 - The student is sent home until correctly dressed in College uniform.

If our records show a student has borrowed items of clothing numerous times, parents will be contacted to discuss the College expectations and where appropriate consequences will be issued. It is a condition of enrolment that parents provide students with adequate uniforms to ensure they are able to attend school appropriately dressed.

ALL OR NOTHING

No matter where you are, when you are in your uniform, you are representing Caloundra Christian College and therefore you need to wear it fully to the standard outlined. Wearing only part of the uniform or wearing it incorrectly is not allowed.

PROTECT YOURSELF

Part of the College uniform is a hat. Students are required to wear a College hat when in the sun. In Secondary, students without a hat are not allowed to be in the sun.

4. COLLEGE ATTENDANCE

I am committed to my learning and developing positive life skills by:

- Attending school every day unless prevented by extenuating circumstances such as illness.
- Being present at all test and examination days.
- Not being absent from school in order to study or complete homework or assignments.
- Attending compulsory College functions when required e.g. Presentation Night, Sporting Carnivals.
- Bringing a note from a parent or asking them to call the absentee line when absent.
- Being on time to classes and activities.
- Notifying the teacher when at school but not in class.
- Going to the First Aid centre if unwell or injured during the school day. Students are not to contact parents directly to pick them up.

The CalCC acceptable attendance threshold is 90% across each term. Students with significant medical conditions or extenuating circumstances (such as family holidays) are not included in this threshold at the discretion of the Principal.

5. USING COLLEGE TRANSPORT

When I use buses as school transport, I understand that I am expected to adhere to all College Behaviour Commitments outside this handbook as well as the following safety guidelines:

- Wait to enter the bus in an orderly and safe manner.
- Wear your seatbelt at all times.
- Remain seated at all times while the bus is moving.
- Respect and be courteous to others, including the bus driver.
- Follow the instructions of the bus driver.
- No eating or drinking on the bus.
- Avoid communicating with people outside the bus either verbally or by signs or gestures.
- Wear your shoes at all times, keeping your shoes off the seats.
- No throwing objects on the bus.
- Keep all body parts inside the bus.
- Wait until the bus has fully stopped before getting out of your seat.
- After leaving the bus, wait for it to drive away before crossing the road if needed.
- In case of an emergency or breakdown, follow the driver's instructions.
- If returning to school after swimming, you must dry off before boarding the bus.
- Voice level should not distract others, especially the driver.

6. SECONDARY ASSESSMENT POLICY.

I am committed as a student to meet all deadlines and complete all school work and homework to the best of my ability. I have read and understand the relevant Secondary Assessment Policy (either 'Assessment Policy Years 7-10' OR 'Assessment Policy Senior').

PLAGIARISM

Plagiarism is academic theft, using the work of another person and presenting it as one's own work. Material which is copied must be acknowledged or the student's work will be considered to be plagiarised.

- Plagiarism will incur penalties according to the relevant Secondary Assessment Policy and may affect the assessment result depending on assessment task criteria.

EXAMINATION CONDITIONS

- No verbal or non-verbal communication of any kind should occur between students
- No borrowing of equipment is permitted
- Violation of examination conditions will be treated as cheating, with relevant discipline according to the Behavior Management Policy

LATE, POOR OR NON-SUBMISSION OF DRAFT ASSESSMENT TASK

- If a student fails to submit a draft by the due date, the classroom teacher will assign a detention (or detentions) and contact the parent/carer. The student will be required to complete a draft during this detention(s). At the end of the detention(s), the draft submission will be collected and forwarded to the appropriate class teacher.
- If a student fails to attend a detention, the Deputy Principal will be notified and will follow up with both the student and parent/carer.

NON-SUBMISSION OF FINAL ASSESSMENT TASK

In circumstances where students are enrolled in a subject but do not submit a final response to an assessment (other than unseen examinations) and where evidence of student work:

- provided by the student for the purposes of authentication during the assessment preparation period is available, teachers make judgments based on this;
- was not provided by the student on or before the due date as specified by the College and no other evidence is available, 'Not-Rated' (NR) must be entered in the Student Management System by the date published in the SEP calendar (for Senior students) or within the appropriate College reporting deadline.

In circumstances where a student response is judged as NR, the student will not meet the requirements for that subject.

In a situation where students do not submit a final assessment, parents/carers will be notified by the classroom teacher and a meeting with the classroom teacher, the Director of Studies, the student and the parent will be arranged.

7. ZERO TOLERANCE ON BULLYING, HARASSMENT AND DISCRIMINATION

I accept that every person in the school community has the right to be treated with dignity and respect and I will support every person's right to feel safe, respected and free from intimidation and discrimination.

CalCC defines **bullying** as an ongoing and deliberate misuse of power through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, against one or more persons who feel unable to stop it from happening.

The following behaviours do not constitute bullying, however will still be followed up by the College:

- mutual arguments and disagreements (where there is no power imbalance);
- not liking someone or a single act of social rejection;
- one-off acts of meanness, aggression, intimidation or violence.

Sexual harassment is any unwelcome conduct of a sexual nature including comments, attention or contact by which a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated. Sexual harassment can be verbal, physical, written or visual.

Examples of sexual harassment may include:

- Repeated unwelcome requests for social outings or dates
- Offensive comments about a person's physical appearance, dress or private life
- Explicit jokes, intrusive questioning, messages or telephone calls
- Direct suggestions or subtle pressure for sexual favours
- Leering or unnecessary familiarity
- Unwelcome physical contact or sexual assault

Discrimination is the unjust treatment of someone because of their race, age, sex, disability etc.

STUDENT RESPONSE

- Report any incidents of bullying or harassment to a trusted staff member, Year Level Coordinator, Executive Member or our Child Protection Officers.

THE COLLEGE COMMITMENT

- Bullying, harassment or discrimination will not be tolerated at the College.
- Complaints will be fully investigated with sensitivity and discretion.
- Consequences will be issued if bullying, harassment or discrimination is confirmed. When required, the College will refer the matter to the Queensland Police or to Child Safety Queensland.

COLLEGE RESPONSE TO INCIDENTS OF BULLYING

- Investigation
 - Interview of students
 - Collection of any further evidence and information
- Communication with parents
- Counselling and/or education
- Disciplinary procedures
- Monitoring of behaviour
- Students who show a continued disregard to the College's zero tolerance policy of bullying, harassment or discrimination may have their enrolment cancelled.

8. ACCEPTABLE USE OF MOBILE PHONES AND DEVICES POLICY.

I understand that technology can support my learning when I am responsible for how I use it.

MOBILE PHONES

Primary students are not allowed to have mobile phones at school. If parents wish for them to bring a mobile phone they are required to hand them to the teacher each day for safekeeping.

Year 7 - 9 Students are also not allowed to use mobile phones during the day. If they bring them to school, the phones are to stay in their lockers or school bags at all times, including at morning tea and lunch.

Year 10 - 12 Students are only allowed to check their mobile phones quickly for text messages in the senior locker room at morning tea and lunch and only for a short amount of time. Apart from this time, mobile phones are not to be used.

Students not following the above guidelines will have their mobile phones confiscated until the end of day. These can be collected from Reception. If there are frequent infringements by a student, the College will keep the phone until a parent is able to collect it.

Bringing mobile phones to school is at the sole risk of the student and parent. The College does not take any responsibility for loss or damage of mobile phones.

If a student is feeling unwell, they need to contact First Aid at reception so that the College is aware and can support the student. The College will then contact parents if necessary.

Parents are asked to contact College Administration if they have a message to pass on to their child.

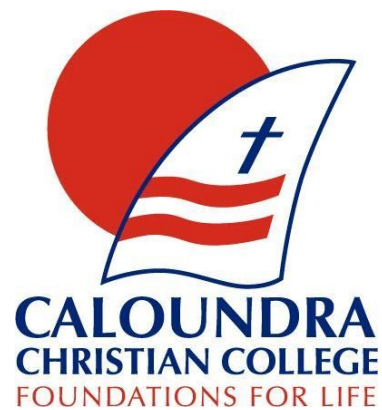
LAPTOPS AND DEVICES

- Electronic devices, whether owned by an individual or the College, should not be used in any manner or place that is disruptive to the normal routine of the school.
- Students should not use electronic devices nor the College Wi-Fi/internet for non-school related purposes.
- Students are to carry their laptops in a protective laptop case and lock it away in their locker when not needed.
- While at school, students should generally use soundless features to avoid distracting others engaged in learning activities. Headphones should only be used for learning purposes.
- Electronic devices must not be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to any student, staff member or visitor to the College.
- Caloundra Christian College accepts no responsibility for replacing lost, stolen or damaged electronic devices.
- Students who use a College-leased device are required to follow the Laptop Leasing Program guidelines as laid out in the Conditions of Use.

Photos or video footage must not be taken of any student or teacher, selfies included, except with the express permission of the teacher. It is also prohibited to upload photos or video footage of other people to social media websites, or email photos/videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video or damage the reputation of the College.

Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile phone or electronic device to school.

Failure to comply with the expectations in this policy may result in an alleged serious incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.



Caloundra Christian College
7 Gregson Place Caloundra Qld 4551
Phone: 07 5436 6777
Email: general@calcc.qld.edu.au
Web: www.calcc.qld.edu.au
Facebook: <http://www.facebook.com/CaloundraChristianCollege>
CRICOS: 01434k