

Welcome

to

Parents and Students

On behalf of the St Arnaud Secondary College community, we extend a warm welcome to new students and their parents. We hope you find your association with the College beneficial and worthwhile. If you have any queries, concerns or praise about the College please let us know. We welcome parent involvement in the College.

This handbook provides information about St Arnaud Secondary College, and it should be retained for ready reference. Any ideas you have for improvement or additions will be most welcome.

Ian Peel
Principal

Rebecca Montgomery
Assistant Principal

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Contact Personnel

Principal	Mr Ian Peel	
Assistant Principal	Ms Rebecca Montgomery	
Year 7 Coordinator	Mrs Helen Burns	
Year 8 Coordinator	Mrs Vanessa McCormick	
Year 9 Coordinator	Mr Al Sharp	
Year 10 Coordinator	Mr. Daryl Leach	
VCE Coordinator	Mr Colin Macgowan	
Student Welfare Coordinator	Mrs Rosanne Chapman	
VCE Welfare Coordinator	Ms Sue Upton	
School Nurse	Mrs Tulsa Andrews	
School to Work (Careers)	Mr Martin Dodgson	
School Council President	Mr Wayne Griffith	(Ph: 54951274)

Parent Club

President	Mrs Shelley Griffith	(Ph: 54951274)
Secretary	Mrs Sheryl Williams	
Treasurer	Mrs Lynn Tannock	
School Captains	Jovel Hunt	

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Contacting the College

Location:	Smith Street, St Arnaud, 3478.
Postal Address:	PO Box 40, St Arnaud, 3478.
Telephone:	(03) 5495 1811
Facsimile:	(03) 5495 2308
E-mail:	st.arnaud.sc.@edumail.vic.gov.au
Web Site:	www.starnaudsc.vic.gov.au
Office Hours:	8.15 am. - 4.30 pm.

Enrolment & Attendance

Enrolment

Parents of all students new to the school must complete an Admission Form and Medical Form. Parents of 2008 Year 7 Students will receive the forms late in 2007. Other new students will be given forms to complete when they enrol at the College.

Students leaving school or transferring to another school should inform the Assistant Principal at least three days prior to leaving, in order that transfer forms and other formalities may be completed.

Attendance

A written note from parents is required whenever a student is absent from school. This note should include the reason for the absence. The note is to be presented to the Form Teacher or the General Office within five days of the student returning to school.

Where a student is likely to be away for several days, parents should telephone details to the office or Year Level Coordinator, who may arrange for work to be sent home.

Youth Allowance (Austudy) recipients should note that unexplained absences and unapproved absences may lead to a deduction in Youth Allowance payments.

VCE students who seek medical attention during an absence are advised to obtain a doctor's certificate.

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Commencement of School Year

Teachers will resume school on Tuesday, 29 January 2008.

Students resume on Wednesday, 30 January 2008.

Term Dates

	2008	2009
Term 1:	30 January – 20 March	29 January – 3 April
Term 2:	7 April – 27 June	20 April – 26 June
Term 3:	24 July – 19 September	13 July – 18 September
Term 4:	6 October – 19 December	5 October – 18 December

Bell Times

The College operates a seven period day. Each period is 43 minutes long. A bell is rung at the end of each period.

8:55 am.	Warning bell	
9.00 am.	Period 1	
9.43 am.	Period 2	
10.26 am.	Period 3	
11:09 am.	Recess	
11:25 am.	Warning bell	
11.28 am.	Period 4	
12.11 pm.	Period 5	
12.54 pm.	Lunch	
1.45 pm.	Warning bell	1.36pm. (Monday & Friday)
1.50 pm.	Period 6	1.54pm.
2:35 pm.	Period 7	2.37pm.
3:20 pm.	School dismissed	3.20pm.

Parents should note that the college buildings and grounds are not supervised by teachers on yard duty before 8.45 am and after 3.35 pm.

Punctuality

Students are expected to be at school by 8:50 am.

Students, where possible, should bring an explanatory note when they are late for school. Students who are late are required to sign the Late Book at the front office. Students must collect a late slip from the General Office, and take the slip to class.

Students who are late for school or class are recorded as absent from school until attendance rolls are adjusted.

Students, who are frequently late, without reason, will receive after school detention to catch up on class time lost.

Leaving the College Grounds

Town students going home for lunch must have a current LUNCH PASS, available from the Assistant Principal. Students must go home and return by the most direct route and not loiter in the street - particularly the shopping centre. Lunch Pass privileges may be suspended for Lunch Pass infringements.

Students not possessing a current Lunch Pass must not leave the school grounds without permission. Students are not permitted to have lunch at the homes of fellow students, without permission from the Assistant Principal.

Any student (bus traveller or town student) wishing to visit the shopping centre in school hours for medical or dental appointments must also bring a note from a parent and present it to the Assistant Principal, and then fill out the "Early Leavers Book".

School Bus Services

Six school bus routes serve St Arnaud Secondary College. These are:

Coonooer Bridge	Traynors Lagoon
Gowar East	Swanwater
Stuart Mill / Emu	Winjallok

Permission to Travel

Secondary College students may travel on school buses, provided that the student's home is 3 miles (4.8 km.) from the school and provided the child will be using the bus daily.

Students wishing to travel by bus to school need to complete an Application to Travel on a School Bus form. These forms are available from the Assistant Principal.

Students who are not attending their closest secondary college must contact the Assistant Principal, as they may be required to pay bus fares to attend St Arnaud Secondary College. The

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students will also require permission to travel from the Regional Director. The Assistant Principal can assist parents with this application.

Students, who wish to travel at weekends, or at irregular times, or wish to temporarily use another bus service, must have written permission from the Assistant Principal. A note is required, in which parents undertake full responsibility for the child's safety and conduct on the bus.

Conduct on the Bus

A very heavy responsibility falls on the drivers of the buses who together transport over 200 students from three schools in to St Arnaud each day. Students must observe strict standards of behaviour on school buses, and be prepared to accept control of drivers and Bus Captains.

In any case where unsatisfactory conduct of a pupil may cause a distraction to a driver and thereby endanger the safety of all in that bus, the child will be suspended from further travel for a period of time determined by the Principal. The Principal will require a firm assurance from the parents that such behaviour will not occur again.

These regulations apply also to the North Central Cluster Centre buses. In the past, disciplinary action has been taken against students using these buses.

NOTE: Permission to use the school buses is dependent on the good behaviour of the student.

Conveyance Allowance

This travel allowance provided by the State Government is for students required to travel 4.8kms or more to a school bus stop, or privately to school where a bus service is not available. The first child receives \$400 per annum and subsequent children \$200. If the distance is greater than 10km, the allowance is greater. The distance is measured from the front gate of the property to the nearest bus stop or the school. The allowance is paid only to families accessing their nearest school or bus stop.

Other Bus-Related Issues

Parents are advised not to park in the vicinity of the Wheeler Street Bus Interchange, as parking restrictions are enforced. A permanent 40km/hr zone exists in all streets adjacent to the school.

Changes to bus routes can be made. Parents should discuss any proposed changes with the Assistant Principal, who will make application for changes on behalf of parents. There are strict guidelines which must be followed with respect to alterations to bus routes and bus stops.

A Bus Pass gives permission for bus travellers to use another school bus, and for town students to travel by bus to another home. If buses are filled to capacity, permission to travel on these buses will not be granted. Students should obtain their bus pass at least 24 hours before the time of travel.

Bicycles

Students who ride bicycles must wear a helmet and use the racks provided.

Students are not permitted to ride scooters, skateboards and in-line skates to school.

Students must not play or loiter around the Bike Shed area.

Students must not use bicycles belonging to other students without their permission.

Students are advised to avoid riding bicycles down Bewley Street towards the intersection with North Western Road.

Student Cars

Student cars are not to be used during school hours (8.50am - 3.20pm). Student cars are not to be parked in the College Car Parks.

Students are discouraged from picking up other students on the way to or from school.

Students are not permitted to transport other students in private cars in connection with any school program or function, whether held during school hours or at other times.

School Requisites and Facilities

Books and Requisites

Your child may have returned to this school a copy of his/her book and stationery requirements for 2008. Books are packed by Ballarat Books, and are available for collection during the last week of the summer school holidays. Books will be available for collection at the Secondary College prior to the commencement of school. The collection date will be Tuesday 23rd January. Books not collected will be returned to Ballarat Books, unless paid for in advance.

Parents will be informed of the amount due, and payment is expected when the books are collected. Ballarat books have EFTPOS facilities. Books may be paid for in cash or by money order. Personal cheques will not be accepted.

It is not possible to direct EMA payments towards the cost of booklist items, as EMA eligibility is not determined until after the time of payment for books.

The Booklist Coordinator, Mrs Jenny Supple, will assist with queries concerning booklists. Students enrolling during 2008 will send in a late order to Ballarat Books.

The Materials Charge

The College has a materials charge for each student. This will cover provision of items such as classroom materials, Internet access, printing, some travel costs and a range of other items provided by the College. The amount of the materials charge is yet to be determined but will be approximately \$80 per student as in 2007.

Payment will be made to the General Office. Payment of the charge is expected for all students enrolled in 2008. Payment is due by May 1, 2008. Payment may be made by instalments. The school held portion of EMA can be directed to the payment of the voluntary levy.

Further information concerning the materials charge will be distributed with booklists.

Computer Facilities

Computers are widely used by both staff and students for teaching, learning and administration purposes. Access to Information and Communication Technology (ICT) equipment "on demand" for these purposes is a continuing priority for the school. Specialist computers are available for Graphic and Art work, and recording / editing both music and digital video productions.

There are about 165 computers for direct student use ICT items. The pupil to computer ratio is about 1.5 to 1. There is a range of other peripheral hardware such as printers, scanners, data projectors and digital cameras.

Students are required to complete a Computer, Internet and E-mail use agreement before approval to use the ICT facilities is given. The ICT equipment is to be used for educational purposes only.

Students are issued with a network password at the commencement of the school year which gives them access to their own 'secure workspace'. Students should not make public their network password as their workspace would no longer be 'secure'.

A 'printing account' has been set up for each student. Each student will be credited with \$10, which will allow the printing of approximately 100 pages. When this limit is reached, no further printing will be permitted until a payment is made at the office. Minimum payment is \$2. This money will then be credited to the students account.

Likewise, an 'internet account' has also been set up with Year 7 – 12 students being credited \$10. Like the 'printing account' students can add credit with minimum deposits of \$2. Students are charged at 9 cents per megabyte of downloads and this includes incoming email.

In both cases, with efficient use, the Print and Internet credits should be sufficient for a student to complete all the school work required in a year.

Students are advised that not having sufficient funds in their Print or Internet account to complete class activities is not a valid excuse. Students can check their credit levels in both

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accounts by logging onto the relevant programs.

Students are advised against giving out personal information such as their surname, address and phone number in e-mails or on the Web.

Students found accessing inappropriate Internet sites will have computer privileges withdrawn. If students come across any information or message that is inappropriate or makes them feel uncomfortable, they are advised to report the matter to a staff member.

The school has a comprehensive and ongoing ICT plan.

Lockers

The College provides a locker for each student, free of charge. Students are encouraged to provide their own padlock to lock their locker. The spare key should be labelled and given to the Assistant Principal for safekeeping. A condition of use of a locker is that they may be searched at any time. Bolt cutters are available in case of lost or forgotten keys.

Students should treat their locker appropriately. Students are not permitted to write inside lockers. Students should not leave books and stationery on top of lockers.

Students should not bring to school money or valuables to school. However, money and valuables should be lodged for safekeeping at the General Office or with the Assistant Principal. The school cannot be held responsible for the loss of valuables from bags and unlocked lockers.

Lost Property

All items of clothing, all books, stationery and other school requisites should be clearly marked. Calculators and other valuable school requisites should be clearly engraved with the student's name.

Parents are strongly urged to ensure that every article is named. Lost property is kept in a cupboard in the Main Corridor.

Students or parents wishing to collect lost property should see their Year Level Coordinator or the teacher in charge of lost property. Obviously, clothing and books, which are clearly labelled, are easily returned. Unlabelled articles often remain unclaimed.

Financial Assistance

Education Maintenance Allowance (EMA)

This is provided by the State Government for parents of students under 16. It is paid to all families who are the beneficiaries of a Centrelink pension, allowance or benefit or a Veterans Affairs pension or are foster parents.

Schedule of payments: (amounts are expected to be similar in 2008)

Term One	Parent	\$147.00
	School	\$147.00
Term Two	Parent	\$63.00
	School	\$63.00
Total		\$420

Application forms are available from the General Office and must be completed by the end of February each year.

Eligibility for EMA payments must be met as at the first day of Term 1 for the first payment and first day of Term 3 for the second payment. Eligibility has to be verified before payment commitments can be drawn against EMA payments.

Parents wishing to access funds held by the school need to complete and sign a consent form, which is retained at the General Office. The school portion of the EMA can be used to pay for excursions, the materials charge and other items purchased through the College.

State Government School Start Bonus

Parents of Prep and Year 7 students will receive a grant of \$300 to assist with the purchase of books, uniform and other educational expenses. Parents should ensure that the money is used for the purpose intended. It is our understanding that this money will be made available by cheque sent directly to the parent.

Youth Allowance (AUSTUDY)

This is provided by the Federal Government for full-time students over 16 years of age.

The maximum benefit is approximately \$165.00 per fortnight for a student aged 16-18, living at home. Youth Allowance is subject to an Assets Test and an Income Test. Details are available from Centrelink.

The College does not have Youth Allowance claim forms. For detailed information and application forms contact Centrelink in Bendigo or the Community Health Centre.

Parents are required to include details of assets, income and taxation details, which may take some time to complete. Parents of students turning 16 during the year are advised to complete the claim form a month before the student's 16th birthday.

Family Allowance Supplement

For detailed information and application forms contact Centrelink in Bendigo.

Second Hand Clothing

The College has small supply of second hand clothing, which parents may purchase at reasonable prices. Good second hand school uniforms are available from the two 'Op Shops' in St Arnaud.

Inquiries concerning second hand clothing should be directed to the General Office, the Assistant Principal or the Welfare Coordinator.

Parents of older students or students leaving school are encouraged to sell or donate used clothing to the College.

Uniform

The answers to these frequently asked questions will help to explain our school uniform policy.

Where can I buy school uniform?

The girls' summer dress is available from Mensland in St Arnaud. All other uniform items are only available from the school.

Why are most uniform items only available from the school?

Our uniform was designed specifically for our school and is not available anywhere else. We deal directly with our designer and supplier in Melbourne. While the uniform is expensive, it is also of very good quality. When we looked at providing this uniform through a retailer we believed that the cost would be too high when a retail mark-up was added to the wholesale price, so we decided to provide the uniform through the school. More expensive uniform items such as the

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rugby top and winter jacket we sell at cost. For the other items, we add a mark-up of around 10% to cover the costs associated with sales and ordering. This is significantly less than the 30-40% which would apply through a retailer. Providing the uniform through the school means we can keep costs down for families.

When can I buy uniform?

Mandy Medlyn handles the uniform sales and takes orders. We carry a large stock of most uniform, although the next supply of rugby tops will not arrive until the start of 2008. Mandy is available every Thursday morning between 8.30 and 11.30 a.m. and does a wonderful job of organising uniform sales and getting students into the right sizes etc.

For parents wishing to buy uniform for the start of the year, and particularly for Grade 6 parents, we hold a special uniform sales day in December (Orientation Day) when Mandy is available for uniform sale.

How can I pay for uniform?

By cash, cheque, lay-by or by using EMA (once EMA eligibility is confirmed in 2008).

What about hats?

All students are strongly encouraged to wear a broad brimmed hat to school. The school uniform now includes a plain navy bucket style hat which meets SunSmart standards. Students are not permitted to play in sun exposed areas during Terms 1 and 4 unless wearing a broad brimmed hat. Hats are not to be worn in class.

The uniform is predominantly navy blue, green and white.

Summer Uniform

Girls

Girls may choose to wear the summer dress or shorts and polo shirts

Summer dress – green (available from Mensland)

Shorts – navy \$27

Polo shirt – white with navy insert and green piping \$30

Hat – navy \$15

Boys

Shorts – navy \$27

Polo shirt – white with navy insert and green piping \$30

Hat – navy \$15

Winter Uniform

Girls

Girls may choose to wear the winter skirt or long trousers

Winter skirt – navy and green check \$60

Long trousers – navy \$45

Rugby top – navy and green with embroidered logo \$85

Winter jacket (optional) – navy \$80

Boys

Long trousers – navy \$45

Rugby top – navy and green with embroidered logo \$85

Winter jacket (optional) – navy \$80

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Socks

These are available from the school in navy blue and white at very competitive prices.

Knee high socks – navy \$9

Short/anklet socks – white or navy \$8 for 3-pack or \$3 a pair

over the knee socks – navy \$9

Sports Uniform

Green polo shirt with logo - \$18

Beanies and Scarves - Not yet available

School Bags – Physio approved backpacks (various sizes) – Navy - \$58 to \$70

Physical Education

Students need to wear a change of clothes for physical education and are encouraged to wear the sports uniform for house and interschool sport.

For most sports, town sports uniforms are worn. Polo tops as mentioned are also worn.

House colours: Holmes - Yellow; Morshead - Royal Blue; Willmott - Red.

Other

Complete school uniform should be worn to school and to the North Central Cluster Centre at Charlton. Students must wear correct school uniform in a neat and tidy manner. It is a requirement of the North Central Cluster Centre that students wear leather shoes or boots. This is an OH&S issue and must be adhered to.

Any student not in school uniform is to bring a note from his/her parent on that day explaining the reason for this to the Assistant Principal and obtain a UNIFORM PASS. The Year Level Coordinator countersigns the Uniform Pass.

Apart from watches, school badges and stud earrings, no jewellery is to be worn. To reduce the risk of serious accident, students should not wear rings in pierced body parts to school. Offending items will be confiscated and returned at the end of the day.

All items of school uniform should be clearly named.

Curriculum

The curriculum of the St Arnaud Secondary College is designed so that all students have access to educational experiences that are challenging, purposeful, comprehensive and inclusive, that result in all students improving their educational achievements and reaching their full potential.

General

The aim of the St Arnaud Secondary College is to provide the physical facilities, teaching resources, expertise and social climate to enable the students of the school to have the opportunity to achieve their highest potential in these broad areas:

Academic

Social

Physical

Aesthetic

Cultural

Curriculum Committee

The Curriculum Committee is a sub-committee of the St Arnaud Secondary College Council. The Curriculum Committee has representatives from the staff, students, parents and administration.

The group has a two-fold purpose:

To ensure that St Arnaud Secondary College can provide a curriculum that is comprehensive, flexible and adaptable to the needs, interests and abilities of the students;

To provide structured courses of study and procedure that will satisfy the school aims and objectives.

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The Curriculum 2008

Year 7

Subject	Number of lessons per week	Duration
Integrated studies from the areas of English, Maths and Humanities	14	All year
Health and Physical Education	4	All year
Science	4	All year
LOTE (Integrated studies time in 2008)	3	All year
Music	2	All year
Integrated learning (SAILS)	2	One semester
Information Technology	2	One semester
Textiles	2	One semester
Ceramics	2	One semester
Art	2	One semester
Food	2	One semester
Wood	2	One semester
Drama	2	One semester

Year 8

Subject	Number of lessons per week	Duration
Integrated studies from the areas of English, Maths and Humanities	14	All year
Health and Physical Education	4	All year
Science	4	All year

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LOTE (Integrated studies time in 2008)	3	All year
Music	2	One semester
Integrated learning (SAILS)	2	One semester
Information Technology	2	One semester
Textiles	2	One semester
Ceramics	2	One semester
Art	2	One semester
Food	2	One semester
Wood	2	One semester
Visual Communications	2	One semester
Technology Studies	2	One semester

Year 9

Subject	Number of lessons per week	Duration
English	5	All year
Maths	5	All year
SOSE	4	All year
Health and Physical Education	4	All year
Science	4	All year
Integrated Studies (SAILS)	2	All year
Art	4	One semester
Visual Communications	4	One semester
Electives / NCCC	7	All Year

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Year 10

Year 10 students have an extensive range of options available to them which include a traditional year 10 course, extension into VCE units and a VCAL program. These options are outlined extensively in the Middle School and VCE booklets. Copies of each can be obtained from the College on request.

Year 9 & 10

On one day a week students choose from a variety of electives offered. This includes NCCC which is the North Central Cluster Centre (Charlton) which offers a range of subjects, mainly in the Technology area. . A fee of approximately \$20.00 per semester is payable for NCCC units. NCCC produces a booklet that outlines the courses offered. Contact your Year Level Coordinator if you require a course booklet. The Secondary College also produces a Middle-School booklet that is available from the Year Level Coordinators.

YEAR 9 & 10 VERTICAL UNITS OFFERED IN 2008

Semester 1

Block 1

The World of Money

Design –Wood

Photography

NCCC

Block 2

Cycling

Food Technology

Ceramics

NCCC

Semester 2

Block 1

Materials – Wood

The Written Word

Digital Design & Animation

NCCC

Block 2

Racquet Sports

Food Technology

Ceramics

NCCC

Instrumental Music is offered to students as an optional extra subject.

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VCE: Years 11 and 12

Year 11 students usually study English Units 1 & 2 and five other 1 & 2 units.

Year 12 students usually study English Units 3 & 4 and four other 3 & 4 units.

Students at Year 10 and Year 11 level may elect to do one or two subjects from VCE unit 1 & 2 or unit 3 & 4 respectively.

Students may study subjects using the Distance Education Centre or videoconferencing.

Students are advised to check details in the VCE Handbook or seek advice from the VCE Coordinator.

Students are offered a broad range of subject choice and are involved in an extensive counselling process to ensure they are making course selections that best suit their needs and abilities.

Victorian Certificate of Applied Learning (VCAL)

The College delivers the Victorian Certificate of Applied Learning. VCAL students study Literacy, Numeracy, a Personal Development unit and Work Related units. In addition, a work placement and a VET unit are included in the course. A VCAL program is also offered to Year 10 students.

Vocational Educational Training (VET Studies)

A range of Vocational Education and Training (VET) subjects are available to VCE students. Students may complete these units of study at St Arnaud Secondary College, or the NCCC, or through a training provider, or by on-line computer technology. Students undertaking VET units will normally undertake a work placement component to their studies.

In 2007, students have the opportunity to undertake, for example, Certificate 11 in Engineering, Automotive, Agriculture, and Hospitality at NCCC. Other VET arrangements are available subject to demand and viability.

Students wishing to undertake a New Apprenticeship combined with VCE studies would normally take three years to complete the VCE. They undertake an apprenticeship with an employer, on a part time basis, as they continue with their VCE.

Details of these programs are available from the VCE Coordinator or Careers Coordinator.

Students may choose to do all the units at St Arnaud, or travel to NCCC for 2 half days to study two units at NCCC, and the remainder at St Arnaud. VCE students pay a fee (per semester) of approximately \$20.00 for one day and \$40.00 for two days at the NCCC. In addition, students wishing to take finished products home must pay for components. Students not wishing to pay for components are unable to take the finished product home.

Mature age students are made most welcome. Parents wishing to resume studies, either part time or full time, are encouraged to contact the VCE Coordinator.

For full details of courses and subjects available at any year level, please see the respective Year Level Handbook or the NCCC Handbook.

Subject Blocking

To facilitate timetable organisation the Middle School Vertical Units and Year 10, 11 and 12 courses have been divided into 'blocks' or groups of subjects that occur together on the timetable.

This blocking of subjects is arrived at after a long process of elimination by the Coordinators and is designed to allow as many students as possible in those years to obtain the courses they want, based on pathways to further education.

In Year 9, the Year Level Coordinator has responsibility for course counselling prior to course selection. During Year 9, 10 and 11, students undergo an extensive course counselling process, coordinated by the VCE Coordinator, with the assistance of a number of experienced teachers.

Inevitably, a few students will be unable to attempt the subjects they want, but experience has shown that the number of disappointed students can be kept to a minimum, especially using the Distance Education Centre and videoconferencing facilities.

Extra Curricular Activities

Careers and Work Experience

All students in Year 10 study Work Education for one semester. Counselling services are provided for any person or group requiring career related information. Students are assisted in developing individual pathways strategies.

Regulations concerning the public liability of school and staff regarding the conduct of work experience have been changed significantly.

All Year 10 students are expected to participate in practice job interviews and other work-related activities, many of which are provided by outside agencies. Year 10 Work Experience is arranged as part of Work Education. Students may complete work experience at other times, by arrangement with the Careers Coordinator.

Students enrolled in VET and VCAL courses program complete work placement for one day per week.

The School has a comprehensive career information/resource centre including audiovisual resources eg. video tapes, computer information services. Visitors and guest speakers are vital to the overall Career Education package.

Students are assisted in the planning of the pathway they wish to pursue and are encouraged to review this regularly. Extensive counselling is given to ensure students pursue pathways most suited to their ability and interests.

Physical Education – Sport Program

St Arnaud Secondary College runs an extensive Physical Education Program. The school competes in interschool competitions with the North Central Secondary Schools Sports Association, which has seven member schools. Interschool competitions are run throughout the year. These include swimming, athletics, cross country running, golf, bowls, clay bird shooting and traditional summer and winter sports.

Throughout the year the college organises several sporting events, a number of which are compulsory for all students. The house competition is between three houses – Holmes (yellow), Morshead (blue), and Willmott (red). House sport days in swimming, athletics and cross-country are all compulsory. We would appreciate the support of parents with regards to these events, both in terms of encouraging the active participation of your student/s and also in terms of giving assistance on carnival days.

Participation in these events is not just for the sake of winning, but also to give opportunities for the development of sportsmanship, fitness, and personal satisfaction, co-operation and leadership qualities.

It is recognised that from time to time students may be unable to participate due to a legitimate illness or injury. In these cases, a short note from home explaining the problem (before the event, if possible) to the Sport Coordinator can help greatly when organising teams. If the student is still able to attend, but not compete, he/she can still participate in a beneficial way by providing support for their team and performing other tasks such as official duties.

If students are successful at our House sports, they have the opportunity to go on and represent the college at interschool competitions, locally and in Bendigo, Swan Hill and Melbourne. We also encourage our students (particularly our senior students) to become involved in the area of coaching of various school teams.

Parent/Guardian interest and support at both House and Interschool level has been excellent in the past and we hope this will continue. We would be particularly grateful to any parents/guardians who would be able to contribute any time as an official in either House or Interschool competitions — no experience necessary!

If you have any queries regarding college sport, please feel free to contact the college.

The Maintenance Program

All students in Years 7 to 9 are invited to participate in the Maintenance Program. The program aims to give students work experience, and engender an increased pride in the school and its grounds.

The Assistant Principal is responsible for rosters and allocation of tasks. Working in pairs, students complete a variety of tasks, including assistance to the office staff, recording absences in attendance rolls, completion of minor gardening tasks, photocopying for teachers, and preparations for special days at the school.

G.H. Edwards Library

The Library is a place for quiet reading and quiet working. It is open from 8.30 am. to 4.30pm.

The following materials are available for use by students, staff and parents:

- Fiction books - reading books
- Non-fiction books - books for class assignments and recreational use
- Reference books - atlases, encyclopaedias, dictionaries and yearbooks
- Class set books - textbooks used in class and for homework. These cannot be borrowed until after school and must be returned by 9.00 am. the next morning
- Vertical File - up to date information, selected from newspapers, pamphlets
- Daily Newspapers - 'Age', 'Herald Sun', 'Australian'. These papers may be read in the Library and articles photocopied from them
- Audio Visual materials - kits, audio and video cassettes, charts, slides, etc. which are available for use in class. Lap top computers and the Video Camera are available for hire to approved students
- The Internet is available for student research purposes only, after training in the use of the computer in the Library. Students must complete an Internet Use Agreement before approval to use these facilities is given
- Photocopier - is available for student use at a cost of 10 cents per copy
- Digital cameras are available for overnight loan by students

Excursions

Year level excursions and subject excursions are an important part of the St Arnaud Secondary College's curriculum. They are optional, and are subject to seat availability, student behaviour record, and student/parent choice.

The objectives of the program are to allow students to:

- enjoy learning
- learn through personal experience
- cooperate with others
- have greater power and responsibility over their lives
- broaden their knowledge and understanding of the world

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- relate the theory studied in the class room to practical situations in the real world
- expand their experience beyond the St Arnaud area
- develop confidence in dealing with unknown places, people and situations

Year Level Excursions

Excursions planned for 2008 are as follows:

Year Level	Location	Length	Date	Approx Cost
7	Halls Gap	3 days	Late Term 1	\$100
8	Rubicon	4 days	Late Term 1	\$220

The Years 9 and 10 excursion to Central Australia runs every two years and will run in 2009. A large number of subject-orientated excursions also will occur throughout the year, especially in the higher year levels. The school is aware of the need to balance educational experience with costs to parents.

Competitions

Students have many opportunities to participate in a full range of extra-curricular events.

In the field of sport, students are encouraged to participate in Northern Zone competition, and if successful at that level, participate in State Finals, where the school teams and individuals have won state titles in the past.

Students are encouraged to participate in public speaking. The English KLA run public speaking competitions.

The school encourages students to participate in subject-based competitions, such as the Maths, English, Commerce, Information Technology and Science Competitions, and also compete for Language Certificates. As part of their class work, students enter competitions sponsored by commercial enterprises.

Student Progress and Achievement

Home Study and the Student Planner (Diary)

The Student Planner is a compulsory item for all students. Its purpose is to assist students develop organised, regular, efficient and independent home study practices. As well it provides parents with the opportunity to monitor their child's homework and study program.

Using the Student Planner

Students should:

- Take the organiser to every class and take the organiser home each night
- Record homework, due dates for assignments, tests, and work requirements, as given by teachers
- Record additional work or study completed
- Be aware that the organiser is not a personal diary. Parents, teachers and coordinators need access to the organiser to communicate with each other
- Use the information provided in the diary as a basis for discussion in Form Assemblies with a view to improving work strategies

Parents should:

- Check the student's organiser regularly
- Check that set work and homework is completed
- Check for written comments entered by teachers or Year Level Coordinators
- Sign the organiser on a Thursday night in readiness for Form Assembly on Friday
- Use the comments section if they wish to communicate with the teacher or coordinator

Types of Homework

Completion tasks: completion of work begun in class, such as:

- An essay in English
- A map exercise in Geography
- Mathematics exercises
- Questions from the textbook

Practice exercises: provide students with the opportunity to apply new knowledge or to review, revise and reinforce newly acquired skills:

- Completing consolidation exercises for mathematics, revising tables
- Practising spelling words
- Reading for pleasure

- Writing essays and other creative tasks
- Practising and playing musical instruments
- Practising physical education skills
- Preparatory homework: providing opportunities for students to gain background information so they are better prepared for future lessons:
 - Reading background material for history
 - Reading English texts for class discussions
 - Researching topics for class work
 - Collecting newspaper articles
 - Revising information about a current topic
 - Writing a book review
 - Making or designing an art work
 - Completing science investigation exercises
 - Researching local news
 - Finding material on the Internet
 - Monitoring advertising in a newspaper

Students: Plan Your Own Study Zone

This is a totally private place where all you do is homework and study: no eating, no drinking, no game playing, no daydreaming, no music, no noise and no people.

Find yourself a regular, quiet place where the only thing you do is homework and study. Never study on a bed, couch or floor, because you won't do your best work.

Plan your study zone to be quiet. Noisy distractions of TV, radio, music and people won't help you concentrate ... telephones should be away from your study zone.

Your study zone should be well lit, have a firm comfortable chair, and a desk large enough to spread out your materials. Make sure there is plenty of fresh air and not too warm and cosy.

Your study zone should have all the materials you need, including a dictionary, atlas, notepaper, loose-leaf pad, ruler, erasers, and a good supply of pens and pencils.

Your study zone should be clutter free ... never bring games, toys, or magazines into your study zone – they will distract you.

Study alone. Our study zone should be just for you and you alone. Inviting a friend could mean your study session becomes a waste of time. If necessary, use a 'Do Not Disturb' sign.

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Homework

The following is a guide for students and parents:

Year 7	4.5 hours per week	About 45 minutes each week night	At least 45 minutes per week for both English and Maths Up to 30 minutes for each other learning area per week.
Year 8	6.5 hours per week	About 1 hour each week night	At least 1 hour per week for both English and Maths Up to 30 minutes for each other learning area per week
Year 9	8 hours per week	About 1.5 hours per week night	At least 75 minutes per week for both English and Maths Up to 45 minutes for each other learning area per week
Year 10	10 hours per week	About 2 hours per week night	At least 75 minutes per week for both English and Maths Up to 45 minutes for each other learning area per week
Year 11	12-15 hours per week	About 2 hours per week night	Time should be spread across all learning areas
Year 12	15-20 hours per week	About 3 hours per week night	Time should be spread across all learning areas

Holidays and Homework

Teachers may recommend that students undertake some reading pertinent to their study in the following term or set some work for completion.

VCE students will be expected to complete homework and home study during school holidays.

Work Completion Policy

Students should note the following:

- Completion dates for all set work should be written in their Student Organiser.
- No penalty will be given for work, which is one day late (once a semester, only).

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- Each additional day late will result in the loss of one half grade.
- When work is one week late, the class teacher will notify parents (using student organiser).
- If work is two weeks late, the Year Level Coordinator will notify parents by mail.
- Students will be given lunchtime detention to complete overdue work.
- Students completing work well past the due date will be acknowledged with an S or N result, but the work will be ungraded.

Steps to Success with Homework - A Guide for Students

- Use your diary in class to enter all work to be completed.
(Your teacher will give you instructions.)
- Write your name on everything.
(Handouts, completed work, assignments etc.)
- File all loose sheets in your folder in their subject sections.
(Are there any papers in your bag? In your diary? Locker? Pockets?)
- Check your diary regularly, ensuring that you have covered all work, which has been set by your teachers.
("What am I doing in this subject? What should I be doing about it at home? When is it due?")
- Pack your schoolbag carefully.
(At the end of the day ask yourself: What work should I take home? What set work or assignments are due tomorrow? In the morning, check – Have I got everything I need? Do I need to take sports uniform or equipment?)
- Decide which tasks are most urgent.
(Are all the due dates in your diary?)
- Complete set homework tasks.
(Do them in order of priority.)
- Work on long-term projects and assignments.
(Start them as soon as you get them.)
- Revise for tests and other assessments.
(Everything you are taught will be assessed in some way.)
- Read all your handouts.
(If you are given a handout, you are expected to read it. Highlight or underline the main points.)
- Edit your written work.
(Does it say what you want it to say? Is it well expressed? What can you change to improve it?)

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- Make shopping lists of items needed.
(Do you need more lined paper? Pens? Etc.)

Note: If you encounter difficulties, please seek assistance from your Year Level Coordinator. Do NOT struggle in silence.

Who to contact when help is needed with homework	
Homework is too difficult?	Contact the subject teacher or speak to the Year Level Coordinator.
Disorganized? Unsure of how to go about homework?	Speak to the Year Level Coordinator, after first working with the Twelve Steps to Success With Homework: A Guide for Students
Too much homework?	Contact subject teacher. or Year Level Coordinator
Weren't able to complete the task in the set time?	Write a note in the diary, signed by parents, explaining to the subject teacher that a problem has arisen, which prevented the completion of the task by the due date.
Won't be able to complete the task by the due date?	The student should speak to the subject teacher, in advance, and outline reasons why an extension of time should be granted
When all else fails?	Contact the Assistant Principal or Principal

School Reports

A simple Interim Report, as a guide to student's progress, is issued mid semester at the end of Term 1 and late in Term 3 for all levels. An additional Interim Report may be issued for Year 7 to 10 students mid-way through Term 4.

Years 7 - 10: comprehensive reports on all students are issued through the students at the end of Term 2 and the end of Term 4. This report is a graded descriptive report with a written comment and is part of an overall assessment policy.

Years 11 - 12: a computer generated goal-based assessment on work requirements and assessment tasks is provided at the half-year. A report from the Board of Studies is distributed at the end of the year to all students completing VCE units. Students also receive a school report similar to the half year.

Parent Teacher Interviews

These are held early in Term 2 and late Term 3. Parent Teacher Interviews are an opportunity for parents to discuss their children's progress with class teachers.

In addition, parents may request an interview with any teacher, during the course of the school year. The Assistant Principal will arrange appropriate interview times.

Student Performance Reviews and Promotion Guidelines

At the end of each term and, in particular, at the end of each semester the Year Level Coordinator should assess the performance of all students by referring to the student reports and, if necessary, by consulting other teachers. If a student is not performing at a satisfactory level they will be asked to present before a performance review committee.

The indicators of a non-achieving student are:

- Achieving below or well below the expected VELS/ VCE/ VCAL standard
- Wasting of class time
- Consistently not completing classwork and/or homework

As a guideline, the following expectations will be required for a student to be automatically promoted to the next level:

- Having reached a satisfactory standard in at least one Maths and one English semester unit.
- As per VCE and VCAL prescribed requirements.

Only students with exceptional circumstances such as long-term illness shall be exempted.

Students on modified work programs or individual pathway programs may also be exempted.

The Year Level Coordinator is to meet with the Principal or Principal's Nominee to finalise a list of students to present before a performance review committee.

A proforma letter will be sent to parents of students requesting that they meet with the performance review committee.

Composition of the Performance Review Committee

- Principal or Principal's Nominee
- Year Level Coordinator
- Student being reviewed
- Parent / Guardian of the student and advocate if desired.

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The performance review committee will discuss the performance of the student and will determine whether promotion, probationary promotion or non-promotion takes place.

A record of the findings and recommendations will be placed in the student's file and be handed on to the coordinator of the student for the following semester or year. The coordinator will then closely monitor the performance of the student. Parents will be kept informed of the progress of the student.

In addition to this, all students will be involved in a review of their reports after each semester. This review will be conducted with the student by the Principal or Assistant Principal or, if required, nominee's of the Principal.

Timing of Process

Coordinators will review the performance of each student of a year level by referring to the term and semester reports.

4 to 6 weeks into first term

The Principal will meet with Year Level Coordinators. It may be determined that there are students who should present before the performance review committee. In other cases a less formal contact with parents may be considered adequate. If the performance review committee is required parents will be contacted by mail and an appropriate meeting time established.

At the end of Term 1 and late in term 3

Year Level Coordinators can recommend to the Principal that the performance review committee meet with a student on evidence presented in the interim reports or after discussion with teachers. If the performance review committee is required parents will be contacted by mail and an appropriate meeting time established.

At the end of Semester One

Recommended students for a formal performance review will be discussed with the Principal during the last week of term 2.

Letters will be sent to parents of students nominated for review on the last day of term so that they arrive after the parent has had an opportunity to receive the semester report.

The letter will nominate an interview time as early as possible in term 3.

The interview time may require adjustment after consultation with parents.

Possible follow up:

- This would be determined at the performance review meeting but would most likely include additional contact between the parents and college with the likelihood of a formal reconvening of the review committee at the end of term 3.
- It is likely that the review committee would request parents to attend the mid-term parent teacher night. Also it is likely that the coordinator would have agreed to contact the parents several weeks in to term 3.

At the end of Semester Two

Year 10 and 11 students.

These students undergo an extensive counselling process that takes place throughout the semester, which involves coordinators, course counsellors, students and parents. In some cases it may be considered necessary to have a more formal performance review. Once again the Year Level Coordinator and the Principal will decide this. The review meeting would be late November or early December, before the VCE enrolment dates. The best interests of the student would be investigated and alternative pathways or the repeating of a year level may be considered.

Year 7 to 9 students.

Recommended students for a formal performance review will be discussed with the Principal towards the end of term 4.

Letters will be sent to parents of students nominated for review during the second last week of term.

The letter will nominate an interview time in the last week of term 4.

The interview time may require adjustment after consultation with parents.

The best interests of the student would be investigated and alternative pathways or the repeating of a year level may be considered.

Possible follow up:

- This would be determined at the performance review meeting but would most likely include additional contact between the parents and college with the likelihood of a formal reconvening of the review committee at the end of term 1.

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- It is likely that the coordinator of the student in the following year would contact the parents several weeks in to term 1. It is likely that the review committee would request parents to attend the term 2, parent teacher night.

Other times of the Year

Year Level Coordinators can recommend to the Principal that the performance review committee meet with a student at any time during the year. If the performance review committee is required parents will be contacted by mail and an appropriate meeting time established.

At all Performance Review Meetings a performance review record sheet will be completed and copies distributed as indicated earlier. At these meetings strategies for improvement and follow-up requirements would be establish.

Presentation Night

This is the culmination of the School Year. Students are presented with awards for academic, sporting and other achievements. In addition students perform music and drama items, and student work may be on display.

Academic Achievement Awards

These are awarded to students in Years 7 - 10 who have achieved outstanding results in their official reports over both semesters.

Dux

An academic award is made to the dux of each form.

Special Prizes

Awarded to students who have worked most conscientiously and achieved a very high standard in that subject area.

Sports Achievement Awards

Awarded to any student who represents the College in at least two of the NCSSSA (interschool) swimming, athletics and cross country run and in at least four other sports, which includes Northern Zone level but does not include VSSSA level.

Sports Distinction Awards

Awarded where a student has represented the College at State Level (or equivalent or higher).

Sports and Sportsmanship

Awarded to students who have displayed outstanding leadership and sportsmanship qualities and who have also represented the school in four or more sports in Interschool competition.

Scholarships and Awards

A number of scholarship funds have been established by individuals, business houses, and groups from within the local community. Financial contributions to supplement existing awards, or the establishment of new awards would be gratefully accepted. Please contact the Principal.

Criteria for the Awarding of Scholarships and Awards

Citizenship Awards are presented to students who:

- demonstrate interest in and contribute to the school community.
- perform duties over and above those usually expected.
- show outstanding interest in or contribute towards school activities such as SRC activities, sporting assistance or extra curricula activities.
- have been particularly helpful to any teacher in specific areas.
- have shown a positive and active desire to be helpful in all phases of school life.

George & Alice Edwards Perpetual Scholarship is awarded to a student who has satisfactorily completed Year 10, has the potential to succeed in Year 11 and Year 12, and is in need of financial assistance.

J. R. Goldsbury Scholarship: preference is given to a student who demonstrates evidence of special effort and ability, has a bright personality, and is in need of financial assistance.

Bruce Dimelow Memorial Scholarship: one or more awards may be made annually, to boys only, on the basis of personality, general ability and financial circumstances.

Albert Gifford Memorial Scholarship: an award made annually to a student with ability but in financial need.

Parents' Club Scholarship: is awarded to two students who show evidence of special effort and ability, and are in need of financial assistance.

Victorian Farmers' Federation Hayward Scholarship: the recipient must be from the area encompassed by the St Arnaud Branch of the VFF, and be leaving school to pursue a tertiary course related to agricultural/primary production. The award is not less than \$75.00. The nomination for the award must be submitted for approval to the Hayward Fund Committee.

Caltex All-Rounder Award: is awarded to any student who demonstrates ability at sport, scholastic achievement, other school activities, and conduct.

Stewart Lodge No. 61 Masonic Scholarship: is awarded to a Year 11 student, who must be in need of financial assistance.

School Council Award: is awarded to any member of the School Community for outstanding service to the school.

Joshua Watts Memorial Trophy: is awarded to a student who has shown outstanding achievement in the field of cross-country running.

Gerard Myers Athletics Award: is awarded to a student who shows potential in athletics.

Student Recognition Award: selected by College Council, in recognition of outstanding student achievement in any field of endeavour, during the school year.

ADF Leadership and Teamwork Awards: Awarded to a Year 10, 11 and 12 student who best meet an extensive set of criteria.

All scholarships, awards and prizes are determined by the Principal, in consultation with the staff.

Student Management

Student Welfare

St Arnaud Secondary College provides welfare support through classroom teachers, Year Level Coordinators, the Student Welfare Counsellor and the School Nurse.

The school employs the services of outside agencies, from within the Department of Education, and from welfare agencies operating in the local community.

A psychologist and social worker visit the school on a fortnightly basis. Parents must sign a consent form before students can be interviewed.

The College has in place a number of programs to support students, including Health Education, drug education, peer support, assertive behaviour and countering bullying.

The members of the Welfare Committee in 2008 are:

Welfare Coordinator	Mrs Rosanne Chapman
Assistant Principal	Ms Rebecca Montgomery
VCE Welfare Coordinator	Ms Sue Upton
Year 7 Coordinator	Mrs Helen Burns
Year 8 Coordinator	Mrs Vanessa McCormick
Year 9 Coordinator	Mr Al Sharp
Year 10 Coordinator	Mr Daryl Leach
School Nurse	Tulsa Andrews

Parents are encouraged to contact the College to discuss matters concerning the welfare of their students.

Student Code of Conduct

Statement of Belief

The St Arnaud Secondary College community of students, teachers and parents is committed to providing a safe, secure and consistent learning environment. The College's aim is that all students develop to the best of their ability.

As emotional, social and physical well-being are fundamental to effective learning, the College believes this is best achieved by developing cooperative attitudes and respect for the rights, feelings and property of one another.

Students are expected to observe college policies in relation to harassment and bullying. Students are encouraged to "speak up" in the event of harassment. Parents are encouraged to contact the College, if the student is unwilling or unable to report the incident.

Parents and students should note that the College does not approve of physical violence. Under most circumstances, students who engage in fighting will be suspended from school.

Principles

The Student Code of Conduct is based on the following principles:

- all individuals in the college community are valued and will be treated with respect;
- all students have a right to work and learn in a secure environment without intimidation, bullying or harassment;
- all students are responsible for their behaviour;
- self discipline is an important component of acceptable student behaviour;
- parents have a right to expect that their children will be educated in a safe and secure environment;
- teachers have a right to teach in an orderly and cooperative environment;
- the code of conduct will be implemented fairly, reasonably and consistently.

Goals for Student Behaviour Management

The goals of the Student Code of Conduct are:

- to allow for effective teaching and learning to take place
- to promote the values of fairness and respect for others
- to develop students' ability to be productive contributors to their environment
- to enable students to be focused on their learning

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- to enable students to recognise and respect the rights of others and to be accountable for their behaviour
- to develop students' self discipline and self control
- to facilitate conflict resolution

Approaches to Discipline

The following approaches to school discipline will be used:

- the use of positive reinforcement and public acknowledgment of merit
- the use of sound teaching and learning practices
- the use of clear assessment procedures
- the provision of special assistance to students in need
- active involvement of students in extra curricular activities
- development of caring staff attitudes
- development of respect for other people and their property
- positive encouragement of parental involvement and participation with regular and prompt contact with parents
- provision of opportunity for student involvement in decision making, including negotiation
- the consistent use of clearly established discipline processes with the application of fair and reasonable penalties and sanctions
- expectation that students accept responsibility for their actions, and accept the consequences of their actions

Rules

The following rules apply to all students:

- Students must respect the rights, welfare and property of other people
- Students must take care of school property
- Students must not be in the school buildings before or after school or during weekends unless with the express permission of a staff member
- Smoking, alcohol and illegal drugs are not permitted
- Students are required to wear correct uniform

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- Students are not permitted to leave the school grounds during the school day unless with the express permission of a staff member
- Regular attendance and punctuality are required at all times
- If students are absent from school they must bring a note explaining the absence

Note: teachers will use a range of strategies to maintain an effective and positive learning environment. There is a graded set of penalties or consequences that depend on the severity of the misdemeanour. The Discipline Policy has been formulated under Department of Education Discipline Procedures and Guidelines.

Sanctions

Sanctions will be graded, dependent on the breach of rules as follows:

- Reprimand
- Detention
- Time-out
- Discussion with parents
- Loss of privileges
- Discussion with Principal
- Suspension within Department of Education guidelines
- Expulsion within Department of Education guidelines.

Student Representative Council (SRC)

Form Captains are the elected members of the SRC.

The School Captains are elected by the students and assume responsibility for chairing SRC Meetings, with assistance from a teacher (Ms McCarthy in 2008).

The SRC conducts fundraising activities for the school, local charities and other appeals. In the past, the students have raised considerable funds for the St Arnaud Hospital, and currently sponsor a Foster Child.

The SRC reviews school policy where student input is required. The SRC conducts social events and special days.

Investiture of Students

Investiture of student leaders is held early in the school year.

All office bearers receive their badges of office: Form Captains and SRC. Representatives; SRC. Executive; School Captains; and House Captains.

Investiture Day is a formal school occasion attended by special guests, College Councillors, Parents and Friends of the School.

Canteen

The Canteen is located on the school site. The St Arnaud Country Kitchen operates the canteen. Students place their lunch order before the start of the school day.

The menu has an emphasis on healthy foods, with a range of menu options. The Canteen is open at Recess and Lunch times.

Accidents or Illness

First Aid is available at school. There is a number of qualified staff that will assist in this area, and a fully equipped sick bay is available for students who are ill. Mrs. Swanton is currently the staff member in charge with many other staff holding first aid qualifications.

Students who require first aid should go to the General Office, staff room or consult the nearest teacher. In extreme cases where a student is unable to seek help personally, another student should contact the nearest staff member.

Parents will be contacted in cases of severe illness or injury. A decision will then be made whether the student will be hospitalised or taken home. Full details of all accidents are recorded in the school accident book.

Parents should note that analgesics such as Panadol cannot be administered.

Students taking regular medication, or taking prescription medication, are requested to bring to school only sufficient quantities for consumption during the school day. This medication should be handed in to the General Office for safe keeping, along with a doctor's note confirming the name of the student, the type of medication, and the level and frequency of dosage. The school cannot accept responsibility for the loss or misuse of medication brought to school.

All students who suffer from diabetes, asthma and epilepsy will have a management plan, to be used in case of emergency.

School Grounds and Buildings

Parents should note that the school grounds are unsupervised by yard duty teachers prior to 8.45am.

Students should not arrive at school before the first school buses arrive in the morning. Students are not to enter the two main locker corridors before 8.45 am. except during inclement weather.

The locker corridors are very narrow and congested, therefore students must not use these as thoroughfares or meeting places during lunch and recess times.

When students are using their lockers they should behave in a reasonable and considerate manner to other students. Books and personal belongings should not be kept on top of lockers.

Extreme Weather Rooms

On wet/cold days the Hall is specified as eating and/or shelter room for student use on that day. Students are not permitted to eat in any other room.

The area surrounding the hall has been developed as an eating area on days of extreme weather conditions.

No food or drink is to be eaten in any of the school buildings.

Students are not permitted to eat on the front oval, along the edge of the oval, or on the tennis and basketball courts.

Students should ensure that litter is removed from the extreme weather room and is placed in the nearest big bin.

Students are to keep both rooms and school grounds in a neat, tidy condition.

Littering is forbidden.

Where areas are left in an untidy state, student privileges may be withdrawn.

Sunsmart

Students are at school during the high-risk period for sun exposure, five days per week.

Students are made aware of skin cancer prevention in PE classes.

All members of the college community are encouraged to wear broad-brimmed hats when exposed to the sun.

During Terms 1 and 4, students will be advised not to sit or play in sun-exposed areas without an appropriate hat.

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During high-risk periods, assemblies are held indoors or in the shade. Students who are not wearing a hat should not be exposed to the sun at lunchtime.

Students are encouraged to wear sunscreen to school, and to reapply sunscreen when participating in PE, excursions and other outdoor activities.

Parent Involvement

St Arnaud Secondary College Council

Membership

- Principal:** (ex-officio)
- Parents (6):** elected by school community.
- Teachers (4):** elected by school community.
- Coopted members:** four coopted members.

Members of the St Arnaud Secondary College Council can elect whomever they choose from their own members as office bearers. They have decided that offices are to fall vacant annually and new office bearers will be elected at the first meeting in April.

Office Bearers in 2007 - 2008 (Annual Meeting: March 2008)

- President:** Mr Wayne Griffith
- Vice President:** Mrs Ros Matthews
- Executive Officer:** Mr Ian Peel
- Treasurer:** Mr Colin Macgowan

Meeting Times

School Council meets on the third Wednesday of the month at 7.30 pm. at the College.

The Finance Sub-committee and the Buildings and Grounds Sub-committee meet between School Council meetings.

Parent Club

Parent Club Contacts

President	Mrs Shelley Griffith	(Ph: 54951274)
Secretary	Mrs Sheryl Williams	
Treasurer	Mrs Lynn Tannock	

Meeting Times

Meeting times are advised in the College Newsletter. All parents are welcome.

Communication with Parents

School Policy is for relationships between parents, staff and students to be honest, open and supportive. This necessitates communication between various groups in the school. This communication must be prompt, reliable, clear and sensitive to all concerned.

Communications include:

- **The Student Organiser:** Parents and teachers should use the Student Organiser as a means of communication.
- **The Level Coordinator:** The Level Coordinator is the first point of contact for student related matters. This applies to students, teachers and parents.
- **School Newsletter:** This is distributed to students fortnightly on a Friday. It aims to keep parents, students and staff informed about the school. It is also made available to other interested people or groups on request. Parents are encouraged to provide their email addresses to the office so that the newsletter can be emailed home.
- **School Magazine:** "Kara" is published at the end of each year as an historical record of the happenings of the school during that year. It is prepared by students at the school under the supervision of the Magazine Class teacher. Students contribute either directly through submissions or by helping in the production.
- **Open Day:** Open Day is an opportunity for all members of the public to tour the school whilst students are participating in regular classes.
- **Open Night:** An Open Night is held for current and prospective parents to find out about the school and to view displays of students' work.

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- Information Nights: Information nights are held prior to all school tours: for example, Central Australia. In addition, information nights are conducted for Grade 6 parents, and for parents of students entering the Middle School and VCE.
- Student Reports: Students are issued with reports on their progress and achievement during the year.
- Parent/Teacher Interviews: These are organised early in Terms 2 and 3.
- Personal letters to parents: These are issued where necessary.

NOTE: All communications concerning broader school affairs should be directed to the Principal, who is always willing to discuss any matters with parents. Appointments made by telephone are preferable. Phone: (03) 5495 1811.

To New Students

Things to Remember

Note: Please do not bring the following items to school: scooters, skate boards and inline skates; mobile telephones, walkmans, radios and other similar music devices; electronic games; chewing gum and bubble gum; cigarettes and cigarette lighters and other substances prohibited by the Department of Education.

Make sure your clothes and equipment are carefully labelled with your name.

Park your bike in the bike shed.

If you are out of uniform, bring a note to the Assistant Principal.

Don't wear make-up or jewellery to school.

If you have been absent, bring a note the next day to the Office.

If you are late to school, go to the General Office and sign the Late Book.

Remember a suitable change of clothing on PE days. The clothing should be appropriate to the physical activity involved.

If you forget your lunch, see your Year Level Coordinator for either a lunch pass to go home (town students) or to phone your parents, or borrow lunch money.

No eating in class.

If you have any problems at school, see your Form Teacher, Level Coordinator, Assistant Principal or the Principal. We will do our best to help you.

Hand every assignment in on time and do some homework every night. That way you will achieve your best results.

If you are having any trouble with your schoolwork, see your teacher. We are always willing to help you. This may include after class assistance.

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Get involved in your Student Representative Council. They are working to make the school a better place for all students.

If you have any suggestions for improving our school, please speak with your SRC Representative, a teacher or the Principal or Assistant Principal.

Information for all Students

The Following Points are not Negotiable

Items Banned from School

Do not bring the following items to school: scooters, skate boards and inline skates; mobile telephones, walkmans and radios; chewing gum and bubble gum; cigarettes and cigarette lighters and other substances prohibited by the Department of Education.

iPODS & MP3 Players ~ Podcasting

There is an increasing availability of podcasts which can be downloaded to iPods and MP3 players. Their use is applicable in a range of subjects and they are beneficial to students, particularly in senior classes. Students are therefore permitted to use iPods and MP3 players **for educational purposes only during class, as specifically directed by the teacher**. They are not to be used at any other time, including recess and lunchtimes. Inappropriate or unauthorised use will lead to their confiscation.

The school will not accept responsibility in any form for an iPod or MP3 player if a student chooses to bring them to school. It is up to the student to look after them.

Student Belongings

Students should not keep valuables in their school bags.

All student belongings should be placed in lockers or on bag racks.

Lockers should be locked and the spare key handed to the Assistant Principal for safe-keeping.

All students should name all items of school uniform, including physical education clothing, footwear and hats.

All folders, books, equipment and school requisites should be clearly labelled.

In Terms 2 and 4, students are expected to wear a hat whenever they are exposed to the sun. No hats are to be worn in class.

Bags should not be brought to class.

Class Rules

Students need to line up quietly before entering a room. VCE students are the only students permitted to enter classrooms without a teacher being present.

Students **MUST** follow a teacher's instructions. There can be serious consequences for students who do not heed directions.

No eating in class. Food should not be brought to class.

Students must not lean back on chairs.

Students are not permitted to leave class to go to the toilet or return to their locker for forgotten items.

Students are not permitted to have 'breaks' between double periods, or leave class before the bell rings.

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