

Mount Evelyn Christian School

Senior School Policies & Procedures Handbook 2017

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MECS Vision Statement

Seeking the Kingdom of God in Education.

MECS Mission Statement

We provide Parent-governed, Christ-centred schooling with learning experiences that challenge each student to actively live for God in His world, while partnering with Christian parents in the nurture of their children at a price affordable to those who are committed.

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General Procedures

Attendance

The Victorian Curriculum and Assessment Authority have set an attendance requirement for each study. Unsatisfactory attendance can result in failure of a unit. Students therefore are expected to attend all time-tabled classes, excursions, and assemblies and be punctual at all times. All subject teachers will mark a class roll during each lesson. Students must get prior approval from staff if they need to be absent for 'legitimate reasons'. **NOTE:** Attendance of classes for Revised VCE Subjects is extremely important because if students are absent from class during a School Assessed Coursework Task this will require very specific follow-up procedures, if a student intends to receive an 'S' result for that task:

- Students need to attend sufficient class time to complete coursework done mainly in class necessary for authentication. If a student is absent for more than two days, a **medical certificate**, must be handed in to the VCE Coordinator. (Accurate documentation relating to absences is vital and can only be of benefit to students when matters of Special Provision and Consideration of Disadvantage are being decided.)
- If a student is absent due to ill health during the assessment of an outcome, a doctor's certificate is to be produced on the student's return to school. This student will receive a "UG" (Ungraded) and will need to request the opportunity to sit the SAC. The subject teacher will provide them with a **VCE Application for Learning Outcome or SAC Extension Form**. This form must be promptly completed and forwarded to the subject teacher. It is vital that parents / guardians should immediately inform the VCE Coordinator in writing explaining the reasons for the absence. This important documentation will be kept in the student's file. (Parents / guardians need to be aware / approve of student absences.)
- If a student is absent for reasons other than illness, a **VCE Application for Learning Outcome or SAC Extension Form** must also be sought from the subject teacher. When returned, the teacher will discuss the reasons for the request with the VCE Coordinator. This request will not automatically be granted.
- The minimum class attendance is 90%.

Year 11 & 12 students will be in attendance at school at all times except:

- When they have periods which are not timetabled from Lunch until the end of the day (provided they have written permission from parent/guardian to be out of school.)
- When an excursion or community visit has been scheduled.

All VCE students leaving early (due to timetabled study periods) must sign out at the office/reception. As with all students, VCE students arriving late must sign in on the ipad, located in the office/reception before they attend class. Students who are frequently late without significant cause will be cautioned and may be issued with a short detention.

Cars

Students need to inform the Senior School Coordinator if they wish to drive to school (see form in appendix). Students' cars should be parked in the gravel car park next to the Gym. Students are not permitted to travel to and from school in fellow student's cars without parental permission (see form in appendix). The privilege of bringing a car to school will be withdrawn from any student who does not observe school regulations i.e. speed limits etc. on school property.

Student Drivers

To carry out the strict 'Duty of Care' requirements that are required of schools the following expectations are in place for students who wish to use their cars travelling to and from school.

- Students must be properly licensed and display appropriate 'P' plates.
- Students must obey the road rules and obey the driving restrictions within school grounds.
- Students may only carry one other student passenger (as per Vic Roads laws) where express permission has been given by parents/guardians, to the Senior School Coordinator. This permission must be clear and in writing whether it is an ongoing arrangement or a 'once only' situation.
- Students are expected to park in the gravel car park next to the Gym.
- Students are not permitted to drive to an excursion.
- Cars are parked at the owner's own risk.

Students who drive to school are not permitted to take their car out during the day. Like any other student, they must remain on the school property from when they arrive at the start of the day to when they have finished classes and depart the school for the day.

Any student driving to and from school must seek permission by completing and submitting an application form to the Senior School Coordinator. The application includes a parent's signature and details of the make, colour and registration number of the car or cars most likely to be driven are also to be provided.

Collaborative Work Rooms

These workspaces are intended for **group study** and as a place for staff to meet or work with students. Therefore Staff have priority access to these rooms for working with students and as a meeting space (especially the first meeting room). It is recommended that individual study occurs in the study centre.

Use the sign in booking system. It is recommended no more than 2 sessions per week in these rooms.

- It is **not a room for social gathering**. Use of rooms should be work-focussed.
- The rooms are **not to be used at lunch and recess times** unless for dedicated and focussed group work.
- **Food is not permitted in these rooms.**
- Loud conversations or playing music out loud is discouraged.

Computers/ Computer Work and Mobile Phones

Students are encouraged to use the BYOD program with their own laptops and tablets to enhance their learning at school. Students should contact Mr Dempsey to arrange connection to the school network.

Students are permitted to carry mobile phones, but there are some guidelines on their use:

- Phones and other devices must be used in a respectful manner to all members of the school community. Taking photos or videos without permission is not acceptable.
- Mobile phones should not be used in class, unless permission is given by a teacher.

If a staff member at any time directs a student to stop using a phone, this needs to be adhered to immediately.

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- There is an alternative system available in case of computer or printer malfunction or unavailability.

- Hard copies of the work in progress are produced regularly.
- Each time changes are made the work is saved onto a back-up file. The back-up file should not be stored with the computer.

Please note that all Secondary students are required to complete a **Secondary Student ICT Use Agreement** each year and subsequent breaking of that contract will require appropriate discipline and the loss of computer privileges.

In the end it is the student's responsibility to ensure work is submitted as directed and difficulties with computer technologies are not considered a valid excuse for failure to hand in work by the relevant deadline.

Students should seek to follow normal school procedures in the use of computers and carefully follow teacher and/or technician instructions. Students must not seek to alter the computer settings by any method and should report any computer fault to the Senior School Coordinator. Computers are there for the benefit of all Senior School students.

Mount Evelyn Christian School does not guarantee the availability or workability of school computers, printers or network on any day. We request that students notify the Senior School Coordinator of any issues with computers.

Detentions

Students may be issued with a **short detention** for the following reasons:

- Incomplete or late submission of homework (non -learning outcome).
- Dress code infringement.
- Inappropriate behaviour.
- Excessive lateness.

Short detentions run for 20 minutes during lunchtime and are supervised by the Year 10 Coordinator.

Students may be issued with a **long detention** for the following reasons:

- Ongoing or more severe discipline issues.
- Learning outcome not submitted on time.
- Significantly disrespectful behaviour towards a staff member or other student.

Long detentions are served on Thursday afternoons after school from 3:30-4:30 and are supervised by the Senior School Coordinator.

Devotion Group

Each Year 10, 11 and 12 student is part of a devotion group. During devotion time the roll will be marked, devotions and prayer time, and general administrative duties carried out. Morning devotions are compulsory for all Senior School students.

Dress Guideline Infringements

Students in breach of the school's dress guidelines (Dress Guideline is outlined in the MECS student diary) will be instructed to go to the Senior School office where they will be given appropriate clothing to change into, or instructed to remove jewellery item. If alternative clothes cannot be found, the student's parents will be contacted to bring appropriate clothing to the Senior School for their student. The student will remain in the Senior School office until their clothing meets the required dress guidelines and then they can return to class. Students will receive a short detention for a dress code infringement.

Examinations

MECS has examinations for students from Year 7 onwards. Examinations should be treated as an important facet of education and an opportunity to demonstrate what has been learnt during the year. In Year 12, MECS also provides students with practice exams. Practice examinations provide excellent opportunities for students to hone their skills and refine their time management prior to the actual examination.

All VCAA Year 12 Examinations are held at Mount Evelyn Christian School unless the student has been instructed otherwise by the VCE Exam Coordinator.

General Student Behaviour

Students are encouraged to conduct themselves in a respectful and polite manner to all members of the school community. Students are expected to appropriately respond to any reasonable request or instruction by a MECS staff member.

Behaviours that are not permitted on campus:

- Swearing or offensive language.
- Use or possession of the following items: cigarettes, alcohol, illicit substances, pornographic materials or weapons.
- Bullying or abuse.
- Sexual activities or prolonged physical contact.

Home Study

We are often asked as to how much study VCE students should undertake. This is a difficult question to answer as students work in different ways and at different rates. However, if you want to do as well as you can in the VCE it is important that you commit yourself to a consistent study program.

Study periods provide an opportunity for students to work at school and seek advice from their teachers and peers. In addition, students are expected to study at home. While students may not have set homework each night, it is recommended that students undertake at least two hours of study per week night during the VCE years, preferably in the early hours of the evening rather than late at night.

The home study environment should be clean and well lit and free from distractions such as the television, the internet, the radio and phones.

At the start of each year students are encouraged to develop a study timetable and to stick with it for the year. Revision of class notes and text book summaries are vital parts of preparation for both School Assessed Coursework (SAC) and exams and it is important that students consistently study their coursework material rather than leave it to a few days before an examination.

Interschool Sports Day Attendance

The MECS Senior School seeks to encourage all students to flourish in their areas of strength and passion. This includes participation in sports and interschool sports days. As a general principle, we support student attendance and participation, but have some guidelines in place to assist in determining when it is appropriate for students to attend.

- There may be instances where attendance at an interschool sports day raises concerns for a teacher/s due to incomplete student work. In such cases the Sports Coordinator will contact the parents of the student informing them of their child's wish to attend the sports day and communicate the teacher/s concerns with this. It is then at the discretion of the parents, in conjunction with the student, to make a decision about whether they attend the sports day.

Concerns about medical fitness or suitability will follow the same process. Issues relating to unsuitable behaviours are at the discretion of the Senior School Coordinator in deciding the suitability of student attendance on interschool sports days.

- In some instances there may be existing negotiated contracts/ expectations agreed upon by the Senior School Coordinator and parent that have academic requirements which need to be satisfied in order for the student to attend interschool sports days.

Out of Bounds Areas

Students are required to stay within the school boundaries unless given permission by a teacher. Senior School students are only permitted on the oval during break times if playing sport. This is not a space for social gathering. See map in Appendix for out of bounds areas.

Private Study Time

VCE students undertaking private study during lesson time will be expected to be in designated study areas, unless specific arrangements have been made with a subject teacher or VCE Coordinator. VCE students are expected to use the study centre for, at the very least, 50% of their study periods. The library and the study centre are designated areas for students to work in quietly – they are not places for discussions. The collaborative work rooms can be used for group work that requires discussion.

Computers have been provided for students in the Senior School Study Centre.

Students are allowed to work outside. Students should observe normal bell times.

See 'Attendance' for rules regarding early departures.

Study Centre

The study centre is set aside for silent, individual study.

- **Year 10 students** must spend all their allocated study blocks in the study centre. This is supervised by the Year 10 Coordinator.
- **Year 11 and Year 12 students** need to spend a minimum of 50% of the study blocks in the study centre.

No food or drink (apart from water) is permitted in the study centre. Individual music devices are permitted in the study centre so long as the sound does not carry or cause distraction to others.

School Maintenance & Sustainability Practices

All members of the Senior School community are responsible for the care and maintenance of facilities and resources.

Each devotion group will be allocated an area of responsibility. As well as this, each group will oversee the maintenance of the room in which they meet. This includes vacuuming, rubbish pick-up, cleaning tables, closing windows, turning of lights and heating/air-conditioning.

Additionally, the Senior School seeks to implement appropriate recycling and sustainability practices.

Staffroom

If you require to talk to a Senior School staff member out of class time, please visit the staffroom. Knock on the correct door as signed, and wait for a staff member to respond.

Student Belongings

MECS has long had an open locker policy. To maintain this system it is imperative that students are considerate of other students' personal belongings. Any concerns about breaches in this area to be reported to the Senior School Coordinator as soon as possible.

Student Expectations

As well as meeting the normal requirements of Mount Evelyn Christian School, Senior School students are expected to:

- Behave in a manner that is considerate to others.
- Be an excellent role model for both younger students and peers by exhibiting maturity at all times.
- Be punctual to all devotions and lessons.
- Make wise and diligent use of study periods.
- Take a prominent role in school events where possible.
- Respect the property and privacy of others in the study rooms at all times.

Theatrette Use

Students are allowed to use the Theatrette during break times as well as when they don't have class (so long as it is not in use by a teacher). Students are expected to maintain and clean all resources in the room (such as the sandwich toaster), and keep the room in an orderly and neat state. If it is not, there may be times when student access is restricted.

Use of Photocopier

Students wishing to photocopy should use the student photocopier in the library or study centre. Please ensure that all work is properly acknowledged and not misrepresented as own.

Visitors to the School

All visitors to the school need to sign in through the administration using the ipad and display a visitor badge while on campus.

In general whilst we want to be a welcoming school, it is not appropriate for students to have visitors onsite without permission from the Senior School Coordinator for the visitor to be here. (For example, a past student visiting from interstate/overseas may be appropriate - during lunchtime/recess).

It is not appropriate for students to be meeting up with visitors in the carpark/school yard during school hours, nor for visitors to be parked and 'waiting' (in their car, or within the schoolyard) for extended periods of time.

Visitors who are seen to be loitering around the senior school car park will be asked to leave the premises.

Social gatherings should be held on the weekend in a more suitable location. Our focus is student learning, we are a school, not a social hang-out.

If students are contacted by friends to arrange a visit/catch up, they should be instructing their friends that they will need to wait until after school and in another location.

Work Experience

Work experience provides opportunities for students to learn more about a particular profession that they might be interested in or to learn about work in general. Students are required to undertake work experience during Years 10 and 11. In Year 10, work placement is conducted as part of Your 10 Careers and held during the July work-break and also end of November. In Year 11, students can undertake a second work experience, but for one week only. Generally, students are to find their own work experience. However, assistance in finding placements can be found through the VET/Careers Coordinator.

VCE

MECS Policy on the application of Victorian Curriculum Assessment Authority (VCAA) Rules

The Rules *(p-79 of 2017 VCE and VCAL Administrative Handbook)*

1. A student must ensure that all UNACKNOWLEDGED work submitted is genuinely his/her own.
2. A student must therefore ACKNOWLEDGE all resources used (including persons).
3. A student must NOT receive undue assistance from another person.

Acceptable assistance:

- Includes the incorporation of ideas or material derived from other sources but which has been TRANSFORMED and used in a new context.
- Prompting and general advice from another person which leads to refinements and or self-correction.

Unacceptable assistance:

- Use of, or copying of, another person's work or other resources without acknowledgment.
 - Corrections or improvements made or dictated by another person.
4. A student must not submit the same piece of work for assessment in more than one study.
 5. A student who knowingly assists other students in a breach of rules may be penalized.
 6. A student must sign an authentication record for work done outside of class.
 7. A student must sign the general declaration that he/she will obey the rules of the VCE and accept any possible disciplinary outcomes.

The School's Responsibility *(p-41 of 2017 VCE and VCAL Administrative Handbook)*

The teacher will inform the student in writing of:

- All work he/she needs to do to achieve **S** for the unit *via* the Study Design.
- All work he/she needs to do for Graded Assessment *via* the Study Design.
- How to submit work- Study Design.
- Timelines and deadlines for completing work (*via the Study Planner*).
- Procedures for obtaining an extension of time (see below).
- Internal school appeal procedures (see below).
- Procedures that follow the event of a student missing a SAC: a letter from an independent health professional (medical problem) or independent professional (personal trauma/serious intervening event) is required (*via the Study Planner*).
- That all SAC results **may** change as a result of statistical moderation by the examination.
- The need to retain work completed for assessment until the end of the academic year in which the work was undertaken.

Satisfactory VCE unit results *(p-67 of 2017 VCE and VCAL Administrative Handbook)*

The student receives **S** for a unit when the school determines that all Learning Outcomes are achieved satisfactorily.

A student must:

- Observe the VCAA and school rules.
- Produce work that demonstrates achievement of the outcomes.
- Submit work on the due date set by the teacher, usually by 8.45 am into the box outside the Senior staffroom for assessment tasks and learning outcomes **not** completed in the classroom.
- Submit work that is clearly their own.

If a teacher judges that **all** outcomes are achieved, the student satisfactorily completes the unit.

Not Satisfactory VCE unit result *(p-67 of 2017 VCE and VCAL Administrative Handbook)*

The student receives **N** for the unit when one or more of the learning outcomes are not achieved because:

- The work does not demonstrate achievement of the outcomes.
- The student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted for any reason, including Special Provision.
- The work cannot be authenticated.
- There has been a substantial breach of rules including school attendance rules.

Failure to achieve an 'S' on a learning outcome: redeeming outcomes

(p-67 of 2017 VCE and VCAL Administrative Handbook)

If a student submits work for an assessment task and it **does not** meet the required standard for satisfactory completion, the teacher will (within **5** school days) allow the student to submit further work. This work will be allowed in order to allow the student to meet satisfactory completion requirements of the task and hence the unit. However, the originally assessed scores awarded by the school will stand and will **not** be changed by the re-submitted work. The teacher may also consider other work previously submitted provided it meets the requirements.

Observations of individual work done in class should be recorded. The teacher and student must sign each recorded observation. If the school is being reviewed, this sheet should be included with the work.

Discipline *(p-81 of 2017 VCE and VCAL Administrative Handbook)*

In the event of a breach of the above rules the school shall give the student at least 24 hours notice (in writing) to attend an interview where the alleged breach of rules will be discussed. The interview panel will consist of the study teacher and the VCE Coordinator. The student may have a parent or friend attending but only in a support role. Following the interview, the principal shall advise the student of any set penalty.

Student Appeals *(p-83 of 2017 VCE and VCAL Administrative Handbook)*

A student has a right to appeal against a decision of his or her school imposed in respect of a contravention of the VCAA assessment rules. In the first place a student needs to bring his or her appeal to the VCE Coordinator who will consider the matter and respond in writing to the student. If a student is not satisfied with this response he or she may appeal to the VCAA. This appeal must be made in writing to the Chief Executive Officer of the VCAA not later than 14 days after the student receives written notice of the school's decision. The student's right of appeal does not apply to decisions about satisfactory completion of

a course arising from a student's attendance or other disciplinary decisions of a school not arising from a contravention of VCAA assessment rules.

Class Attendance *(p-66 of 2017 VCE and VCAL Administrative Handbook)*

All VCE units require 50 hours of class time. A student needs to attend sufficient class time to complete work. Students are expected to attend **all** classes for all units. However, they can miss up to **six days** of classes per unit (with accompanying parent notes of explanation) without having to apply for **Special Provision for School-assessed Coursework and School-assessed Tasks and Unit Completion**. Students who are **late** (more than 5 minutes) for classes without a written excuse will have their parents contacted. They will, by being marked absent for late attendance, thereby put themselves at risk of not satisfactorily completing the unit because of a breach of school attendance rules.

Procedures for obtaining an extension for a piece of work (non-SAC)

In the event that a student determines that he or she will be unable to meet a work dead line because of an illness, personal trauma or a serious intervening event, he or she should fill in an **'Application for Learning Outcome Extension'** (copies are in the MECS student diary/front office) and submit this to the Year level coordinator (Year 10) or VCE Coordinator. If the extension is granted, the coordinator will, in consultation with the relevant teacher, grant the extension and this signed form must then be attached to the piece of work when it is submitted.

In the event that the student is **not** present on the day (due to illness, personal trauma or a serious intervening event) that a deadline falls, then on the **first** day of return, the student should submit the **'Application for Learning Outcome Extension'** form to the coordinator as indicated above. The signed extension form should be attached to the work when it is submitted.

Absence from SACs

The following procedures apply to students who miss classes in which SACs are to be completed.

1. In the event that a student is unable to attend school to complete a SAC because of a **medical** problem.

The student will consult an independent health professional (being a medical doctor, psychologist or physiotherapist) who has specific knowledge of the student's illness/circumstances which affect the student's ability to attend school and complete the SAC. The health professional will issue a certificate to cover the student's absence on the day.

2. In the event that a student is unable to attend school to complete a SAC because of a **personal trauma** or **serious intervening event**.

The student will consult an independent social worker, member of the clergy, police officer, solicitor or funeral parlor operator who has specific knowledge of the student's circumstances which affect the student's ability to attend school and complete the SAC. The professional will issue a certificate to cover the student's absence on the day.

In either case, the certificate is to be handed to the VCE Coordinator together with a completed 'Application for VCE Learning Outcome Extension / SAC' form (to be found in the student diary) within **two** days of the student's return to school. A student will only be allowed to **undertake** the missed SAC upon submission of all signed documentation (independent professional and VCE Coordinator) to the teacher. The teacher will then determine a new date for the SAC. Upon completion of the SAC, the teacher shall give the original certificate plus application forms to the VCE Coordinator for safe keeping. The VCE Coordinator will scan the certificate and form and email these to the teacher and senior school secretary.

3. **Failure** to submit supportive documentary evidence as described above will result in an **UG** for the assessment task. The number grade will be determined by the teacher after consulting the *2015 Grade Distributions for Graded Assessments* from the VCAA website. The student has 5 school days to

satisfactorily complete the assessment task under **supervision** to achieve an 'S' for the learning outcome.

Special Provision

When a student is absent for prolonged periods or has been unable to complete all assessment tasks because of illness or other special circumstances the school may, on application, grant Special Provision for school based assessments. The Special Provision granted may allow a student to work from home for a period of time. The student and school should complete the application for **Special Provision for School-Assessed Coursework and School-Assessed Tasks and Unit Completion form** and this form, together with the supporting evidence, will be retained at school.

Computer Work

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- There is an alternative system available in case of computer or printer malfunction or unavailability.
- Hard copies of the work in progress are produced regularly.
- Each time changes are made the work is saved onto a back-up file. The back-up file should not be stored with the computer.

VCE Policies & Procedures

Forms



Passengers of Student Drivers

Date: _____

I _____ (parent/guardian) give permission

for my son/daughter _____

to travel with _____

for this year from today ____/____/____ to the end of the year.

for this date only ____/____/____.

Signed (parent/guardian) _____

Please hand this document to the Senior School Coordinator



School Car Parking Permission Form

Date: _____

Student

Student Name: _____

Student Signature: _____ Date: _____

Parent

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Description of Vehicle

Car Registration Number: _____ Colour of Car: _____

Make of Car: _____

School Approval:

Approved by: _____

Signature: _____ Date: _____

Please hand this document to the Senior School Coordinator

MECS Dress Code

The dress code is intended to allow students guided freedom and the opportunity to demonstrate responsibility in making sensible and considerate choices. Student dress should:

- support the central function of the school – learning
- be appropriate and comfortable for a school setting
- support the health and safety of students, including abiding by sun-smart and hat policies
- be neat, modest, clean and in good repair

Ripped Clothing: The general principle is no flesh showing. If clothing is worn, scuffed, or has a textured effect, this needs to be no more than around 5%-10% of the item.

Students dress should meet the following requirements:

TOPS	<ul style="list-style-type: none"> • No underwear showing/not see through • No exposed midriff • No cleavage • No exposed underarm • Sleeves need to fully cover the shoulder and have underarm seam
SKIRTS & DRESSES	<ul style="list-style-type: none"> • <i>Senior and Middle School</i> - Skirts/dresses must come to the top of the knee UNLESS they have leggings underneath or shorts which comply with the regular dress code. • <i>The top of the dress (bodice) must meet the requirements for 'TOPS', or another top must be worn to ensure compliance</i>
SHORTS, TROUSERS, JEANS	<ul style="list-style-type: none"> • Shorts must come to the tips of fingers when standing, arms straight and hands on thighs. • All long pants - no backside or underwear exposure at any time. • No leggings on their own. Dresses/skirt/shorts worn over leggings must comply with guidelines. (except for PE – see below)
HATS	<ul style="list-style-type: none"> • In Terms 1 & 4, students must have hats with them at all times, and on their heads when not under the roof-covered ways. • Appropriate and recommended hats are available from the office. Alternative hats may be worn but must have a full brim of 6cms.
FOOTWEAR	<ul style="list-style-type: none"> • Must be safe and provide good support • Must have enclosed toe and secured heel (when on tiptoes, the heel stays on) • No Ugg boots, slippers, thongs, sandals or flimsy slip-on shoes
MAKE UP	<ul style="list-style-type: none"> • <i>Primary School</i> – NO makeup. Skin care cream to cover pimples is okay • <i>Middle School</i> – light natural makeup allowed • <i>Senior School</i> – subtle make-up appropriate for school. No extra application during the day • No fake nails permitted
JEWELLERY & PIERCING	<ul style="list-style-type: none"> • <i>Primary School</i> – one pair earrings, either studs or sleepers (maximum 2 cm drop), no bracelets or anklets • <i>Middle & Senior Schools</i> – two pairs studs or sleepers (maximum 2 cm drop), no bracelets or anklets • No other facial jewellery in Primary & Middle School. <i>Senior School</i> - one discrete facial piercing is permitted. All other jewellery must be removed (NOT covered) • Rings: <i>Primary School</i> – none; <i>Middle & Senior Schools</i> – safe and subtle, maximum of 2. • Necklaces should be single, subtle and safe (but not allowed in PE or Manual Arts)
HAIR	<ul style="list-style-type: none"> • Should not be extreme and must be within range of natural hair colours • Should not cover eyes • <i>Primary</i> - all students with hair longer than shoulder length must have hair tied back • <i>Middle</i> - hair may be worn down, except for subjects where it might pose a risk to safety. All students who have hair that is shoulder length or longer need to have a hair tie with them to enable them to tie it back when required • <i>Senior</i> - longer hair should be tied back for safety reasons
PE & Sport	<ul style="list-style-type: none"> • Runners (or other appropriate footwear) must be worn • <i>Prep – Year 2</i>: parents to be aware of PE days and dress their child appropriately • <i>Years 3 – 6</i>: black shorts/black track suit pants (no zips or buttons), green MECS sport top. No jeans. Leggings only with appropriate shorts over. • <i>Years 7 – 10</i>: black shorts/black track suit pants (no zips or buttons), green MECS sport top. No jeans. Leggings on their own are permitted only during PE/Sport lessons. Shorts must come to the thumb tip when standing, arms straight and hands on thighs. • <i>Years 11 - 12</i>: appropriate active clothing for PE practical classes • Tribal t-shirt for weekly tribal sport classes (Years 3 and above), all internal Sports Carnivals and Tribal Sports days • All students competing in interschool activities must wear the green MECS sport top

VCE APPLICATION FOR LEARNING OUTCOME OR SAC EXTENSION

Name of Student			Date of Application			Year Level		Subject	
Reason for Extension:									
External documents attached?									
Medical	Y	N	Psychologist	Y	N	Pastoral (Pastor/Youth Worker)	Y	N	
Parental	Y	N	Social Worker	Y	N				
Requested extension date/time for learning outcome:									
I acknowledge that my son/daughter has requested an extension to his/her work and for the reasons explained.									
Parent's signature			Date		Student's signature			Date	
Extension granted	Y	N	Length of Application/New deadline						
Teacher's signature					VCE Co-ordinator's signature				

VCE APPLICATION FOR LEARNING OUTCOME OR SAC EXTENSION

Name of Student			Date of Application			Year Level		Subject	
Reason for Extension:									
External documents attached?									
Medical	Y	N	Psychologist	Y	N	Pastoral (Pastor/Youth Worker)	Y	N	
Parental	Y	N	Social Worker	Y	N				
Requested extension date/time for learning outcome:									
I acknowledge that my son/daughter has requested an extension to his/her work and for the reasons explained.									
Parent's signature			Date		Student's signature			Date	
Extension granted	Y	N	Length of Application/New deadline						
Teacher's signature					VCE Co-ordinator's signature				

YEAR 10 APPLICATION FOR LEARNING OUTCOME EXTENSION

Name of Student				Date of Application		Year Level	Subject	
Reason for Extension:								
External documents attached?								
Medical	Y	N	Psychologist	Y	N	Pastoral (Pastor/Youth Worker)	Y	N
Parental	Y	N	Social Worker	Y	N			
Requested extension date/time for learning outcome:								
I acknowledge that my son/daughter has requested an extension to his/her work and for the reasons explained.								
Parent's signature			Date		Student's signature			Date
Extension granted	Y	N	Length of Application/New deadline					
Teacher's signature					Co-ordinator's signature			

YEAR 10 APPLICATION FOR LEARNING OUTCOME EXTENSION

Name of Student				Date of Application		Year Level	Subject	
Reason for Extension:								
External documents attached?								
Medical	Y	N	Psychologist	Y	N	Pastoral (Pastor/Youth Worker)	Y	N
Parental	Y	N	Social Worker	Y	N			
Requested extension date/time for learning outcome:								
I acknowledge that my son/daughter has requested an extension to his/her work and for the reasons explained.								
Parent's signature			Date		Student's signature			Date
Extension granted	Y	N	Length of Application/New deadline					
Teacher's signature					Co-ordinator's signature			

VCE Change of Subject Form

To withdraw from, or enrol into a VCE subject you must complete this form and hand in person to **Michelle Smith**.

Student Name: _____

- I wish to **withdraw** from the following subject:

Subject Name	Unit Number ie. 1, 2, 3 or 4	Teacher

- I wish to **enrol** in the following subject:

Subject Name	Unit Number ie. 1, 2, 3 or 4	Teacher

Will this change mean a timetable clash with another subject?

Yes

No

- If yes, please advise _____

- I have spoken to the teacher of the subject that I wish to withdraw from: Yes

Teacher Signature: _____ Date: _____

- I have spoken to the teacher of the subject that I wish to enrol in: Yes

Teacher Signature: _____ Date: _____

- I have spoken to the VCE Coordinator regarding enrolling/withdrawing from the subject: Yes

VCE Co-ordinator Signature: _____ Date: _____

- I have spoken to my parents regarding my desire to enrol/withdraw from the subject. Yes

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Office Use Only

Completed on VASS Yes Date: _____

Notified: VCE Co-ordinator Yes Teachers: Yes Assistant Principal: Yes Engage: Yes

Secondary Student ICT Use Agreement

I understand that my use of the computer facilities and network is a privilege and not a right and that these privileges may be withdrawn if I do not honour this agreement. I understand that the school monitors computer use and Internet traffic.

When using the school computer network, I will:

1. Co-operate fully with staff regarding the use of computers and the Internet.
2. Use it for educational purposes specified by my teacher(s).
3. Not use it for games, chat rooms, social networking, etc.
4. Only use email and blogs for school work and with staff permission.
5. Be respectful in what I write in emails, blogs, etc. and will only use language that I understand to be acceptable to my school.
6. Respect others and always get permission before taking, using or publishing photos or videos of them.
7. Not actively seek out rude or offensive material or websites.
8. Not give my password to anyone.
9. Not use anyone else's password or username or allow them to logon for me.
10. Not use anyone else's account nor let others to use mine.
11. Let my teacher know immediately if I suspect that someone knows my password.
12. Not give out any personal information about myself or others (e.g. names, addresses, telephone numbers, or photos).
13. Not download or upload material except under instruction from a teacher.
14. Not try to buy or sell things over the Internet.
15. Not arrange meetings with anyone over the Internet.
16. Not break copyright rules by using material from websites beyond copyright conditions. I will seek appropriate permission where required.
17. Not take or illegally copy any school software or try to install or run my own.
18. Not circumvent Internet filtering software or hardware.
19. Not spoil the computers or the network by misuse, damage, hacking or changing the way they are set up.
20. Not attempt to connect any electronic communications device (e.g. phone, iPad, game console) to the school network.

Student Agreement

I have read the **Student Use of ICT Policy** and the **Secondary Student ICT Use Agreement**. I understand it and agree to honour it.

Student's name _____ Year ____ Class _____

Student's signature _____ Date _____

Parent Agreement

As the parent/ guardian of this student, I understand the **Student Use of ICT Policy** and the **Secondary Student ICT Use Agreement**. I give my permission for my child to be granted access to the computers and online facilities.

Parent or guardian's name _____

Parent or guardian's signature _____ Date _____

28 November 2016

Dear,

I note your desire to enrol in VCE Unit 3 and 4 XXXXXX next year (2017). Enrolment in a VCE Unit 3 and 4 study is a privilege that is to be taken extremely seriously. Please read this letter carefully so that the following conditions are understood and that you will comply with them whole heartedly.

Attached is an "Agreement". Please, complete and return the attached Agreement to the Senior School Office on Tuesday 29th November 2016.

-
- You will be respectful towards your teachers and your peers and give of your best to the learning environment.
 - You will participate in all of the VCE requirements of the course, including practice exams and intensive classes in the week of July 17 and October 9, some of which will be held during school holidays.
 - You will commit to keep up to date with all of your homework tasks and assessment tasks in your Unit 3&4 study.
 - You will endeavour to stay up to date with all Unit 1&2 subjects so that performance in these subjects will not be negatively impacted by undertaking a Unit 3&4 subject.
 - You will commit to enrol in 5 VCE Unit 3 and 4 studies in 2018.
 - You understand that your acceptance into this subject is conditional and may be reviewed.
-

Course Commencement:

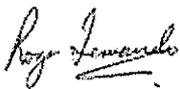
Students will be required to attend classes for this course beginning on **Monday the 28th of November 2016** and finishing on **Friday the 9th of December**. First classes in **2017** begin on **Monday the 30th of January**.

Attendance and Assessment:

Attendance in a VCE course is critical. VCAA regulations state that students must receive at least 50 hours contact time per unit in order to satisfactorily complete the unit. Any absences must be supported by a note from home. Students must be assessed as 'satisfactory' in *all* Learning Outcomes of the unit to gain an overall "S" (pass). Not 'passing' the course means that they do not gain credit towards their VCE.

Students will be provided with a mid-year report that will give you an idea of your progress as well as the normal Parent-teacher-Student interviews. If students have any concerns about whether they will satisfactorily complete the course they should talk to their course teacher directly.

Kind regards,



Dr. C. Roger Fernando
VCE Coordinator

Dear Dr. Fernando,

I acknowledge that I have read the conditions that apply to my VCE course for 2017 and agree to abide by them.

Respectfully yours,

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____