



FRASER COAST
ANGLICAN COLLEGE

MIDDLE/SENIOR SCHOOL STUDENT HANDBOOK

2020



Enriching Body, Mind & Spirit

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Welcome Messages

Welcome to the MS/SS student handbook, which is being supplied electronically to all students in Years 7-12. This handbook compliments the College diary. It is designed to assist you with your organisation and planning. It should be a useful place to check details that you are unsure of, e.g. what to do if you have a dentist appointment and will arrive late to school, what to do if you are sick on the day an assignment is due or just general reminders of school expectations regarding presentation and behaviour.

If you have any suggestions for improvements to this handbook for 2020, please share them with me or with your Year Level Co-ordinator and we will consider them for inclusion in next year's student handbook.

I do hope you find this format helpful and I wish you every success that the year ahead can bring.

Ms Juliane Hallam

Acting Head of Middle & Senior Schools

A Message from the Principal

School is a common journey that we all share but not all schools are the same. Each school has different priorities and values and I want to remind you of some of the key points of being a student at FCAC:

- You don't have to be 'the best', you just have to be 'your best'. Success is the direct result of constant effort. Aim for a 'personal best' in all that you do.
- You don't have to be 'normal', you just have to be 'you'. Successful people always find a way to stand out from the crowd. At FCAC, we celebrate diversity and accept people for who they are.
- It's about respect. How we treat each other is important for our future success. Be known for lifting people up and others will want to know you.
- Personal development occurs when we come out of our comfort zone. Try something different this year, even if you find it challenging – especially if you find it challenging!

You are not alone on this journey. One of FCAC's greatest strengths is the relationships that grow between the students and the staff. If you have a problem, we are here to help.

Mr Joe Wright

Principal

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Mission Statement

We are a Body, Mind, Spirit community. We seek to provide our students with a contemporary education that encompasses all aspects of life – Body, Mind and Spirit. Our learning community values the education of the whole child and encourages our students to be architects of their own future and to look beyond the ordinary to achieve the extra-ordinary. We challenge our students to use the gift of education to help others and for the benefit of their community.

Values of the College

- **Community** – We are strengthened by the relationships forged between students, staff, families and the wider community.
- **Inclusivity** – We embrace Australia’s multicultural heritage, welcoming families from all cultures, faiths and backgrounds. We celebrate the diversity and uniqueness of all students and we commit to creating a College that is safe, nurturing and welcoming to all.
- **Student Empowerment** – We are an institution where student voice, agency and leadership are essential in determining the course of our future.
- **Future Focus** – At FCAC, we are not preparing our students for ‘something’, we are preparing them for ‘anything’. We prepare our students for success in a modern, global society so that they may use their education, not just for their own benefit, but to also shape a brighter future for their own communities.
- **Pursuit of Excellence** – At our College, you don’t have to be ‘the’ best, just strive to be ‘your’ best. We provide an environment where excellence within all students is encouraged, fostered and valued.

Being a Middle/Senior School Student

Fraser Coast Anglican College has a reputation for high standards regarding the expectations of our students. We encourage our students to take responsibility for their learning and for their behaviour in a supportive and inclusive environment.

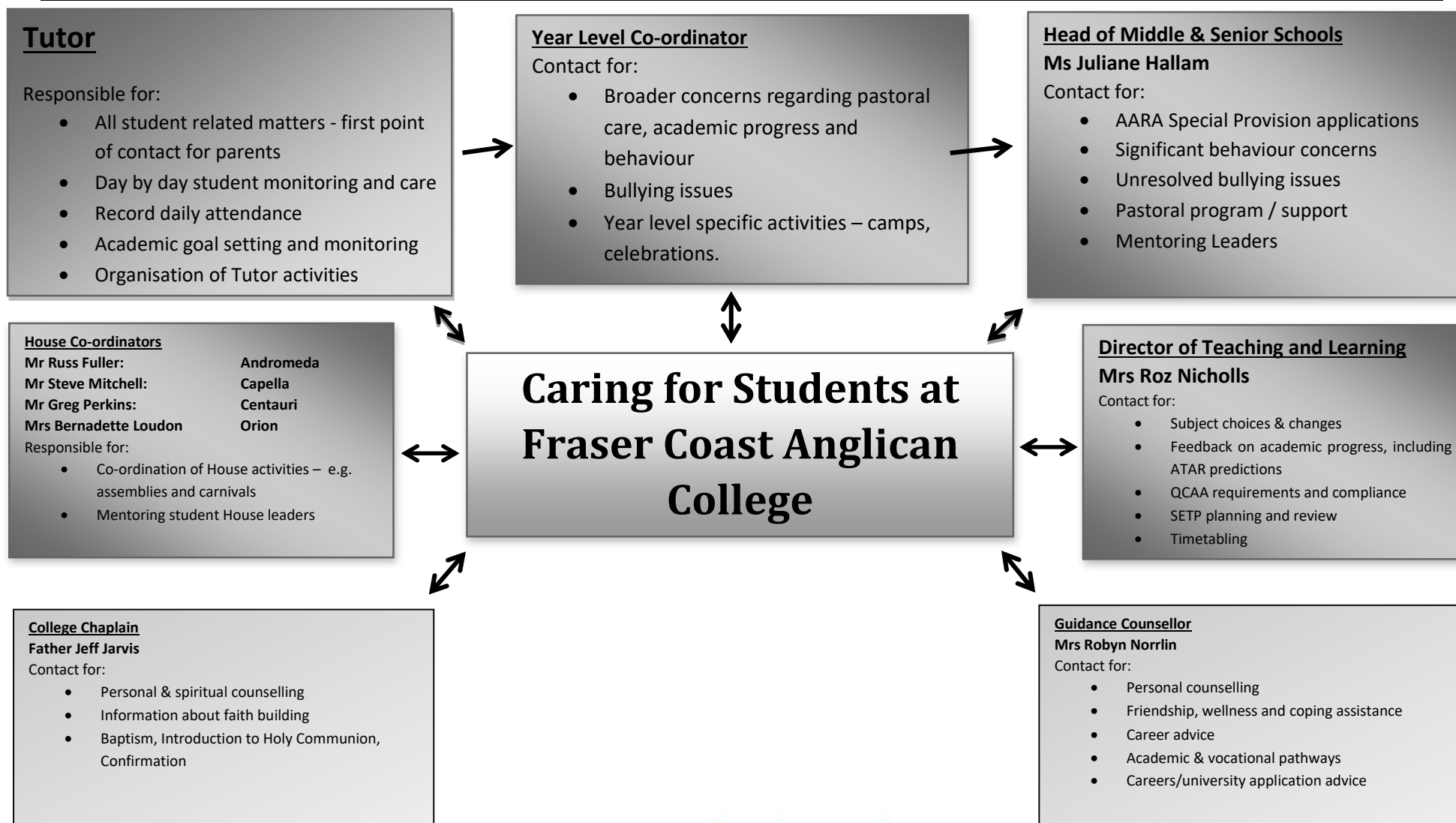
We expect our students to uphold the values of the College – to live the values that Christ taught us, to achieve your best, live a balanced life, give it your all, support each other and care for the environment.

We encourage our students to participate in a range of activities that enrich body, mind and spirit.



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2020 Middle & Senior School Organisational Framework



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The Middle/Senior School Team

Each year level in Middle/Senior School is nurtured by a dedicated team who are passionate about assisting them to achieve success, experience well-being and develop positive relationships.

Year	Co-ordinator
7	Mrs Bernadette Loudon
8	Mr Jean Pascal Cuer
9	Mrs Danielle Ryan
10	Mrs Kelli Hurford
11	Mrs Therese Feldman
12	Mrs Kaylene Robinson

The Year Level Co-ordinators move up through the school with the students on a six-year cycle. In 2021, Mrs Robinson will become Year 7 Co-ordinator, and so on.

Year Level Co-ordinators are assisted by Form Tutors who are responsible for the day-to-day pastoral care of students.

The House System

Each student will, on entry to the College, be assigned to a House which is organised to provide intra-College activities during the course of the year.

These Houses, which are named after major star features in the night sky, are:

Andromeda Colour (Sky Blue) and Symbol (Andromeda)

Capella Colour (Bottle Green) and Symbol (Torch/Beacon)

Centauri Colour (Burgundy) and Symbol (Centauri)

Orion Colour (Navy Blue) and Symbol (Bow & Arrow)

The membership of a College House is very important to you as the House System provides for competition at sporting and cultural events. House Spirit points are accumulated throughout the year, and a House Spirit Shield is awarded at the annual Celebration of Achievement.



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Student Safety

Student Protection Policy

Fraser Coast Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of all students. We are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. A full version of the policy is available on the College website, or by clicking [HERE](#).

1. Commitment to a Safe School

Fraser Coast Anglican College is fully committed to providing a safe and supportive pastoral environment for all students.

Respect for the privacy and confidentiality of students and families is paramount in our dealing with these serious matters. Students, families and staff members will be supported through our pastoral care system.

2. What is Harm, Inappropriate Behaviour and Abuse?

Harm means any detrimental effect of a significant nature on the student's physical or emotional well-being. It is immaterial how the harm is caused. Harm can be caused by: physical or emotional abuse or neglect; or sexual abuse or exploitation. The harm can be caused by a staff member, a student or an adult external to the College.

Inappropriate Behaviour means behaviour of a staff member of the College which is inconsistent with the code of conduct and policies of the College and is considered to be 'inappropriate behaviour' by the student making the complaint.

Abuse refers to sexual abuse of a student by a staff member or adult which is a breach of the duty of care an adult must adopt at all times when caring for students.

3. What Can I Do if I am Harmed?

Students at FCAC need to be reassured that it is 'OK to TELL' of harm, inappropriate behaviour and abuse. Students at FCAC have rights, including privacy, safety and respect and will be supported by the College.

Students at FCAC need to be reassured that harmful acts towards a student are a 'breach of trust' by an adult and are not appropriate in any context.

4. Student Protection Officers

If you have been harmed, dealt with inappropriately or abused by an adult, whether from FCAC or someone from outside the College you can speak with the following student protection officers:

**Mr Joe Wright, Ms Juliane Hallam, Mrs Robyn Norrlin, Mrs Kaylene Burke (school nurse),
Mrs Danielle Brown, Mr David Brown and Mrs Kylie Carr.**

Students at FCAC are encouraged to seek the assistance of any member of staff to report harm, inappropriate behaviour or abuse if they feel more comfortable telling that person about the matter.

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5. What Happens When I Do Report Harm, Inappropriate Behaviour or Abuse?

You need to be reassured that you have taken the right step to report. Protecting you from harm, inappropriate behaviour or abuse is an important aspect in our pastoral support at the College.

You will be provided with counselling and pastoral support when you do report these matters.

You need to be aware that somebody who understands these matters will be advised to ensure that appropriate protection procedures are put in place.

Anti-Bullying Policy

This policy is in line with the core values of Fraser Coast Anglican College which states that every person in the College community has the right to be treated with respect. Fraser Coast Anglican College is committed to providing a caring, friendly and safe environment for all students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school and will not be tolerated. If bullying does occur all students should be able to tell someone and know that incidents are dealt with promptly and effectively.

Objectives of this Policy

- All members of the college community will have a clear understanding of the nature of bullying, its ramifications and preventative measures.
- All staff will have a clear understanding of the expectations required when dealing with bullying.
- All pupils and parents will be supported when bullying is reported.

What is Bullying?

Bullying can be defined as unprovoked aggressive behaviour, deliberately inflicted by someone of greater power on someone of lesser power. It can be *physical*, *verbal* and/or *emotional*. By definition it is *targeted* and *repetitive*, occurring regardless of size, age or intellect. More information: bullyingnoway.gov.au

What is Cyberbullying?

Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, *repeated*, and hostile behaviour by an individual or group, that is intended to harm others. More information: www.cybersmart.gov.au

Our Expectations for Student Use of Digital Devices and Social Media

Middle/Senior School students are not permitted to use mobile phones or access social media during school hours. Students found using a mobile phone will have it confiscated for three days. Students are expected to respect age limit restrictions for social media platforms (e.g. Facebook / Instagram users must be at least 13 years old).

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Signs and Symptoms

Adults should be aware of these *possible* signs and investigate if their child exhibits one or more of these symptoms:

Signs of Possible Bullying	Signs of Possible Cyberbullying
Is frightened to go to school	Change in mood and/or behaviour
Changes their usual routine	Lowering of grades at school
Becomes withdrawn and anxious	Not wanting to go to school / sport etc.
Starts stammering	Not feeling 'well', headaches, stomach-aches
Attempts to run away	Being secretive in online activities
Cries themselves to sleep / nightmares	'Jumpy' when text messages arrive
Feels sick in the mornings	Not putting their phone down
Begins to do poorly at school	Wanting to be online all the time ... or never
Comes home with torn clothes	Changes in their online habits
Has possessions that go missing	Upset, angry, teary, rebellious when not previously
Asks for money	Change in friendship groups
Has unexplained cuts and bruises	Spending more time with family instead of friends
Becomes aggressive, disruptive or unreasonable	Stops eating

What can I do if I am bullied?

You could choose to ignore it once but if it continues then you should do something about it:

Ask the bully to stop. Use "I/me" statements such as "when you say things like that to me, it makes me feel..".

If the bullying continues you should seek some assistance from a friend and ...

- » Tell a teacher or your parents
- » Tell your tutor, Year Level Co-ordinator, Head of Middle/Senior School, Student Counsellor or Chaplain
- » Contact bbb@fcac.qld.edu.au

What do I do if I see or know of bullying at school?

- » Encourage the person being bullied to tell a teacher and go with them for support
- » Go to a teacher yourself
- » Contact bbb@fcac.qld.edu.au

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Anti-Bullying and Cyberbullying Policy Flow Chart

College's approach to bullying will be appropriate to the severity of the incident and will be age appropriate for the child. The

Level One

Student/ peers to inform class or playground teacher
 Teacher to record and date incident in Kiosk/ student diary if required
 Teacher to speak with the parties involved. An apology will be required if deemed appropriate.
 Examples:
 Name calling, exclusion, bossiness, harsh words, power play.
 Consequences:
 No blame or formal consequence will be given at this level. Depending on the situation, parents may be contacted.



Level Two

Repeated episode from Level One.
 Student/ peers to inform class or playground teacher.
 Teacher to record and date incident in Kiosk/Student Diary .
 Teacher to continue to work with the parties involved to help develop strategies and monitor the situation.
 Head of Middle/Senior School to be kept updated of any developments. An apology to the students involved.
 Examples:
 Name calling, exclusion, bossiness, harsh words, power play, (repeated after warning given at Level One), cyberbullying at school.
 Consequences:
 Detention with teacher. Apology to student involved. Parents fully informed of details relating to bullying / cyberbullying incident.



Level Three

Any repetition of bullying or more severe cases will be dealt with before by the Head of Middle/Senior School.
 Progress will be monitored and may involve ongoing counselling to ensure behaviour changes and that the bullying stops.
 Examples:
 Exclusion, power play, cyberbullying (repeated episodes from Levels One and Two); repeated emotional, verbal and physical abuse.
 Procedures/Consequence:
 Parents informed of details via phone call from Head of Middle/Senior School.
 Consequences as per Middle/Senior School's Behaviour Management Policy. Apology to student involved.
 Parent interview to inform them of details and to discuss consequences and strategies.
 Continued monitoring by teachers and Head of Middle/Senior School.



Level Four

For repeated bullying that is not resolved at Levels One, Two, or Three. It also includes the most serious forms of bullying and cyberbullying. Parents will be contacted and asked to attend a conference with the Head of Middle/Senior School. In cases of severe or repeated incidents suspension or even expulsion may be deemed necessary.
 Every attempt will be made to rehabilitate the bully through counselling but the Principal of the College reserves the right to expel the student perpetrating the bullying should such action be deemed necessary to protect others.
 Examples:
 Exclusion, power play, emotional abuse, verbal abuse, physical abuse, sexual abuse, sexual harassment, cyberbullying, highly inappropriate use of digital devices / mobile phones / ICTs, repeated episodes from Levels Two and Three.
 Procedures / Consequences:
 Parents informed of details via phone call from the Head of Middle/Senior School. Where appropriate, Police informed.
 Consequences as per Middle/Senior School's Behaviour Management Policy. Apology to student involved.
 Parent interview to be organised to discuss consequences and strategies.
 Counselling offered to both parties.
 Continued monitoring by Head of Middle/Senior School.

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General Information about the Middle/Senior School

Times of the School Day

8:25	Roll Call
8:35	1
9:10	2
9:45	3
10:20	MT
10:50	4
11:25	5
12:00	6
12:35	7
13:10	Lunch
14:05	8
14:40	9
15:15	End (14.45 P-2 / 15.00 3-6)

Early Arrival

With the exception of students who are attending a before school extra-curricular activity, students who arrive at school before 8am must wait at the chapel until the 8am bell sounds. If it is raining, then students can wait in the covered area at the Tibouchina courtyard.

Students who cycle to school and arrive early should put their bike into the bike racks and then head straight to the chapel to wait for the 8am bell.

Late Departure

With the exception of students who are attending an after school extra-curricular activity, students who are still waiting to be collected after 3.45pm must wait at the junior school gate. If necessary they can seek assistance from the ROOS care assistants. Please remember that you should be modelling responsible behaviour if waiting in this area and not disturbing the ROOS care activities.

Punctuality – Why is being on time important?

The start of the day is very important for establishing routines and finding out about upcoming events and announcements. We understand that occasionally there are circumstances that mean a student will be late for school but, on the whole, we expect students to be punctual.

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Arriving at school and to class on time:

- Ensures that you don't miss out on the important notices and information
- Gives you time to catch up with friends before class.
- Reduces classroom disruption for other students.
- Shows that you respect other peoples time.
- Helps you to learn the importance of punctuality and routine.
- Helps you to develop habits that will be valued in the workplace.

Absences

Class rolls are a legal document and must be kept up to date at all times. If a student is absent from school, it is a requirement that the school is notified so that our records are accurate. This can be done before or recently after the absence via:

- email absent@fcac.qld.edu.au
- phone call to the main office (4124 5411)

Should an absence be unexplained, an SMS will be sent to parents' mobile phone at approximately 9am. **If you arrive late to school and miss roll call, you MUST sign in at student services**, so that we know that you are on campus and do not SMS your parents. Parents can become unnecessarily distressed if they think you are at school but receive a message to say that we think you are absent. We expect our students to be at school as much as possible. If you are sick, then you should stay at home to avoid spreading illness and so that you can recover quickly and return to school as soon as possible.

Research shows that higher student attendance at school is associated, on average, with higher student achievement. Regular school attendance will help you to succeed in later life. You will achieve better when you go to school all day, every day.

Attending school every day:

- Helps you to build and maintain friendships with other students.
- Gives you the best possible chance to learn
- Enables you to achieve to your potential

If you miss as few as 4 days every term, then this equates to missing a whole year of school by the end of your education.

If your family circumstances mean that you will be having an extended absence from school, **your parents need to contact the Head of Middle/Senior School to explain the circumstances in advance of the absence.** You should also contact your teachers and give as much notice as you possibly can. We can provide some limited learning activities for you during your absence but it is reasonable to expect that you will need to put in extra work to 'catch up' when you return.

For more information on the importance of regular school attendance go to:
<http://education.qld.gov.au/everydaycounts/docs/parent-fact-sheet.pdf>

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Return to School After an Extended Absence

In the case of an absence due to a medical issue, a medical certificate should be provided to student services. **You should not return to school before the date given on the medical certificate.**

If the period of absence is significant, a back to school plan will be developed in consultation with the school nurse and head of middle/senior school. This helps you to transition back to school and helps the College to provide any support that you might need.

Resources

Library and Information Services (Coolibah)

Through the library students are able to access a variety of resources, including: computers, fiction and non-fiction books, magazines, and a variety of audio visual equipment and resources. Hire text resources are also distributed from the library. We aim to provide students with a friendly and welcoming environment, in which they can access the resources they require, whether it be for academic or social purposes.

Hours of Operation:

- » The library is open between 8am and 4pm.
- » The library is not available to students during morning tea (you need to eat!). You can however, access the IT Helpdesk during morning tea.
- » The library is open at lunch time, from 1:25pm.

Student use of Library Resources:

- » The library uses an innovative self-loan system which permits students to self-issue using their Student ID card. At conclusion of the transaction, students are provided with a due date print receipt.
- » Students may borrow up to five resources (in addition to hire texts)
- » There is a three week loan period for all items. Please note that depending on the demand, you may be requested to return item sooner.
- » Students are able to renew their loans once and this can be done through the library catalogue. Any further renewals require approval from Library staff.
- » Students will be provided with regular overdue notices via email and their tutor. Borrowing is restricted until overdue resources are returned.
- » Students are able to access a variety of board and card games as well as quiet reading areas.
- » We strongly encourage students to contact the library immediately if they believe an error has been made with overdue items or if a resource has been lost or damaged.

The Staff

Our teachers are the College's most valuable learning resource. They are talented, experienced people employed at this College because of their abilities and willingness to assist students in many areas. Do:

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- » Ask questions when you are uncertain about something. Don't be afraid of 'appearing foolish'. A simple question when something concerns you can save a lot of bother later on.
- » Approach teachers for assistance if you need it.
- » Get to know your Tutor and your Year Level Co-ordinator well. The better you know each other, the more likely he/she will be able to give assistance if you need it.
- » Get to know the roles of the Principal and other key staff, such as the heads of sub-schools, library staff, IT help staff, school psychologist – they are all here to help you.

Remember:

- » That staff are people too, and they respond in the same ways as others to warmth, kindness, concern, friendliness, rudeness, arrogance, forgetfulness, etc.
- » To thank those who assist you.
- » To call upon your best resource – your own INITIATIVE.



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Other resources to help you:

Include:

- » The College's support and administration staff
- » Other students (a marvellous resource)
- » Parents
- » Family and friends
- » Before & after school tutoring sessions are available in many subjects
- » Television programs, YouTube videos, the Internet (be critical about the reliability of these sources)
- » Libraries outside the College, including Hervey Bay City/USC Library etc
- » Special subject tutors – but you will have to pay for them.
- » Consider the range of resources available before calling in a special subject tutor. If you have trouble with the understanding of a subject, TALK to your teacher and get his/her assistance and advice before considering anything else.

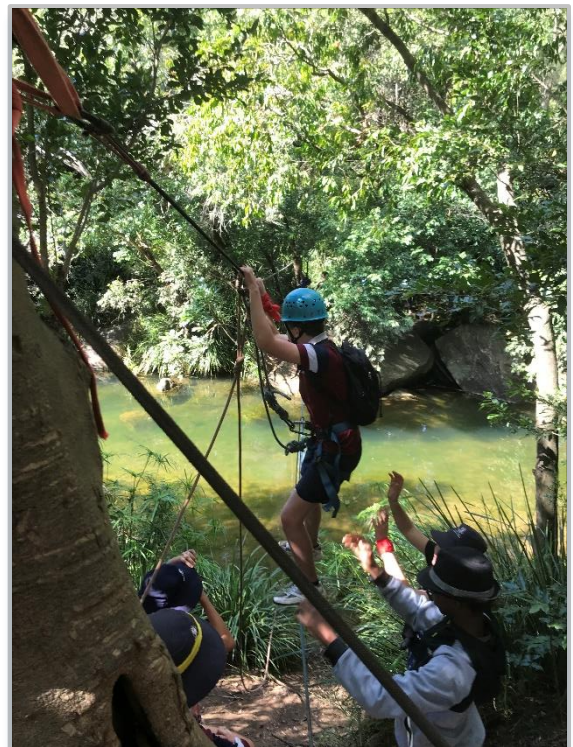
Outdoor Education

Outdoor education is an important part of the curriculum throughout the College. We are proud to have a sequential program that builds from a day out in the bushland at the College in Prep through to a challenging leadership experience in Year 11.

In its simplest form, outdoor education focuses on three areas: learning about the environment, personal discovery and working with others. By actively participating in a myriad of activities over the years, students are challenged and encouraged to explore personal characteristics and develop important skills for embracing their lives effectively.

The program is organised from the early junior years, where an appreciation of the wonders of the outdoor environment is explored, through to senior school, where greater emphasis is placed upon individual challenge, self-reliance & independence, resilience & perseverance and the development of interpersonal skills.

Make sure you take full advantage of the opportunities that our Outdoor Education program offers.



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Effort Criteria P-12

Giving it your all is a key value of the College. Students are encouraged to be active participants in their learning. The following criteria are used by teachers to make judgements about your effort for end of semester reporting.

<ol style="list-style-type: none"> 1. The student applies themselves consistently to improve their learning. 2. The student generally applies themselves to improve their learning. 3. The student applies themselves inconsistently to improve their learning. 4. The student requires close supervision to improve their learning. 	
1	<p>Typical features include...</p> <ul style="list-style-type: none"> ○ consistently working to the best of their ability ○ consistently completing tasks with thoroughness ○ offering ideas & asking questions in class which help to clarify discussion ○ consistently making a positive contribution to group work ○ being consistently focussed in class ○ listening when others talk and regularly offering additional input ○ being consistently on task ○ persisting with difficult tasks
2	<p>Typical features include...</p> <ul style="list-style-type: none"> ○ generally working to the best of their ability ○ generally completing tasks with care ○ offering ideas and asking questions, on occasion, which help clarify discussion for themselves ○ generally making a positive contribution to group work ○ being generally focussed ○ listening when others talk and, on occasion, having something to add ○ being generally on task ○ generally persisting with difficult tasks
3	<p>Typical features include...</p> <ul style="list-style-type: none"> ○ showing an inconsistent application to learning ○ needing encouragement to complete tasks ○ needing prompting to ask questions or offer ideas in class ○ group work skills still developing ○ being inconsistently focussed ○ needing reminding to stay on task ○ listening inconsistently when others talk & rarely having anything to add ○ attempting difficult tasks but needing encouragement to persist
4	<p>Typical features include...</p> <ul style="list-style-type: none"> ○ showing a minimal application to learning ○ frequently submitting unfinished tasks ○ impeding the learning of others ○ asking questions or making comments that often distract from learning ○ being disruptive when participating in group work ○ requiring constant teacher attention to stay on task ○ not listening when others talk and interrupting when others speak ○ rarely attempting difficult tasks

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The Awards System

The College Award

The College Award System categorises points into three spheres – Body, Mind and Spirit. Points are allocated to students for participation, excellence and effort. Only activities that are organised through the College are eligible to earn points. The type of activities are pre-determined, with new activities being approved as they emerge. Students will earn a single point for each activity they participate in. These points will follow the student through their journey at FCAC (Years 3-12).

The College Award is presented to students who have achieved the following points:

15 White	30 Navy	45 Burgundy	65 Bronze	85 Silver
110 Gold	150 Honours I	200 Honours II		

College Awards are presented at MS/SS assemblies and should be included in student resumes and College references.

Effort Awards

A celebration of Effort Assembly is held at the beginning of each semester. The assembly celebrates the effort levels shown on students' previous semester reports. Effort Awards are presented for the following categories:

Diamond Award: all Effort 1s on the end of semester report

Sapphire Award: one Effort 2 and Effort 1s for all remaining subjects

Ruby Award: two Effort 2s and Effort 1s for all remaining subjects

Academic Awards

Academic Awards are presented to the highest achieving student in each subject at the annual Celebration of Achievement evening. Students who perform highly in all their subjects receive an academic medallion in recognition of a consistently excellent level of achievement.

Body, Mind, Spirit Awards

These are awarded to students in each year level who epitomise the College's motto of 'Enriching Body, Mind and Spirit'. These students are generally involved in a range of activities across the College (sporting and cultural), take responsibility for their own learning, and embody Christian values in all that they do.

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Student Code of Conduct

At FCAC we consistently encourage, recognise and acknowledge positive behaviour:

Learning

- » Promote and respect a positive learning environment for yourself and for your fellow students
- » Commit to doing your best at all times
- » Co-operate with others and make positive contributions to group work and discussion
- » Use technology responsibly and comply with expectations regarding mobile phones and laptops
- » Always complete homework by the due date
- » Submit assignments on or before the due date
- » Ensure that the work submitted is your own - be academically honest
- » Be punctual to school each day and arrive at lessons promptly

Safety

- » Keep yourself healthy by complying with laws regarding smoking, alcohol & other drugs
- » Follow good hygiene practices
- » Respect the well-being of your fellow students by engaging in safe behaviour
- » Set a good example for others

Relationships

- » Maintain positive relationships with your peers, other students, your teachers & other College staff
- » Use appropriate respectful language at all times
- » Keep FCAC a bully-free community by treating people with fairness and dignity
- » Respect your own property and that of other students
- » Take opportunities to serve others at the College and the wider community
- » Participate fully in the life of the College - get involved in activities, events & the extra-curricular program

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- » Be honest and conduct yourself with integrity
- » Contribute to the harmony of all groups and teams that you belong to

Presentation

- » Maintain a high standard of personal presentation and grooming
- » Comply with uniform expectations and wear your uniform correctly at all times
- » Comply with expectations regarding jewellery, make-up, haircuts and hair colour
- » Wear your Akubra hat when arriving at and departing from the College

Our Environment

- » Clear up after yourself and pick up litter when you see it
- » Respect the College grounds, buildings and property
- » Think before you print, recycle where possible
- » Conduct ball games only in the designated areas (ovals, ball court) and at appropriate times

Consequences for Inappropriate Behaviour

Students should refer to the detailed Behaviour Management Chart on the next pages.

- » Warnings can be given for inappropriate behaviour or for homework not completed. Students are initially given warnings for homework not completed at the beginning of the year or the beginning of semester based subjects. Subsequent failure to do homework will result in detention by the teacher.
- » Students who have not completed homework for a subject may be sent to the lunch study room, where they will be supervised while they complete the work.
- » Teachers may give minor detentions. These can be Lunch detentions, or additional or corrective work after school. After school detentions can be applied with 24 hours' notice to the parents.

Smoking

The College is a non-smoking zone. We recognise that smoking is a health hazard and we do not condone young people engaging in this activity. **At no time may a student have smoking materials in his/her possession on school premises or at any activity connected with the College.** The College is convinced that everything possible should be done to discourage smoking and hopes that parents will follow the lead set by the College. The Head of MS/SS will discipline a first offender; a second offence will result in probation and a third offence may result in dismissal.

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Drugs

The possession or use of any prohibited drugs or any dealings with drugs are forbidden and will result in the student being subjected to the Substance Abuse Policy of the College.

Alcohol

It is not permitted for any student to consume alcohol or be in possession of alcohol at school, or at any school activity, be it on campus or off campus, even if the student is over 18 years of age.

Weapons

It is not permitted for any student to have a weapon of any kind at school or at any school activity, be it on campus or off, without written permission of the Principal.

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Behaviour Management Chart

Students who choose not to abide by College rules and expectations will be dealt with according to the chart on the following page.

Situation		Suggested Consequences
Teachers and Tutors		
<ul style="list-style-type: none"> Behaviour that interrupts learning (eg. calling out, attention seeking) Being late for class Swearing between students Being disrespectful to teacher and / or peers Initial stages of bullying Incomplete or unsatisfactory class work / homework Littering / not respecting College property or buildings Lying to teacher Poor uniform or conduct (eg. chewing gum, not wearing hat when outdoors) 	<p>Subject teachers need to keep tutors and YLC informed of concerns through meetings or emails</p> <p>Persistently disruptive students can be sent to YLC with work to do</p> <p>Teachers to email tutor and YLC after any parent contact</p> <p>Teacher to add details of incident to 'Standard Student Notes' in Kiosk</p>	<ul style="list-style-type: none"> Mediation / verbal warning – opportunity for student to self-correct behaviour Parents contacted by email or phone. <i>This should be done if a student is frequently breaching the behaviour management policy at this level.</i> Litter pick-up during lunch break Unsatisfactory work to be redone in student's own time, supervised by teacher wherever possible. Lunch detention to complete reflection sheet (parent to sign) - these should be scanned & added to student file, then passed on to YLC.
Year Level Coordinator		
<ul style="list-style-type: none"> Instances of above repeated more than twice (after teacher has given consequences both times) Established bullying Theft Swearing at teacher Repeatedly and belligerently disobeying teacher Vandalism Skipping classes Physical violence Emotional or verbal abuse between students 	<p>Consider referral to counsellor.</p> <p>Students sent to YLC during lessons should have work to complete.</p>	<ul style="list-style-type: none"> 'Negotiation' leading to - <ul style="list-style-type: none"> Lunch time / in school detention Parents contacted by phone or interview arranged Monitoring Card After school detention Uniform / Homework monitoring cards Other equivalent consequences (eg. cleaning vandalised property)
Head of Sub-School		
<ul style="list-style-type: none"> Repeated instances of any of the items directly above (YLC) Repeated instances that have been referred to YLC Emergency situations Smoking Possession of alcohol or other drugs at school 		<ul style="list-style-type: none"> As above (YLC) Behaviour Contract Internal / External Suspension Consequences at the HoS discretion Referral to Principal

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Behaviour Expectations at FCAC

To maintain standards of respect for community and personal property and consideration for the rights of others, the following specific rules are laid down for a student's guidance. It must, however, be recognised that no list can ever be complete, and any breach of trust, of general good manners and of common sense has always been treated as a breach of school rules. In particular:

- » The throwing of sticks, stones or other missiles capable of causing injury is forbidden unless in a supervised context.
- » Matches, explosives, firearms, fireworks or such other combustibles will not be brought to school. No dangerous weapons (such as knives, martial arts weapons etc) are allowed.
- » Sporting and similar equipment, other than that issued by the school for a particular purpose, will not be used by students within the precincts of the school unless they are authorised and supervised in its use by a member of staff.
- » Students will not climb trees nor onto any other elevated area.
- » There should be no running or in and around classrooms.
- » Classrooms or other rooms will not be entered except as authorised by a member of staff.
- » Students will not interfere in any way with the property of others.
- » Students will not indulge in actions, prejudicial to the health, safety or well-being of others. This will include wilful violation of fire regulations, smoking in school buildings, the writing of graffiti on walls, wilful infliction of personal injury and malicious harassment including mental and physical bullying.
- » Student will only use appropriate language at all times.
- » Students may not bring inappropriate or pornographic material to school.
- » Students will not leave the school grounds during school hours without duly authorised permission.
- » Students will always wear their College uniform correctly and with pride.

Bus Travel

Students travelling on buses are to observe safe practices and usual College behaviour expectations at all times. These are particularly pertinent for those students coming to the College by public transport.

Students' expected behaviours:

- Hail the bus and wait in an orderly manner.
- Respect other people and their property.
- Behave in a way that ensures a safe bus journey for all passengers by:
 - following bus rules

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- staying in the right place
 - behaving in a calm, non-aggressive way
 - keeping hands and feet to self
 - speaking politely
 - storing all objects safely
- Get off the bus in an orderly manner.
- Follow the driver's safety instructions.

Click [HERE](#) for the Queensland Government Code of Conduct for School Students Travelling on Buses.

Classrooms, Buildings & Grounds

- » If students arrive at a classroom before the teacher, they should line up quietly outside the classroom until the teacher arrives.
- » A classroom should be tidied up before the students leave at the end of the period.

Property

- » All property should be clearly marked with the owner's name.
- » Books and other property should not be left lying about.
- » The loss of an item of property should be reported at Student Services, after checks have been made of the lost property bin situated in the Administration Courtyard.
- » Any 'found' property should be handed in directly to Student Services.
- » All damage to School Property must be made good. Any damage must be reported to a teacher or to Student Services immediately.

Security of Valuables and Use of Lockers

- » All students are issued with a port rack space or locker in which to store books and other valuables. Lockers should be locked at all times with a lock. Locks can be purchased from the Dilly Bag.
- » Students MUST NOT leave valuable items on bag racks or in their bags as they become an item of temptation.
- » Students are asked NOT to bring valuable items and large sums of money to school. This includes MP3 players, mobile phones, games and other electronic items. Parents are encouraged to make sure that such items are covered by their home contents insurance. The College cannot accept responsibility for storage of valuable items.
- » During PE/Sport/COPE lessons students should not leave any valuables in the change rooms.

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Bicycles

- » Basic safety procedures associated with the riding of bicycles will be emphasised and should be adhered to at all times.
- » Students must not ride their bicycles through the classroom areas of the school.
- » The wearing of approved safety helmets is mandatory. NO HELMET. NO BIKE!
- » Bicycles will not be used by any person other than their owners.
- » Bicycles are to be kept locked and the College cannot accept responsibility for them.
- » Bicycles must be parked in the areas provided.
- » Bicycles must be ridden in single file.

Motor Vehicles

Students who wish to drive vehicles to and from the College, and park at the College, must collect the appropriate permission forms and guidelines from Student Services. Note that you must have permission from the parents of any student passengers who accompany you in the vehicle to/from school. Students are not permitted to return to their vehicle during the school day, without first seeking permission from a teacher.

Mobile Phones/iPods/MP3 Players

- » Mobile phones may not be used to send or receive texts or phone calls during school hours 8:25am-3:15pm, without first seeking staff consent.
- » **If a student is using a mobile phone to send/receive texts or phone calls without staff consent then they should expect that a staff member will confiscate it for three days.** The phone will be kept in a safe place at the Administration Office and may only be collected by the student's parent after 3.15pm on the third day of the confiscation. Parents will be notified of the confiscation.
- » Mobile phones are a prime target for theft and the school cannot accept responsibility for the safe keeping of private property.
- » iPods / MP3 players may ONLY be used during morning tea / lunch breaks. On occasions individual staff members may grant permission for students to use them in class. This is not a right but a privilege and students must seek permission from the individual staff member.

Canteen/Cafeteria

- » Boisterous behaviour in and around the Canteen/Cafeteria area is strictly forbidden.
- » Students should line up in an orderly fashion and should always wear a hat.

Spray Deodorants

Due to the significant health risks that spray deodorants create for some of our students, you may not use this form of deodorant at the College.

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Presentation

The College has high standards associated with uniform and personal presentation. We believe that a clean and well-groomed appearance is extremely important. We ask for the support of the family in maintaining uniform standards. The College will be strict in enforcing its uniform code and, where students fall short of the standards then both they and their parents will be asked to help remedy the situation.

Some general expectations:

- » Clothing should be clean, well-maintained and well pressed (where appropriate).
- » Shoes should be cleaned and polished.
- » Damaged clothing should be repaired quickly or replaced.
- » Clothing (especially skirt lengths) should be modest and within the normal variations caused by rapidly growing young people. There should be no bare skin visible between the top of the knee high stockings and bottom of the tartan skirt.
- » Only items of clothing specified in the uniform list are to be worn to, from and at school. There are no exceptions to this rule, other than by special application to the Head of Sub-School.
- » Shoes must be black leather lace-up school shoes with no more than 5 lace holes. Students may not wear black sports shoes or skate shoes. The leather must be able to be polished.
- » Jewellery may not be worn. The only exception applies to girls with established pierced ears. To conform with Workplace, Health and Safety requirements, only one stud or small sleeper in each earlobe is permitted. Students may wear a crucifix on a thin chain; however, permission needs to be obtained from the Head of sub-school.
- » Makeup, apart from some medicated creams and sun-block, may not be worn. Sun-block is to be used whenever students are outside.
- » Boys' hair must be kept clean and tidy and be of an appropriate length, above the eyebrows and off the collar. It must be of natural colour and **not less than 3 blade and tracks are not allowed**. No extreme styles are allowed. Girls' hair must be kept clean and tidy, be off the face or of a length that does not cover the eyebrows, tied back if over the collar to enable the Akubra to be worn correctly, and be of a natural colour.
- » When long socks are worn, they must be worn pulled up.
- » Hats must be worn at all times when students are in not in rooms. Hats should be maintained in good condition without holes, 'decoration' or graffiti.
- » It is expected that during swimming activities, students will wear the College UV protective shirt.
- » When appropriate, older boys are expected to be clean shaven.
- » All students are expected to maintain their personal hygiene and appearance.

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Uniform for Travel To/From the College

Students must always wear full College Uniform to travel to the College each morning with the one exception of an official College sports practice that begins before 7:15am.

If sports uniform is required for sports training after school, then students are permitted to travel home in sports uniform.

If you are stopping off at shops or other public places on the way home from school, then the College uniform should be worn correctly, as you would do if at school.

At several times in the year, there will be special House carnival days where House uniform may be worn to travel to/from the College.

If sports uniform is required for an activity, then changing into sports uniform must take place just before the activity.

Uniform

Girls' Uniform (Years 7-12)

All Year

- Middle school blouse with Tartan collar and college crest on pocket (Yrs 7 to 9).
- Senior school blouse with Navy piping on collar, sleeves and pocket. College crest embroidered on pocket. Plus small Navy tie with buttonhole attachment (Yrs 10 to 12).
- Tartan Skirt (shortest length is 12cm below bottom of knee cap)
- Navy culottes (shortest length is top of knee cap)
- White ankle socks with College stripes.
- Flat brimmed grey Akubra hat with College hatband.
- Black, full leather lace up school shoes (not joggers, must be able to be polished).

Formal (worn on Assembly Day in Terms 2&3 and for Formal College Events)

Tartan skirt and hat as for summer plus:

- White long sleeved shirt.
- Tartan Tie – Years 7 to 9.
- Navy Tie with College crest – Years 10 to 12.
- Ink Navy Opaque Tights or Knee Highs
- Maroon unisex blazer with College crest

The following items are optional:

- Maroon jumper with embroidered College crest. (only worn underneath blazer or in school)

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Boys' Uniform (Years 7-12)

All Year

- Mid-Blue shirt with Tartan collar and college crest on pocket. Years 7 to 9.
- Senior Mid-Blue shirt with College crest embroidered on pocket. Years 10 to 12.
- Navy tab side shorts.
- Long socks – light blue/grey fleck with College stripes.
- Flat brimmed grey Akubra hat with College hatband.
- Black leather lace up school shoes (not joggers, must be able to be polished).

Formal (worn on Assembly Day in Terms 2&3 and for Formal College Events)

- White long sleeved shirt.
- Tartan Tie – Years 7 to 9.
- Navy Tie with College crest – Years 10 to 12.
- Grey trousers (Yakka melange) with Black belt.

Sports Uniform (Years 7-12)

- Navy microfibre unisex shorts, elastic waist and drawstring (not Covos)
- Maroon polo shirt with White collar, Navy, White and Maroon sleeves, and College crest on left front.
- White sport socks with College stripes or ankle socks with FCAC on top.
- Hat – Navy bucket sports hat with college crest on front.
- Tracksuit (optional)– Maroon with Navy & White.

Joggers – Sports shoes of individual choice.

With the introduction of a new policy on sports shoes; I would like to affirm the fact that the shoes must be of a running shoe style and not the style popularised by skateboarders. The students will need to wear a shoe that is conducive to the demands of the PE program.



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Swimming Uniform

- Students no longer have to wear the College swimmers from the uniform shop but they can if they wish.
- Girls can wear one-piece plain navy, burgundy or black – no mixed colours, no bikinis / separates.
- Boys can wear plain navy, burgundy or black speedos OR plain navy, burgundy or blackboard shorts (school PE shorts are also ok).
- Girls can wear board shorts over their swimmers, as long as they are plain navy, burgundy or black. No mixed colours. The colour of the shorts should match the colour of the swimmers.
- Boys and girls can wear 'jammers' or leg suits in plain navy, burgundy or black.
- The FCAC rashie must be used for swimming lessons/HPE but it is optional for racing (ie. swimming carnival). No other rashie can be used.
- At the carnival, when not swimming, House shirts and FCAC hats should be worn.

The following swimmers are some examples of what can be worn for school activities:



Please note, if you are buying swimmers from somewhere other than the uniform shop:

- the colours are navy (not blue), burgundy (not red) and black (not grey).
- the styles are plain – no mixed colours or patterns.
- the only swimmers with mixed colours that are ok to wear are those from the uniform shop.

If you are unsure about any of the rules for uniform, please speak with your tutor.

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BYOD - Bring Your Own Device

In 2020, students entering Year 7,8, 10 and Year 11 will be required to bring their own device (BYOD). Students in year levels 9 and 12 will remain on the existing 1:1 program for 2019.

Below you will find an overview of the College's BYOD program, as well as information relating to suggested specifications and the details of BYOD suppliers. If you have any questions relating to the BYOD at the College, please email us at byod@fcac.qld.edu.au.

Program Overview

BYOD can look very different between schools and can be impacted by such aspects as available infrastructure and the school's philosophy in relation to digital devices. At FCAC, the College is not specifying a particular device that parents are required to purchase. Instead, the College is providing some general specification guidelines and parents will have the freedom to make decisions about what best suits their specific circumstances regarding device usage. Please note however the following caveats:

- Devices that do not run a desktop OS – eg Apple iPads or Android tablets – are not suitable within the College's BYOD environment. This also includes Google Chromebooks.
- Apple devices that meet the required specifications and run a full desktop operating system (eg Apple Macbooks Pro and Air) can be used; however, access to a Windows environment may be needed. Products such as Parallels (<https://www.parallels.com/au/>) can be used to run Windows 10 on Apple Mac devices. Please note that there are extra costs associated with this process.

Specifications

The following table provides an overview of the base and recommended specifications for BYOD devices.

	Base Specification	Recommended Specification
Processor	Core M or i3 Processor	Core i5 or above
Memory	4 gig of RAM	8 gigabytes or RAM or above
Hard Drive	128 gigabytes SSD	256 gigabytes SSD or above
Screen Type	Minimum 11.6 inches	Minimum 11.6 inches with optional touch or stylus
Operating System	Windows 10	
Battery Life	7 hours plus	
Connectivity	Dual band AC wifi	
Accessories	Separate laptop bag	
Warranty	3 year onsite warranty with Accidental Damage Protection (ADP)	

Software

As part of the College's License agreement, students are able to access the full offline installation of Office365. To install MS Office onto your BYOD device, please follow the instructions contained in the following document:

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MS Office Installation Instructions

Purchasing

Depending on your knowledge, purchasing a laptop can be a daunting process. To assist parents in making an informed decision, we have worked with some suppliers to provide a shortlist of devices across a variety of price points that address the recommended specifications. Please note that there is no obligation to purchase devices from these providers.

A note about ADP (Accidental Damage Protection) – Please carefully consider the Product Disclosure Statement when choosing ADP and consider such aspects as excess payable, total amount the policy will cover, repair v replacement options and the permitted frequency of claims.

JB Hi-Fi

- Extended warranty and ADP must be purchased in the same transaction as the laptop
- JB Hi-Fi BYOD Portal – <https://www.jbeducation.com.au/byod/>
- Access the Portal using password: fcac2019
- BYOD JB Hi-Fi Contacts: <https://www.jbeducation.com.au/byod/?content=contact>
- BYOD FAQs Page: <https://www.jbeducation.com.au/byod/?content=faqs>
- BYOD Warranty Support: <https://www.jbeducation.com.au/support/>



Capsicum Computers

Capsicum Computers are a local company that have been offering both general retail and commercial Information Technology solutions for over 15 years.

- Capsicum Website: <https://www.capsicumcorp.com>
- Phone: 1300 666 626
- Email: customerservice@capsicum.com.au
- [Information Sheet for BYOD Option A Device](#)
- [Information Sheet for BYOD Option B Device](#)

Student Technology Use

A: Log into 'MY FCAC' using your college username and password, and follow the link for 'College Email (Web Mail)'

Q: What can I access on my iPhone, iPad or personal laptop?

A: You can access the college internet, and intranet. (Including eduKate, Student Cafe, email and web file management.) You cannot directly access your student files or other network resources.

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Q: Can I load my own music/software/videos to my student laptop or student drive?

A: No. Unless it is directly related to course work, students are not permitted to load music, video, software or other files to any college laptop or the network.

Q: What do I do if I am having trouble using my student laptop?

A: Ask your teacher or another student for help. Try the Online FAQ help [HERE](#). If you are still having difficulties, please bring your laptop to the ICT Department helpdesk.

Assessment

The MS/SS Assessment Policy is derived from the core values of Fraser Coast Anglican College – ‘giving it your all’ and ‘achieving ones best’ - as key tenants in guiding students to carry out assessment, including supervised examinations and assignments, to a high standard and in a timely manner.

Examinations

If you realise that you will be absent on the date of an examination, then it is your responsibility to inform the subject teacher prior to the date of the examination. The teacher will liaise with you to decide on a proposed alternative date to complete the examination. For Years 11 and 12 students a special provisions form should be completed and submitted to the Head of Middle/Senior School for final approval. Note, that sitting an examination early is only permitted in exceptional circumstances; generally the absent student will complete the examination on their return to school.

If a you are absent on the day of an examination, then it is your responsibility to contact the subject teacher (usually via your parents) so that the teacher can make arrangements for you to complete the examination when you return to school (this will be as soon as possible after you return to school; usually the next time that you have a lesson in that particular subject). For Years 11 and 12 a special provisions form must also be completed and returned to the Head of Middle/Senior School.

Oral Presentations

If you are absent on the day of an oral presentation, then it is your responsibility to contact the subject teacher (usually via your parents) to explain the absence. You must submit an electronic copy of your intended presentation to the teacher on the same day. The teacher can make arrangements for you to present their oral when you return to school (this will usually be the next time that you have a lesson in that particular subject). For Years 11 and 12 a special provisions form must also be completed and returned to the Head of Middle/Senior School.

Submission of Assignments

Assignments should be submitted on or before the due date. The method of submission should be clearly identified on the task sheet. **If you are absent on the due date**, then it is your responsibility to ensure that the assignment is submitted to the subject teacher, despite the absence from school. Ideally the submission conditions should be met irrespective of the absence. If a hard copy of the task is to be submitted, then an electronic copy is acceptable on the due date with the expectation that the student will provide an unaltered hard copy on their return to school. Communication with the subject teacher regarding late submission is the student’s responsibility.

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Late Submission of Assignments

In cases where a student does not submit an assignment by the due date, and an alternative due date has not been negotiated with the teacher, then judgments will be made using evidence available on or before the due date.

Special Provisions

Special provisions is a positive act of making reasonable adjustment to assessment requirements and conditions to ensure that assessment is equitable for all students. All students, including those with specific educational needs, should have opportunities to demonstrate their current knowledge and skills.

It is the student's responsibility to communicate early with the subject teacher to seek special provisions, e.g. an alternative submission date. Year 11/12 students must collect a Special Provisions application form from Student Services and complete the application, with the subject teacher. The application should be signed by the parent, student, subject teacher and head of department before being submitted to the Head of Middle/Senior School for final approval.

An exemption from assessment will only be allowed when there is sufficient alternative information to make a judgment about an exit level of achievement without the student having to complete a particular assessment instrument. For example, an exemption may be appropriate where a student has missed an assessment instrument due to illness or because of some other legitimate absence, and completing the assessment would place an unreasonable burden on the student.

Non-Submission of Assessment

In cases where a student does not submit a piece of assessment and has not applied for Special Provisions, the teacher shall:

- inform the student and cc the parent by email that the assessment item has not been submitted
- in the case of an assignment, inform the parent & student that they will be assessed on the basis of the available evidence
- make arrangements for the student to sit the examination on their return to school
- inform the head of department and the relevant year level co-ordinator

Turnitin.com

The program Turnitin is a text matching tool used to authenticate authorship. The main focus of the program is to ensure the academic integrity of assessment in the Senior School. All students in Years 10-12 are required to submit their assignments through Turnitin.com via their Canvas account.

Academic Honesty

Fraser Coast Anglican College holds academic honesty as a core value in the education of its students. When a student attempts to pass off the ideas, words or products of another person as their own, this is viewed as being dishonest.

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How can I avoid plagiarism?

To avoid plagiarism you must give credit whenever you use:

- Another person's idea, opinion or theory
- Any facts, statistics, graphs, drawings or any pieces of information that are not common knowledge
- Quotations of another person's actual spoken or written words
- A paraphrase (summary in your own words) of another person's spoken or written words.

You must give credit by referencing the ideas/opinions/work of others. You can do this in several ways:

- In-text quotes

e.g. You can use direct quotes such as "The presentation of another's work as one's own is called Plagiarism" (FCAC Plagiarism Policy, p2)

- In-text citations

e.g. According to the FCAC Plagiarism Policy (2015), you must give credit to the work of others.

- Including a Bibliography at the end of your work

e.g. FCAC, 2015. Plagiarism Policy. [Online] Available at: www.fcac.qld.edu.au [Accessed 15 January 2016].

Referencing Style Used at Fraser Coast Anglican College

The required referencing and bibliographic style guide utilised by the College is the Harvard author-date system, as recommended by the School Library Association of Queensland

<http://www.slaq.org.au>

Students are encouraged to use the references feature within Microsoft Office Word to manage their references, create in-text citations and to generate bibliographies.

Consequences for Plagiarism

Each report of an act of plagiarism shall be dealt with on its own merits. It is the responsibility of the student to provide evidence, (including drafts, working notes, references etc.) to prove ownership of the disputed assessment item. If a student is found to have submitted plagiarised material as their own, then consequences may include:

- Work being graded on the sections of the submitted work that are the student's own work
- Work being graded on the student's draft
- Work being graded on what a student can produce in class at the next opportunity
- A comment regarding the offence on the semester report card
- An interview with the Principal regarding continued enrolment at Fraser Coast Anglican College.

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Thinking Skills

Blooms Levels of Thinking

Level	I AM DOING THIS WHEN I AM....
Design	creating, designing, embellishing, hypothesising, improving, inventing, planning, predicting, proposing, programming, animating
Evaluate	assessing, concluding, evaluating, deciding, critiquing, debating, judging, justifying, recommending, arguing, collaborating, posting
Analyse	categorising, sorting, comparing, contrasting, deducing, explaining, identifying, examining, investigating, discussing, mashing, cracking
Apply	demonstrating, constructing, solving, calculating, showing, using, writing, dramatising, operating, employing, editing, uploading
Understand	describing, comprehending, interpreting, paraphrasing, recognising, translating, restating, giving reasons for, tagging, boolean searching
Remember	defining, listing, recalling, naming, quoting, labelling, matching, memorising, reproducing, bookmarking, bullet pointing, googling

Habits of Mind

The 16 Habits of Mind are the characteristics of what intelligent people do when they are confronted with problems, the solutions of which are not immediately obvious. As identified by Costa and Kallick, they include:

- » Persisting
- » Thinking and communicating with clarity and precision
- » Managing impulsivity
- » Gathering data through all senses
- » Listening with understanding and empathy » Creating, imagining, innovating
- » Thinking flexibly
- » Responding with wonderment and awe
- » Thinking about thinking (metacognition)
- » Taking responsible risks
- » Striving for accuracy
- » Finding humour
- » Questioning and posing problems » Thinking interdependently
- » Applying past knowledge to new situations
- » Remaining open to continuous learning

For more information, click [HERE](#)

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Thinking Skills Toolkit

BAR

Use this acronym to make an item Bigger, Add something to it, Replace something on it. This is a great thinking strategy for creating new products and innovative ideas.

Cause and Effect Map

A very useful tool for translating the content of a topic into cause & effect relationships. The software program 'Inspiration' is ideal for this activity.

Concept Map

An excellent tool for reviewing information and making links between ideas.

Double Bubble Maps

An analytical tool to compare and contrast any two characters, objects, viewpoints, etc.

Decision Making Matrix

This is a highly effective way for comparing and contrasting and the selecting and deciding between two or more items, proposals, ideas, etc.

Flow Chart

This is an easy-to-understand diagram showing how steps in a process fit together.

Human Continuum

A cooperative, kinaesthetic strategy which requires you to (literally) take a stand on an issue. It requires you to justify your position using clear and concise arguments.

KWHL

A metacognition tool to help you to think about what you Know, what you Want to know, How you will find out and what you have Learned.

Mind Map

Similar to a concept map, but words, ideas or other items are arranged around a central word or idea

Metaphor

Take an unfamiliar word, idea or concept and link it to a familiar item or idea. To be a valid metaphor, there should be at least five or six attributes that the two items or ideas share.

Mnemonics

A way of remembering facts in order, e.g. "My Very Easy Memory Jingle Seems Useful Naming Planets".

PCQ

A critical thinking tool to look for Pros, Cons, Questions to create a response to a proposal.

P.M.I

A decision making tool to weigh up the pros and cons of a possible solution by considering the Pluses, Minuses and the Interesting aspects of a proposal.

Question Quadrant

A way of exploring a problem by asking four types of questions: closed questions, open questions, textual questions and comprehension questions.

3-2-1 RIQ

A tool to review new information – Recall 3 facts, give 2 Insights and ask 1 Question.

Role Play

This allows you to put yourself into another person's shoes and explore a problem cooperatively.

Round Robin / Hot Potato

A very effective brainstorming activity to generate new ideas.

Enriching Body, Mind & Spirit

Scamper

Use Substitute, Combine, Adapt, Modify, Put to another use, Eliminate, Reverse to think of changes you can make to an existing product to create a new one.

Silent Card Shuffle

A cooperative strategy to help you to sequence, classify, match and map.

SWOT Analysis

An ideal tool for analysing any issue, proposal, etc by looking for Strengths, Weaknesses, Opportunities and Threats.

Venn Diagrams

Allow you to explore similarities and differences. A Venn Diagram spurs your visual thinking skills by providing you space to organise essential information from your problem.

Y-Charts

These encourage you to report not just the obvious, but to show deeper understanding of a problem.

de Bono's Six Thinking Hats:

- » White (facts)
- » Yellow (positives)
- » Black (difficulties)
- » Red (feelings)
- » Green (creativity)
- » Blue (managing the thinking process)

Enriching Body, Mind & Spirit

Emergency Plan: What to do in an Evacuation or Lockdown

FRASER COAST ANGLICAN COLLEGE

*** EMERGENCY PLAN ***

EVACUATION PROCEDURE

IN THE EVENT OF A FIRE, AN ALARM WILL BE HEARD ONLY
WITHIN THE IMMEDIATE VICINITY, WHEN THE MANUAL CALL
POINT IS ACTIVATED



FIRE

EVACUATION SIREN MEANS 'GO'

- SIREN IS A RISING WAIL
- CLOSE WINDOWS AND LOCK DOORS AS YOU LEAVE ROOM
- MOVE TO EMERGENCY EVACUATION ASSEMBLY POINT
- STUDENTS TO MOVE IN SILENCE
- STUDENTS TO SIT IN STRICT ALPHABETICAL ORDER AT DESIGNATED POINTS
- TEACHERS TO MARK TUTOR ROLLS AS ASSIGNED
- OTHER STAFF TO FOLLOW THE PROCEDURES AND DUTIES AS GIVEN AND REPORT TO RELEVANT WARDENS
- REMAIN ON OVAL



EVACUATION ALL CLEAR

- ANNOUNCED BY PRINCIPAL / DEPUTY ON OVAL
- RESUME NORMAL LESSONS / ACTIVITIES

FRASER COAST ANGLICAN COLLEGE

*** LOCKDOWN PLAN ***

EVACUATION PROCEDURE

IN THE EVENT OF A DANGEROUS EVENT THE COLLEGE MAY
NEED TO GO TO LOCKDOWN



DANGEROUS EVENT

LOCKDOWN

NO PRE-WARNING

EVERYBODY MUST MOVE INDOORS AS QUICKLY AS
POSSIBLE WHEN LOCKDOWN SIGNAL IS SOUNDED

LOCKDOWN MUSIC MEANS 'STOP'

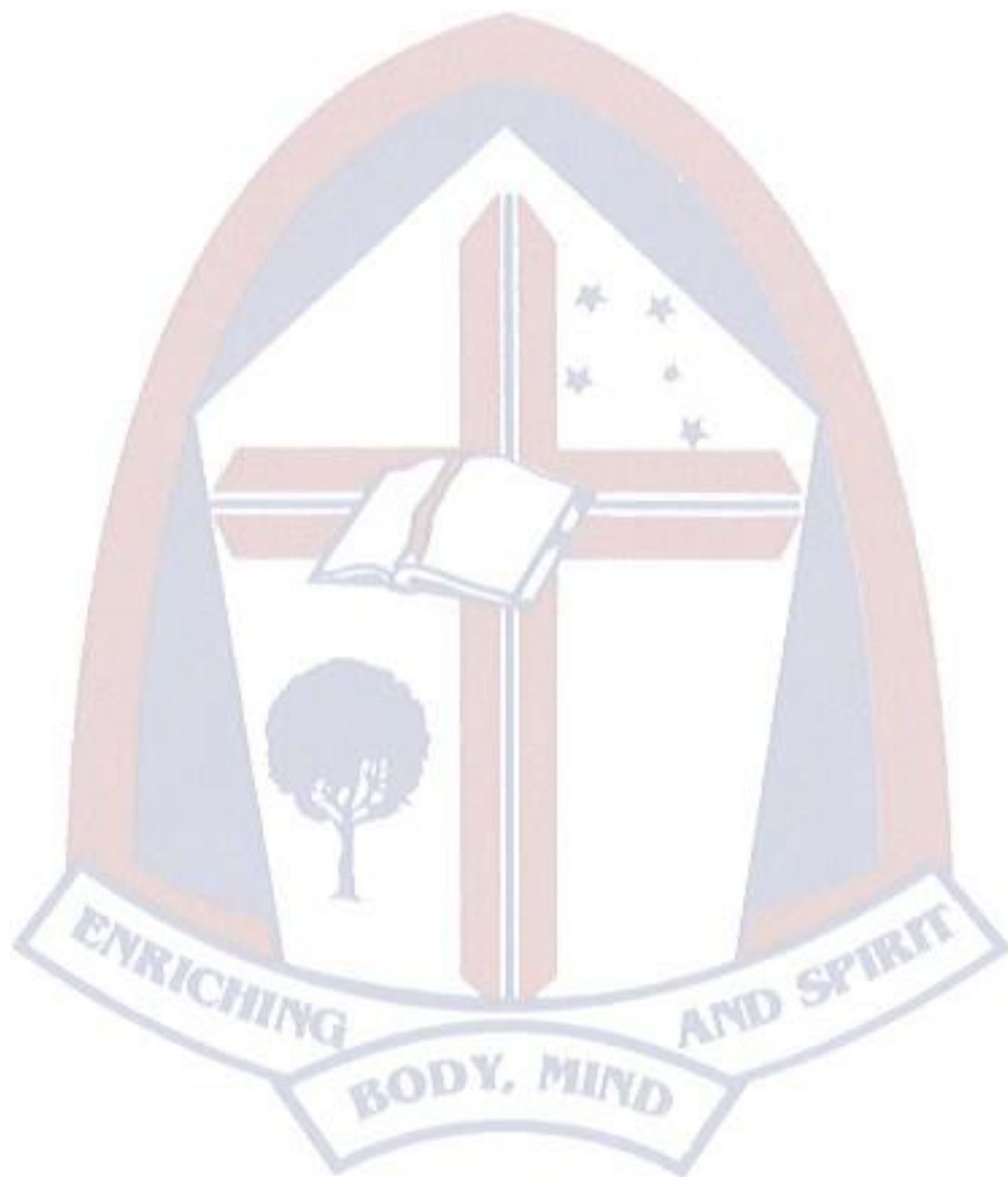
- MUSIC IS ABBA'S "DANCING QUEEN"
- TEACHER SHUTS DOOR
- CLOSE WINDOWS
- CLOSE ANY DRAPES CURTAINS OR BLINDS
- **TEACHER TO REPORT NUMBER OF STUDENTS, TEACHERS, VISITORS**
PRESENT IN ROOM TO RECEPTION EXT 314 or EMAIL
admin@fcac.qld.edu.au
- **REMAIN QUIET**
- STUDENTS AND TEACHERS SIT ON FLOOR UNDER DESKS
- CLASSES OUTSIDE TO MOVE TO NEAREST BUILDING
- PERSONNEL WITHIN A ROOM OR BUILDING ARE TO ENSURE THAT ANYONE TRYING TO ENTER ARE SUPPOSED TO BE THERE



LOCKDOWN ALL CLEAR

- ANNOUNCED OVER P.A. OR BY 3 BLASTS FROM AIR HORN
OR BY TEACHER
- RESUME NORMAL LESSONS / ACTIVITIES

Enriching Body, Mind & Spirit



Enriching Body, Mind & Spirit