Stage 6 Handbook
2013/2014
# CONTENTS

Welcome ......................................................................................................................... 3
Senior Learning at a Glance .......................................................................................... 4
Policy Statement ........................................................................................................... 5
Definitions .................................................................................................................... 5
Accountability ............................................................................................................... 5
After School and Community Service ........................................................................... 5
Choice and Consequence ............................................................................................. 6
Class attendance .......................................................................................................... 7
Contribution to Community ......................................................................................... 7
Driving@Norwest .......................................................................................................... 7
Late for class ................................................................................................................ 7
Leadership@Norwest ................................................................................................... 7
Norwest Challenge ....................................................................................................... 8
Responsibilities ........................................................................................................... 8
Senior Student Privileges ......................................................................................... 8
Senior Learning Space – LRC ...................................................................................... 9
Sign In / Out Procedure ............................................................................................... 10
Sport ............................................................................................................................. 10
Sport, Music, Creative and Performance Art & Cultural Opportunities ..................... 10
Stage 6 Course Expectations ..................................................................................... 10
Student Understanding .............................................................................................. 10
Study Periods ............................................................................................................... 11
Subject & Course Flexibility ....................................................................................... 11
Uniform ...................................................................................................................... 11
What’s available through Norwest? ........................................................................... 12
Student Code of Conduct ......................................................................................... 13
Information Technology Use ..................................................................................... 15
Authority to Sign Out Application Form ................................................................... 17
Notification of Driver ................................................................................................ 18
Approved Passenger Application Form ..................................................................... 19
Senior Student Acknowledgement of Policies............................................................ 20
Welcome to Stage 6!

The senior years of schooling offer you more opportunities and responsibilities as we begin to prepare you for tertiary education, the workforce and life after Norwest. Study during Stage 6 is more flexible, both in terms of the subjects available to you and also how you go about that study and your role and responsibilities as a senior student have changed.

This booklet contains all the information needed to guide you through Your Space, including the privileges and expectations involved in being a Senior Student. It includes the procedures for Study periods and having the option to sign out, the Stage 6 Course Expectations, the Student Code of Conduct, the policy for Driving@Norwest and sample copies of the forms required. Electronic copies of these can also be found on Insite and you should refer to these as the most up to date documents.

We wish you well for your final years at Norwest and hope that you will make good use of the facilities and support systems available to you so that you may best use the gifts with which God has blessed you. Enjoy the privileges and challenges of your final years of schooling.

Mr Mark Longworth  
Stage 6 Coordinator

Mrs Geraldine Paynter  
Head of Secondary Years

Please note that acknowledgement of receipt of this booklet is REQUIRED from all students.

Information is correct at time of printing (October 2013).
## SENIOR LEARNING AT A GLANCE

<table>
<thead>
<tr>
<th>Privileges</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Hub (Common Room)</td>
<td>Responsible maintenance and use</td>
</tr>
<tr>
<td>Senior Learning Space (Study)</td>
<td>Responsible maintenance and use</td>
</tr>
<tr>
<td>Flexible attendance parameters for approved Year 12 students</td>
<td>Attending every class and being on time</td>
</tr>
<tr>
<td>Using personal electronic devices</td>
<td>Being responsible</td>
</tr>
<tr>
<td>Diversity of subjects: Norwest offers a wide range of BOS courses plus access to TVET / TAFE courses on approval</td>
<td>Taking the necessary time to work out the best subject mix for yourself</td>
</tr>
<tr>
<td>Flexibility of subject delivery: Some subjects available online.</td>
<td>Self-directed independent learning</td>
</tr>
<tr>
<td>Norwest Challenge</td>
<td>Taking the opportunities</td>
</tr>
<tr>
<td>Adult learning environment</td>
<td>Understanding policies as an adult / being responsible</td>
</tr>
<tr>
<td>Easy access to technology</td>
<td>Using technology responsibly</td>
</tr>
<tr>
<td>Leadership opportunities</td>
<td>Participating in such opportunities as required</td>
</tr>
<tr>
<td>Careers@Norwest : careers advice, subject advice, advice re tertiary options</td>
<td>Developing positive relationships with Norwest staff and making good use of the available information</td>
</tr>
<tr>
<td>Individual pastoral, academic and/or subject mentoring</td>
<td>Taking the opportunities</td>
</tr>
<tr>
<td>Safe and secure environment</td>
<td>Respecting all and being in the right places</td>
</tr>
<tr>
<td>Support and counselling</td>
<td>Using if necessary, ask when you need support</td>
</tr>
<tr>
<td>Positive learning environment</td>
<td>Respecting the right of all others to learn at all times</td>
</tr>
</tbody>
</table>
POLICY STATEMENT

Norwest Christian College is committed to providing an educational setting for Senior Students that facilitates positive work habits, high personal achievement and focused learning within a safe and secure environment.

The Senior Learning Space seeks to strike a balance between the privileges and the responsibilities of being a senior student. The College encourages senior students to enjoy the emerging world beyond school as self-disciplined young adults. With growing independence comes increasing accountability which Norwest believe establishes a framework for individual understanding and ownership of lifelong learning.

DEFINITIONS

Full-time students: students undertaking 10 or more units in either Year 11 or 12 at Norwest.
Part-time students: students undertaking 8 or less units in either Year 11 or 12 at Norwest.
Blended learning courses: courses delivered via a combination of face-to-face delivery and the Norwest Portal Insite.
Distance (e-learning) courses: courses offered via distributed delivery.
VET: Vocational Educational Training.
BOS: Board of Studies.
Full enrolment: no specific conditions placed on enrolment.
Provisional enrolment: enrolment subject to specific provisions.
Conditional enrolment: normal enrolment status revoked and student placed on a period of conditional enrolment.
Parent and school mutual consent: the combined consent of both the parent/guardian and the Head of Secondary Years. If either party does not give consent, mutual consent does not exist.
Principal’s List: A Senior Student is placed on the Principal’s list if they have demonstrated they are committed to their studies by receiving only 1’s & 2’s in ‘Attitude to Learning’ on their most recent academic report.

ACCOUNTABILITY

With privilege comes responsibility and consequence. Any instances of:

- Harassment
- Use of banned or illicit substances
- Truancy
- Deliberate classroom disturbance
- Misuse of technology
- Malicious damage
- Driving students other than approved siblings/passengers
- Criminal activity (e.g. theft or use of false ID)

may lead to exclusion from class and possible termination of enrolment. If excluded, this could be for a period of up to four school weeks. Please note: any criminal behaviour or activity or theft will be reported to the Police.

AFTER SCHOOL AND COMMUNITY SERVICE

As part of a consequence of inappropriate behaviour or choices, students may be required to complete After School or community service as a condition for on-going enrolment. This may be after school hours, Saturdays or during school holidays. Students will be placed under the supervisory responsibility of Norwest staff.
**CHOICE AND CONSEQUENCE**

Students must never use illicit substances (alcohol, cigarettes or other drugs) en route to or home from school or while at school or during the school day or at any time whilst wearing the Norwest uniform. Students should expect immediate and automatic exclusion from class if this boundary is crossed.

Students must not be under the influence of alcohol or any illicit substance while at school or to and from school or at any time whilst wearing the Norwest uniform. Students will be excluded from classes if it is suspected that they have had alcohol, illicit substances (including cigarettes) or prohibited drugs.

Students must not trespass on school property after school hours or at times other than organised school events or class-time.

Students must not use available technologies to access inappropriate or illegal material.

Students must not use technology or digital means to harass or abuse any other student (Norwest or otherwise), either at school, or after school hours. Actions directed at another student, even after school hours, will have an impact on that student’s school experience. Seeking retribution for an act committed is not deemed an excuse. Report all instances ASAP.

When students break boundaries: typical consequences:

- School service during school weeks, on a Saturday or after school
- Class and/or school exclusion for a period of time (up to four weeks)
- Official juvenile caution by police
- Mandated attendance at a counselling program or health clinic
- Termination of enrolment
- Requirement to stay away from specified persons or places both during and outside of school hours

When students break these boundaries; they break their relationship with the College. Consequences to repair this relationship are generally service based and may be as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truancy</td>
<td>Demerit issued and After School Service. May lead to ‘N’ Award warning</td>
</tr>
<tr>
<td>Regular Late Arrival to class</td>
<td>Demerit issued and After School Service</td>
</tr>
<tr>
<td>Disruptive actions in class</td>
<td>Removal from class or study to LRC manager – issued 2 demerits; may lead to school exclusion in some instances</td>
</tr>
<tr>
<td>Evident lack of work ethic (i.e. failure to meet minimum course outcomes due to lack of application)</td>
<td>‘N’ award warning issued by class teacher and Head of Curriculum Pedagogy</td>
</tr>
<tr>
<td>Incorrect Uniform</td>
<td>Demerit issued. Repeated breaches may lead to playground and School exclusion and After School Services</td>
</tr>
<tr>
<td>Use of banned or illicit substances at any time on or off campus</td>
<td>Exclusion from all classes: possible termination of enrolment; information reported to the police</td>
</tr>
<tr>
<td>Misuse of technology</td>
<td>exclusion from class under the Duty Manager System – issued with a demerit; exclusion from computer use; possible termination of enrolment</td>
</tr>
<tr>
<td>Harassment</td>
<td>exclusion from school; change of enrolment status; possible termination of enrolment; Change of Harassment Step classification</td>
</tr>
<tr>
<td>Driving with non-approved passengers</td>
<td>Exclusion from school; possible termination of enrolment; notation on School Reference re: driving infringements</td>
</tr>
<tr>
<td>Malicious damage</td>
<td>immediate exclusion from school; possible termination of enrolment; payment of repair/replacement costs</td>
</tr>
<tr>
<td>Criminal activity (e.g. theft; use of false ID)</td>
<td>exclusion from school; possible termination of enrolment; reported to police at Principal’s discretion, meeting with Schools Liaison officer</td>
</tr>
</tbody>
</table>
CLASS ATTENDANCE

Students must attend each scheduled class, including study.

CONTRIBUTION TO COMMUNITY

A student’s positive contribution to the school and wider community will be recorded via the Norwest Challenge (e.g. participation in student leadership program; participation in music, sport, the Arts, technology assistance, ministry contribution or achievement under the 5 areas of the Norwest Challenge)

DRIVING@NORWEST

Students may drive to school if they are a licensed driver with mutual parental/College consent. Students must park their vehicles as directed while on campus. Students without this consent will not be permitted to park on campus. Students must provide a photocopy of their current licence.

Such students may apply to carry passengers provided that:

- All regulations associated with their drivers licence are complied with
- All nominated passengers have completed an ‘approved passenger’ process, including a parental signature.
- The driver has been approved by the College and parents to carry an approved passenger.

Drivers who give unapproved passengers a lift at any time, except with the express permission of the Head of Secondary Years, will have their driving status reviewed. Other consequences may apply.

LATE FOR CLASS

Students who arrive late to class, unless with a note from Student Services or another member of staff, will be issued a demerit. Students accept full responsibility for catching up on work missed due to lateness.

LEADERSHIP@NORWEST

Leadership in the Secondary College

Norwest Christian College values the contributions to leadership that students of all ages can make during their schooling and recognises that there are many different ways to exercise the leadership talents that God has bestowed upon our young people. To encourage these gifts in our students, Norwest provides a range of opportunities in the Secondary College for students who would like to take part in leadership activities or learn how to become young leaders.

Stage 4 – Year 7 – 8

Students in Years 7 and 8 may attend the Monthly Captains Forum to discuss current issues and form working parties to achieve progress in these areas. Students in Years 7 and 8 also experience the leadership, pastoral care and peer support provided by Student Leaders through the CIA program. At the conclusion of Year 7, students have the opportunity to apply for ‘House Prefect’ for the following year.

Stage 5 – Year 9 – 10

Students in Years 9 and 10 may also attend the Monthly Captains Forum to discuss current issues and form working parties to achieve progress in these areas. They may also apply to be part of the ‘Primary Partners’ elective who will assist the Primary class teachers in numerous classroom activities. At the conclusion of Year 9 students have the opportunity to apply for ‘House Vice-Captain’ for the following year.
Stage 6 – Year 11 – 12
Students in Stage 6 will have the opportunity to apply for a Student Leadership Portfolio to undertake throughout their senior years. These portfolios may include CIA Leadership, a portfolio in a particular area of passion for them such as ‘addressing poverty in the local area’ and additionally Year 12 students who have served as a Student Leader in Year 11 may apply for College Captaincy.

NORWEST CHALLENGE

The Norwest Challenge seeks to raise individual esteem and encourages a full and well-rounded College participation leading to the development of personal responsibility and active citizenship. The program acknowledges a student’s effort and achievement in the following categories:

- Values
- Participation
- Academic
- School Service
- Community Service

Participation in the Norwest Challenge leads to Bronze, Silver, Gold, and ultimately to the Principal’s Platinum Award. The process is very transparent and one in which every student can engage and succeed.

A Principal’s Platinum Award is only awarded to a student if they have successfully completed the Norwest Challenge to the highest level, which is truly an outstanding achievement.

RESPONSIBILITIES

- Seniors@Norwest should be positive participants in the learning process so that teachers can teach and students learn without impediment
- Seniors@Norwest should demonstrate respect for all, undertaking their role in developing positive relationships with all members of the school and wider community
- Seniors@Norwest should be responsible in their use of non-class time
- Seniors@Norwest should assist in creating an harassment-free environment

SENIOR STUDENT PRIVILEGES

Mobiles, iPods, other mp3 players or similar
Senior students may use iPods, mp3 players or other similar electronic devices when in the SLS, but these must be turned off during all classes unless instructed otherwise by the classroom teacher.

The use of electronic devices is entirely at the risk of the owner. Security of such items is solely the responsibility of the owner. The College accepts no responsibility for the loss of individual electronic devices.

Study Periods
During study periods, senior students who have full enrolment status can:

- Work in the Senior Learning Space
- Work on a practical subject with the approval of their teacher and the Head of Secondary Years. Eg continuing construction of a major work for Visual Arts

Year 12 students are allowed to sign out early if they have a study period at the end of the day, with College and parental approval. Attendance at Home Group, Chapel and Assembly is compulsory for all senior students.

During study periods, senior students who study TAFE courses may leave the school grounds to attend their TAFE classes with the Head of Secondary Years’ permission.

Students who do not have Full Enrolment status will have their study period privileges revoked.
SENIOR LEARNING SPACE – LRC

Function of the Senior Learning Space
The Senior Learning Space has three functions:

1. Quiet Study Room (Desks & Computers) – Silent work only
2. Collaborative LRC spaces – minimum noise during study periods
   (NOTE: During Periods 1-5, if you have a study period, all students are expected to be studying – revision of class notes, homework or extra revision for a subject)
3. Senior Hub: Year 12 (recess & lunch), Year 11 may use Senior Hub facilities

Senior Learning Space Guidelines
- The Senior Learning Space is a dedicated resource set aside for senior students to work in during their study periods.
- The use of devices for listening to music are permitted in the Senior Learning Space with headphones. Communal music is not permitted.
- Senior Students must attend the Senior Learning Space in their scheduled study periods for the duration of the period.
- Access to and from the Senior Learning Space is through the main LRC doors or Senior Hub.
- The LRC Manager will take the roll during each study period. Failure to attend will result in an After School Service for truancy being issued to the absent student. Consequences will be issued for lateness.
- Food is not permitted in the Senior Learning Space
- Students who are not using the Senior Learning Space productively will be removed under the Duty Manager system and issued a demerit. Parents will be informed of the students’ failure to comply with Senior Student expectations by their mentor/Stage Coordinator. Repeated instances of unproductive behaviour may lead to a change in enrolment status and possible termination of enrolment.
- The Senior Learning Space will be regularly monitored by the LRC Manager and the Stage 6 Coordinator.
- The Senior Learning Space will be checked daily for tidiness and will be closed in instances where this is not maintained.

Senior Learning Space Responsibilities
- Senior Study room is a silent study space.
- Students are to write their name and the specific learning task or revision they will be studying in the Log and the LRC Manager will check and sign at end of period
- Students are to present their workbook or computer work to supervising teacher upon request
- Students are to make sure they are completing their study individually or in study groups (in the LRC), being respectful of others in the space
- Classwork/Study choices need to be completed by the end of the period
- Manners are welcome at all times
- Respect for all staff is a responsibility of all students
- Students are to ask the LRC Manager if they are allowed to leave the library for any reason
- Phone/MP3 usage is only for music only (texting, Facebook, Kik, Instagram & other unapproved applications are not permitted for Acceptable Content and Duty of Care reasons – please ask if unsure)
- Student’s will be monitored and consequences issued as necessary for those students who do not demonstrate responsible behaviour in the SLS
SIGN IN / OUT PROCEDURE

Year 12 students and Year 11 TAFE students must at all times sign in and out of the College if they arrive or leave after the start of Period 1 and before the end of Period 5.

SPORT

Year 12 students do not participate in the Tuesday Sport/Interest Elective program and participation is optional for students in Year 11. Students will either have a study period or scheduled classes during this time. Year 12 students can choose either supervised study or leave campus with parental / Head of Secondary Years mutual consent if they have a study period on a Tuesday Period 4 and 5.

All senior students may try out for representative sporting teams and are expected to participate in sporting carnivals. Training for teams may be scheduled in Sport time and students are expected to attend.

SPORT, MUSIC, CREATIVE AND PERFORMANCE ART & CULTURAL OPPORTUNITIES

Senior students will have on-going opportunities in the areas of sport, music and creative or performing arts; however, students need to look carefully at their course requirements before committing to long term involvement in any of these areas. Course requirements take precedence over extra-curricular activities in Stage 6.

STAGE 6 COURSE EXPECTATIONS

All courses involve a range of course requirements:

- Face-to-face courses are scheduled for 5-6 periods of formal coursework per week cycle
- Focused HSC courses are scheduled for 14 periods of formal coursework per week cycle
- Students undertaking face-to-face practical subjects i.e. any subject requiring a major project and/or associated journal or diary work, should schedule at least one additional period per week for non-formal coursework per subject. Students taking 12 or more units and including a practical subject, will need to schedule that non-formal period of individual work during their available study periods. If you would like to schedule a practical period during one of your study periods, then you must arrange it through the Stage 6 Coordinator and with the approval of your class teacher
- Non-class work (homework, assessment tasks, private study and revision) as required per subject – on average a minimum 3 hours per subject, per week
- All Senior Students are required to attend Home Groups, House Meetings, Assemblies and Chapels

STUDENT UNDERSTANDING

As emerging adults, senior students need to be aware of and adhere to a range of documents and policies:

- Student Code of Conduct
- Stage 6 Assessment Handbook
- Norwest Student Driver Policy
- Norwest ‘IT Use’ Policy
- Guidelines for signing in and out

To ensure that students have read and understood each of these policies they will be required to sign and submit a Memorandum of Understanding. These policies are included in this document. The Student Acknowledgement form indicates that each student has read and understood these policies and can be found at the end of this handbook.
STUDY PERIODS

Senior Students have variable privileges depending on the status of their enrolment and the Year of school they are in.

**Year 12**

Year 12 Students with Full Enrolment Status may leave at the conclusion of their scheduled classes. In such circumstances, students must not attend any licensed premises, even if 18 years old. Students granted mutual consent to be off site during non-class times, will no longer be subject to the College’s duty of care, however, will still be subject to the College’s boundaries of behaviour until at home. Students undertaking this privilege are expected to use this time for study.

**Year 11 Students (TAFE or VET students)**

With parental/College mutual consent, Year 11 students who are enrolled in TAFE courses may leave the College during the day to attend their TAFE classes, provided they attend every scheduled class. In such circumstances, students must not attend any licensed premises, even if 18 years old. Students granted mutual consent to be off site during non-class times, will no longer be subject to the College’s duty of care, however, will still be subject to the College’s boundaries of behaviour until at home.

Senior students are not permitted to sign out during the day if they have scheduled classes later in the day.

**SUBJECT & COURSE FLEXIBILITY**

Norwest offers a range of Board of Studies courses in each year of Stage 6 (Year 11 and Year 12). In addition, Norwest students have access to TVET/TAFE courses through the College though these incur an additional expense.

Norwest’s intranet; Insite, supports the classroom learning environment of all senior students. A range of Stage 6 courses may be available for online study within a flexible delivery framework, allowing for:

- students from Norwest to undertake courses outside the timetable
- students to take accelerated courses

**UNIFORM**

All Senior Students are expected to wear the Norwest uniform correctly. Continued failure to meet the uniform expectations will result in exclusion from classes and the Senior Learning Space, including break times, and after school activities, including issues with Jewellery, Hair and Make-up.
WHAT’S AVAILABLE THROUGH NORWEST?

Careers advice

Students at Norwest can readily access information in relation to careers throughout the year. The College Career’s Advisor or Stage 6 Coordinator can provide assistance with:

- General careers assessment
- University options
- TAFE options
- TVET course advice
- Career information
- Career opportunities
- Career seminars
- Careers Expo
- Careers market
- University visits

Academic Accountability

The AA Program, part of the College's Home Program, is one of many supports offered to senior students. Student mentoring is an integral part of the individually tailored learning environment and, as such, the program is designed to assist students in achieving their personal and academic goals with the support of professionals from various backgrounds. Mentors will support, guide and encourage students in the achievement of their personal goals.

The focus of the program is on the development of language and communication skills aimed at improving confidence, presentation and understanding. Students engage with their peers, their school and their mentor as they exchange ideas, experiences and study tips in a supportive and motivating group environment.

The Home Program is designed to:

- Motivate students to ‘go the extra mile’ to achieve their personal goals;
- promote individual student understanding of course requirements and how best to meet them;
- facilitate improved student skills – including organisation, learning and writing skills;
- improve academic results;
- provide students with an opportunity to work collaboratively;
- encourage students to take more responsibility for their learning and
- assist students to manage their study and time more effectively.

Students who would like to be allocated a personal AA mentor should see their Stage Coordinator.
STUDENT CODE OF CONDUCT

This code applies to students when on campus and at College events, and when travelling to and from these locations.

The College aims to foster a community that encourages and exhibits behaviours and attitudes based on Christian values.

General Conduct

Students are expected to comply with College rules, guidelines and the instructions of teachers and other staff at all times, and to:

Be Safe by not placing their self or others at risk or feel unsafe and reporting anything unsafe to staff;

Be Respectful demonstrating a considerate, respectful and polite manner towards staff, parents and peers; respecting the difference between people, their beliefs, ideas and opinions; and their own property and that of the College and others;

Be Supportive of the College; its students, teachers and other staff when on campus, at home and in public;

Be Responsible for their behaviour, uniform and equipment;

Be Conscientious in class by always doing their best work and permitting others to learn, and at home by completing all homework and assessment tasks and preparing well for all examinations.

Students are also expected to:

• conduct themselves in a lawful and ethical manner; demonstrating honesty and integrity in all interactions with the College community and by the manner in which they undertake their studies and assessment tasks.

• be present and ready for the first activity of every day on all scheduled school days, including camps and carnivals, except when they suffer illness or misadventure, and to arrive ready at the starting time for all scheduled classes;

• maintain a high standard of presentation and wear their uniform properly at all times, as described in the annual Information Guide and Secondary student diary, including when travelling to and from school.

Academic Commitment

Students are expected to support a positive learning environment in their classrooms and demonstrate outstanding commitment to their studies by:

• Respecting the learning environment – demonstrating a high level of respect towards peers, the teacher, their own work and the learning process;

• Demonstrating commitment to learning – working with integrity and honesty at or beyond their current demonstrated standard of work, seeking assistance and feedback from teachers when necessary;

• Completion of work – completing classwork, homework and assessment tasks fully and submitting them by the due date, abiding by guidelines for examination conduct and plagiarism, and completing requirements after any illness or misadventure where it impacts on learning and assessment.

Discrimination, Harassment and Bullying

Discrimination, harassment and bullying are prohibited in any form, including verbal or physical threats, intimidation and abuse, whether on or off campus, in person, by proxy, or in written, graphic or electronic form, and whether in a personal or public domain. Students are expected to report such instances to a staff member.

Property and Prohibited Items

Students must respect their own personal property, maintaining a high standard of presentation in books, stationery and bag. Students must respect College property, classrooms and grounds keeping them neat and clean, without litter or graffiti, and by not damaging College furniture or equipment and reporting any damage immediately to staff.
Students must remain within designated areas at all times, including before and after school. Students must not enter a classroom, office, change room, storeroom or out-of-bounds area of the grounds without permission and supervision.

The riding of bicycles, skateboards, scooters, rollerblades or similar devices on College grounds is prohibited.

Students must not bring the following items on campus for safety and legal reasons:

- items considered weapons, including knives, firearms and their imitations;
- aerosol cans or propellants in other forms;
- pornography and restricted adult content or other sexual, violent or inappropriate material that is inconsistent with College values, including hardcopy and electronic versions;
- alcohol, cigarettes or illicit drugs;
- medication, unless submitted to the office prior to the start of the day with parental approval and instruction. Students may carry medication with them with prior approval in some instances, for example, asthma medication.
- animals (including pets), except at the prior approval of a Head of Years.

**Information Technology and Electronic Devices**

Students must only use information technology on campus to support classroom learning. The use of mobile phones, iPods, iPads, laptop and desktop computers and other electronic devices, regardless of ownership, must comply with the ‘IT Use – Student Conditions’ available on Insite and in student diaries, that states that unacceptable material may not be produced, stored, displayed, broadcast, communicated, shared or distributed on campus. All electronic communications with staff must be through the College intranet or College email. Staff and students must not engage in social networking.

**Sporting Events**

At sporting carnivals, training sessions or other sporting competitions, whether competing, supervising, coaching or spectating students must:

- display positive and encouraging sporting attitudes towards their own team members and the opposition;
- use positive, encouraging language only;
- wear the correct sports or team uniform when competing;
- compete according to the rules;
- respect and abide by all decisions of teachers and officials without argument or insolence;
- seek clarification on any rulings (if required) only through the captain and in a respectful manner;
- shake hands with opposing teams and thank all officials at the end of a match.

**Travel**

Student behaviour should be consistent with this Code of Conduct, including its uniform requirements, when travelling to and from the College and any College activities. In addition students must not engage in behaviours that may provoke or incite others to negative behaviour (eg rude gestures).

When travelling by train, on a College bus or other buses, students must:

- wear seatbelts where they are available;
- remain seated where possible and are not permitted to leave their seat while the bus is moving;
- not engage in any behaviours that may distract the bus driver or other road users;
- not eat or drink any food or beverages at any time (unless specific permission is granted).
- Use only permissible electronic devices with personal earphones at a volume that others cannot hear;
- Students must gain formal written approval from the Head of Secondary Years to drive and park on campus and to travel to or from the College as passengers in another student’s vehicle. Student drivers are expected to hold a current NSW drivers licence and to abide by all road rules when travelling to or from the campus and College sponsored events.
- Students travelling to and/or from the College by bicycle must have the legally required safety equipment and abide by all road rules.
The information below specifies the behavioural parameters within which students are expected to operate. It must be read in conjunction with the IT Use Policy not instead of the policy.

1 Care and Maintenance of IT Hardware
1.1 Students are solely responsible for their personal hardware. The College takes no responsibility for lost, broken or damaged equipment.
1.2 Inappropriate behaviour that could damage College hardware is strictly prohibited, including eating or drinking (including water) near computers, rough or careless treatment of computers, and touching another person’s computer whilst it is in use.
1.3 Damage caused to College computers and/or hardware, that is a direct result of inappropriate use, and any associated costs for repairs or replacement will be the responsibility of the student and/or their family.
1.4 In the event that a student observes any faulty or damaged IT hardware they must report it to their supervising teacher and not attempt to repair it themselves.

2 The College Network
2.1 The College network must only be used for learning related activities and not for aimless gaming or surfing which may expose students to inappropriate material and waste bandwidth on the network.
2.2 The College reserves the right to check the contents of student folders on the network.
2.3 Students are strictly prohibited from tampering with system files or attempting to bypass filters on the internet.
2.4 Students must not attempt to access any other student’s or staff member’s password or login information.
2.5 Students are strictly prohibited from uploading any inappropriate or unapproved material to the College network.

3 The Internet
3.1 The College reserves the right to track or monitor the internet activity of any student.
3.2 The College may determine, from time to time, that certain websites are prohibited. Current sites that are strictly prohibited include adult sites, social networking sites (e.g. Facebook), open source chat sites (e.g. MSN), gambling sites, violent/hate filled sites.
3.3 The internet must not be used for any illegal purposes (e.g. spreading viruses).
3.4 Students must not use the internet or College network to bully, harass or harm any member of the College community.
3.5 Students must not copy information from the internet and submit it as their own work; this may constitute copyright or plagiarism.
3.6 Students are strictly prohibited from downloading any inappropriate or unapproved material (e.g. movies).
3.7 Students are strictly prohibited from uploading any inappropriate or unapproved material to any public forum.

4 Portable Computers (e.g. laptops and iPads)
Students are permitted and encouraged to have and use portable computers whilst at school (except EDs with any form of telephone function). However:
4.1 The College reserves the right to inspect installed programs, folders and files on any student laptop.
4.2 Before use students must submit their laptops to the Director of Systems and Technology for inspection. A list of all students in the College using portable computers will be kept.
4.3 Students must not store or display any inappropriate material on their laptop whilst at the College. This may include but not be limited to; adult/violent videos, inappropriate images and/or music.
5 Cameras and video

5.1 The College reserves the right to check the content of student cameras and/or video recorders.
5.2 Student use of cameras and video recorders, including those on a mobile phone are strictly prohibited during any College activity unless permission has been granted by a member of staff.
5.3 Students are strictly prohibited from storing or displaying inappropriate material on cameras or video recorders.
5.4 In the event permission is granted to take photos and/or footage whilst at school or during any College activity such photos and/or footage must not be uploaded to any website, distributed or published without permission from a Director of Learning or the Principal.

6 Mobile phones or equivalent device

Students are permitted to have their mobile phones at school. The use of such devices is therefore subject to the following conditions of use.

6.1 The College reserves the right to inspect all contents of a student's mobile phone/equivalent device.
6.2 Mobile phone use is strictly prohibited unless consent has been granted by a College staff member. Stage 6 students may use their mobile phone during recess and lunch.
6.3 Accessing the College network is strictly prohibited without the direct permission of the Director of Systems and Technology.
6.4 If permission is granted, browsing on the internet on mobile phones is governed by the conditions of use identified in the section titled (The Internet).
6.5 Students must not store any inappropriate material on their mobile phone whilst at the College. This may include but not be limited to; adult/violent videos, inappropriate images and/or music.

7 Personal music devices

Students are permitted to have personal music devices at school. The use of such devices is therefore subject to the following conditions of use.

7.1 The College reserves the right to check the contents of a student’s personal music device.
7.2 Personal music device usage is strictly prohibited unless permission has been granted by a College staff member for a specific purpose related to a teaching and learning activity. Stage 6 students are permitted to use personal music devices during independent study periods.
7.3 Earphones/headphones must not be visible/worn throughout the school day.
7.4 Students must not store or display any inappropriate material on their personal music device whilst at the College. This may include but not be limited to; adult/violent videos, inappropriate images and/or music.

8 Electronic Communication between Students and Staff

8.1 Email communication between students/parents and staff is only permitted using the College email system.
8.2 Apart from exceptional circumstances/emergencies staff will not communicate with students/parents via a personal mobile phone or equivalent device.
8.3 Students and staff must not engage in any form of social networking (e.g. Facebook).
2013/2014 Year 12 Student Authority to Sign Out Application Form

Student Name: ________________________________

Date of request: ______________________________

Students in Year 12 have the privilege of applying to sign in or out of school during timetabled study periods. Permission will only be granted if the student achieves Attitudes to Learning (ATL’s) of three (3) or higher on their most previous academic report, indicating a commitment to their studies.

Guidelines for signing out during study periods

Students with approval:

- are permitted to sign in after 8:40am if they have a minimum of two study periods at the start of the day, and sign out early if they have one or more study period at the end of the day;
- must attend all scheduled classes, including Chapel and Assembly Wednesday AM;
- must present themselves to staff at the Student Services Counter upon arrival or departure;
- must travel directly home when signing out. Where this travel is as a driver of a vehicle, a Student Driver Notification form must also be submitted; and
- must abide by the Student Code of Conduct at all times, including when off campus and in College uniform.

I ___________________________ undertake a commitment to abide by the guidelines for signing in/out during timetabled study periods as stated above. I also understand that signing in/out is a senior student privilege and may be revoked by the College if I do not abide by these guidelines, including the College Student Code of Conduct.

Student signature: ________________________________ Date: ______________________

I accept responsibility for my child once they have signed out and left the College campus, including transportation.

Parent/Guardian signature ___________________________ Date: ______________________

Head of Secondary Years approval: __________________ Date of final approval: ____________

Office use only

HSY

☐ Most recent academic report checked
☐ Student eligible
☐ Parental approval
☐ Student notified of successful application
☐ Ed Administration notified of successful application
All College students in possession of a valid driver’s licence must notify the College where the student:

- intends to drive to/from the College on some/all school days;
- intends to drive to/from any College sponsored event, including those outside normal school hours;

and intends to park/drive on College grounds at any time.

**Parent/Guardian Consent**

I give my consent for my son/daughter: ___________________________ (student name) to:

- drive to and/or from school
- drive during the school day during non-scheduled class times.
- apply for approval to carry the passenger/s named:
  1. ___________________________
  2. ___________________________
  3. ___________________________

I recognise that while the College’s Duty of Care ceases when my child is off campus, the expected boundaries of behaviour stated in the Student Code of Conduct remain in place until he/she returns home and where the student is not returning back to school that day. This consent is not given under any pressure or duress.

I understand that if the College changes the enrolment status of my child, driving privileges on campus may be temporarily or permanently revoked.

I also reserve the right to revoke this consent and will inform the College in this instance. I am willing to act as a referee for my child’s driving capabilities. I will inform the College where my child has had their driver’s licence suspended or withdrawn by authorities.

___________________________________________  ___________________________  ______________
Parent’s Name  Parent’s Signature  Date

**Student Understanding:**

My enrolment status is linked to my compliance with the conditions of being a student driver.

I must sign in/out on every occasion I leave the school during the day.

I understand that I will be excluded from class if I arrive after the start of a lesson, without the required permission.

If consent is given to be off campus, I understand that I am still accountable for my behaviour as per the College’s Student Code of Conduct.

I understand that I am not permitted to attend any licensed premises, even if 18 years old or over, during school hours or whilst wearing Norwest uniform.

I understand that if driving, I am not permitted under any circumstances to carry student passengers who do not have College and parental approval to travel with me.

I have supplied the College with a photocopy of my valid Driver’s Licence

___________________________________________  ___________________________  ______________
Student’s Name  Student’s Signature  Date
Students
Parents/guardians must give the following consent.

Parent/Guardian Consent
I give my consent for my son/daughter: ____________________________________________ (student name) to:

- be a passenger to and/or from the College or College sponsored events with the student driver/s named below
- be a passenger during the school day during non-scheduled class times with the student driver/s named below
- be a passenger of the student driver/s named below as long as they remain an approved driver and hold a valid driver’s licence

1. ____________________________________________
2. ____________________________________________
3. ____________________________________________

I recognise that while the College’s Duty of Care ceases when my child is off campus, the expected boundaries of behaviour stated in the Student Code of Conduct remain in place until he/she returns home and is not returning back to school that day. This consent is not given under any pressure or duress. I understand that if the College changes the enrolment status of my child, driving privileges on campus may be temporarily or permanently revoked. I also reserve the right to revoke my consent. I am willing to act as a referee for my child’s application to be an approved passenger.

____________________________  ____________________________________________  _______________________
Parent’s Name  Parent’s Signature  Date

Student Understanding:
My enrolment status is linked to the conditions of being a student passenger
I must sign out on every occasion I leave the College during the school day
I understand that I may be excluded from class if I arrive after the start of a lesson, without the required permission.
I understand that at all times while I am in College uniform I am accountable to the College for my behaviour as stated in the College Student Code of Conduct
I understand that I am not permitted to attend any licensed premises, even if 18 years old or over, during school hours or whilst wearing College uniform.

My signature below indicates that I understand each of the statements above.

____________________________  ____________________________________________  _______________________
Student’s Name  Student’s Signature  Date
SENIOR STUDENT ACKNOWLEDGEMENT OF POLICIES

☐ I have read the Norwest Christian College Stage 6 Handbook. By signing this memorandum, I acknowledge my understanding and acceptance of this handbook and all of its contents.

☐ I have read the Norwest Christian College 'Student Code of Conduct'. By signing this memorandum, I acknowledge my understanding and acceptance of this policy.

☐ I have read the Norwest Christian College 'Stage 6 Assessment Handbook'. By signing this memorandum, I acknowledge my understanding and acceptance of this Handbook.

☐ I have read the policies in relation to Student Drivers & Passengers. By signing this memorandum, I acknowledge my understanding and acceptance of this policy.

☐ I have read the Norwest Christian College policy 'I.T. Use'. By signing this memorandum, I acknowledge my understanding and acceptance of this policy.

☐ I have read the Norwest Christian College Guidelines for signing in and out. By signing this memorandum, I acknowledge my understanding and acceptance of these guidelines.

______________________________  __________________________    __________________________
Name                          Signature                   Date