

# **Student and Parent Handbook**

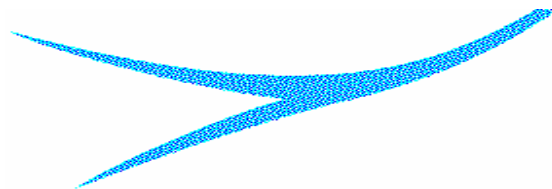


**2008**

# Guiding Principles

## **The College expects that all students will:**

- Be challenged in all activities to achieve to the best of their ability.
- Develop the skills of learning and gain satisfaction and confidence from their developing abilities.
- Be treated individually.
- Be supported by a welfare program.
- Respect themselves, teachers, other students and the workplace.
- Work with teachers and parents as a team in ensuring that they receive a quality education in our College.



# The Big Four

When considering behaviour, the College expectations are based around four simple questions (The Big Four):

## **Is it safe?**

- Could anyone's safety or well being be effected by this action?
- Do responsible people know where you are?

## **Is it fair?**

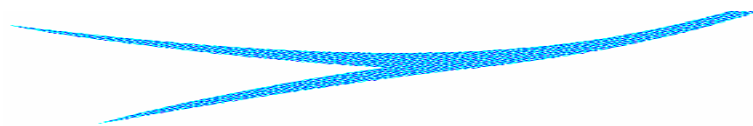
- Does this action treat some people differently to others?
- Is this action designed to make some people sad, angry or uncomfortable?
- Is this action based on someone's gender, size, appearance, race, age, colour, appearance or behaviours?
- Is the learning of others being affected?

## **Is it helping our school and community?**

- Does this action help our community and school develop a positive reputation?
- Is the property of our community being respected?

## **Is it the right choice?**

- Are there other options?
- Have you thought of other ways of acting?
- Have you tried to get advice?



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# The Big Four Steps

## 1. **Warning**

Reminder about the Big Four.

## 2. **Time Out**

Five minutes out, then negotiate re entry.

## 3. **In Time**

Detention at lunchtime for repeat or excessive behavior.

This may involve yard duty.

Parents informed in Diary.

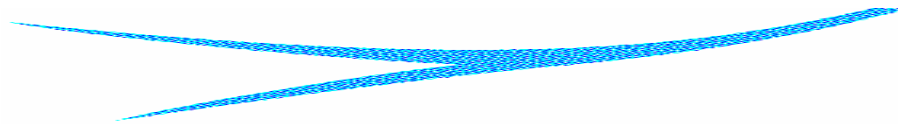
## 4. **Out Time**

Detention after school for more serious or repeat behavior.

Parents informed in Diary.

\*Violence, refusal to follow instructions, bullying and harassment can lead to immediate Suspension.

\*Behavior monitoring systems may be used to track student behavior if problems occur on a consistent or widespread basis.



# Stars and Strikes

A consequence system has been implemented to support positive behaviour and to discourage repeat negative behaviour.

- **Stars** are awarded to students who perform above and beyond usual expectations in the classroom or College grounds. Four STARS within a week is rewarded with a Principal's lunch.
  - **Strikes** are awarded to students who do not meet College expectations in homework, uniform or classroom behaviour. Four STRIKES within a week results in a Principal's after school detention.
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# Contact for Parents

**College Principal:** Mrs Lyn Boyle

**Address:** Alkara Avenue  
LARA 3212

**Email:** lara.sc@edumail.vic.gov.au

**Assistant Principals:** Ms Glenda Ward & Ms Faye Smith

## **Thinking and Living (TLC) Teachers:**

Should be the initial contact persons for all matters concerning pastoral care of students, discipline, academic progress, absences, illness, family concerns etc. Their primary responsibility is for the overall welfare, discipline and general progress of students at their year level. These are key people in the education of our students.



# TERM DATES

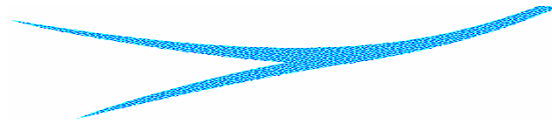
YEAR 2008

**Term 1:** 30 January to 20 March

**Term 2:** 7 April to 27 June

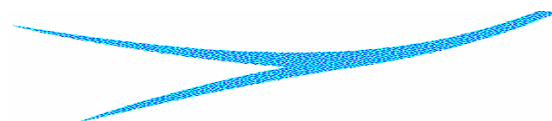
**Term 3:** 14 July to 19 September

**Term 4:** 6 October to 19 December



# BELL TIMES

|                         |                         |
|-------------------------|-------------------------|
| Warning Bell            | 8.55am                  |
| Thinking and Living     | 9.00 – 9.30             |
| Session One             | 9.30 – 11.00            |
| Recess<br>(Warning Bell | 11.00 – 11.30<br>11.25) |
| Session Two             | 11.30 – 1.00            |
| Lunch<br>(Warning Bell  | 1.00 – 1.50<br>1.45)    |
| Session Three           | 1.50 – 3.20             |



# Sources of Information

## COLLEGE NEWSLETTER

“**The College Times**” is published every fortnight on Fridays to inform parents of College activities, important dates and functions.

## STUDENT DIARY

Each student is issued with a diary as part of their booklist. Replacement diaries can be purchased at the office.

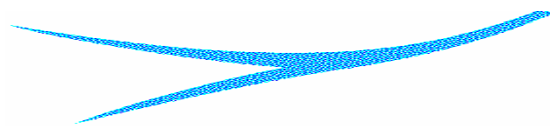
Note: Correct use of the diary is essential. It is designed to provide a daily record of homework, reminder of dates etc and acts as a means of communication between the College and home. Primarily, notes in the diary are the student’s responsibility. Writing of personal comments, illustrations and graffiti is not acceptable.

The Parents and Friends Group oversees the operation of a number of sub-committees that involve parents in a variety of ways. Upon enrolment, parents will be invited to join the Parents and Friends Group.

The group meets each month. The Parents and Friends Group will help provide amenities for students, sponsor scholarships, finance for various projects and organize special events for the College. Parents are always welcome to join the group.

## ASSESSMENT AND REPORTING

Comprehensive mid-year and end of year reports, along with progress reports in the first and third terms will be issued. Parent/Student interviews will be conducted after the Progress Reports in Terms 1 and 3. Parents are invited and most welcome to speak to teachers at any time of the year. Please contact the College to make an appointment.



# YEAR 7 & 8 CURRICULUM

## COMMUNICATION & CULTURE

4 sessions each week

- Language skills and communication explored through new communications media.
- Using an enquiry based approach to develop cultural, historical and geographic understandings.

## NUMBERS & LOGIC

4 sessions each week

- Numeracy skills development in an explorative and reality based setting.
- Environmental understanding through scientific experimentation and technological processes.
- Working with design and engineering technologies to explore the physical world.

## SEPEP

2 sessions each week

- Student centred Sport and PE & Health program which involves student exploration and organization of the various roles involved.
- Health and well being on a physical and emotional base.

## LANGUAGE

1 sessions each week

- Indonesian. Language development in an environment of historical and current cultural and geographic understanding.

## ART & EXPRESSION

2 sessions each week

- Exploring artistic expression through visual and physical media, drama, dance and performance

## TECHNOLOGY & TOOLS

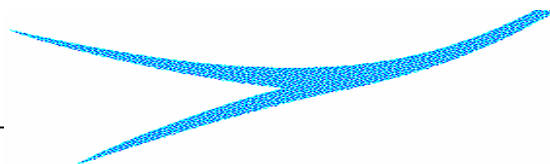
2 sessions each week

- Developing practical skills through the use of materials and technologies including foods, fabrics, wood, plastics, energy and information.

## THINKING & LIVING

30 minutes each morning

- An extended Pastoral Care system integrating the development of thinking and organizational skills, relationship building, value attainment, Student Leadership and mentoring/tutoring.



# YEAR 9 CURRICULUM

## COMMUNICATION & CULTURE

3 sessions each week

- Language skills and communication explored through new communications media.
- Using an enquiry based approach to develop cultural, historical and geographic understandings.

## NUMBERS & LOGIC

3 sessions each week

- Numeracy skills development in an explorative and reality based setting.
- Environmental understanding through scientific experimentation and technological processes.
- Working with design and engineering technologies to explore the physical world.

## SEPEP

2 sessions each week

- Student centred Sport and PE & Health program which involves student exploration and organization of the various roles involved.
- Health and well being on a physical and emotional base.

## LANGUAGE

1 sessions each week

- Indonesian. Language development in an environment of historical and current cultural and geographic understanding.

## CONNECTIONS

One day per week

- A community based program allowing students to develop personally, provide service to the community and the environment and to learn through problem solving in the real world.

## ELECTIVES

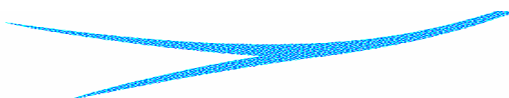
3 sessions each week

- One elective per semester from the following options
- Studio Art Design / Foods Horticulture / Production / ICT / Ayo Indonesia and Materials and Design Technology

## THINKING & LIVING

30 minutes each morning

- An extended Pastoral Care system integrating the development of thinking and organizational skills, relationship building, value attainment, Student Leadership and mentoring/tutoring.



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# THE YEAR 10 PROGRAM

**CORE SUBJECTS: Thinking and Living Classes (TLC): 30 minutes per day**

**English and Mathematics – 3 sessions per week each**

Students will remain in TLC groups for English and Mathematics in semester one.

In semester two students will remain in TLC groups for English.

For Mathematics two courses will be offered, Maths Methods or General Maths. Students will receive counselling regarding this choice towards the end of semester one.

**ELECTIVES: 3 sessions per week for one semester**

Students must select at least one unit of Science and one unit of SOSE in their yearly program.

All remaining electives are based on student preference. In total three electives per semester will be completed. This may include a VCE subject where unit 1 is done in semester 1 and unit 2 in semester 2. VET courses offered are generally the first year of a two year course.

**Students must choose AT LEAST one Science**

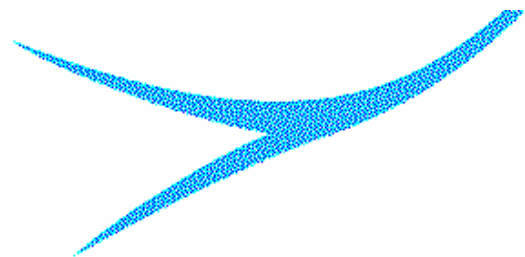
Chemistry / Physics  
Biology / Psychology – Life and Mind  
General Science

**Students must choose AT LEAST one SOSE**

Asian History  
Introductory Philosophy  
Geography - Coast to Coast

**Other Electives**

Fabrics  
Food for Life  
Graphics  
Horticulture  
Indonesian - Indo Ayo  
Material Design Technology  
Multimedia  
Music  
Outdoor Education  
Performing Arts  
SEPEP  
Studio Arts  
Work Links



# COLLEGE EXPECTATIONS

## ATTENDANCE

1. Students must be punctual for all lessons and assemblies.
2. Before each lesson, students should assemble at the appropriate point outside the classroom.
3. A student must not be absent from a scheduled class except with the class teacher's express permission and a note written in the College diary.

Students must not leave the College grounds during the College day unless an appropriate pass has been issued and recorded in the Property which is found should be handed in to the general office.

4. Following an absence from the College, a note of explanation from a parent or guardian must be returned to the Thinking and Living teacher.
5. Students must attend at least 90% of scheduled classes, or have documented explanation of additional absences, to be considered for promotion to the next year level.

Special note for parents/guardians: if your child is not going to be attending you must advise the school by 10 a.m. on the day of the absence.

## CARE OF PROPERTY

All private property should be clearly marked with the owner's name. Only sufficient money needed for the day should be brought to school. Any extra money which might have to be brought to school for a special reason should be labelled and left at the general office for safe keeping.

Valuable items such as mobile phones, radios and cd players should not be brought to school. Students who bring electronic items to school will have them confiscated and returned at the end of the day for a first offence, but will face confiscation for return to parents for any further offences.

Property which is found should be handed in to the general office.

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## BICYCLES

1. Bicycles should not be ridden in the school grounds.
2. All bicycles must be placed in the bicycle rack and securely locked.
3. No person is permitted to bring a bicycle onto the school grounds unless he or she is wearing a bicycle helmet.

## BUS TRAVELLERS

1. Students using buses will behave in a way which will bring credit to themselves and the school.
2. Students will obey instructions of bus drivers.
3. Whilst waiting for buses at the front of the College students must keep off the road and driveways. They must also queue in an orderly fashion prior to boarding

## HOMEWORK GUIDELINES

The College encourages regular scheduled homework to reinforce classroom learning. Homework tasks will be set on a scheduled basis to allow parents and students to plan effectively. Your child's homework plan will be provided by your TLC teacher at the start of each term.

Homework progress or non completion will be recorded in the College diary.

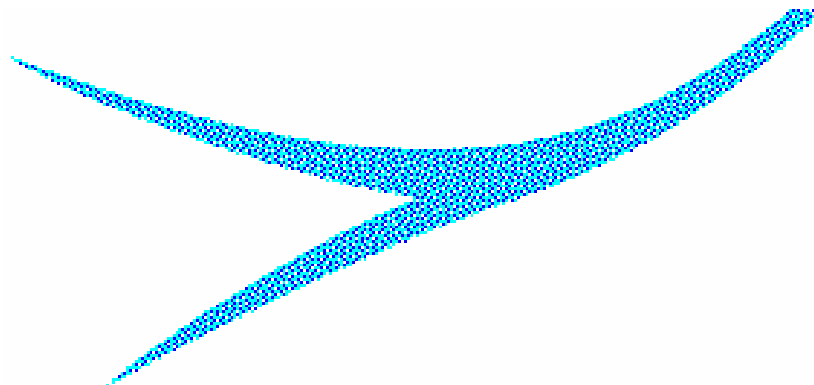
## PERMISSION TO LEAVE GROUNDS

### 1. Lunch Passes

Students who live locally may apply for a permanent lunch pass if they intend to go home for lunch at least three times per week. This pass grants permission for a student to go home for lunch on any day of the week. The pass does not entitle a student to go to shops or to another student's home.

### 2. Temporary Passes

When a student needs to leave the school grounds for some special reason (eg a medical appointment); a note should be brought from a parent/guardian requesting permission. A pass to leave the grounds will be entered in the College diary by the Principal or Assistant Principal.

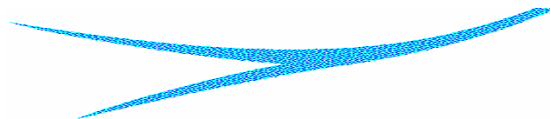


# GROUNDS FOR SUSPENSION

A student may, by order of the Principal of the school, be suspended from a State school where the student wilfully commits a serious breach of the school's code of conduct. The following DOE guidelines are used to determine what constitutes a serious breach.

A student:

1. whilst attending school, including direct travel to or from school, or engaged in any school activity away from the school, including travel organised by the school, and having regard to his or her age and disabilities.
  - a. behaves in such a way as to constitute a danger to the physical or emotional health of any staff member, student or any other person assisting in the conduct of school activities; or
  - b. wilfully causes significant damage or destruction to property, or is knowingly involved in the theft of property; or
  - c. possesses, uses, or deliberately assists others to use illegal drugs or substances prohibited by the Department of Education; or
  - d. deliberately fails to comply with any reasonable instruction of a principal or teacher; or
  - e. deliberately and consistently behaves in a manner that interferes with the educational opportunities of any other student or students; or
  - f. engages in unacceptable discriminatory behaviour or harassment of another person based on sex, race, religion, politics or physical or mental impairment; or
2. being fifteen years of age, or older, deliberately and consistently fails to take advantage of the educational opportunities provided by the school.



# ANTI BULLYING AND HARASSMENT POLICY

The following policy is based upon principles contained in the Lara Secondary College Charter and the Victorian Equal Opportunity Act of 1995.

## ***The College's Stand in relation to bullying/harassment***

Lara Secondary College does not tolerate bullying/harassment in any form. All members of the Lara Secondary College community are committed to encouraging a safe, secure and caring environment which promotes personal growth and positive self esteem for all, regardless of race, religion, sexual orientation, physical appearance or learning ability.

## ***What is bullying/harassment?***

Bullying/harassment is direct or indirect repeated acts of aggression causing embarrassment, stress, pain or discomfort to another, by either an individual or a group. These acts of aggression are unwelcome and unreciprocated.

- It can take a number of forms: physical, verbal, gesture, demanding and exclusion
- It can be an abuse of power
- It can be planned
- It can be unintentional

Examples of bullying/harassment

### **DIRECT - Physical**

- hitting
- kicking
- spitting
- throwing stones or objects
  
- removing, interfering with or hiding belongings
- patting, pinching, touching, fondling or brushing up against another person's body

### **INDIRECT - Physical**

- getting another person or group to hit or kick another person
- getting another person to hide another person's belongings
- asking another person to pat, pinch, brush up against another person
  
- belonging to a group who has observed a sexual assault, physical assault or rape

### **NON PHYSICAL - VERBAL**

- verbal insults
- spreading rumours
- name calling

### **NON PHYSICAL – VERBAL continued...**

- unwelcome questions about a person's private life
- repeated requests for a date or relationship
- sexual photographs
- offensive phone calls, words or images, statements which are transmitted by phone, fax, video conference or e-mail
- asking someone else to spread rumours or to verbally insult another person
- requesting another to call another person names or make comments about their physical appearance

### **NON VERBAL**

- offensive staring
  - threatening or obscene gestures
  - sexually graphic material
-

**Bystanders who are present when bullying/harassment occurs are expected to act responsibly and seek assistance**

**What we do to prevent bullying/harassment at Lara Secondary College?**

As a college community we foster processes that allow Bullying and Harassment to be easily reported . We expect the college community will speak up.

- The College takes responsibility for promoting awareness of how to recognise bullying/harassment and the signs that the victims exhibit through TLC classes, curriculum and presentations.
- Every member of staff is responsible for follow up.

**How we deal with Bullying and Harassment?**

The process for dealing with bullying/harassment is:

Reporting of incidents

Follow up by relevant personnel

All attempts will be made to resolve the issues so that all parties are satisfied

Contact with parents or police where appropriate

Mediation, conciliation or case conferencing where appropriate

Discipline consequences where appropriate may include

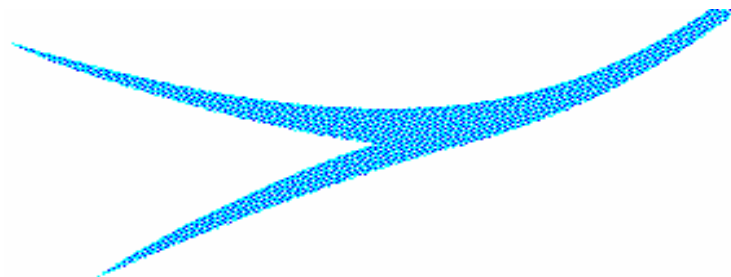
- \* Detention
- \* Suspension
- \* Expulsion

Suspension will result after three documented cases of harassment.

Educational support will be provided for both students who bully and victims. This may take the form of:

- \* Counselling
- \* Referral to District consultants
- \* Ongoing student support
- \* Mandatory reporting procedures

*Yearly student surveys and suspension data will be used to benchmark successful reductions of Bullying and Harassment incidents annually .*



# STUDENT FINANCIAL ASSISTANCE

## CONVEYANCE/TRAVELLING:TRAVEL ALLOWANCE

Where no school bus is available and students are required to travel 4.8 kilometres or more to school, or to a school bus route, an allowance is available.

## EDUCATION MAINTENANCE ALLOWANCE

Students under 16 years of age: parents who hold a Commonwealth Pensioner health Benefits Card, commonwealth Health Care Card or Commonwealth Health Benefits Card at specified times in the school year, will be entitled to the allowance.

## ABSTUDY AND ASSPA

Support the education of Koorie study

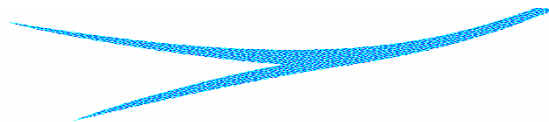


## HEALTH PROBLEMS

The College should be informed in writing of any illness or disability, which may affect students at the College. The College should also be informed if a student is required to take medication. Students can only be given paracetamol with written permission. Students are to lodge any medication at the General Office.

It is most important that the College has up-to-date telephone numbers (home, business and mobile numbers) and also two emergency numbers in case parents cannot be contacted.

When the college considers a student too sick to be at school, parents will be asked to take him/her home.



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# UNIFORM REQUIREMENTS

Wearing uniform is seen as promoting a sense of belonging and pride in the College

| <b>Girls</b>  |   | <b>Boys</b>   |  |
|---|---|---|--|
| <b>Summer</b>   | <b>Winter</b>   | <b>Summer</b>   | <b>Winter</b>  |
| Summer dress or navy shorts with white College shirt                    | College skirt or navy College slacks with College white shirt | Navy long leg College shorts with College short sleeve open neck shirt  | Navy two pleat College trousers with College open neck long sleeve shirt |
| Navy slouch or bucket hat   | Navy College scarf  | Navy slouch or bucket hat   | Navy College scarf   |
| White anklets or knee high socks  | Navy anklets or navy knee highs                               | Navy marle walk socks   | Navy lib socks – wool blend  |
| Water resistant nylon jacket with school logo – not to be worn in class |   | Water resistant nylon jacket with school logo – not to be worn in class |  |
| College pullover with logo  |   | College pullover with logo  |  |
| School Bag with Logo  |   | School Bag with Logo  |  |
| Black leather school shoes  |   | Black leather school shoes  |  |

## Sports Uniform

| <b>Girls</b>  | <b>Boys</b>                            |
|---|--|
| Polo Shirts: school design and colours with school logo | Trackpants: navy microphyte drawstring |
| Shorts: navy, microfibre with drawstring                | Rugby Top in school colours and design |
| Appropriate sports sock                                 | Appropriate sports socks               |

- Make up is not to be worn.
- The only jewellery to be worn is a watch and/or earrings (stud or sleepers). Nose, lip, eyebrow rings are not to be worn.
- Boys navy shorts and trousers are regulation College school wear.
- Girls slacks are to be the College Supplier's tailored navy slacks.
- During summer months all students should wear a hat whilst outdoors.
- Hair colour should be a natural shade.
- Students are required to wear the College sports uniform whilst participating in physical education (SEPEP) or sporting activities.
- Sports shoes are not to be worn in the classroom.
- Navy blue or white headbands or ribbons for girls are permitted.
- Sports uniform may only be worn to or from the College if students have SEPEP last session or, on designated College Sports Days. Families will be notified of these in advance.
- Plain white T-shirts may be worn underneath College open necked shirts.

