



# SECONDARY STUDENT HANDBOOK

**AGREED PROTOCOLS**

# Uniform requirements & expectations

- Full, correct uniform is to be worn each day.
- Southern Cross Catholic College uniforms are not to be modified after purchase. No rolling up skirts or shorts. No getting hems of skirts or dresses taken up.
- T-Shirts, "skins" and other undergarments are not to be visible under a blouse or shirt.
- All shorts, skorts, skirts and dresses of students are to be worn from the waist and reach to near the top of the knee.
- The Southern Cross Catholic College bag is the only bag to be used (black for Secondary).
- The hat is to be aligned with the uniform: the academic hat is to be worn with the academic uniform, the sports hat is to be worn with the sports uniform.



## Hats

Ripped, torn or tattered hats need to be replaced. Your name is to be clear but unobtrusively labelled on the hat. Hats are a graffiti-free uniform item. A 'no hat, no play' rule is strictly applied.

-Loan hats can be borrowed once a term from the Secondary office.

-It is the student's responsibility to bring the required hat to school and purchase new hats when required.

-Students without a hat, you will be asked to go to the library or office by the staff members on duty during break times.

-Staff may also ask students to pick up ten papers when students are not wearing a hat. (Eg. carrying it on top of books)

The uniform shop has a full supply of hats.

# Academic Uniform Days

All secondary students **MUST WEAR** their full Academic uniform on Fridays. Junior secondary students (7-10) are encouraged but not expected to wear their Academic uniform on non-HPE days.

Year 11 and 12 students are expected to wear their Academic Uniform on Wednesdays and Fridays.

## Junior Girls

- White blouse with burgundy and grey stripes, SCCC embroidered logo and tie
- Charcoal grey skorts or skirt with SCCC logo
- Black leather lace-up shoes polished with white socks above the ankles
- Cream Formal Hat

## Senior Girls

- Grey dress with tie
- Black leather lace-up shoes polished with white socks above the ankles
- Cream Formal Hat

## Junior Boys

- White shirt with burgundy and grey stripes, SCCC embroidered logo
- Charcoal grey shorts with SCCC logo
- Black leather lace-up shoes polished with grey socks above the ankles
- Grey Formal Hat

## Senior Boys

- White shirt with SCCC embroidered logo
- College tie
- Charcoal grey shorts with SCCC logo and black belt - shirt must be tucked in.
- Black leather lace-up shoes polished with long grey socks (to the bottom of the knees).
- Grey Formal Hat



## Socks

Sports - socks are white and are to reach at least to the ankles (covers the ball of the ankle), no logos except the SCCC socks.

## Hair Ties

Tie/s or band/s, hair clips etc., are to be of College colours (burgundy, white, black, charcoal grey or gold).



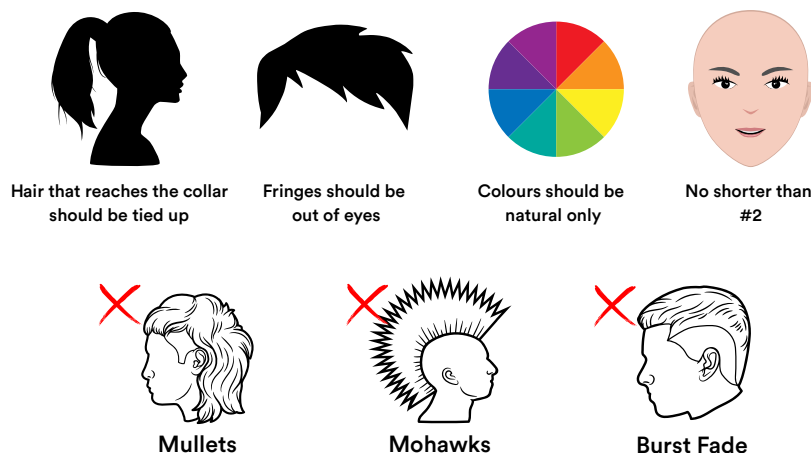
## Hair

Hair must be kept natural, well-groomed and off the face at all times. Fringes are not to interfere with your eyesight.

Coloured hair (tints/dyes) that are not your natural hair colour or do not look natural on you are unacceptable.

Extreme or radical hair styles (including streaks, tracks, rats tails, horse tails, mullets, extreme hair parting, shaving, undercuts or extensions) are unacceptable.

Students are not permitted to have their hair shorter than a 'number 2' cut.



Students will be asked to immediately fix breaches of hair expectations (e.g. get a haircut, dye it back to a natural colour) and you will likely be removed from classes until it is done.

## *Jacket*

**Black College Sports Jacket OR Black College Pullover ONLY. No other jumpers, hoodies or jackets are allowed. Year 12 students may wear their Senior Jersey during terms 2 and 3, with sports or formal uniform as a jumper. A College blazer set will be maintained by the college and will be issued on a borrowing basis for important school events.**

## *Jewellery*

Students will be asked to remove unacceptable jewellery items on first notice. Refusal to remove items may result in withdrawal from classes until the uniform policy is adhered to.

<b>Necklace</b>	1 x plain metal chain with religious medal or cross only.
<b>Bracelets</b>	None.
<b>Rings</b>	1 x flat signet ring only.
<b>Earrings</b>	1 x pair of plain metal studs or sleepers. in ear lobes only. No gemstones, shapes or hoops.
<b>Piercings</b>	None - no plastic tape or covers are permitted.

## *Watches*

The school policy only allows for a simple wrist watch. If you have a smartwatch, and you use it as a personal communication device as you would a phone on College grounds, you will be issued a Level 2 After School Detention.

## *Make up*

Students are not to wear any make-up to school. Anyone with visible make-up (including sunscreen foundation) will be asked to remove it. Ongoing wearing of make up will result in consequences. This includes eyelash extensions, eyebrow tattoos and eyelash tinting.



## Nail Polish & Acrylic Nails

Nail polish and acrylic nails are not to be worn to school. You will be asked to remove polish and/or acrylic nails with repeated breaches to result in the issuing of a Level 1 Yellow Detention.

## Shaving

Male students are to have their faces clean shaven on arrival to school. The school has razor blades and shaving cream in the office if necessary.

## Tattoos

All tattoos (temporary, permanent and/or Henna-style tattoos) are unacceptable at school.

## Shoes

All shoes must comply with Workplace Health & Safety regulations.

*Academic Shoes* - must be black, leather lace-up polished shoes. Black joggers are not acceptable.

*Sports Shoes* - must be suitable for participating in sport. High tops (including Basketball shoes), Globes, DCs, Volleys, Converse All-Stars, deck shoes, Vans, Nike SB, Nike Air Force One, Mid Tops, Dunks, Basketball shoes, etc. are NOT suitable as part of the uniform.



# Homeroom Requirements & Expectations

## Diary

Student diaries are used by all students to help keep your school life organised. You will record your homework, assignment due dates, and other important dates in your diary. At the beginning of each week, all subjects must be written into the diary for each day of the week. (Years 7-10 students)

Your diary must be signed at the end of every week by a parent or carer. (Years 7-10 students). The signed diary is to be presented to the Homeroom teacher during Monday morning Homeroom. Failure to show your signed diary will result in a verbal warning and diary note in the first instance and repeated breaches will result in a Level 1 Yellow Detention.

Diaries must be taken to every class. If the diary is lost, a new one must be immediately purchased from the office. The diary is not to be graffitied. Graffitied or damaged diaries must also be replaced at your own cost.

## Behaviour

Students are required to remain seated during Morning Homeroom and not move around the room. You are expected to interact with your peers and teacher in a respectful manner.

## Organisation

Students are expected to arrive at Homeroom in the morning with all equipment required for Periods 1 and 2. No student should need to go back to their locker during Morning Homeroom or during classes.

## Homeroom Activities

Monday - Diary Checks

Tuesday - Student Leader Engagement

Wednesday - Wellbeing/Investment in Learning Activities

Thursday - Drop Everything and Read (DEAR)

Friday - Christian Meditation

# Chromebook and Textbooks



Chromebooks are a tool for learning. They are to be brought to every class but only used when the teacher states they are to be used as part of your learning.

Any inappropriate use of your Chromebook in class will likely result in you losing access to your Chromebook. Depending on the nature of the inappropriate use, a detention or withdrawal from classes may also be issued.

Inappropriate chromebook usage means:

- Games
- Watching irrelevant videos that the teacher has not set (e.g. YouTube)
- Watching a movie
- Emailing other students and / or parents
- Using inappropriate language in documents or emails
- Working on anything that has not been set by the teacher (doing other subject work)

Any damage to the Chromebook that is a result of neglect or misuse will result in your family having to pay the bill.

Chromebooks are not to be taken home. They are collected during Morning Homeroom and returned in Afternoon Homeroom.

Chromebooks are a graffiti-free item and stickers on chromebooks are not permitted. The student name label and barcode stickers on Chromebooks must not be removed.

Teachers will often use NetOp Vision software which allows them to monitor your chromebook use from their computer. This is mandatory and there is no option for you to refuse. Failure to cooperate in this regard will result in your Chromebook being taken off you and you will complete the assigned learning tasks using pen and paper.

Textbooks are issued to students on loan and they remain the property of Southern Cross Catholic College. All textbooks are to be cared for in a responsible way. In the event of a textbook being lost or unduly damaged, students will be required to pay for a comparable replacement.



## Lockers



We are a bag free school. This means that we do not take our school bags to class. Lockers are provided for you to store your school bags in at all times. Lunch boxes are also to be stored in lockers. If they cannot fit in your locker, they must be placed on the top of the lockers and not on the ground or tables nearby.

Students are to keep their lockers locked at all times when not being accessed. Lockers are to be kept neat and tidy; therefore, they need to be cleaned regularly. Under no circumstances is anyone allowed to access another student's locker. Lockers are only accessed before and after school, and at the beginning and end of both lunch breaks. They are not to be accessed between periods without the permission of your teacher.

## Mobile Phones

SCCC is a NO PHONE school. Mobile phones are not permitted to be used by students at any time during the day. If you have a mobile phone it must be placed in your bag in your locker all day. When you arrive at school in the morning, mobile phones can only be used in the front pickup/dropoff waiting area until 8.00am. In the afternoon as you are leaving school, you may only access your mobile phone in the front pickup/dropoff waiting area or after you have departed the College grounds. During the school day you cannot have your phone on you. It cannot be in your pocket or pencil case.

If you breach the Personal Communication Devices Expectations policy (if you are caught with a phone) you will be issued a Level 2 Orange After School Detention.

If you need to contact a parent or guardian during the day, you are to go to the secondary office and use a school phone. Mobile phones are not to be used.

Mobile phones cannot be used for contactless payment at the College tuckshop. Use cash, debit card, or pre-order your lunch via the Flexischools app.

If you bring your phone to school and leave it in your locker, you do so at your own risk. The school accepts no responsibility for any damage or to investigate the loss, replacement or alleged theft of devices.

## Arrival at School

Students are expected to move to the Sails waiting area at the front of the College (until 8am) or to the Secondary Buildings areas from 7.45am. Students are not permitted to arrive at school and then leave College grounds. Students are not permitted to gather outside the school gates or at the Bridge area from 7.45am as the Secondary area and Sails area is available for students.

## Arriving Late

If you arrive late to school you must go to the Secondary Admin Office (Years 7 - 10) or the S Block Admin Hub (Years 11 & 12) and sign in first before heading to class.

If you are late to a class, particularly after morning tea or lunch or between periods, you will be given a warning first. If this reoccurs, you will be issued a Level 1 Yellow Detention. You need to do printing, go to the toilet and get a drink at the beginning or the middle of these breaks, not at the end.

Pastoral Leaders may issue 'Punctuality Cards' to track students who are frequently late to class with further consequences issued for repeated lateness.



## Inappropriate Language

There is a zero tolerance policy to the use of inappropriate language at SCCC. If you are caught swearing, even to a friend or under your breath, you will be issued with a Level 2 Orange After School Detention. Swearing at a teacher will result in a Level 3 Red Withdrawal from Classes. Inappropriate language includes using words that are considered discriminatory.

# *Bullying*

There is a zero tolerance policy to bullying at SCCC. Everyone at the school has a right to feel safe and respected, therefore any form of bullying is taken seriously.

## **What is bullying?**

It's more than just a fight or disliking someone. It's being mean to someone over and over again. Bullying is an ongoing or repeated misuse of power in relationships, with the intention to cause deliberate (on purpose) psychological harm. Bullying behaviours can be verbal, physical or social.

## **Types of bullying**

**Verbal:** Name calling, teasing, putting someone down, threatening to cause someone harm.

**Physical:** Poking, hitting, punching, kicking, spitting, tripping or pushing someone, breaking someone's things, pulling faces or making rude hand signals.

**Social:** Lying, spreading rumours, playing horrible jokes, leaving someone out on purpose, embarrassing someone in public.

**Cyberbullying:** Using technology to hurt someone else by sending hurtful messages, pictures or comments.

If you are being bullied there are several things you can do:

- Be assertive and tell the student/s to stop what they are doing
- Block them on social media
- Report the bullying to the classroom teacher or homeroom teacher
- Tell the Pastoral Leader
- Use the 'Report Bullying' button on your Chromebook (on the Student Intranet page). This sends a direct email to the Deputy Principal with your concerns so they can be addressed by the Pastoral Team.

Bullying carries serious consequences. These can range from detentions, withdrawal from classes and suspensions.

It is not acceptable to use social media outside of school hours to bully others (cyberbullying) - all matters of this nature will be investigated and school based consequences will be issued.

## *Morning Tea & Lunch Break Rules*

You will have the first ten minutes of morning tea to have something to eat before the Hall, Courts and Oval are able to be accessed.

Remember to eat well and have a sufficient amount of water to sustain yourself and your learning.

During lunch time there are a variety of different activities to enjoy:

- Go to the library
- Sit in the eating area/around the buildings/on the astroturf
- Participate in the many different clubs activities offered
- Play on the Secondary Oval
- Play on the Basketball Courts

There is to be no rough behaviour anywhere, including no tackling. Students are not permitted to go further than the line of the trees on the far side of the oval. The areas behind P, N, and O Blocks are also out of bounds.

Due to the College Hall being so popular, each year level has a different day for use to keep play safe. Often, Student Leaders run Inter-House Competitions at this time.

Students are expected to wait for the teacher on duty to arrive before entering the Hall, Secondary Oval or Courts to play at break times.

No food is permitted to be consumed on the Secondary Oval or in the Hall during break times.

The tuckshop can be very busy at the beginning of breaks. It is a good idea to pre-order your food using the Flexischools app.

No mobile phones or smartwatches are allowed to be used as a payment method (using payment apps). Cash and cards are acceptable.

Make sure that you go to the toilet and have a good drink well before the bell goes to avoid being late to class and therefore being issued a consequence.

## Student Intranet

The Student Intranet Page is an important source of information for students. Information such as Student Morning Notices, Assessment Calendars, the Library Catalogue, and the Report Bullying button can be found here. The Student Intranet Homepage is set as your Chromebook homepage.

## Homework

Homework is set regularly at Southern Cross Catholic College and all students are expected to complete their homework. Homework can be made up of a variety of activities to reinforce learning from class, explore new material, or work towards upcoming assignments. Homework contributes toward building responsibility, self-discipline and lifelong learning habits. If you are ever unable to complete your homework, please ask your parent or carer to provide a note in your Student Diary to explain. Students who do not complete homework without a valid reason will be issued a Level 1 Yellow Detention.

## Homework & Tutoring Program

Homework is set regularly at Southern Cross Catholic College and all students are expected to complete their homework. Homework can be made up of a variety of activities to reinforce learning from class, explore new material, or work towards upcoming assignments. Homework contributes toward building responsibility, self-discipline and lifelong learning habits. If you are ever unable to complete your homework, please ask your parent or carer to provide a note in your Student Diary to explain. Students who do not complete homework without a valid reason will be issued a Level 1 Yellow Detention.





## Assessment Calendars

Assessment Calendars are available on the college website ([www.sctsv.catholic.edu.au](http://www.sctsv.catholic.edu.au)). They can also be viewed by clicking on the calendar icon in your Compass portal or in the Compass app.

The Student Diary has a blank assessment planner template at the beginning of each term. It is a good idea to visit the online assessment calendars and write the due dates into your diary at the beginning of each term. Some students also find that having assessment dates visible in a prominent place at home (like the fridge) assists them in feeling more organised.

## Absence for Assessment (Assignments / Exams)

From time to time, you may have a valid reason for not being able to complete your assessment on time. Valid reasons include illness, injury, representative sport or arts events, or absence due to unexpected situations (misadventure).

### Assignments

If you know that you will be absent from school on the due date of an assignment, make arrangements to complete the assignment and submit it early. All assignments must be submitted on or before the due date.

If you are absent from school due to illness or another unforeseen event, you must make every effort to submit the assignment on the due date. This might mean dropping it into the secondary office or sharing an electronic copy with your teacher.

If you are unable to submit the assignment on or before the due date, you need to apply for a Variation to Assessment via the correct form, which is available for you to download via the student intranet.

If you don't submit an assignment and you haven't submitted a Variation to Assessment form, you will be assigned a grade based on what you have completed on the due date. The Curriculum Leader for the subject will also issue you with a Level 2 Orange After School Detention.

These processes help you to develop good habits around submission of assessment.

### Examinations/Tests

Students who are absent on the day of exams will be required to sit their exams during a scheduled exam catch-up session. Exam catch-up sessions run from 3:00pm to 4:30pm on Tuesdays, Wednesdays and Fridays during exam periods. Exam catch-up sessions are not usually run during school time to minimise the impact on your learning in other classes.

## Seating Plans

Most classes will have seating plans, meaning the teacher has allocated you a specific desk to sit at. This is not negotiable and you must follow the seating plan. A consequence will be issued for those who move out of their seating plan. Seating plans can be negotiated with the teacher when required to support student learning.

## Leaving Class during a lesson

Printing, going to the toilet and getting a drink should be done at lunch breaks rather than during class. Your teacher may decline your request to print during class or get a drink. Bring a water bottle to each class instead.

If you absolutely need to go to the toilet during class, the teacher allows you to print, or you are sent on another job, you **MUST** fill in the student movement log at the back of your diary. It is your responsibility to write the reason for leaving the classroom and the time. You will then bring it to your teacher to sign. Once you return to the classroom, you must write in the time you arrived back and get your teacher to sign the diary again.

The purpose of this is to ensure student movement class time is monitored and limited.

## Extra Curricular Activities

There are a large number of extra-curricular activities available at the College. Please talk to your Homeroom Teacher about these opportunities and check out the Student Morning Notices (via the Student Intranet Page) for regular updates. You should commit to at least one activity per term.



# *Assemblies, Liturgies and Masses*

Whole Secondary Assemblies are a formal occasion and are held every second week throughout each term. Students are to move to the eating area between the Hospitality kitchens and the back of the Hall. They are to place their equipment (books, chromebooks) on a table and quietly enter the Hall. Coloured House flags are at the back of each section of chairs, showing where each House is to sit. Year 7 is seated at the front of the Hall with their Homeroom Teacher, followed behind by other year levels in the same House. Once seated, students are to place their hat under their chair. At the end of the assembly a different year level is assigned to pack up the chairs. The secondary students are addressed by members of the College Leadership Team, other teachers and sometimes guests. Presentations, awards, performances and exhibitions are all enjoyed and celebrated.

Year Level Assemblies are held in the alternate weeks to the Whole Secondary Assemblies. The Pastoral Leader hosts these meetings and they are for the whole year level. Some year level assembly time may be spent completing activities in Homerooms.

Liturgies are held to mark special and/or solemn occasions throughout the year. They are usually run in the College Hall and the seating arrangements are similar to assemblies. All students are expected to participate in Liturgies.

Masses are held for the whole College three times per year. These include the Beginning of Year Mass, the Feast Day Mass, and the End of Year Mass. Mass is the central act of worship in the life of a Catholic. Going to Mass is about spending time with Jesus. Catholics participate in the sacrament of the Eucharist at mass. Non-Catholics receive a special blessing from the Priest or the Extraordinary Minister of Communion instead of receiving the Eucharist. Everyone is welcome at Mass and students are expected to demonstrate full participation.

- Behaviour

Enter the Hall calmly and quietly. You are required to remain quiet during assemblies, liturgies and Masses: no talking unless you are participating in the responses. You are expected to be attentive to the speakers. Whole Secondary Assemblies are formal occasions and therefore any talking or silly behaviour will result in the issuing of a consequence.

- Punctuality

You must be on time to assemblies as per regular classes.

- National Anthem

The Australian National Anthem is to be sung with pride and enthusiasm.

- Prayer

As a member of the College community you are expected to participate in the College Prayer.

## Awards

There are a range of awards regularly celebrating student effort and behaviour during the College year.

Year Level Awards are presented at Year Level Assemblies and these come from staff recognising the good works of students.

Investment in Learning Awards are presented to all students who exhibit sustained motivation, engagement and commitment to learning. The criteria are Love of Learning, Productive Engagement, and Punctuality and Attendance.

These awards are presented in Term 4 at a special assembly, along with a range of Academic Excellence Awards (Gold, Silver and Bronze) and Subject and Special Awards, which are presented at the annual Awards Evening.

## Student Representative Council

Each Semester, all Homerooms and classes in Years 5 and 6 elect a member to represent the class as part of the Student Representative Council.

SRC Representatives elected from Years 5 - 12 are the voice of the student body and have the opportunity to consider new initiatives and changes that ensure that students continue to be able to live out the College Mission.

SRC Reps generally have the role for one semester.

## Detentions

There are two types of detentions.

- Level 1 Yellow Detention (lunch time)
- Level 2 Orange Detention (after school)

A Level 1 Yellow Lunchtime Detention can be issued by any teacher and means your actions have not aligned with the school's policies, expectations, and requirements. You must attend this detention or it will be escalated to a Level 2 After School Detention.

A Level 2 Orange After School Detention is held in the secondary office or in a classroom, after school until 3:45pm. These are issued by the Curriculum and Pastoral Leaders.



## College Prayer

Loving God,  
We are proud to be members of the Southern Cross Catholic College  
Community.

Like Mary before us, we find strength in Sharing with, Helping,  
Including, Nurturing and Encouraging others.  
We grown in the spirit of faith, love, forgiveness, respect and justice.

May the southern Cross remind us of your love for us.

May your love for people always shine through us.

In what we do, may we alays strive to love, to serve, to shine  
through Mary to Jesus.

Amen.



# College Map

