



St. Arnaud Secondary College

Parent - Student Handbook

2018

*Respect, Responsibility, Resilience
Strive High, Then Higher*

(Revised February 2018)

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.

Purpose	To provide a dynamic, collaborative and caring learning environment in which all members are respected and valued; with a focus on providing positive, challenging and authentic learning experiences that recognize individual learning needs, maximize individual potential, foster independent learning and develop responsible citizens.
Values	Through collaboration and consultation the St Arnaud Secondary College community have committed to the values of: Respect, Responsibility, and Resilience. These values are at the core of the positive culture at our school.

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.

Anthony Hand
Principal

Vanessa McCormick
Assistant Principal

ST. ARNAUD SECONDARY COLLEGE

PARENT AND STUDENT HANDBOOK

CONTACT PERSONNEL 2018

Principal Mr Anthony Hand
Assistant Principal Mrs Vanessa McCormick

Year 7 Coordinator Mr Russell Marland
Year 8 Coordinator Mr Russell Marland
Year 9 Coordinator Mrs Trudie Jackson
Year 10 Coordinator Mrs Trudie Jackson
Year 11 Coordinator Mr Colin Macgowan
Year 12 Coordinator Mr David Reynolds

VCE Coordinator Mr David Reynolds
VCAL/VET Coordinator Mr Colin Macgowan
Careers/Pathways Coordinator Mrs Rebecca Reynolds

Student Welfare Coordinator Mrs Rosanne Chapman
School Chaplain Ms Charlie Deane

School Council President Mr Gerald Feeny
Vice President Mrs Megan Ferguson

Parent Club

President Mrs Debbie Feeny
Vice President Mrs Deidre Freeman
Secretary Mrs Tracey James
Treasurer Mrs Darleen Baldock

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: 8.30 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 new Year 7 Students will receive the forms late in Term 4. 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.

COMMENCEMENT OF SCHOOL YEAR

Teachers will resume school on Monday, 29th January, 2018

Students in Year 7, 11 & 12 resume on Tuesday, 30th January, 2018

Students in Year 8, 9 & 10 resume on Wednesday 31st January, 2018

TERM DATES

2018
Term 1: 39 January (teachers start) to 29 March
Term2 : 16 April to 29 June
Term 3 : 16 July to 21 September
Term 4 : 8 October to 21 December

BELL TIMES

	Monday-Thursday	Friday
Warning	8.50	8.50
Home Group	8.55	8.55
Period 1	9.05	9.15
Period 2	9.55	10.05
Recess	10:45	10.55
Warning	11.02	11.12
Period 3	11.05	11.15
Period 4	11:55	12.05
Lunch	12:45	12.55
Warning	1.22	1.22
Period 5	1.25	1.25
Period 6	2.15	2.15
End	3.05	3.05

The College operates a six period day. Each period is 50 minutes long. A bell is rung at the end of each period. Parents should note that the college buildings and grounds are not supervised by teachers on yard duty before 8.45 am and after 3.10 pm.

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 their Year Level Coordinator 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 as they must have an 80% attendance rating.

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.

Phone calls will be made to parents/guardians when students are absent.

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 bring a note from a parent and present it to the Assistant Principal, and then fill out the "Early Leavers Book".

SCHOOL BUS SERVICES

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

Coonoer Bridge	Traynors Lagoon
Gowar East	Winjallok
Stuart Mill / Emu	

PERMISSION TO TRAVEL

Secondary College students may travel on school buses, provided that the student's home is 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 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 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 100 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 by drivers.

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 Trade Training 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 ALLOWANCES:

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. Current rates for each year will be advised on application. 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 who ride scooters to school must place them in the racks provided in bike shed area.

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

Students must not use bicycles or scooters 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 - 3.05pm). Student cars are not to be parked in the College Car Parks.

Students are not permitted to carry other students 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 & FACILITIES

BOOKS AND REQUISITES

Your child may have returned to this school a copy of his/her book and stationery requirements for 2018. 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 Wednesday 20th January between 11.00am-3.00pm. 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.

The Booklist Coordinator, Ms Sharee Evans, will assist with queries concerning booklists. Students enrolling during 2018 can send in a late order to Ballarat Books.

PARENT PAYMENTS 2018

ESSENTIAL EDUCATIONAL ITEMS

To reduce the number of requests for payment throughout the year, a single charge has been applied to all parents/guardians of students attending St. Arnaud Secondary College. This is the Essential Educational Items charge.

The funds collected from families for this charge contribute directly to your child's educational experiences and make it possible for St. Arnaud Secondary College to continue to provide an excellent range of services including travel to sporting venues, materials that are provided and students take home – i.e. photocopying, practise exams, additional materials for woodwork, textiles, ceramics, and photography, and in some classes, class sets are used instead of asking parents to purchase textbooks.

The College Council, of whom the majority are parents, is mindful of the costs incurred by parents/guardians. After careful consideration, it has been determined that the annual *Essential Educational Items* 2018 Curriculum Charge will be:

Year 7 – 8	\$
Curriculum Charge	40.00
Sport Travel	40.00
Food Technology (per Semester)	50.00
Year 9	
Curriculum Charge	40.00
Sport Travel	40.00
NCTTC Fee (per Semester)	60.00
Year 10	
Curriculum Charge	40.00
Sport Travel	40.00
Food Technology (per Semester)	80.00
NCTTC Fee (per Semester)	60.00

Year 11-12	
Curriculum Charge	60.00
Sport Travel	40.00
Food Technology (per Semester)	100.00

Optional Extra Items

These items have been classified as an ***Optional Extra*** and available on a user pays basis. Non-payment of these elective charges may result in the student not being able to participate in the activity

Optional Extra charged throughout the year to cover costs, if applicable, such as:

CAMPS, EXCURSIONS and TOURS

Throughout 2018, specific year levels and subject areas will arrange camps, excursions and tours which enhance the school based learning. Parents will be provided with full details and costs prior to each activity. Payment in full of these costs must be received by the School, prior to departure. Camps, Sports & Excursions Funds (CSEF) received by families who are on a HealthCare Card can be used for these events.

In 2017 the costs were:

Year 7 Halls Gap Camp - \$250.00

Year 8 Rubicon Camp - \$226.00

Year 9 – 10 Camp - \$800.00 (Snow); \$350.00 (Urban Camp)

State School Spectacular - \$80.00 (subsidised by NGSC grant and fundraising)

RACV - \$100

Driver Education - \$80.00

New curriculum in 2018

Outdoor Education – camps/excursion \$300.00 approx.

Kara MAGAZINE

Each year St Arnaud Secondary College produces a school magazine. All students receive a magazine at the end of year Presentation Night.

VET IN SCHOOLS PROGRAMS

Students electing to study a VETiS program are required to pay additional charges.

The cost of the completed project will be invoiced to the family.

PAYMENT OPTIONS

- Payments may be made at any time using cash, cheque or BPay.
- All Family Statements include BPay reference details. To ensure the correct allocation of payments, parents using this facility are kindly requested to forward to the school General Office, the remittance advice from their Family Statement with the charges being paid clearly marked.
- Payments by instalments is an option also available for payments of accounts.
- Answers to any queries and details of the available payment options are available by contacting the General Office 5495 1811. The office is open from 8.30am to 4.30pm each school day.

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

Parents that hold a valid means-tested concession card or are a temporary foster parent, may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.

The annual CSEF amount per student will be: \$225 for secondary school students.

How to Apply

CSEF application forms will be available from Term 1 2018.

YOUTH ALLOWANCE (AUSTUDY)

Financial help for people aged 16 to 24 years who are studying full time, undertaking a full time Australian Apprenticeship, training, looking for work or sick.

Eligibility basics

- 16 to 21 years of age and looking for full time work or undertaking approved activities
- 18 to 24 years of age and studying full time
- 16 or 17 years of age and have completed year 12 or equivalent, or undertaking full time secondary study and need to live away from home in order to study, or are considered independent for Youth Allowance, or
- 16 to 24 years of age and undertaking a full time Australian Apprenticeship

<http://www.humanservices.gov.au/customer/services/centrelink/youth-allowance>

SECOND HAND CLOTHING

The College has a 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 Welfare Coordinator.

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

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 220 computers for direct student use. The pupil to computer ratio is about 1 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. An amount of 'print credit' will be allocated depending on the student's year level. With efficient use the print credit should be sufficient to complete the school work required in a year.

Students are advised that not having sufficient funds in their Print account to complete class activities is not a valid excuse. Students can check their credit level in their print account by logging onto the relevant program.

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.

The use of ICT equipment to tease, harass, offend or bully any person in any way is strictly prohibited. This includes anything that may be considered racist, sexist, pornographic, or in any other way discriminatory or offensive.

LOCKERS

The College provides a locker for each student, free of charge. The College for a cost of \$15 has a welcome pack which includes a combination lock, drink bottle and school diary. Students are required to purchase this pack. A condition of use of a locker is that they may be searched at any time.

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

Students should not bring money or valuables to school. However, money and valuables can 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.

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.

UNIFORM

Where can I buy school uniform?

RamJac

Napier Street, St. Arnaud VIC 3478

Ph: 54 952 929

10.00am - 4.30pm Monday - Friday

9.00am – 12.00pm Saturday

COLLEGE UNIFORM

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

Shorts – navy

Polo shirt – Green and navy and white piping

Hat – Sun smart/broad brimmed navy

Boys

Shorts – navy

Polo shirt – Green and navy and white piping

Hat – Sun smart/broad brimmed navy

Winter Uniform

Girls

Girls may choose to wear the winter skirt or long trousers

Winter skirt – navy and green check

Long trousers – navy

Rugby top – navy and green with embroidered logo

Winter jacket (optional) – navy

Boys

Long trousers – navy

Rugby top – navy and green with embroidered logo

Winter jacket (optional) – navy

Socks and Tights

Tights –navy

Knee high socks – navy

Short/anklet socks – white or navy

SHOES: BLACK COVERED

What about hats?

All students are required to wear a broad brimmed hat to school. The school uniform now includes a plain navy bucket style hat which meets Sun Smart standards. (Baseball caps are not sun smart hats and will not be allowed)

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.

PHYSICAL EDUCATION

Sports Uniform

Green polo shirt with logo

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 Trade Training Centre at Charlton (if doing a trade subject, alternative trousers may be worn). Students must wear correct school uniform in a neat and tidy manner. It is a requirement of the North Central Trade Training 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.

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.

Thongs are not permitted to be worn at school.

All items of school uniform should be clearly named.

CURRICULUM

CURRICULUM DESCRIPTION

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 and school 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.

THE CURRICULUM

Year 7 & 8

Subject	Number of lessons per week	Duration
English	4	All year
Maths	5	All year
Humanities	3	All year
Science	3	All year
Literacy	3	All year
Health & PE	3	All year
LOTE (French)	3	All year
Art	3	One semester
Music	3	One semester
Food	3	One semester
Wood	3	One semester

Year 9

Subject	Number of lessons per week	Duration
English	4	All year
Maths	5	All year
Humanities	4	All year
Health and Physical Education	4	All year
Science	4	All year
Literacy	3	All year
French	3	All year
NCTTC	One day	All year

Year 10

Year 10 students have an extensive range of options available to them which include a traditional Year 10 course and extension into VCE units. These options are outlined extensively in the Middle

School and VCE subject information booklets. Copies of each can be obtained from the College on request.

VCE: YEARS 11 AND 12

Year 11 students usually study English Units 1 & 2 and five other Unit 1 & 2 level subjects.

Year 12 students usually study English Units 3 & 4 and four other Unit 3 & 4 level subjects.

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

Students may also 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, abilities and career pathways.

VCAL (VICTORIAN CERTIFICATE OF APPLIED LEARNING)

The College delivers the Victorian Certificate of Applied Learning (VCAL). VCAL students study Literacy, Numeracy, Personal Development and Work Related Skills units. In addition, understanding a work placement and a VET unit are part of the requirements of the course.

VET STUDIES (VOCATIONAL EDUCATION AND TRAINING)

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, the NCTTC, through a private training provider, or by on-line computer technology.

Students have the opportunity to undertake, for example, Certificate II in Engineering, Automotive, Agriculture, and Hospitality at NCTTC. Other VET arrangements are available subject to demand and viability.

Students may choose to undertake a School Based New Apprenticeship (SBNA) in conjunction with their VCAL or VCE program. Depending on which of these certificates they are studying, final completion times may vary.

Mature age students are made most welcome. Parents or other community members 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 NCTTC Handbook.

SUBJECT BLOCKING

To facilitate timetable organisation, 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.

During Year 9, 10 and 11, students undergo an extensive course counselling process.

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 Unit 1 Industry & Enterprise for one semester. Counselling services are provided for any person or group requiring career related information. Students are assisted in developing individual pathways strategies.

Year 10 Work Experience is arranged as part of Industry & Enterprise. Students may complete work experience at other times, by arrangement with the Work Experience Coordinator. Regulations concerning the public liability of school and staff regarding the conduct of work experience have been changed significantly.

Students enrolled in VET and VCAL courses program complete work placement for one day per week at Year 11 and two days a week at Year 12.

The School has a comprehensive career information/resource centre including audio-visual resources e.g. 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 Division, which has nine member schools. Interschool competitions are run throughout the year. These include swimming, athletics, cross country running, golf, bowls, clay bird shooting and traditional 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.

G.H. EDWARDS LIBRARY

The G.H. Edwards library is the ever-changing information and reading 'Hub' of the school where staff and students are welcome to research, study and read in a relaxing environment; as well as providing a friendly space for quiet recreational activities (board games, computers, craft and other pursuits) during recess and lunchtimes.

The library is open from 8.30am to 4.30pm Monday to Friday during the school term.

The library has a wide range of items available for use by students, staff and parents:

- Fiction - novels, comics/graphic novels, picture story books, quick reads books and audio books.
- Non-fiction - various subjects that are suitable for assignments and research; plus magazines and high-interest topics for recreational reading.
- Reference books - atlases, encyclopaedias, dictionaries and yearbooks
- Class set books - class novels and textbooks used in class.
- Newspapers - The Age, Herald Sun and North Central News are delivered daily for access by the school community.
- Audio visual material - kits, DVDs, charts and slides are only available for use in class.

The library has 25 laptops available to students to use in the library or in the classroom for school work and research on the Internet.

The library supports the Victorian Premiers' Reading Challenge program, organises the annual Readers' Club where club members read and discuss the CBCA short-listed novels and maintains a Famous Faces display (local newspaper clippings of staff and students). Students and staff are encouraged to submit book recommendations to the Librarian for consideration to be purchased for the student collection.

The library is also responsible for the acquisition and storage of archival material for future generations.

There is a range of services that the library provides to the school community:

Printing (black and white) – black/white printing is 10c per page. This cost will be automatically withdrawn from students' printing accounts.

Photocopy - this service is available at a small fee. The cost of black/white photocopying is 10c per page while colour photocopying is 20c per page.

Book binding - students may use this service to bind school work, projects and study material for 50c per item.

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;
- 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

Year Level	Location	Length	Date	Approx. Cost
7	Halls Gap	3 days	Mid Term 1	\$250.00
8	Rubicon	4 days	Late Term 1	\$240
9-10	Melbourne	3 days	End Term 2	\$300
9-10	Snow	3 days	Mid Term 3	\$800
10 – Drivers' Education.	TTC, Charlton	2 days.	Mid Term 3	\$80 (subsidised)
RACV	Maryborough	4 days	End Term 4	\$100 (subsidised)
State School Spectacular	Melbourne	4 days.	Term 3	\$80 (subsidised)

The Yr. 9/10 camp is in a two-year cycle where students attend an Urban Melbourne Camp and then the next year a Snow Camp.

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 runs 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 diary to every class and take it 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 diary is not a personal diary. Parents, teachers and coordinators need access to the diary to communicate with each other;
- Use the information provided in the diary as a basis for discussion in Student Development sessions with a view to improving work strategies.

Parents should:

- Check the student's diary regularly;
- Check that set work and homework is completed;
- Check for written comments entered by teachers or Year Level Coordinators;
- Sign the diary on a Friday night in readiness for Student Development sessions on Tuesday;
- 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 it is 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.

POWER HOUR

St. Arnaud Secondary College's 'Power Hour' is an after school study session which occurs on Tuesday, Wednesday and Thursday afternoons from 3:15 - 4:30pm.

These study sessions involve students working in small groups with the assistance from teaching staff, support staff and volunteer community members who assist them with basic literacy and numeracy skills and general homework tasks.

The aim of this program is to increase student aspirations by assisting students who find literacy and numeracy skills challenging in addition to ensuring that students are completing their homework and assessment tasks in a comfortable and supportive environment.

Primarily the program is to spark young people's interest in numeracy and literacy and improve their self-confidence by allowing them to experience consistent successes in short, supported activities as part of the 'Power Hour' program.

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

HOLIDAY 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.

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.

12 STEPS TO SUCCESS WITH HOMEWORK -A GUIDE FOR STUDENTS

1. Use your diary in class to enter all work to be completed.
(Your teacher will give you instructions.)
2. Write your name on everything.
(Handouts, completed work, assignments etc.)
3. File all loose sheets in your folder in their subject sections.
(Are there any papers in your bag? In your diary? Locker? Pockets?)
4. 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?”)
5. 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?)
6. Decide which tasks are most urgent.
(Are all the due dates in your diary?)
7. Complete set homework tasks.
(Do them in order of priority.)
8. Work on long-term projects and assignments.
(Start them as soon as you get them.)
9. Revise for tests and other assessments.
(Everything you are taught will be assessed in some way.)
10. Read all your handouts.
(If you are given a handout, you are expected to read it. Highlight or underline the main points.)
11. Edit your written work.
(Does it say what you want it to say? Is it well expressed? What can you change to improve it?)
12. 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 ABOUT 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 late in Term 1 and midway through Term 2 and 3 for all levels. An additional Interim Report may be issued for Year 7 to 10 student's midway through Term 4.

Years 7 - 12: comprehensive reports on all students are issued 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 in Term 3. Parent Teacher Interviews are an opportunity for parents to discuss their child's progress with class teachers.

Parents can arrange their own interview times through the online system. Instructions will be sent home with the reports prior to Parent Teacher Interviews.

In addition, parents may request an interview with any teacher during the course of the school year. The Year Level Coordinators 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 Victorian Curriculum / VCE/ VCAL standard
- Wasting of class time
- Consistently not completing class work 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.

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, nominees 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 1

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 2

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.

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.

DUX

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

ACADEMIC ACHIEVEMENT AWARDS

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

SCHOOL VALUES AWARDS

Awarded to two students from each form in Years 7-12 who have displayed the school values of 'Respect', 'Resilience' and 'Responsibility' consistently throughout the year.

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 North Central Division (NCD) (interschool) swimming, athletics and cross country run and in at least four other sports, which includes Loddon Mallee Region (LMR) 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.

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

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.

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.

Rotary: is awarded to a student, who contributes to the wider community.

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.

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

NCLLEN VCAL Award: is awarded to a VCAL student for their achievements this year.

STUDENT MANAGEMENT

STUDENT WELLBEING

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

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.

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

STUDENT CODE OF CONDUCT

Respect, Responsibility, Resilience

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.

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' abilities to be productive contributors to their environment;
- to enable students to be focused on their learning;
- 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.

MANAGEMENT

- The Code of Conduct is supported by the St. Arnaud Secondary College Discipline Procedures, which are published in the Parent / Student Handbook.
- All teachers are advised to negotiate class rules with their students, and to occasionally revise the rules with the students.
- Teachers will use a range of strategies to maintain an effective and positive learning environment.
- All teachers are expected to positively reinforce appropriate behaviour and work output.
- There is a graded set of penalties or consequences for unacceptable behaviour that depend on the severity of the misdemeanour.
- The Discipline Policy has been formulated using the Department of Education Discipline Procedures and Guidelines.

APPROACHES TO DISCIPLINE

The following approaches to school discipline will be used:

- expectation that students accept responsibility for their actions, and accept the consequences of their actions;
- 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 extracurricular 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, where appropriate with negotiation;
- the consistent use of clearly established discipline processes with the application of fair and reasonable penalties and sanctions.

SANCTIONS

Sanctions will depend on the breach of rules as follows and may include, but not be limited to one of the following or others:

- 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

Agreed discipline procedures that teachers may use:

- **“Three strikes you are out”:**
 - The student who breaks class rules on three separate occasions is to be removed from the classroom.
 - **The student should not be left outside the classroom, without consideration of ‘duty of care’ issues.**
- **Student sent to YLC:**
 - The student is escorted by another student to the Year Level Coordinator (YLC) with a proforma outlining incident.
 - The class teacher may send a student with a proforma to the YLC / AP / Principal requesting assistance in extreme cases. If YLC unavailable, student sent to AP / Principal.
 - The class teacher should complete a written report for the YLC. This should include events leading to the exiting of the student from the class, including both the actions of the student and the management strategies employed by the teacher.

- **If the student refuses to leave the classroom:**
 - Send another student to get assistance from YLC / AP / Principal or any other teacher in the staffroom.
 - If the student poses a danger to the class, escort the class from the room, and send a student for assistance.

- **Steps for the Re-entry of a student to the classroom:**
 - The YLC, teacher and student must meet out of class time and negotiate the return of the student.
 - The YLC will monitor the re-entry of a student to the classroom, and document that this has happened.
 - The YLC will monitor repeat offences and alert the AP / Principal of when they occur.
 - If the student refuses to discuss the behaviour, arrangements will be made for the student to enter Time Out.
 - Where Occupational Health and Safety issues are involved, the student will only be permitted to return to class on the signing of a contract.

- **Re-offending Students:**
 - When a student is sent to the YLC for a second time, the YLC or AP / Principal will contact parents as the College recognises the importance of parental involvement in the modification of student behaviour.
 - The AP will make arrangements for the student to enter Time Out, if deemed appropriate.
 - YLC and AP/Principal discuss each case individually, and a decision will be made including, but not limited to, whether the student is placed in “Time Out”, suspended, or parents requested to collect the student from school. This will vary, depending on the circumstances.

- **Offensive / Threatening Language:**
 - Mandatory Time Out or Suspension will occur when the student swears, with intent, at a teacher or another student.

- **Out of class inappropriate behaviour:**
 - Incidents in the school ground should be reported to the YLC initially.

STUDENT REPRESENTATIVE COUNCIL (SRC)

Home group 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 the teacher who holds the SRC Coordinator position. They are also on School Council as Community Members.

The SRC conducts fundraising activities for the school, local charities and other appeals.

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. Students place their lunch order at recess.

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 are a number of qualified staff who will assist in this area, and a fully equipped sick bay is available for students who are ill. Mrs Chapman 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 by staff.

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 First Aid Coordinator 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 bus arrives 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.

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 (5):	elected by school community.
Teachers (4):	elected by school community.
Co-opted members (5):	2 being the School Captains..

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 2016 - 2017 (Annual Meeting: March)

President:	Mrs Megan Ferguson
Vice President:	Mr Gerald Feeny
Executive Officer:	Mr Anthony Hand
Treasurer:	Mr Colin Macgowan

MEETING TIMES

School Council meets on the third week of the month at 6.30 pm. at the College.

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

PARENT CLUB

PARENT CLUB CONTACTS

President	Mrs Leanne Walker
Vice President	Mrs Deb Feeny
Secretary	Mrs Tracey James
Treasurer	Ms Narelle Cashin

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 Year Level Coordinator: The Year 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 weekly on 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.

Information Nights: Information nights are held prior to all school tours and camps: 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 late in Term 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: 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 General Office.

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

Remember to bring 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 Year Level Coordinator, the Welfare Coordinator or the Assistant Principal or 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.

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: mobile telephones, iPods, MP3 players 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 Sun Smart 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.

INDEX

Accidents or illness	34		New Student	39
Attendance	5		Parent Teacher Interviews	26
Bell Times	4		Parent Club	37
Bicycles	7		Parent Payments	8
Books and Requisites	8		Performance Reviews	26
Buses	6		Phone and Fax Numbers	3
Canteen	34		Physical Education and Sport	18
Careers and Work Experience	18		Power Hour	23
Code of Conduct	31		Presentation Night	28
College Council	37		Punctuality	5
Communication with Parents	38		Reports	25
Computer Facilities	11		School Grounds and Buildings	35
Competitions	21		Second Hand Uniform	10
Contact Personnel	3		Student Cars	7
Conveyance Allowance	6		Student Planner (Diary)	21
Curriculum	14		Student Representative Council	34
Enrolment	4		Sun Smart	36
Excursions	20		Term Dates	4
Extreme Weather Rooms	35		Uniform	12
Homework and Home Study	23		VCE (Years 11 & 12)	16
Investiture of Students	34		VCAL	17
Leaving the School Grounds	5		VET	17
Library	19		Welfare	30
Lockers	11		Work Completion Policy	24
Lost Property	12		Youth Allowance	10
Middle School (9 & 10) Electives	16			