



NATHALIA SECONDARY COLLEGE

STUDENT POLICIES, GUIDELINES AND GENERAL INFORMATION

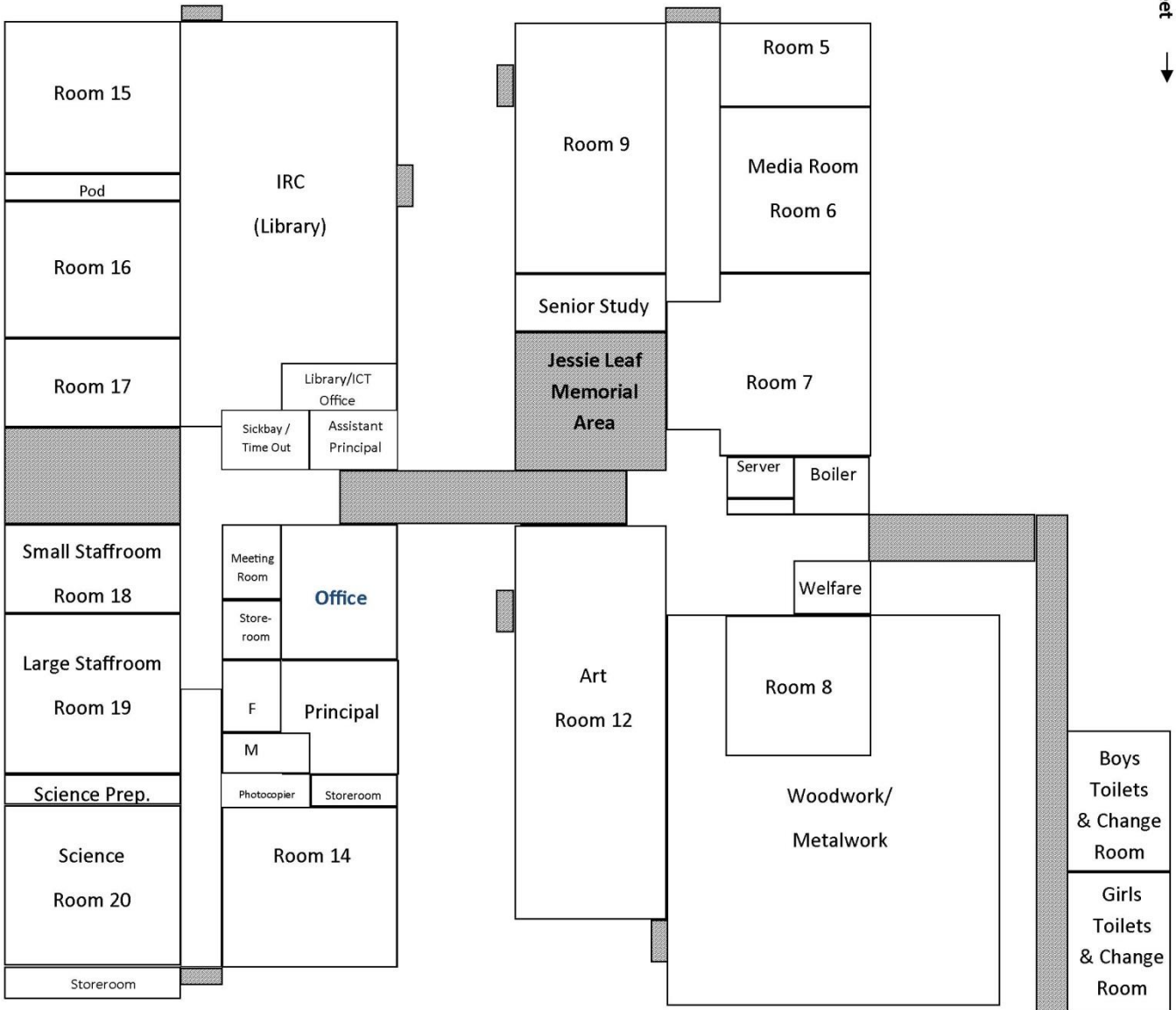
SCHOOL MAP

Nathalia Secondary College
School Map 2015

← Chapel Street → Bus Stop 



Pearce Street



GENERAL INFORMATION

General Information

At Nathalia Secondary College our aim is to provide a stimulating and caring learning environment. We strive to lead by example and the high standards we expect of our students are reflected in every aspect of our school.

Attendance

Students are required to attend school regularly and punctually. School commences at 8.55am with a Home Group meeting. All students must attend this meeting to allow rolls to be marked and information concerning the day to be passed on. Students move directly from Home Group Meeting to first period. Each day is divided into 6 x 50 minute periods. On Thursday students start with an extended Home Group then 6 x 45 minute periods.

Students arriving late to school need to report to the office and sign in before going to class.

Permission to leave the college grounds

Students are the responsibility of the school during the day and cannot leave the school grounds without permission. If a student needs to leave school for an appointment during the day, a note must be given to the Home Group Teacher at morning Home Group. The main office must be informed prior to leaving.

Signing In

Any student who arrives at school after Home Group meeting has finished, must "sign in" at the office. A note should be given to the office staff.

Signing Out

Any student who has followed the correct procedure and is then given permission to leave the college grounds, must "sign out" at the office.

Lockers

Students will be assigned a locker at the discretion of the school. These lockers are the responsibility of the student as is any damage caused by the student.

Personal Property

All books, requisites and clothing should be clearly labeled. Students are responsible for their own property. School insurance does not cover the personal property of students.

Bicycles

Students who ride to school must store their bicycles in the racks provided. It is each student's responsibility to provide a locking device, to prevent misuse by other students or theft by people outside the school. All students must wear helmets when riding bicycles to and from school. No student is allowed to borrow another student's bike.

School Publication

The Nathalia Secondary College Newsletter is published fortnightly and distributed on a Thursday. It is circulated to the eldest in the family. This newsletter is provided to keep parents informed about upcoming events, school issues and student achievements. This is sent home with your child.

You can also choose to have the newsletter emailed home. If you would like to do this please contact the office. Copies of the most recent newsletters can also be located our website.

Camps and Excursions

School camps are organised for the Years 7 to 10. Students from all levels participate in excursions that are organised by classroom teachers or as whole-school events. School camps and excursions are a privilege and not a right.

Students will only be included in camps if their behavior and cooperation are beyond reproach.

Physical Education

Physical Education is considered to be an important part of the curriculum at Nathalia Secondary College. All students must participate at Years 7 to 10.

Students must wear their sports uniform or bring a change of clothes to participate in all practical lessons.

Student Representative Council

The SRC at Nathalia Secondary College aims to raise money for worthy causes such as Genes for Genes Day, Daffodil Day and Red Nose Day. The SRC consists of student representatives from each year level. Students take on roles such as President, Vice President and Treasurer. The SRC sponsor a child in Kenya through Plan International. The SRC is also a forum in which suggestions from students may be debated.

Student Welfare

One of the big advantages of being in a small school in a small, country community is that we can provide support for individual student welfare in a way that is not possible in a larger more impersonal community. Sometimes students would like to be a little more anonymous when we get to hear about activities that they thought they had got away with, but that is one of the joys of living in a rural community.

All of our staff are trained to provide educational and other support for students that is appropriate to their individual needs. We have a system of Home Group teachers and Pupil Welfare staff designed to provide support when it is needed. Students and parents are encouraged and welcome to talk to individual teachers, Home Group teachers, Welfare coordinators or the Principal and Assistant Principal about any matters of concern.

We feel that it is important that we take advantage of the opportunity we have to be a truly caring community and we take seriously our "Personal Responsibility Policy" which is based on the twin concerns for the rights and responsibilities of individuals balanced by the need to care for all parts of the school community.

School Leaders

Students from Year 12 are elected as School Leaders each year, through the process of application. School Leaders conduct school assemblies, represent the school at various functions, and generally work with the SRC to represent the students.

Vertical Home Groups

The Nathalia Secondary College vertical Home Group system has been in place since 2006. The school is divided into three teams Red, Blue and White and within each of these teams there are 3 groups that form the individual home groups. Within each group there are students from Years 7 to 12. Each home group has approx. 15 students and student's stay in this home group for their entire time at Nathalia Secondary College.

The function of the home group is to provide pastoral care where the teachers watch over their students with care, support and friendship, work with students to set goals and help them achieve these.

Home group is a place where students learn about other people and about themselves.

The home group time also plays an administrative role to maintain attendance rolls, check on absences/uniform and thirdly be the first port of call for parents.

PERSONAL RESPONSIBILITY POLICY

Introduction

All members of the College community will conduct themselves in a responsible manner that recognises and respects the rights of others.

Purpose of policy

The purpose of the policy is to provide a framework for all members of the school community to engage in a safe, supportive learning environment and embrace good citizenship.

Guidelines

All members of the school community are expected to:

- Take an active role in encouraging learning and achievement
- Interact respectfully with others
- Understand and appreciate individual difference
- Be supportive of the school in its aims and policies
- Act appropriately when interacting with people, facilities and equipment when within the college community and external to it.
- Resolve conflict in a polite, calm and non-physical manner.

SCHOOL WIDE POSITIVE BEHAVIOUR (SWPB)

At Nathalia Secondary College, we hold to these values:

Caring –

We are considerate and caring at all times

Learning –

We work together to create learning communities that develop confident, competent young people who do their best.

Excellence –

We aim to achieve high, realistic goals and strive to do the best we can in every way.

Accountability -

We are challenged to be responsible to ourselves and our community for all of our actions

Respect -

We treat each other with fairness and dignity, valuing difference and diversity

UNIFORM

The wearing of the school uniform is a compulsory part of student life at Nathalia Secondary College. Students who for any reason are out of uniform must bring an explanatory note signed by their parent/guardian, to their Home Group Teacher. In 2013 the school uniform updated to:

Boys uniform:

- College royal blue and white shirt
- At least one of:
 - Unisex navy long pants (Midford 1500)
 - Unisex navy shorts (Midford 155)

Girls uniform:

- College royal blue and white shirt
- At least one of:
 - Girls navy pleated day skirt (Midford 7100G/7100L)
 - Unisex navy long pants (Midford 1500)
 - Unisex navy shorts (Midford 155)
- OR College dress

Senior students have the option of wearing senior school tops

General:

- Poly/cotton pullover, royal blue with white school logo (Midford 3000)
- Navy broad brimmed College hat
- Soft shell jacket, navy with white school logo (optional) (Midford 0804B/0804M)
- Navy blue beanie and navy blue or white scarf (optional)

Sports Uniform:

- Microfibre shorts, black
- Microfibre pants, black (optional)
- College sports shirt, royal blue and black
- Plain white or navy socks and sports shoes (black or white laces)

Students are to change into and out of their sports uniform at the beginning and end of each PE class.

Shoes and Socks:

- Black leather, polishable, fully covered shoes (boys and girls)
- Plain white or navy socks
- Navy tights

General

- Due to health and safety issues we recommend that students do not wear nose rings/studs, lip rings/studs and
- Extreme hair styles (eg. spikes, mo-hawks) and non-natural hair colours are not recommended
- Decisions relating to acceptable jewellery or hair styles are at the principal's discretion.

FREQUENTLY ASKED QUESTIONS

I want to order my lunch:

Collect a bag from the box in the canteen; write your order on it and return it to the canteen *during recess*.

I am absent from school:

Your parents need to send along a note to explain any absences. This is required by the Directorate of Education and in the VCE there is an attendance requirement for satisfactory completion of each unit of work.

Youth Allowance also runs regular checks on attendance and unexplained absences which can lead to removal of payments and even legal action to recover payments already made.

It is **your** responsibility to find out what work was missed during your absence and negotiate with your teachers about what you will need to do to catch up.

I have money at school, or valuable equipment/mobiles, laptops etc:

We have very trustworthy students at our school and rarely have problems with theft. But if you have significant amounts of money to pay for excursions, comps etc., then pay it into the office as soon as you arrive at school. If you need money for lunchtime errands or for after school or have valuable items, give it/them to a teacher or to the office to look after it for you.

I am leaving school (prior to completing Year 12):

You need to complete an exit and transfer form which is obtained from the office.

SCHOOL HARASSMENT POLICY

School Harassment – “It’s Not On In Our Community”

Harassment is viewed by Nathalia Secondary College as unacceptable behaviour. All members of the school community have the right to feel safe and comfortable. Any reports of harassment will be investigated thoroughly and in accordance with the student management policy.

Australian Governments have passed laws, including the Commonwealth Sex Discrimination Act and the Victorian Equal Opportunity Act, to protect people.

It should also be noted that much of this behaviour can be subject to criminal prosecution as outlined in the Victorian Crimes Act.

What is Harassment

It is verbal, physical or sexual conduct that is unwelcome and uninvited.

Physical Harassment

Physical Harassment may involve the following:

- Fighting
- Using dangerous weapons
- Spitting
- Threatening behaviour
- Invading personal space
- Damaging and interfering with others property
- Pulling, pushing and damaging clothes

Verbal Harassment

Verbal Harassment may involve the following:

- Name calling
- Put downs
- Threatening remarks
- Knocking achievers
- Spreading rumors
- Cyber bullying – using online or text to bully others

Sexual Harassment

Sexual harassment may involve someone acting in the following ways:

- Annoying you with persistent advances physically
- Using sexy pin-ups or other illustrated or written material to embarrass or cause offence and discomfort
- Telling offensive sexual jokes
- Criticizing your character, verbally or by gestures
- Using provocative body language or engaging in unwanted physical contact
- Exposing themselves indecently
- Assaulting someone sexually

Racial Harassment

Racial Harassment is any form of discrimination based on race. This may include:

- Racist comments
- Physical abuse

Harassment based on beliefs

There should be respect for differing beliefs provided they do not impinge on the rights of others.

If you are being bullied in any way - tell your parents, guardian, teacher.

Dealing with Harassment

No-one else needs to know. What you tell someone will be **CONFIDENTIAL**. Don't ignore it, tell the harasser to **STOP**. Seek assistance; don't name the harasser publicly. **YOU** are not to blame; do not feel guilty. **IGNORE** comments which say 'it's nothing'.

- Talk to a teacher. They will help you decide what to do by advising you of the alternatives. You will be protected. Retaliation will not be tolerated.

HOMEWORK POLICY

Homework is an integral part of a student's education. Students benefit from completing appropriate homework tasks on a regular basis. Homework helps students to improve organisational and time management skills, self-discipline and personal responsibility for learning and develops the habit of regular, systematic study.

Homework should be an extension of the learning, practice and application skills and ideas taught in the classroom.

The Student Planner provides a means of regular communication between parents and the school and assists students in planning tasks and in the effective management of their time.

Homework can be:

- The completion of work not finished in class
- Revision prior to assessment
- Extra work set for extension/consolidation of skills
- Reading

Homework will generally:

- Generally range from 30 minutes per day in Year 7 through to 60 minutes in Year 10
- Increase to at least 1 – 3 hours per night in the VCE years
- Exceed 6 hours on weekends during peak VCE periods
- Be balanced between different subjects and across the week whenever possible

Homework Responsibilities of Students:

- To complete homework to the best of their abilities.
- To ensure that homework is completed and submitted on time.
- To complete work independently as far as possible and to seek assistance when necessary from parent and/or teachers.

Homework Responsibilities of Parents:

- To provide a suitable study area for the student.
- To show interest and support for the student's work
- To encourage and assist students to plan ahead to enable homework to be completed on time.

Homework Responsibilities of Teachers:

- To ensure that the amount of homework and deadlines set are realistic.
- To ensure that the homework is clearly explained and that written materials are legible.
- To check homework as soon as possible and provide relevant feedback to students.

MOBILE PHONE POLICY

The College accepts that the use of mobile phones by staff and students is an integral aspect of everyday life. Therefore the College acknowledges that staff and students bring mobile phones to school. However, the College will not take any responsibility for loss or damage of mobile phones.

The Personal Responsibility Policy requires that we all respect the personal property and rights of others. Therefore mobile phones will be treated in the same manner as all other personal items that students bring to school.

*Due to the value of mobile phones, students are discouraged from bringing them and other valuable, personal items to school.

Implementation

- Students will be able to bring mobile phones to school.
- Students may only use their mobile phones in a responsible manner and must not interfere with the operation of the College program.
- Phones must be turned off when students are in class, at assembly or involved in a formal school activity in which the use of the phone would interrupt the program.
- Phones are not permitted to be used during private study sessions.
- Students have access to the office phones if they have a valid reason to contact home during normal school hours.
- The use of phones for bullying or harassment will be treated seriously and a contravention of this will be referred to the appropriate authority.
- The use of mobile phones on excursions or sporting activities will be at the discretion of the supervising teacher.

Parents are expected to contact the college office if there are sensitive messages (such as bereavement or serious illness) that need to be conveyed to students. These messages will be passed on by the School Welfare Coordinator or other senior staff if the message is potentially distressing.

In-phone cameras or recording features of phones can only be used as part of the educational program and have consent from the relevant personnel ie. Teacher, principal, student, parent.

Students who use their phone irresponsibly can have their phone confiscated.

STUDENT AGREEMENT

Internet Access

Internet access at NSC is provided for educational purposes.

- You are not to use internet chat rooms, messaging systems, or music files at school unless directed to by a teacher. Music, and other copyright is to be respected
- If copyright allows, you may download text or graphics from the internet for educational purposes. These must be saved into your own H: drive folder, NOT onto the "S" drive
- Email should not be used during class time unless directed to by your teacher

Email

All students have access to a school email system, accessed under Student Area, Webmail. You can access this email from anywhere with internet access using your school internet username and password.

You are expected to use appropriate language and content in emails

- Your emails are filtered and may be read by an administrator.

Printing

Charges

- Colour Printing is \$1 per side
- Black & White is 10c per side

Yr 7 to Yr 10 are given a credit of \$5 per term and Yr 11 and 12 are given a credit of \$10 per term. Once this is spent you will need to see the ICT office or main office to print further. Due to the cost of colour printing, please only print in colour when required.

Never give out personal information to people you do not know.

NSC Computer Network

- You have been allocated a unique logon name and password
- You must keep your passwords secure, or others can waste your printing money, delete your saved work or create inappropriate content under your name
- Use of another student's password is not permitted
- You have your own secure folder (H: drive) to store files on the network
- Network administrators will review files and folders to ensure responsible use
- Inappropriate files or "graffiti" must not be placed on the network
- Personal files should not be stored on the school drives. This includes music, games, movies/TV shows and personal photos
- **Copyright** is to be respected at all times when using the College information and communication resources
- Games and music are not to be played in class time, unless approved by the class teacher

MY RULES FOR ONLINE SAFETY

I will not give out personal information such as my address, telephone number, parent/guardian's work address/telephone number, or the location of my school without my parent/guardian's permission.

I will tell my parent/guardian/teacher right away if I come across any information that makes me feel uncomfortable.

I will never agree to get together with someone I 'meet' online without first checking with my parent/guardian. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

I will never send a person my picture or anything else without first checking with my parent/guardian.

I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parent/guardian/teacher right away so that they can contact the online service.

I will talk with my parent/guardian so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

CAREERS EDUCATION AND WORK EXPERIENCE PROGRAM

Each year, all students at Nathalia Secondary College are encouraged to complete a career action plan and engage in a range of career development activities.

These have greater prominence as students enter Year 10 and begin making subject choices around their areas of career interest. Students also engage in a range of Beacon activities, intended to build motivation for education, training and career pathways development.

Year 10

Students complete a term unit of Careers Education in which they prepare a resume folder, which will be progressively added to until the end of Year 12. They also work extensively on choosing and preparing for a career. During this term students are encouraged to apply for at least two work experience placements.

Work Experience: We have two weeks set in the program for Year 10 work experience. They are the last week of term two and week 9 of term four. However, students are encouraged to do extra work experience if they want to as long as it fits in with their program.

Year 11

Work Experience Program: Students have the opportunity to do an ongoing, one day a week work experience placement. This would generally be part of a VCAL program. In some cases this might become a Part Time New Apprenticeship to be completed over the two years of the VCE/VCAL. Other Year 11 students have the opportunity of doing a short term work experience placement where it fits in with their program.

Year 12

Some students will continue with their ongoing work experience program to complete a Part Time Apprenticeship. All students will be helped with VTAC course selection process in term three and be provided with career guidance where necessary. All students Resume Folder will be checked to ensure they are up to date with current resume and work experience reports.

Sue Heberle
Careers Coordinator

Career and Time Management
REFLECTION TIME

<h2>Term Review</h2>	<h2>Term Preview</h2>
<p>Read through what your teachers wrote on your reports subject by subject.</p> <p>Write down how you thought you performed in each of your subjects:</p> <ul style="list-style-type: none"> • Things that went well • Things that didn't go so well 	<p>Making changes to improve how you perform in any activity is an important skill in life.</p> <p>Subject by subject reflect on what improvements you should make:</p> <ul style="list-style-type: none"> • How are you going to make them? • Do you need help to make these changes?
Last Term	Next Term
Subject:-	Subject:-
Subject:-	Subject:-
Subject:-	Subject:-
Subject:-	Subject:-
Subject:-	Subject:-