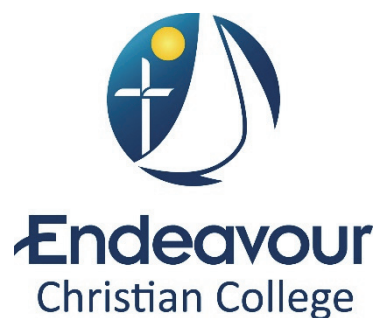




# Student Handbook

*All things through Christ*





### *Our Mission*

At Endeavour Christian College, we aim to provide Christ-centred education for the 21st Century through which children grow in the love of God, and in knowledge and compassion as citizens of the global community.

### *Our Vision*

Educating citizens for the 21st Century

### *Our Values*

Be Kind and Respectful, Be Safe and Responsible

### *Our Motto*

"All things through Christ"

We are at our best as a community when we:  
Love God, and  
love others as well as we love ourselves  
Mark 12:30-33

12 Charles Street  
Cooktown  
Qld, 4895

07 4082 0600  
[mail@endeavour.qld.edu.au](mailto:mail@endeavour.qld.edu.au)

[www.endeavour.qld.edu.au](http://www.endeavour.qld.edu.au)

## LOOKING AFTER MYSELF AND OTHERS

Our College community is built on developing respect for God and respect for self and others.

### *Living our College values*

General behaviours that show respect for God, self and others include:

Being kind and respectful, through:

- Respect for teachers, myself and other learners in the classroom and in the playground
- Respect for all adults whether parents, volunteers, guests or visitors
- Respect for my College through my actions and words to others
- Using kinds words in conversations with others, even when you disagree

### *General behaviours that show responsibility include:*

Being safe and responsible, through:

- Respect for my belongings, those of others and College property
- Making safe choices with behaviour and actions
- Being ready for school and ready to learn in the classroom
- Letting teachers/TA's know about hazards or unsafe behaviour
- Looking out for others at school and on the way to and from school
- Taking care of myself – nutrition, hydration and enough sleep are crucially important to success at school

### *Positive Learning & Communication Behaviours*

- Listen quietly when the teacher or anyone in class is speaking to the class
- Work as well as you can on each task, including working to complete it in the time given
- Focus on your work, but help and encourage others in their work when you are able
- Ask for help when you need it
- Raise your hand if you need help or have a question and wait until you are called upon
- Use minimum voice volume
- Give attention to whoever is speaking
- Encourage others

### *Healthy Behaviours*

- Eat at snack and break times
- Drink all the water in your water bottle twice each day
- Wash hands before eating and after using the toilet
- If you are feeling unwell, tell a teacher

### *Playground Behaviours*

- Respect for teachers, myself and others in the playground
- Make safe choices with behaviour and actions
- Look out for others
- Put rubbish in the bin

### *Bus Travel Behaviours*

- Wear your seatbelt
- Only move from your seat when getting on or off the bus
- Encourage others in good behaviour
- Let the driver know about hazards or unsafe behaviour

## WHAT TO DO WHEN?

### I am absent from school

If you are absent, your parent/carer should call the College Office by telephone on 4082 0600 or via email by 9 am on mail@endeavour.qld.edu.au. If you know you are going to be absent, your parent/carer should let us know by phone or email ahead of time.

### I am late to school

If you arrive after 8:45 please get a late stamp from the School Office before going to class.

### I need to leave school for some reason during the day

If you need to leave early your parent/carer should first let the office staff know by phone or email, or you can bring a note to the School Office at the start of the day. Your parent/carer will need to sign you out before you leave.

### I need to be excused from sport

Please show Mr Cousins the note from your parent/carer.

### I have lost property

When property has been lost, please check the lost property box located at the uniform shop. Remember, all items should be labelled, as the likelihood of property being returned is much higher!

### I am not in correct uniform

Report to the School Office on arrival with a note from a parent/carer explaining why. Wearing incorrect uniform may prevent your attending off-campus activities.

### I have medication

Your parents/carers must advise us in person if you have to take prescribed medication during school hours. You should not have prescription medication at school without the school having written advice from your parent/carer. Please note the following:

- All medication must be given in at the office. Any needs of the student must be given in writing.
- The medication must be in a container labelled by a health care professional or pharmacist, showing: the name of drug, use by date, name of medical practitioner prescribing the drug, name of student, dosage and frequency of administration.
- A designated staff member will administer the medication.
- We will return all unused medication to parents/carers when the parents/carers inform the school in person that medication is no longer needed.

### I am feeling sick

If you feel unwell at school tell your teacher. Depending on your illness, staff may contact your parents to take you home, or allow you to rest for a period of time, or send you back to class and observe how you're going throughout the day.

### I have valuables at school

Please carefully consider the need to bring any valuables (including Mobile phones) to school. If you must bring a valuable possession to school, it may be best to leave it at the office for safekeeping until needed (and return it afterwards, and collect it after school.)

### I have a mobile phone

Your phone needs to be on silent and kept in your bag outside of the classroom. You may check it at break times. Please do not use the camera at any time.

### You need to use the telephone

In cases of emergency, all communication between students and parents must be through the office.

## UNIFORM REQUIREMENTS

Wearing uniform is a non-negotiable aspect of attendance at our College. Demonstrate the value you place on yourself and our College by wearing it well. Parents and community members notice how well school uniform is worn and it communicates your pride in our College. It also creates a positive reputation for the College, providing opportunities for you in the wider community.

**Please wear your uniform in full and without modification.** Your uniform should be neatly kept so you can wear it with pride at all times. Senior students, you will need to wear formal uniform on days on which you do not have PE/Sport.

For special events, teachers will advise you in advance of uniform requirements for special events in the community, excursions, and similar events.

College hats are to be worn at all times around the school, except in the undercover area or inside. It is recommended that you wear your hat to and from school for sun protection.

**Your shoes need to be entirely black fully-enclosed leather lace-up or Velcro tab shoes.** The same all black leather jogger could be used for both the sport and dress uniforms. Slip-on shoes and non-leather are not safe footwear. Please wear navy blue (or white, until 2017) regulation College socks.

During the cooler months, our preference is for you to wear the College jacket. If you need to wear clothing under your school shirt for warmth it should not be visible.

Allowable jewellery is one pair of (or a single) plain (silver or gold) small sleeper or stud worn in the ear lobe ONLY, and a watch. (A medic-alert neck chain or bracelet may be worn)

Boys are to be clean shaven at all times. Sideburns are to be no lower than the bottom of the ears.

Make-up and nail polish (including nail extensions) are not allowed. Using clear lip balm (not gloss) for dry lips is acceptable.

Hair-styles are to be conservative. No extremes in style or cut are permitted. Hair should not be styled in such a way as to interfere with correct wearing of the hat.

- Boys' hair is to be neatly styled and worn off the face.
- Girls' hair is to be tied back in a simple style with hair ties in school colours (green, navy blue or white) if longer than collar length, and worn off the face. Plain hair bands may be worn in the College colours of green or navy blue. They are available from our Uniform shop.

Hair-styling products (such as gel/mousse/hairspray) may be used only in small amounts as an aid to keeping unruly hair tidy – not for styling or spiking of hair. Hair-colouring should be natural-looking. Glaring contrasts in colour are not permitted.

Variations to this dress code apply on special days

On Special Occasions e.g. fund raisers and theme days, a note will always be sent home to inform parents/carers. All items of clothing worn need to ensure modesty and be sun safe (In particular, short shorts / skirts / short tops / or singlets are NOT allowed.) Messages on clothing need to be positive.

## BULLYING AND HARASSMENT

Everyone has the right to feel safe and secure at school and to have their personal dignity upheld. Unfortunately, sometimes this is not the case. You may find that others treat you unfairly from time to time. When this behaviour towards you continues, despite your requests and efforts to make it stop, it is bullying.

Examples include:

- Paybacks or retribution
- Threats (physical or verbal)
- Isolating or excluding someone eg: not talking to them, ignoring them
- Intimidating someone

### Grievance Procedure

What to do if you think you have been discriminated against, harassed or bullied

You must let someone know – a parent, teacher or other trusted adult. This situation is not something you have to handle by yourself. Please remember the College can't do anything about a situation if we do not know about it. When College staff are working with you to support you, we will:

- Treat your complaint seriously
- Try to resolve it as quickly as possible
- Be fair and impartial
- Keep it confidential (so far as possible)

If you think that you (or someone you know) is being discriminated against, harassed or bullied at school the following options are available:

### Option 1 – Take direct personal action

If you feel able to speak directly to the person, tell him/her that you find their behaviour offensive or uncomfortable and want it to stop.

After you have tried this option but the behaviour persists, see Option 2.

### Option 2 – Seek help or advice

Talk about your feelings with a trusted person at the College. This may be:

- the Principal or Student Welfare Officer
- a member of Leadership
- another staff member or an adult from outside the College

### Option 3 – No further action/informal resolution/formal complaint

- Following your discussion with one of the people mentioned in Option 2, there are three possible courses of action:
- No further action is taken
- Informal resolution: where you receive and accept an apology for the wrong behaviour, with no further investigation or disciplinary outcome
- Formal complaint: where there is a formal investigation into the incident(s).

### Personal Safety

You have the right to be safe at all times. Teachers and school staff are people who will support you in times when you may not feel safe. Please tell us (or another trusted adult) of any situation in which you were fearful of your personal safety or where you were harmed.

## **HOMEWORK STATEMENT**

As teachers we believe that homework is an essential part of your learning journey. Teachers will consider your age, ability, confidence and resources when setting homework.

We believe that homework needs to

- ✓ support and build upon classroom learning,
- ✓ be engaging, and
- ✓ be purposeful.

Research shows that engaging and purposeful homework can reinforce what you learn in the classroom, lead to higher academic performance, improve study skills (including self-discipline, time management and initiative).

We also know that time spent on homework is time away from other family and community activities. Therefore, you will have a timespan in which to complete homework. It will usually be a number of days, and never the following day. As a general rule, teachers will follow the '10 minute per year level' guide in setting homework, meaning Year 7 students should receive 70 minutes of homework, Year 8 students, 80 minutes and so on. If you are struggling to complete homework for any reason, please talk to your teacher. Be an active participant in your learning.

Notes: You can expect that your homework time commitment will vary across the week and across the term depending upon task demands.

### **Tips for effective study**

Being able to effectively study is not a skill that people are born with. In fact, studying effectively consists of a number of positive habits which can be consistently practised. Anyone can improve their ability to study. The following tips will help you develop effective study habits:

#### *Find a good place to study*

You will need to set up a good study area, which will be free of distractions such as the television or radio. Try to establish a regular time and place for study. The place of study should have good lighting and be organised with your relevant study materials. Have a good flow of fresh air, to avoid feeling tired. The surface of your desk should be clear and organised before you start your study. A clear desk is a clear mind!

Don't wait for inspiration. Even if you don't feel like studying, just go through the motions. The very act of writing often helps your thinking processes and your interest level will soon increase.

#### *Get organised*

Use your study planner to help you block out periods for study time. Transfer the homework you have entered from your diary onto a study planner. Write down periods for study and periods for free time and other commitments. Your study segments should be between 30–40 minutes. Take a short break after each segment. Using your study planner will help you become more organised and visualise how much free time and study time you have each week.

#### *Understand your tasks and assignments*

Separate study from assignment work and tasks set for homework. Keep all assignments to be submitted in a separate folder, so that they are in one place. Before you start your tasks or assignments, carefully read through the set work, and make sure you understand the task at hand so that you can prepare yourself for the assignment or homework. For example, determine which books or equipment you will need for each task. Identify what you need to learn or complete, in order to avoid confusion and wasting time. If you are unsure of the task, write questions in your diary so that you can ask your teacher the following day.



Don't forget to do your most challenging tasks and subjects when you are rested and feel refreshed, as your concentration levels will be higher.

### Break it down

Assignments which need to be completed over a set period of time should be dissected into small manageable chunks. This will make the assignment more manageable and enable you to complete it in stages, rather than all at once or the night before it is due. Keep track of your progress as you complete each part.

### Do one thing at a time

Focus on one task or assignment at a time. Using the block set period of 30 to 40 minutes for one task/subject only will stop you from jumping from one subject or assignment to another. Compete with yourself by choosing a task you think you can complete in the amount of time set and force yourself to finish it.

### Use 'to do lists'

Make a new 'to do list' each day or the night before. Cross off the accomplished task, assignments, revision and carry over the unfinished tasks on your new things to do list. Use a coloured text liner to highlight the important or immediate tasks. This will help you prioritise and meet deadlines.

### Revision and summary notes

Revising what you have learnt should be part of your study timetable. Reading over your notes and checking your understanding of new topics learnt in class is an important part of study. Set aside each week a period for revision of your notes for each subject. This will help improve your understanding of the subject and will avoid you cramming for a test.

To help you revise each of your subjects, create a set of summary notes by following these quick tips:

- ✓ split each subject into topics
- ✓ use clear headings and divide each topic into main sections
- ✓ use your class notes to make summary notes under the main topic headings
- ✓ use a highlighter to identify key terms, concepts and formulae
- ✓ identify key questions/issues and provide answers for them
- ✓ regularly revise and add to your summary notes
- ✓ at the end of the term or semester, create a new set of mini-summaries from your summary notes for final exam revision.

### Try to stick to your study plan

As much as possible, try to stick to your study plan and avoid interruptions such as telephone calls, TV shows and visitors. If you want to watch a TV show, include it in your planner and then work around it. Try to follow your study plan as mapped out and don't waste time by starting two hours later than planned. Motivate yourself, achieve your set goals and then reward yourself!

### If I am stuck...?

Well, see your teacher. They are your best resource and help. Remember, you are powerful in your learning and part of that power comes from asking questions when you're stuck.

## ASSESSMENTS

A summary of expectations is set out below.

### *What Are Assignments?*

An assignment is “an extended piece of work that requires a student to spend time on it at home or school over a number of evenings or lessons”. Assignments are an important assessment tool and often count significantly towards your grade at the end of a term or semester. So it is important for you to take your assignment work seriously, and submit the best work you are capable of.

Assignments that contribute to summative assessment (that means, they count towards a grade on your report) must satisfy the following criteria:

- ✓ They must be your own work
- ✓ They must be completed and presented by the “due date”.

### Due dates

In the interests of fairness and equity, due dates (weeks) are strictly applied, unless there are special circumstances.

When assessment tasks are given, usually you will be advised of check dates for draft copies or notes, and the final due date. You will normally have at least two weeks to prepare an assignment so you will need to pace your work so that you hand in your final copy by the due date.

Assignments should be handed in personally and ON TIME. Extensions will be granted in due to illness or for compassionate reasons. Requests for extensions should be made well before the assignment due date.

### Assessment planners

You will be given an assessment planner at the beginning of each term (usually in Week 1) so you will know what assignments are due and when. This will help you manage your time and work.

If you have not negotiated an extension according to the procedure explained above, you will lose a part grade (eg. B to B-) for each day your assignment or assessment piece is late (including weekend days) If a you fail to submit an assignment on time, parents/carers will be informed that you have submitted a late assignment and you will lose a part grade for each day it is late. If no assignment is submitted within 5 days of the due date you will be given an E grade and your parent/carer will need to come to school for an interview to discuss the issue.

### Absence on the due date

If you are absent from school on the day an assignment is due, you should arrange to have the assignment delivered to the school, or email it to your teacher, or to [mail@endeavour.qld.edu.au](mailto:mail@endeavour.qld.edu.au)

### Assessment under test / exam conditions

If you do not attend a test/exam on the day, it is set you will then be expected to complete it in the first available lesson back in the class in a time frame given by the teacher.

## END OF YEAR AWARDS NIGHT

Awards Night is a once a year celebration of student's successes. This opportunity is used to recognise student achievement across the year, displaying excellence in a number of given areas.

All students will receive a certificate of recognition that acknowledges their effort and contribution for the year. Students will have a special attribute mentioned when receiving their certificates.

Please note trophies are given in Year 9 to commemorate the completion of Middle School.

All students in secondary school are eligible to be considered for an additional year level award as follows:

### *Sportsman and Sportswomen Award*

Awarded to students that have achieved highly in the school sports program and at district and regional levels. Recipients should also be known for their sportsmanship and will demonstrate commitment and encouragement of others.

### *Diligence Award*

Awarded to a student who displays consistent efforts in all subjects of school.

### *Arts Award*

Awarded to a student that has achieved highly in the school arts program or at extracurricular activities in one or more area including performing arts, music, visual arts, drama, speech, and dance.

### *Character Award*

Awarded to a student who displays strength of character in all aspects of school life.

### *Academic Award*

Awarded to the student who achieves the highest overall academic achievement in core subjects.

