

EXPECTATIONS OF STUDENTS

The College expects students to aim for excellence in all that they do. Students are encouraged to be independent learners with a high level of self-discipline and good organisation skills. Students are expected to maintain a balance across all aspects of their lives – home and family, recreational and social, work and the community, and school. While it is understood that many students in the Secondary School will undertake some part-time work, it is important that such work does not have a negative impact upon their studies.

Organisation:	Make optimum use of educational activities within and outside the classroom by being at the right place, at the right time, with the right materials for productive work.
Co-operation:	Respect the rights of others to also derive maximum advantage from the educational opportunities provided by the College by being cooperative and supportive of quality learning.
Care & Courtesy:	Display self-respect in terms of appearance and behaviour by following the requirements of the College Uniform Policy and by ensuring that language and behaviour at all times displays a respect to other community members, school facilities and resources.
Community:	Display respect for others and build a sense of community by developing positive relationships.
Fairness and Safety:	Recognise the need for a safe and healthy environment by following the College's Building Responsible Behaviour Policy and by adhering to workplace health and safety regulations.
Worship Behaviour:	Corporate Worship is vital to the life of the College community. Behaviour during this time should reflect appropriately an encounter (meeting) with the Lord. Therefore, students are encouraged to enter quietly and in an orderly manner and to wait in silence for the Devotion to begin. Attention is to be paid to the presenter. Participation in Devotion is fostered when students enthusiastically enter into song and prayer.
Illegal Substances:	Students are not allowed to bring alcohol, tobacco or illegal drugs onto the campus. The handling of or experimentation with drugs is strictly forbidden and students found guilty of such offences will have their enrolment terminated.

ACADEMIC GOOD STANDING GUIDELINES

All students at the College have the right to learn in a positive, supportive learning environment. This means that all students have a responsibility to support the learning program by attending classes, respecting the rights and possessions of others and fully participating in both their own course of study and special events organised by the College. A student's Good Standing may be downgraded if they do not demonstrate a commitment to their learning or do not follow established College rules and expectations. If your Good Standing is downgraded, opportunities to participate in excursions and trips, and to represent the College in sporting competitions or the like, may be denied.

BUILDING RESPONSIBLE BEHAVIOUR

The College is committed to using Restorative Practices in our Building Responsible Behaviour policy which is aligned with the College Vision and is set within the pastoral care program.

'YOU CAN DO IT' IN THE JUNIOR SCHOOL

The main purpose of the 'You Can Do It!' (YCDI) program is to support communities, schools and homes in a collective effort to optimise the social, emotional, and academic outcomes of all young people. Its unique contribution is in identifying the social and emotional capabilities that all young people need to acquire in order to be successful in school, experience wellbeing and have positive relationships, including making contributions to others and the community (good citizenship).

YCDI's mission is realised through the following five foundations:

Confidence

Knowing that you are likely to be successful and that people will like you. It means not being afraid to make mistakes or to try something new. It means looking and sounding confident.

Persistence

Trying hard to do your best and not giving up when someone feels like it's too difficult or boring.

Organisation

Setting a goal to do your best in your school work, listening carefully to your teacher's instructions, planning your time so that you are not rushed, having all of your supplies ready and keeping track of your assignments' due dates.

Getting Along

Working well with teachers and classmates, resolving disagreements peacefully, following the rules of the classroom and making positive contributions to school, home and the community, including protecting the rights of others and looking after the environment.

Resilience

Knowing how to stay calm and being able to stop yourself from getting extremely angry, down, or worried when something 'bad' happens. It means being able to calm down and feel better when you get very upset. It also means being able to control your behaviour when you are very upset so that you bounce back from difficulty and return to work or play.

PASTORAL CARE IN THE SECONDARY SCHOOL

In the Secondary School we endeavour to provide each student with the care and support they need to achieve their potential within a strong Christian Community. Each student is a member of a Home Group and is under the care of a Home Group Teacher (who is also supported by a Year Level Co-ordinator). Students who are experiencing difficulties with friendships or their academic program are encouraged to discuss these issues with their Home Group Teacher.

CHILD PROTECTION – STUDENT INFORMATION

Every student has the right to feel safe and free from harm whilst at Immanuel Lutheran College. We expect you to respect your teachers and other students. We also expect that you will receive the same respect in return. You should never allow yourself to feel unsafe without reporting it to someone you trust.

There are four categories of harm that can be caused to a student:

1. Harm caused by an adult within the College environment
2. Harm caused by other students
3. Self harm
4. Harm caused by someone/something outside of the College environment

Who should I tell if I am not feeling safe at school or at home?

You can talk to any member of staff, including your Home Group Teacher, College Counsellor or chaplains. If you do not feel comfortable talking to a member of staff, you may like to write a letter to them. If you would prefer to talk to someone outside of the school, on a confidential basis, you can also call Kids Help Line, which is a free call – 1800 551 800.

What will happen if I make a report to a member of staff?

If the concern is worrying you, but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern is very serious and the member of staff believes that you are being harmed, or are in danger of being harmed, he or she will report it to the Principal and a decision will be made, in conjunction with you, about how to best keep you safe.

What if I do not want the member of staff to tell the Principal?

The member of staff will try to keep your concerns as confidential as possible. However, if the member of staff is aware, or reasonably suspects, that harm has been caused by anyone to a minor (under age 18) then it is a legal requirement that the matter be reported to the Principal and it may have to be reported to authorities to ensure that you receive the help needed to keep you safe.

Remember that the most important thing is that you feel safe and free from harm. It is OK to ask for help and it is vital that you tell someone if you are being harmed or are afraid that you will be harmed.

GUIDELINES FOR DEALING WITH BULLYING & HARASSMENT

We all have the right to be respected and to feel safe at school. What is Bullying? Bullying is the intentional and repetitive hurtful behaviour towards someone less powerful who is unable to stop the bullying from occurring. It includes physical actions and verbal actions, inappropriate use of technology (cyber-bullying) as well as exclusion. We cannot tolerate bullying or harassment in any form at Immanuel Lutheran College and we encourage staff, students and parents to actively care for one another.

STOPPING BULLYING STARTS WITH YOU

- Treat everyone with respect
- Know that “put downs” hurt others
- Help others who are being bullied

WHAT YOU CAN DO!

- Solve it yourself by ignoring the person or by looking them in the eye and telling them to “stop” and then walk away
- Ask a friend for support
- Find a supportive adult
- Expect respect

If you are a target of bullying, you are encouraged to:

- If you can, tell the person to stop the bullying behaviour
- Share the problem with family members, friends, your Home Group teacher or any other staff member
- Report the bullying incidents to a staff member, where you will be taken seriously and action will be taken to prevent bullying happening again
- Keep on asking for support until the bullying is stopped

If you witness bullying you are encouraged to report the incident to a staff member. Students are asked to understand that reporting bullying is vital, and that there is a difference between ‘dobbing’ and ‘reporting’. Dobbing is when you are trying to get someone into trouble, REPORTING is when you are helping someone by trying to get them out of trouble! If you are a parent and believe that your child is a victim of bullying, please communicate your concerns to staff. Signs of bullying include:

- Displaying uncharacteristic unhappiness
- Deterioration in schoolwork
- Not wanting to go to school and/or sudden increase in anxiety about going to school
- Unexplained bruises, cuts or injuries
- Desire to be with an adult all the time
- Extra requests for pocket money, loss of or damaged personal property

Remember that your situation will remain confidential at all times, unless you say otherwise, and that you may involve your parents at any stage. It is recommended that you document incidents of bullying to provide to staff when making a report.

Cyber-Bullying, including text message harassment and intimidation, is a criminal offence. Save all messages – they are helpful if you make a police report. Cyber-bullying may not occur during school hours since mobile phones are not to be used during these times at ILC, however, the following guidelines may be helpful if you are being bullied via text SMS, instant messaging, email or chat room use.

Don't respond and don't let the messages go on for too long before doing something about it.

1. STOP! Don't respond to cyber bullying.
2. BLOCK! If the situation continues, contact your mobile provider and block your mobile phone from receiving all text messages, temporarily. If the bullying is occurring online, block the cyber-bully and limit all communication to only those on your buddy list.
3. TELL! Tell a trusted adult – you don't have to face this alone.

OUTCOMES OF BULLYING

The College views bullying as a serious matter and offenders will be dealt with under the College's Building Responsible Behaviour policy. The College will treat very seriously any case of retaliation against a person for reporting bullying.

COLLEGE UNIFORM GUIDELINES

All students are to maintain the following standards:

Boys:

- must wear the College hat at all times when outside
- are to wear the College shorts on the waist and not the hips with a black belt (Years 4–12)
- are to wear the College shirt tucked in at all times
- are to wear the correct College navy blue socks pulled up
- are to wear polished shoes of the approved style, which is black leather, laced up school shoes with a well-defined heel. Velcro is permitted for students in Prep to Year 2
- must have hair above the collar and above the eyebrows, with 50% of the ears showing in a style that is neat and tidy. They must have clean shaven faces, without side burns (when age appropriate)
- wear the College tie during the cooler weather (Years 7–12)
- wear the College jumper, during cooler weather (Years 1–9) or College navy blazer (Years 10–12)
- College long grey trousers and College grey socks may be worn during cooler months – optional for Years 7–9, compulsory for Years 10–12

Girls:

- must wear the College hat at all times when outside
- must wear their College dress below the knee
- are to wear polished shoes of the approved style, which is black leather, laced up school shoes with a well-defined heel. Velcro is permitted for students in Prep to Year 2
- are to wear plain white ankle length socks
- are to wear their hair, if below the collar, tied up with an approved hair band and pinned off the face at all times
- wear the College jumper, during cooler weather (Years 1–9) or College navy blazer (Years 10–12)
- wear navy stockings during cooler months (Years 1–12)

Students who wear dyed hair, shaved heads or other styles that draw attention to the individual will not be permitted to attend classes until they choose to wear a style that is in keeping with the standards and expectations of the College. This decision will be at the discretion of the Head of Sub School.

Makeup and Jewellery

Students are not permitted to wear makeup or nail polish to school. Sunscreen is encouraged to be worn, but in lotion form only.

Girls are permitted one silver or gold in colour, stud or sleeper in the bottom hole of each earlobe. A wristwatch is permitted. Medic alert jewellery and a thin chain with a cross may be worn (size and style to be negotiated with the Head of Sub School). No other jewellery is to be worn.

Hats

The College hat is to be worn to and from school and at all times when outside. It must be kept in a neat and tidy condition.

Prep–Year 3:	The College sports hat
Years 4–6:	The College broad brimmed hat
Years 7–12:	The College formal dress hat
Years 4–12:	The College sports hat for HPE, SCISSA and Recreational Sport lessons

College Backpack

All students from Prep–Year 12 require a regulation College backpack displaying the Immanuel crest. Sports gear that does not fit into the bag is to be brought to school in the ILC duffle bag.

Sports Uniform

The College sports shorts are unisex, whilst the College sports shirt is different for boys and girls. College sports socks and a unisex House sports shirt are required by all students. Girls may also wear the College skort and Junior School students may wear the sports uniform to and from school on designated days. Secondary School students are to change at school into their sports uniform and are

not permitted to wear it to and from school unless advised. Year 7 students are permitted to wear their sport uniform to and from school on their Recreational Sport Day. Tracksuits are available in winter to wear with the sports uniform for all year levels.

Swimwear

Years 1–12: Plain navy or black Swimmers

Years 4–12: All students who are chosen in the College Swim Team (including SCISSA teams) are required to wear ILC swimmers

GUIDELINES FOR THE USE OF MOBILE DEVICES

The use of mobile devices (such as laptops, tablets, iPads, mobile phones, smartphones, mp3 players, gaming devices, etc.) should not interfere with teaching and learning or the development of healthy face-to-face communications and relationships.

Students are permitted to use mobile devices in class when instructed to do so by a teacher. The device may only be used in an educational context and not for any other purpose. Listening to background music while working on class tasks is not permitted.

At recess and lunch, students are encouraged to interact and communicate directly to develop healthy relationships and so the use of mobile devices is not encouraged at these times.

Only the recommended College calculator may be used in College examinations, NAPLAN Tests and QCS Tests. To become proficient in using this calculator, students need regular practice and so will not be permitted to use their mobile device as a calculator.

Students are not permitted to film or photograph teachers or other students unless directed to do so by a teacher and only if permission has been obtained from the subject(s) of the images. Students are not permitted to upload images taken at school or at school functions to social media sites such as Facebook, YouTube, etc.

Parents are requested not to contact their child on their mobile phone during class time. Important messages may be sent to students via the appropriate sub-school office.

Mobile devices may not be used to communicate or pass on offensive or hurtful material.

Students should be aware that use of their mobile devices on the College wi-fi system will be logged and will contribute to their allowed usage quotas.

Inappropriate or excessive use of a mobile device will result in an appropriate consequence put into place by the Head of Sub-school.

ACCEPTABLE USE OF NETWORK AND COMPUTING DEVICES

The Acceptable Use of Network and Computing Devices agreement specifies the rules for using devices at the College. This agreement is displayed when a device attempts to connect to the College network. All users must agree to abide by its rules before proceeding to log in. The wording of the agreement is:

Use of ILC computing and network facilities should be legal, appropriate, responsible and kind (LARK), reflecting Christian spirit, values and community standards. Using digital devices at school and connecting to the College network is a privilege which will continue while the user displays the qualities of good digital citizenship.

Network users will:

- Keep their personal information (eg. phone numbers, address, passwords) and that of others private.
- Show respect for themselves and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

The College recognises each user's right to privacy and the right to use network services as freely as possible. However, monitoring and logging of network usage may occur to ensure that the integrity of the network is maintained.

Network users may not:

- Allow the use of computing devices to interfere in any way with their school responsibilities.
- Access or transmit any content that would be considered offensive in the judgment of the Principal or delegates because of pornographic, racist, violent, abusive, illegal, illicit or other content.
- Attempt to undermine, hack or bypass any hardware or software security mechanisms on the ILC network or any other network.
- Use network facilities or mobile devices inappropriately (e.g. playing games, knowingly passing on malicious content e.g. spam, viruses or worms).
- Use network facilities for commercial, advertising, or political purposes.
- Cyberbully by using obscene, harassing or abusive language or by passing on such content. Social media may be used at the direction of a teacher for educational purposes only.
- Download or use software, games, music, graphics, videos or other materials in violation of copyright laws.
- Use another person's data without permission. This includes reading their email or private communications without permission or transmitting private information given in confidence. This also includes photographing or videoing any person without the specific permission of that person and a teacher.

HOMEWORK GUIDELINES

Homework is designed to consolidate classroom learning, complete class tasks, stimulate interest in a topic, extend the student's learning, encourage independent learning, work on assignments and research, facilitate revision and encourage reading. In order to achieve the best results possible, it is important for students to develop a regular study routine that is organised and that is set in a quiet, well lit area away from distractions such as the television, music, conversations and social media.

All students have this diary to record homework, assignments and parent/teacher communications. Diaries should be checked regularly by parents and teacher and signed each week.

For students in the Junior School, the amount of time spent daily on homework will vary from class to class ranging from approximately 10 minutes in Prep to approximately 35 minutes for Year 6. Some additional time may need to be spent on homework and assignments on weekends and/or holidays.

Students in the Secondary School should use the following as a general guide for the amount of time required for completing their homework/revision tasks:

	PER LESSON	PER NIGHT	PER WEEK
Year 7	10 minutes	40 minutes	2.5-3 hours
Year 8/9	10-15 minutes	1 hour	5 hours
Year 10	20 minutes	1-1.5 hours	5-8 hours
Year 11/12	20-30 minutes	2-3 hours	10-15 hours

GUIDELINES FOR MAKING ELECTIVE SUBJECT CHANGES IN SECONDARY SCHOOL

Students wishing to change an elective subject must have the approval of their parents and the Head of Secondary School. Each request will be considered on its merits and the decision of the Head of Secondary School will be final.

Year 11–12 students

Subject changes for Year 11 and 12 students may affect the ability of the student to obtain QCAA credit for study in that semester. This in turn can affect the award of a Queensland Certificate of Education (QCE) or an Overall Position (OP). It may also affect prerequisites for future study. Hence, students seeking a subject change must complete a Subject Change Form requiring consultation with subject teachers, the Dean of Teaching and Learning and the careers adviser before submitting the request to the Head of Secondary School.

Generally, subject change requests will only be considered within the first two weeks of a semester. Possible exceptions include:

- subject changes may be considered for Year 11 students during Term 1 as they are settling into their senior studies
- changes from a Mathematics or English subject to a lower level subject may be considered at other times on the advice of the Head of Department

Year 7-10 students

Subject change requests should be made at the Secondary School Office. Students and parents may seek the advice of subject teachers or the Dean of Teaching and Learning.

ASSESSMENT GUIDELINES IN THE SECONDARY SCHOOL

The College's assessment guidelines are designed to ensure equity for all students. The guidelines for Years 11 and 12 students reflect the strict Queensland Curriculum and Assessment Authority (QCAA) requirements for senior assessment.

EXAMINATION GUIDELINES

Common requirements for all students in Years 7–12 examinations include:

- Examination dates will be published in advance for each semester and will be clearly communicated to students
- Students are responsible for providing their own equipment (paper, pens, pencils, ruler, eraser, calculator, etc.) and will not be allowed to borrow equipment from other students during the examination. In some cases paper will be provided, particularly in Years 11 and 12
- Students should not disturb or distract other students or behave in any way that may adversely affect another student
- Students should not communicate by word or otherwise with another student once an examination has commenced
- If a student wishes to speak to the teacher during the examination, he/she should raise a hand
- Students should not remove an examination paper from the venue
- Students should not bring unauthorised materials or equipment into the examination.
- Mobile phones, iPods etc. must not be taken into the examination room
- Any student who behaves in a manner which disrupts an examination may be requested to hand in their examination paper and leave

If students are absent for an examination, they will be required to undertake the examination as soon as possible upon their return to school. In such circumstances, their parents/guardians need to contact the Secondary School Office as soon as possible to advise the reason for their absence.

Years 11–12 students will be required to provide a medical certificate to satisfy QCAA requirements.

Years 7–10 students will be required to provide a signed note from their parent/guardian detailing the reason for the absence.

Study at home Privileges

Years 11–12 students who have an examination block with study at home privileges must return their signed Study at Home form by the due date to enable them to study off campus. Otherwise, they will be required to stay at school during the examination block.

Students who have not completed all course requirements for their subjects prior to the examination block will not be allowed study at home privileges.

ASSIGNMENT GUIDELINES

Timeliness of Submission of Assignment Tasks

Only work submitted on or before the due date may be graded unless documented evidence of a valid reason for late submission is provided.

Expected Absence on the Due Date

If a student is aware that he/she will be absent on the due date, the assignment must be submitted before the student leaves.

Unexpected Absence on the Due Date

If a student is unexpectedly absent on the due date or has left their work at home, he/she must make arrangements to submit his/her work on that day (e.g. have a parent deliver it to school or submit it electronically immediately after school).

Where an assignment is submitted electronically, the student must

- submit a hard copy of their assignment when they return to school
- retain evidence of timely electronic submission e.g. print a copy of the 'Sent' email showing the time and date of electronic submission.

Work is Incomplete on the Due Date

If a student has not finished the task by the due date, he/she must submit whatever work has been done or the teacher may mark the draft document that was submitted for review. If no draft is available, the student may be required to work on the task at that time and submit that work for grading.

Computer Malfunction is not a Valid Reason for Late Submission

Computer malfunction (e.g. corrupted files, hard drive failure, lost or damaged USB stick) will not be accepted as a valid reason for late submission. Strategies to avoid loss of work through electronic equipment failure include:

- store the document (or back it up regularly) to a cloud storage service such as the eLearning Portal (My Private files), SkyDrive or DropBox
- save the document regularly or set the auto-save function in MS Word to save every ten minutes
- e-mail the document to yourself

Printer malfunction will not be accepted as a valid reason for late submission. Printers are available at school in the KTC or the assignment may be submitted electronically via the eLearning Portal or email.

Special consideration and extensions

If a student is aware in advance of valid reasons why he/she will be unable to submit the assignment by the due date, he/she should seek an extension to the due date in advance (i.e. more than 2 days before the due date) through the Special Consideration process. Forms are available at the Secondary School Office.

Years 11–12 students, a medical certificate (for matters involving illness) or a detailed, signed letter from a parent/caregiver (for matters NOT involving illness, e.g. serious family issues, important sporting event) will be required to document the validity of the reason. The Dean of Teaching and Learning will consider each application for Special Consideration individually on its merits.

Years 7–10 students, a detailed, signed letter from a parent/caregiver may be required to document the validity of the reason. The teacher, in consultation with the Head of Department, will consider each application for an extension to a due date individually on its merits.

Methods of submission of assignment tasks

Assignments must be submitted in hard-copy to the place specified on the task sheet.

Years 11–12 students, assignments will generally be submitted via the assignment box at the Secondary School Office or directly to the teacher by 8:30am on the due date.

Years 7–10 students, assignments will generally be submitted directly to the classroom teacher in class on the due date.

Assignments should NOT be submitted to other teachers.

Practical assignments and oral presentations must be presented in person on the date specified on the task sheet.

Evidence of 'work in progress' (i.e. 'drafts' or practice performances')

Students are required to submit evidence of their work in progress (a 'draft') on the date and in the manner specified on the task sheet.

Years 11–12 Teachers are required to retain evidence of each student's work in progress for grading in the event that the final work is not submitted by the due date. It is likely that teachers will require the draft to be uploaded to the eLearning Portal. A hard copy may also be required.

Years 7–10 Teachers will specify how the draft is to be submitted for review.

Guidelines for the submission and marking of drafts

The draft you submit to your teacher for review should be your best effort. Your teacher will review your draft and provide you with feedback so that you can improve your work.

No grade will be given for a draft. Your teacher will not correct every error or rewrite your work for you. Instead, your teacher will help you to improve your work.

A draft is a body of evidence that is provided by students in response to assessment instruments ... this could be a response that is nearly good enough to submit for assessment.

Referencing and plagiarism

Plagiarism is a serious academic offence. It is a form of dishonesty that occurs when students fail to acknowledge:

- another persons' ideas or opinions
- facts or statistics that are not common knowledge
- full quotations of the words of another person (e.g. cut and paste from an internet site)
- the words of another person even if they have been summarised/paraphrased

To avoid plagiarism, clear credit must be given for the work of others through referencing and citation.

Students should consult the eLearning Portal 'Study Skills' site for detailed referencing requirements. Microsoft Word has a simple and useful Referencing/Bibliography tool. Detailed instructions about how to use this tool are provided on the eLearning Portal. The APA in-text referencing and bibliography system is to be used.

Where it is clear that a student has plagiarised, teachers are required to disregard the plagiarised elements of the assignment and mark only those elements that are the student's own work.

THE eLEARNING PORTAL

The eLearning Portal is a 'one-stop shop' for access to the College's digital resources. It can be accessed from any internet-connected computer at school or at home. Students and parents are encouraged to regularly refer to the eLearning Portal as a valuable tool for learning and effective planning to meet homework and assessment deadlines.

On the eLearning Portal, students can:

- enrol in their courses to access unit outlines, homework tasks, assignment task sheets and additional resources to assist with homework and revision
- access their **individual assessment calendar**. Mouse over each day in the calendar to see the assessment tasks due that day. Follow the '**My Home**' link to find a detailed record of your assessment tasks.
- access email and cloud storage services such as One Drive to store important assessment documents on which you are working. Use these additional storage features to avoid problems caused by corrupted files, damaged HDD or lost USB memory sticks etc. Regularly emailing your document to yourself is another way you can save loss of important assessment documents.
- electronically submit drafts and final tasks as stipulated by teachers. For students who are absent on due dates, this is an ideal way to submit work on time.