



YEAR 7
HANDBOOK
2023



WELCOME

We are a proud school where each and every student has a place. We provide a broad curriculum, including vocation-based subjects, giving our students the education they need to succeed in a diverse and changing world.

We work collaboratively to analyse multiple sources of student learning data to design programs that meet each student's point of need. Student wellbeing is a key priority and we strive to develop our students personal and social skills to become aspiring, confident, respectful, resilient and valued members of the community.

This handbook contains important information about being a member of the Mount Beauty Secondary College community. We look forward to meeting you and hope that you will become valued members of our College community.

If you have any questions, please don't hesitate to contact myself, our Assistant Principal Ms Sarah Laidlaw, or our Year 7 Coordinator, Mr Anthony Brewergray on (03) 5754 4005.

Ms Simone Roy
Principal

PRINCIPAL

Ms Simone Roy

ASSISTANT PRINCIPAL

Ms Sarah Laidlaw

ACTING BUSINESS MANAGER

Mrs Kelly Roffey

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COLLEGE TIMES

9.00 am	9.05 am	Home Group
9.05 am	9.55 am	Session One
9.55 am	10.45 am	Session Two
10.45 am	11.10 am	Recess
11.10 am	12.00 pm	Session Three
12.00 pm	12.50 pm	Session Four
12.50 pm	1.40 pm	Lunch
1.40 pm	2.30 pm	Session Five
2.30 pm	3.20 pm	Session Six

The day begins with a Home Group Meeting at 9.00am. This meeting lasts for 5 minutes. During home group the daily bulletin is read out, we receive messages and discuss problems.

Students should be at school by 8.55am.

Please note, active morning supervision begins at 8.40am, prior to this time students will not be directly supervised. Students will not be actively supervised at school after 3:40pm, unless participating in an authorised event or study session with teacher supervision. The library is open and supervised until 4.30pm each day.

TERM DATES

2023

Term 1: 30th January to 6th April

Term 2: 24th April to 23rd June

Term 3: 10th July to 15th September

Term 4: 2nd October to 20th December

2024

Term 1: 30th January to 28th March

Term 2: 15th April to 28th June

Term 3: 15th July to 20th September

Term 4: 7th October to 20th December

STUDENT PLANNER

ALL students MUST purchase a Student Planner. Student Planners are to be purchased from Tawonga South Newsagency and Post Office through your booklist order.

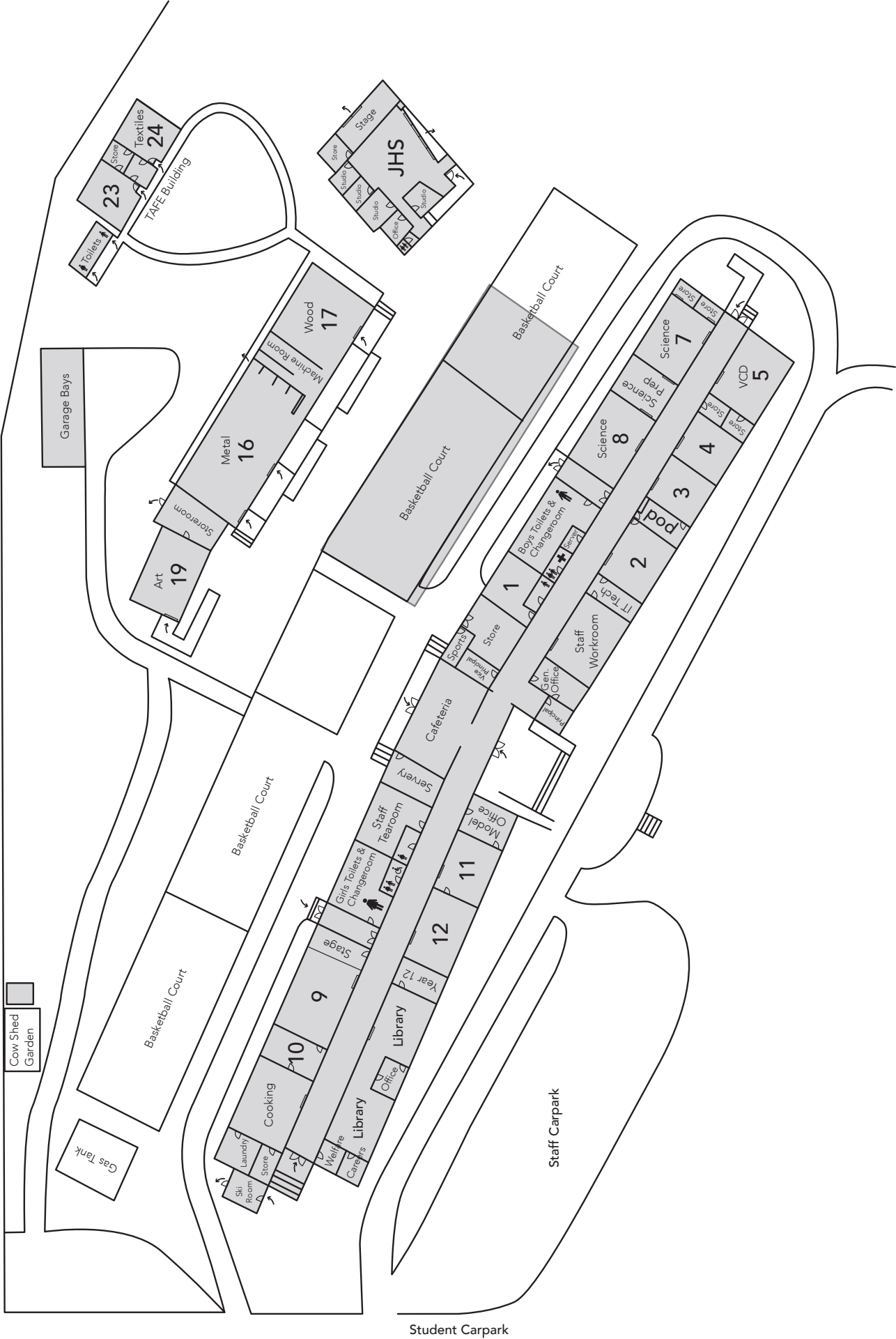
Students will use their planner to record homework details, work requirement due dates, test dates and other important information relevant to their education, as well as out of school activities. The planner is for school and personal organisation only, not as a private diary or journal.

All parents are asked to regularly check the planners each week. This helps to keep them informed about the work students are doing at school and at home. As it is a means of contact between home and school, parents and teachers are encouraged to communicate through the planner.

When out of class ALL students MUST carry their student planner signed by their teacher.

The student planner contains information on techniques and methods that will enhance our students' organisational, personal and academic progress.

SCHOOL MAP



STUDENT CODE OF CONDUCT

COLLEGE VALUES - ASPIRATION, CONFIDENCE, RESPECT

GOALS AND OBJECTIVES

Mount Beauty Secondary College Student Code of Conduct gives priority to enhancing student self-discipline and respect for the rights of others. It seeks to promote an environment which encourages all students to strive for excellence.

UNDERLYING PRINCIPLES

- All individuals are to be valued and treated with respect.
- Students have a right to work in a secure environment where, without intimidation, bullying, or harassment, they are able to fully develop their talents, interests and ambitions.
- Parents have a right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged.
- Teachers have the right to expect they will be able to teach in an orderly and cooperative environment.
- Parents have an obligation to support the school in its efforts to maintain a positive teaching and learning environment.
- The Principal and staff have an obligation to fairly, reasonably and consistently implement the Student Code of Conduct.

RATIONALE

The Student Code of Conduct exists to:

- Preserve the rights of all members of the College community.
- Ensure the right of all students to the best possible classroom learning environment.
- Provide a safe and secure environment at school.
- Meet the legal responsibilities and the expectations laid down by the Department of Education and Training.

EXPECTATIONS

Students will assist in promoting a positive image of the school by meeting the following expectations at school and at all school functions.

- All students are responsible for their own behaviour.
- Every student and every member of the College staff has a right to be safe and secure.
- Every member of the school community is to be treated with politeness, courtesy and respect.
- Every student is to listen when a teacher gives instructions.
- Every student has the right to learn without interference.

YEAR 7 STUDY AREAS

The first year of secondary education is an exciting and positive year for students. All students study the same course which is designed to assist them in adjusting from Primary to Secondary schooling, and to prepare them for entry into the Middle School. During the first year of their secondary education all Year 7's complete a compulsory set of subjects including English, Mathematics, Science, Humanities, LOTE, PE and Sport. Students will also complete units of Woodwork, Metalwork, Textiles, Visual Communication (VC), Health, Art, Food, Performance Arts and Information Technology (IT). There is also a range of extra-curricular events throughout the year that the Year 7 students will be participating in.

ENGLISH

The study of English focuses on reading, writing, speaking and listening. Students read print and film texts and respond to them in creative and analytical ways. They undertake oral presentations and engage in class discussions. Students also learn to tailor responses to the audience and purpose. Students complete weekly homework sheets which focus on building and reinforcing grammar, spelling and language skills. English classes operate 5 periods per week, with one set aside specifically to focus on reading.

MATHEMATICS

Year 7 students will cover a range of units throughout the year. The topics covered may include whole numbers, geometry, number properties and patterns, fractions and percentages, decimals, algebra, negative numbers, statistics and probability, polygons and measurement. Assessment will include: unit tests, class work, projects and homework. Year 7 students are required to complete a combination of online essential assessments and printed maths skills sheet each week.

SCIENCE

During Year 7 Science, students are introduced to the science classroom, safety requirements and various equipment. Research into famous scientists as well as how natural phenomena are produced in the universe is undertaken. Students gain an understanding of how historical scientific discoveries impact the current world. Students carry out experiments exploring a range of topics including separating techniques, classification and forces.

HUMANITIES

The Humanities involves the study of human societies and environments, both past and present. Students explore why groups of people settled in particular environments, how they organised their societies, interacted with others and altered their physical landscapes.

The Humanities encourage use of research skills and inquiry processes. Students learn to plan investigations and ask key questions. They question and analyse a range of data and sources including artifacts, photographs, maps, stories, special events, interviews, site visits and electronic media. They form conclusions supported by evidence and present information in a variety of ways.

The Year 7 Humanities course is divided into two semesters, with the first semester studying Geography and Economics and the second semester studying History and Civics & Citizenship.

LOTE

Year 7 students are introduced to the language of Indonesia. Students from our feeder schools have studied a variety of other languages, so we start from scratch. Students are introduced to the language and culture of Indonesia throughout the year. Studying Indonesian in Year 7 is compulsory for all students. Then students can choose Indonesian as part of our elective system. The College organises an excursion to Indonesia every second year. Students from Year 9-12 are eligible to attend these excursions.

PE

In Year 7 Physical Education, students participate in life-saving, athletics, ball handling skills, gymnastics, fitness testing and a variety of sports.

The lifesaving unit involves students attempting the requirements for the Royal Life Saving Society Bronze Star Rescue Certificate. The athletics unit allows students to complete a range of track and field events prior to the House Athletics Carnival. The ball handling unit allows students to learn how to throw and catch a ball properly and how the use of a range of ball sizes and shapes changes the technique required. The gymnastics unit allows students to attempt a range of routines on a range of Men's and Women's Artistic Gymnastics apparatus. The cultural and minor games unit consists of students participating in a number of small-sided games. Students also participate in a range of fitness tests in Terms 2 and 4.

WOOD/METALWORK

During the first year of the secondary school education, students complete two exciting and popular units in woodwork and metalwork. During the first term students undertake woodwork and complete a range of timber models and small projects, while in the second term students move to metalwork and further their experience with hand tools, techniques and additional small projects. Some of the projects students will make include name tags, pencil cases, chopping boards, metal jewellery and tin sculpture.

HEALTH/IT

Health and Information Technology is a year- long subject, where Health will be taught using Information Technology practices.

The aim of the Health portion of this subject is to equip students with the knowledge to take positive action to enhance their own and other's health, safety and wellbeing. Students focus on the areas of physical and social changes as they grow older, mental health and wellbeing, cyber safety, alcohol use and abuse, food and nutrition and the benefits of an active lifestyle. Students identify their individual skills and interests and abilities and begin their Career Action Plans, which is a dynamic planning document that will be managed by students throughout their years of secondary schooling.

The aim of the Information Technology portion of this subject is for students to learn the basic skills required to navigate the school's network and find the information they require. Students will study several software packages in detail and learn to use technology more efficiently to present their work. Students will also learn programming languages, allowing them to design and create digital solutions.

ART/VISUAL COMMUNICATIONS (VC)

Students broaden the depth of their understanding of the arts discipline, which includes investigation of inspirational artists, exploration of various art media and materials and the use of visual source material to design artworks. The artworks created demonstrate understanding and manipulation of specific art elements and principles being investigated. Students record the design and making process in a Visual Process Diary. The learning opportunities provided allow exploration of aesthetic qualities and fosters personal expression, critical and creative thinking and communication skills.

FOOD AND FIBRE

This study will give students a basic understanding and the practical skills to produce food and fibre based items with increasing independence. Students will spend half the semester working with foods based on the Australian Guidelines for Healthy Eating. Emphasis will be placed on using basic processes and safe and hygienic work practices.

The other half of the term will be focusing on the safe use of equipment and machines to produce textile products. The students investigate aspects of the design process and complete evaluations of the textile items for functionality and aesthetics. Throughout the food and fibre unit students are encouraged to work independently.

PERFORMING ARTS

This course gives students an introduction to the basics of drama and music. Students will work collaboratively and individually to develop characters. They will perform for an audience which will showcase their music created using GarageBand. They will also compose and perform a percussion trio and learn some basic guitar chords. Finally, students will utilise their dramatic and musical talents to write and perform a TV commercial or fairy-tale.

ADDITIONAL AND SPECIAL PROGRAMS

The College offers access to a number of additional programs throughout the school year including:

- Athletics
- Band
- Camps and excursions
- Eisteddfod participation
- Instrumental music
- Interschool sports
- Snow sports program
 - > ASSSTC
 - > Cross country skiing
 - > Downhill skiing
 - > Snowboarding
- Swimming
- Human Powered Vehicle

STUDENT EXECUTIVE COMMITTEE

Mount Beauty Secondary College encourages active participation by the student body in leadership opportunities and the provision of a student voice on committees. The College appoints two College Captains each year from the Year 12 cohort. The pair represents the College at public functions as well as providing role modelling and mentoring for younger students.

All students are urged to nominate for the student executive which is the representative body for Years 7 - 12. The executive is led by the College Captains and each year level has at least two elected members to the executive. Any issue can be canvassed, and the executive is the change agent through which concerns can be raised with the school's administration and school council. The executive raises funds for activities such as the school social and for charities and organisations.

PLAYS AND EXCURSIONS

During the year students attend whole school performances by visiting theatre groups, and to participate in excursions organised by their teachers. These are part of the College Program and all students are expected to attend.

LIBRARY

All students are welcome at lunchtime and after school until 4:30pm for their own use.

The library is also open during class times for class bookings or for students studying a correspondence course.

Students can borrow books and other resources from the library, use the computers, do their homework, read the newspapers and magazines or play board games at lunchtime.

The library has a kettle and microwave available for students to heat lunches.

CAMP PROGRAM

The school's camp program enables students to explore, extend and enhance their learning and social skills development as it provides opportunities and experiences that are not always possible within the confines of the school.

The aim of our camp program is to provide opportunities to

- Enhance physical, social and emotional growth
- Extend learning beyond the classroom
- Development of relationships between teachers and students, and students and their peers.
- Experience group living, and the socialisation and adjustments involved therein
- Develop confidence, independence, responsibility and sense of community
- Promote self-esteem, resilience, resourcefulness and leadership
- Expose students to different and unfamiliar cultural and environmental settings

YEAR 7 CAMP – BOGONG

This camp recognises the importance of transition to secondary school and is scheduled at the beginning of Term 1. Students undertake a range of activities at a residential outdoor camp designed to promote problem solving, teamwork, cooperation and tolerance; while providing the opportunity for students to develop positive relationships with staff and peers whilst working together and socialising. The school values of aspiration, confidence and respect are also practised and developed by the students at camp.

COMPASS

The Compass Parent Portal is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers
- Update your family contact information
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's Semester Reports and Progress Reports
- Book Parent/Student/Teacher Conferences

At Mount Beauty Secondary College, parents/carers are currently able to notify the school of their child's absences, see attendance data, communicate with teachers and view the school calendar.

We are gradually introducing more functions for parents/carers to use and will advise when these become available.

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.

To download the app to your device, search 'Compass School Manager' in the applicable app store. Every family receives a separate login to our school's Compass site, which will be provided to you by the school.

If you are having trouble finding the Compass link for our school please visit our school website (www.mbsc.vic.edu.au) and follow the link on the front page.

ATTENDANCE

ABSENCES FROM SCHOOL

Mount Beauty Secondary College's preferred method of communication is through Compass. If your child is going to be absent from school, please lodge an attendance note through the Compass Parent Portal.

This ensures we are aware your child will not be present and we do not need to contact you to find out their whereabouts. It is a Department of Education and Training requirement for schools to contact parents/guardians as soon as practicable for unexplained student absences. Parents/carers must provide a note to authorise an absence so processing this through Compass ensures we have the required information. Through Compass you are also able to notify the school of upcoming known absences, eg.

If you are going on a family holiday or your child has a medical appointment. This prior notification is appreciated by the school as it assists with our daily record keeping.

The school can also be contacted on 03 5754 4005 before 9am on the morning of an unexpected absence or via email to mount.beauty.sc@education.vic.gov.au.

When a student returns to school after an absence where a prior note has not been given, a note should be written and signed by a parent/carer and given to the Office.

LATE TO SCHOOL

If students are late to school they must present themselves to the Office and sign in on the Compass Kiosk. This will generate a late pass, which is then handed to their current teacher showing they have signed in at the Office. Students are required to bring a note from their parent or guardian explaining the reason for their lateness if prior notification has not been given.

LEAVING SCHOOL DURING THE DAY

In the event that a student has to leave school early, and notification has not been received through Compass, a signed note from a parent or guardian must be presented to the Office at the time of signing out prior to leaving school grounds.

SCHOOL BUS TRAVEL

BUS TRAVEL AND BUS ROUTES

School buses are under the control of the Principal. Students who live more than 4.8km from the Secondary College may be granted permission to travel free of charge, provided that their behaviour on the bus is satisfactory. Students living within 4.8km of the school may be granted special permission to travel on the bus if seating is available.

The routes are -

- (i) From Dederang - crosses river to Keegans Bridge, down back road, up Reids Lane, crosses river at Red Bank, along Kiewa Valley Highway.
- (ii) From Upper Kancoona, along Kiewa Valley Highway.
- (iii) From the top of Mountain Creek Road via Tawonga.

Year 6 students moving to the Secondary College from valley schools will be notified of their bus pick up point by the Principal of their Primary School.

STUDENT BEHAVIOUR ON SCHOOL BUSES

Students whose behaviour is unsatisfactory will not be permitted to travel on the bus until a definite assurance is given that there will be an improvement. In cases of misbehaviour on the buses, vigorous action will be taken and a student may be suspended from the use of the bus service.

GENERAL EXPECTATIONS OF BEHAVIOUR ON BUSES

- Students should not delay the bus by being late at pick-up points.
- No part of the student is to protrude from the bus and nothing is to be thrown from it.
- Students must stay in their assigned seats.
- No student is to board or exit the bus whilst it is in motion.
- Students, after disembarking from buses, must remain on the side of the road until the bus has resumed its journey so that they may obtain a clear view of on-coming traffic.

NOTE: By law, students who travel on school buses are to be under the supervision of the teaching staff during the whole day. For instance they cannot be given permission to regularly go outside the school grounds before school or at lunchtime.

BIKES AND WHEELED RECREATIONAL VEHICLES (WRV'S)

Students riding bikes and wheeled recreational vehicles (WRV) to school are reminded to wear helmets at all times; they should also walk their bikes and WRV's in the school grounds. Bikes must be left in the bike racks at the front of the school. Bikes and WRV's are not to be ridden around the school during the day.

HELMET POLICY FOR WHEELED RECREATIONAL VEHICLES (WRV'S) & INFORMATION FOR BIKE RIDERS

This includes longboards, skateboards, scooters, rollerblades and roller skis.

Mount Beauty Secondary College's policy requires all students to wear a helmet if they choose to travel to or from school on these vehicles.

According to Victorian Road Rules, wheeled recreational vehicles must not be ridden on any road that has either a speed limit of more than 50kph, or a dividing line or median strip. This road rule does not legally stop our students using the roads in town to travel to school. **It does prevent them from using the Kiewa Valley Highway.**

We have an expectation that students will ride to and from school in a safe and responsible manner.

To ensure that all involved are aware of these requirements, **all student's using WRV's and a parent/guardian are required to sign a Parent Permission Form.**

1. Students are required to adhere to all road rules and ride in a safe and responsible manner.
2. Students must wear a helmet at all times they are riding wheeled recreational vehicles.
3. Students cannot share a ride with other students to/from school.
4. Students cannot lend their WRV to other students to use to/from school programs and functions.
5. Mount Beauty Secondary College takes no responsibility for damage to, or theft of WRV's.
6. Students are not permitted to use their WRV's during the school day.
7. If the school becomes aware that students are breaking road rules, the police will be notified.
8. If any of the above requirements are breached, the student will have an appropriate sanction applied.

STUDENT DRESS CODE

POLICY

The wearing of a prescribed school uniform is compulsory for Years 7 to 11 at Mount Beauty Secondary College.
Year 12 students will be expected to wear either the college uniform, or appropriate neat and tidy casual wear.

RATIONALE

- A uniform provides an effective means for students to identify positively with the College.
- Pride and commitment to an organisation such as our College is enhanced through the wearing of an appropriate uniform.
- The educational atmosphere and ethos of a college is enhanced when students wear a uniform which they helped choose.
- A uniform provides a ready means by which the community can identify positively with the students who attend the College.

GUIDELINES FOR IMPLEMENTATION

- Parents and students will have the primary responsibility for ensuring that all students wear the uniform and that the uniform is maintained in a clean and satisfactory condition. They will be fully supported by the staff in meeting this responsibility.
- The items of uniform must be identical to those described, which can be obtained from our official supplier **Mount Beauty Hardware and Drapery**.
- It is the parents' responsibility to purchase the College uniform from the suppliers.
- Where the purchase of a uniform imposes economic hardship, assistance can be sought from the College.
- Sanctions may be applied by the College to those students out of uniform constantly without a satisfactory explanation.
- Disciplinary measures used to enforce the dress code will be consistent with the College Student Code of Conduct.
- A review of this policy will be conducted bi-annually.

IMPLEMENTATION

- Students are expected to take pride in their appearance and grooming.
- Uniform will be worn during school times and at prescribed school functions and excursions.
- Minimal jewellery is permitted. Acceptable jewellery to be worn by students is limited to a plain neck chain, a watch, plain, close-fitting sleepers or studs in ears, an unobtrusive, plain nose stud, and flat rings. No other visible body piercing and body decoration is permitted. This includes multiple earrings in the edge of the ear, eyebrow rings or studs, nose rings, and lip or tongue rings or studs. Taping to cover jewellery will not suffice.
- Hair is to be kept clean and tidy, and where necessary, tied back to keep it safe.
- Natural, unnoticeable make-up only is permitted as part of the school uniform.
- Shoes with covered toes must be worn in classes where the teacher deems it necessary for safety, e.g. Science or Art and Tech classes.
- No hats are to be worn inside the school building.
- During winter months, students may choose to wear a parka, jacket, or overpants for protection from the cold and rain when outdoors. These are to be removed when indoors and should not be worn instead of the uniform.
- In general, students will not be taken outside the school on excursions, or as a member of a sporting

team, unless in full school uniform. For some excursions, where directed in advance by the teacher in charge of the excursion, students may be exempted from wearing school uniform.

- Students are expected to change into designated uniform for sports and P.E. Some sports (e.g. skiing) require special clothing to be worn. Students will be given a list of requirements well before any excursion or activity requiring special clothing.
- During Terms 1 and 4 students must wear a broad brimmed hat whilst outside.
- Skirts, shorts and dresses must be a reasonable length.
- **All uniform items should be clearly labelled.**
- If a student is temporarily unable to wear proper school uniform, an explanatory note should be written and shown to the Assistant Principal before school. Appropriate clothing, as close to uniform colours as possible, should be worn by students out of uniform.
- The Principal has the ultimate authority to interpret the school uniform.
- Parents who find difficulty in providing the correct uniform for their children are urged to contact the Principal.
Assistance may be available to these families.

Various second hand uniform items are available from the school. Please enquire at the Office.

PROCESS FOR UNIFORM CHECK

- Any student out of uniform is to present an explanatory note from his/her parents to the Assistant Principal before attending Home Group meetings. The student will be given an out-of-uniform pass, which should be retained to show teachers on request.
- A letter will be sent home to parents of repeat offenders requesting parental support for the uniform.

ENFORCEMENT OF THE COLLEGE DRESS CODE

- Students attending school out-of-uniform, without a satisfactory written explanation, will be given until the following day to bring a note.
- Students will not be permitted to attend excursions, inter-school sport competitions, or otherwise represent the College, unless they are wearing the correct uniform. Consistent offenders will not be permitted to attend such activities simply by wearing uniform on the day.
- Continued failure to comply with the College Dress Code will result in the offenders being disciplined consistent with the College Code of Conduct.

PHYSICAL EDUCATION/DANCE/INTERSCHOOL SPORT UNIFORM

Required for all year levels (7-12) for Physical Education, Dance and Sport classes, and by all students participating in Interschool Sport. Navy mesh overlay, pocket-less sports shorts AND Mount Beauty sports polo top with logo

Winter uniforms are the same as summer, but it is advisable to purchase a cheap, warm navy tracksuit. Students may also wear navy blue leggings with no logos. "Skins" are not part of the sports uniform. All students require a change of footwear whenever they participate in classes in the stadium. All students require a broad-brimmed hat when participating in either Physical Education or Sport classes in the sun during terms 1 and 4. It is strongly advised to label all items of school uniform.

UNIFORM PRICE LIST

Mount Beauty Hardware and Drapery are the only stockist of the MBSC uniform
and are a great local option when purchasing new uniform items.

Prices are approximate and are subject to change

OUTER LAYERS

Polar Fleece Top	Plain navy polar fleece with school logo	\$42
Rain Jacket (optional)	Navy with fleece lining with school logo	\$60 all sizes

SHIRT

Polo Top, short sleeves	Navy blue, collared polo, button up shirt, short sleeves with school logo	\$19.95
T-Shirt/Long sleeved t-shirt	Any t-shirt visible under school shirt must be plain white or navy blue	

Pants/Slacks

Long Pants	Navy, plain, no cargo pockets (no jeans)	\$24.95-\$39.95
Shorts	Navy, plain, no cargo pockets	\$19.95-\$34.95
Sports Shorts (Mesh)	Navy	\$16.95
Sports Shorts (New)	Navy	\$30 Approx*
Sports Shirt	White with school logo	\$21.50

Dress/Skirt

Traditional School Dress	*Appropriate length for school wear	\$55-\$58
Woollen Tartan Skirt	Either full length or knee length	\$55-\$95
Summer Skirt (Dress Material)	*Appropriate length for school wear (pleated or straight)	\$48
Black or Navy Tights Navy leggings	Subject to availability	\$13.95 (tights)

Shoes	Plain black leather shoes/boots Plain black, sneaker style (no white trim or visible logos) Plain black/dark brown sandals – with heel strap	\$39-\$59
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Socks	Short, plain white, navy, or black	\$3.50-\$14.95
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Belt	Plain white or navy. No studs	
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Bucket Hats (optional) Students can wear any full broad brimmed hat ensuring sun safety and protection during Terms 1 & 4.	Navy with school logo	\$12.50
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STUDENT REPORTING, ASSESSMENT AND FEEDBACK

Student progress is assessed each half year and parents receive a written report from each teacher.

The report is printed in two parts:-

1. Each assessment task is listed. The quality of a student's work in completing each assessment task is graded (A, B, C, D, E, UG, NA, NS), and a written comment is provided.
2. A students' performance against the expected outcomes listed in the Victorian Curriculum.

INTERIM REPORTS

The College issues Interim Reports for all students towards the end of terms one and three, prior to Parent-Teacher interviews. The College encourages parents to use interim reports as a basis for discussions at these interviews.

Parents may also request further reports from teachers at any time during the school year by contacting your child's year level coordinator.

PARENT - TEACHER INTERVIEWS

It is very important that parents are up to date with their child's educational progress. Twice a year in conjunction with Interim Reports, Parent-Teacher interviews are held to discuss students' progress.

BROADER PRINCIPLES OF ASSESSMENT AND FEEDBACK

All students will be given the opportunity to participate in learning activities and assessment tasks that consolidate and stretch their capabilities. Students are to complete all set work in order to improve their skills. Student will receive feedback for assessment tasks indicating where they are at and how to improve. Students are expected to meet work submission deadlines. Students will be penalized for late submission of work, all students should submit work on time and completed to the best of their ability. If work is not submitted on time consequences will apply. Students who experience difficulty with the work can have a modified program. This must be negotiated with the Year level coordinator, the Student Safety and Wellbeing Coordinator and teaching team.

COLLEGE HOMEWORK POLICY

Rationale: "Parents are a child's first and most enduring educators, and their influence cannot be overestimated." (Sir Peter Williams, 2008)

Mount Beauty Secondary College expects students to further develop and consolidate their independent learning skills by completing home study tasks. Homework has a positive effect on learning and is an important part of reinforcing the concepts that are introduced in class. It also plays a significant role in building work ethic, self-discipline and responsibility.

Teachers at Mount Beauty Secondary College are encouraged to exercise their discretion in assigning tasks that are appropriate for their students. Homework assigned across different learning areas will be coordinated by classroom teachers, faculty and the Curriculum Committee to avoid unreasonable workloads for students.

Developing a consistent study routine takes time, but will benefit students by creating an organised approach to completing a depth of learning required to excel in their educational outcomes.

The following guidelines are recommended:

- Year 7 – 9 tasks should take on average approximately one - two hours per week to complete
- Each student will have tasks to complete during the semester from elective classes, as well as weekly tasks from the core subjects
- Work submitted more than 3 weeks past the negotiated due date will result in a 'NS' on the end of semester report
- The home study policy sets the minimum homework level – additional homework may be set
- Home study demands in Year 11 and 12 are considerable and students that develop a consistent home study routine throughout Year 7 – 10 will have the strategies to better cope with the increased demand

The completion of set home study tasks is a compulsory reporting requirement for all Year 7 to 10 units.

Monitoring of student completion rates is a teacher responsibility.

Students who do not complete their set home study tasks will have the opportunity to attend lunchtime

catch up sessions. Tasks not submitted should follow the flow chart outlining the late/non-submission of work.

Assessment of home study tasks:

All homework needs to be assessed on quality as well as punctual submission (see late/non-submission of set tasks).

E.g. Marked like any another piece of work according to the appropriate Victorian Curriculum level.

Student Absence:

- If a student misses a weekly homework task, the student is still expected to complete the task as soon as they return to the classroom, if appropriate.
- If the student is away for a week of classes, the teacher needs to use their discretion whether the homework needs to be completed.

Assessment and Feedback at Mount Beauty Secondary College.

All students will be given the opportunity to participate in learning activities and assessment tasks that consolidate and stretch their capabilities. Students are to complete all set work in order to improve their skills. Student will receive feedback for assessment tasks indicating where they are at and how to improve. Students are expected to meet work submission deadlines. Students will be penalised for late submission of work, all students should submit work on time and completed to the best of their ability. If work is not submitted on time consequences will apply (see below). Students who experience difficulty with the work can have a modified program. This must be negotiated with the Year Level Coordinator and teaching team.

Late work-Reduced score and Not Submitted (NS)



Submitting work late reduces the opportunities for feedback. For feedback to be most effective it has to be timely, relevant and constructive.

Extensions without penalty

- Extension request

If there are extenuating circumstances (e.g. illness, family bereavement, other) making it difficult for work to be completed by the due date, students and families may ask their teacher for an extension. The Extension period is to be negotiated with the student and the family by the teacher. This needs to be before the due date.

Please contact the class teacher for an isolated incidence and the year level coordinator if the matter impacts a number of subjects.

- Extended Absence

If a student is absent for an extended period of time with parental permission and misses an Assessment Task, they shall receive NA (Not Assessed) and an explanation will be given in the report. The student and family must formally apply for a leave of absence, which is formally recognised by the School. **if not formally approved a Not Submitted will be given for that task.

Feedback from staff

- Specific feedback to students in relation to Assessment tasks can vary depending on the nature of the task;
- Feedback can happen minute by minute, lesson by lesson, usually to help students modify and refine their skills along the way in order to be successful and reach expected outcomes or desired goals in the next area of work or next assessment task.
- It is expected that feedback on Tests and Examinations will be within a week of completion and students are given the opportunity to reflect upon their responses. Feedback on other types of assessment tasks (includes essays, research tasks and projects) will be within a three week timeframe. Feedback will include advice and suggestion to the students on areas for improvement.

HOMEWORK ASSISTANCE

Students are encouraged to complete their homework tasks before the due date, and may utilise the library during lunchtime if needed.

CLASSROOM MANAGEMENT

Teachers incorporate positive behaviour strategies on a daily basis in the management of a fair and democratic learning area. All approaches need to focus on who has been affected and the harm that has been caused, as well as providing an opportunity to repair that harm.

GENERAL EXPECTATIONS

- All students are responsible for their own behaviour
- Everyone has the right to be safe and secure
- Every member of the school community is to be treated with politeness, courtesy and respect
- Every student is to listen when a teacher gives instructions
- Every student has the right to learn without interference
- All students should attempt all teacher directed learning tasks to the best of their ability
- School and personal property is to be respected
- Students shall comply with any reasonable teacher request needed to ensure these rights and responsibilities are met

Teachers will have their own behavioural management plan to deal with minor breaches, and positive reinforcement of expected behaviour, within the learning environment.

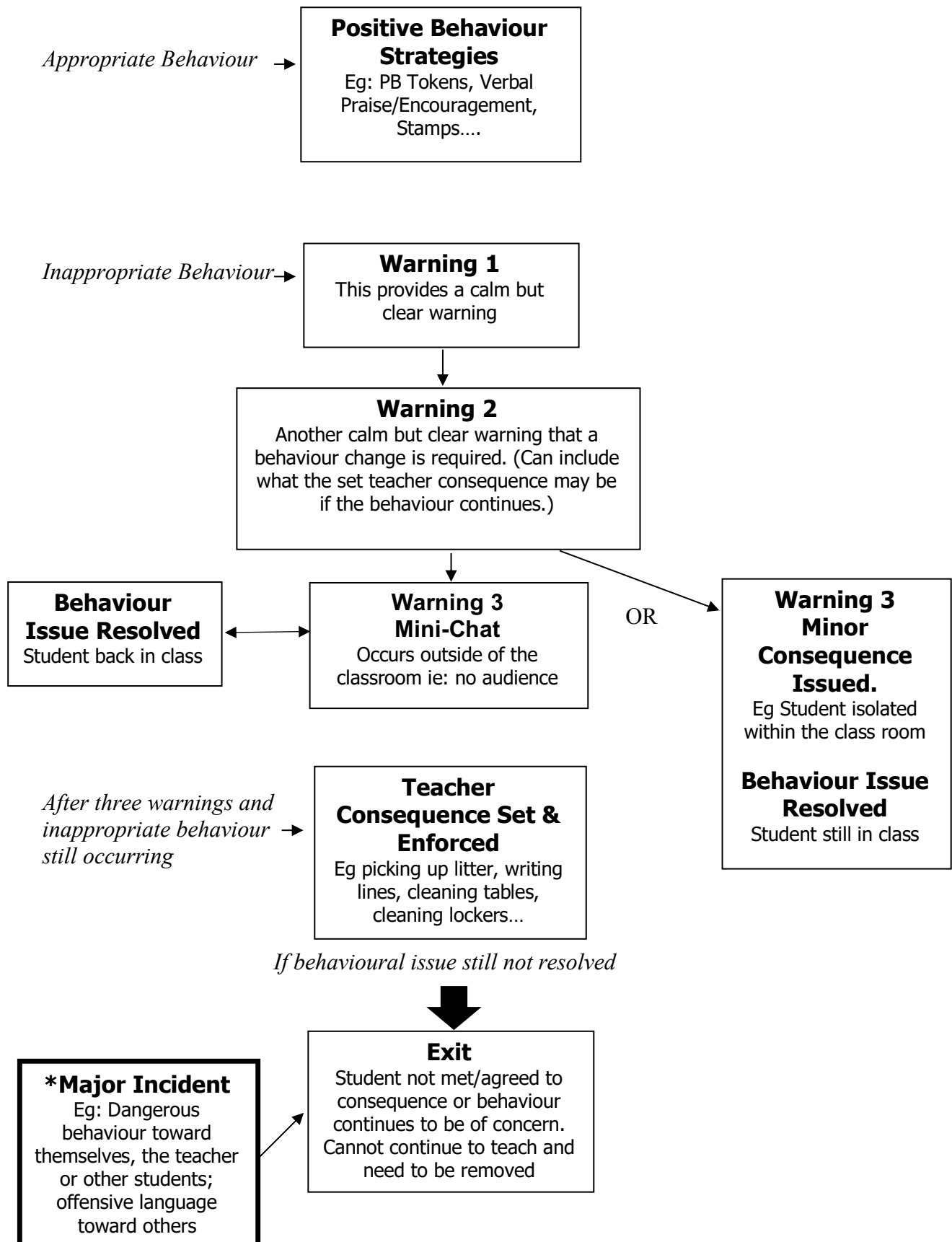
If the teacher has tried everything possible to engage the student and they continue to disrupt the learning of others then the teacher will use the “Exit From Class” system.

Staff must make sure that they have followed all steps and made it very clear to the student that should their behaviour continue, what the next step will be.

If a student is exited he/she will be sent to the Assistant Principal’s Office, where they will be placed in a designated area for the periods up until the next break. The student will fill out a reflection form. This provides an opportunity to reflect upon the behaviour and possible strategies for avoiding the situation in the future. Students will attend a restorative meeting at the next available/appropriate time. The class teacher and student will meet (Year Level Coordinator or Assistant Principal will be present at this meeting) to “work out” the situation restoratively. The student will then be able to re-enter the learning area.

Further disruption or inappropriate behaviour will result in a range of interventions, including parent contact, student engagement cards, after school detention, support group meetings, counseling, mentoring, individual learning plans, school conferences, in-school suspension and ultimately, suspension.

Classroom Management Plan Example:



MOBILE PHONE AND OTHER PERSONAL MOBILE DEVICES POLICY

Mobile phones and other personal mobile devices include phones, laptops, tablets, smart watches and ipods.

RATIONALE

Our school recognises that students may require the use of their device outside school hours to contact their parents or guardians. However mobile phones and other personal mobile devices are not permitted to be carried by students during the school day (8:30AM-3:30PM) or at any school related activity or function at any time unless specific request has been granted by the school.

AIMS

- To ensure that all students are made aware of the reasoning behind the Mobile Phone and Other Personal Mobile Device Policy.
- To ensure that a fair and reasonable process for responding to the use of mobile phones and other personal mobile devices is developed, understood and consistently followed. These processes will be in line with esmart policies.

IMPLEMENTATION

The Department of Education and Training's Mobile Phone Policy 2019 states that mobile phones or other personal mobile devices must not be used during school hours.

Consequently,

1. Mobile phone and other personal mobile device use is not permitted on the school's property or at any school related activity or function held during the school day unless specified by the principal.
2. Students requiring the use of a mobile phone and other personal mobile devices for after-school use will be requested to turn the device off and store it in their bag or locker, or give it to the office for safe keeping.
3. Filming of school community members, on school property, without permission is not permitted.
4. Students needing to make a call can do so through the office.
5. Parents needing to contact their child during school hours must call the office. Parents should not contact their child via their child's mobile phone and other personal mobile devices during school hours.
6. Mobile phones and other personal mobile devices may be permitted on specified excursions where communication is necessary. Eg – Year 11 Melbourne Camp or Snowsports excursions.
7. Students on an Individual Education Plan, with a recommendation for a personal mobile device, and Senior School students, can bring their own device for use in class, under teacher supervision.
8. The College will take no responsibility for the loss or damage of mobile phones and other personal mobile devices
9. In addition, staff members are not permitted to use their personal mobile phone and other personal mobile devices for personal business during timetabled classes.
10. Our Mobile Phone and Other Personal Mobile Device Policy will be communicated to the community via the school newsletter and website.

A combination of negotiation and disciplinary measures will accompany any incident where students have ignored the implementation measures documented in this policy.

They include:

First Offence: Confiscation. A parent/guardian is required to collect the device from the school.

Second Offence: Confiscation. A parent/guardian is required to collect the device from the school.

Third Offence: In- School suspensions and negotiation with a parent/guardian for the most positive outcome for the student.

CYBERBULLYING

Cyberbullying is the use of technology to bully a person or group with the intent to hurt them socially, psychologically or even physically. Right now there are many young people being cyberbullied. By reporting it, talking about it and supporting each other we can stop it.

What does cyberbullying look like?

Cyberbullying can occur in many ways, including:

- abusive texts and emails
- hurtful messages, images or videos
- imitating others online
- excluding others online
- humiliating others online
- nasty online gossip and chat.

I am being cyberbullied—how do I stop it?

- talk to someone you trust straight away—like a parent, sibling, uncle/aunt, teacher or friend, or contact Kids Helpline
- don't retaliate or respond—they might use it against you
- block the bully and change your privacy settings
- report the abuse to the service and get others to as well
- collect the evidence—keep mobile phone messages, take screen shots and print emails or social networking conversations
- do something you enjoy—catch-up with friends, listen to good music, watch a good show or chat online to people you can trust
- remember you didn't ask for this—nobody deserves to be bullied and you will get through this.

What if a friend is being cyberbullied?

- If you have a friend or know someone at school who is being cyberbullied:
- don't join in—don't comment on posts, images or videos that will hurt others
- don't forward or share posts, images or videos that will hurt others
- leave negative groups and conversations
- report bullying to someone that can help—this can be an anonymous report to a parent or teacher
- if you are confident, call others on their bullying and ask them to stop—'Enough. This isn't funny'
- support your friend online and offline—'I heard about the posts-you don't deserve it. I'm here for you.'

School support

The school has policies in place to address cyberbullying and should be able to provide support to you and other students, no matter whether the bullying is from a student at your school or not. Talk to a teacher or counsellor you like and trust.

What if the cyberbullying material is still there?

If there is cyberbullying material about you or a friend online you can report it to get it removed.

1. Report the cyberbullying material to the social media service it happened on

Social media services should remove cyberbullying material that is reported to them. Most social media services have a reporting area on their website. Our Social media safety centres page also provides information about how to report material on various services.

2. Collect evidence of the cyberbullying material

Depending on where the cyberbullying material is posted, you might need to do this first, before you report it to the site. A simple way to collect evidence is taking a photo or screenshot of the material. If you submit a complaint to us about the cyberbullying material, you will need to provide this evidence.

3. Report cyberbullying to the Office of the Children's eSafety Commissioner

If the social media service fails to remove the material within 48 hours of you reporting it to them, you can make a complaint to the Office of the Children's eSafety Commissioner.

4. Block the person

We recommend that you block or unfriend the person upsetting you, so they cannot keep upsetting you while the material is being removed.



RESILIENCE
RIGHTS &
RESPECTFUL
RELATIONSHIPS



STAY UP TO DATE WITH



To keep up to date with news and events.

Follow us on **Facebook!** 

Visit our website at **mbsc.vic.edu.au**



Students and families can access school news, events, upcoming assignments and more via our school management system.



mbsc-vic.compass.education

