Lalor North College

'Inspire, Believe, Achieve'

Student Handbook 2014

Principal
Assistant Principal
Years 7 and 8 Sub School Leader
Years 9 and 10 Sub School Leader
Years 11 and 12 Sub School Leader
Careers Practitioner
Student Welfare Coordinator

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The information contained in this handbook is correct at time of printing – January 2014
Dear Parent, Guardian and Student

This booklet has been prepared to assist you and your student to understand the programs, rules and assistance available at Lalor North College.

The College has always enjoyed a good reputation within the Lalor, Thomastown, Epping and Mill Park communities. As a stand-alone year 7-12 College, we aim to provide the best in educational opportunities for our students in the City of Whittlesea. Each year we further develop and refine what we offer to meet the challenges and demands of the future.

Lalor North College values you as an important partner in this enterprise.

I trust that you will find this booklet useful.

Denise Veltre
Principal
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Student Code of Conduct

Rights and Responsibilities

At Lalor North College we expect high standards of student behaviour based on cooperation, mutual responsibility and self discipline. We promote positive, non-discriminatory relationships among students, parents, staff and the wider community.

Rights

Students, staff and parents/guardians have the right:
- To fully participate in a safe, supportive, inclusive school
- To be treated with respect and dignity
- To be free of harassment
- To receive support in difficult situations from the school community
- To be valued and treated with respect

Students have the right:
- To learn
- To work and learn without interference
- To be treated fairly and courteously
- To feel safe

Staff have the right:
- To teach
- To be treated with respect by students, parents and peers
- To expect students to learn

Parents have the right:
- To expect that their child will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged
- To be contacted when their child continually disregards the School Code of Conduct Policy or is involved in a major incident

Responsibilities and Behaviours

Students, staff and parents/guardians are responsible for:
- observing current Equal Opportunity Act legislation including harassment or discrimination by students or staff on the basis of race, religious or political beliefs, sex, marital status, age, parental and medical status, physical or mental disability or impairment
- behaving courteously and to contributing to LNC in positive ways
- ensuring others are not harassed
- providing support to each other
- building positive relationships with the school community

Students are responsible for:
- following all reasonable instructions given by staff
- allowing others to work and learn without interference
- reporting bullying to an adult
- being polite, courteous and well mannered
- preventing all forms of bullying, including cyber bullying and physical violence, intimidation or provocation to violence by students or staff in any way or using any medium.
Expectations about appropriate behaviour in relation to cyber safety include students not sharing identifying information on any website.

For websites which offer support and advice in relation to cyber bullying go to:
- Cybersmart Kids Online (www.cybersmartkids.com.au)
- Bullying. No Way! (www.bullyingnoway.com.au/)
- Kids Helpline (www.kidshelpline.com.au)

- turning off mobile phones while in class, library, assemblies
- not smoking within the school grounds or its immediate surrounds
- not using or supplying any drug (including alcohol) at LNC or at any LNC function, excursion or activity
- submitting excursion money and permission forms 5 days or more before the excursion date. Failure to do so means the student does not attend the excursion. If 90% of students do not submit by the due date the excursion will be cancelled
- abiding by the full school uniform guidelines to and from school and whilst at LNC
- not inviting visitors onto LNC grounds without the permission of the Principal or Assistant Principal
- the proper use and care of LNC equipment, furniture, buildings
- students will care for personal property and respect the property of others. Personal property is brought to LNC at owner’s risk.

Staff are responsible for:
- treating students in a way that develops self-esteem
- communicating positively with parents and peers
- using logical consequences and restorative practices
- providing a Duty of Care to students
- keeping records of significant disciplinary actions
- assisting students to learn
- providing an inclusive and differentiated curriculum
- ensuring all students achieve success
- communicating student progress to parents

Parents are responsible for:
- ensuring students attend school and have the appropriate learning materials and attitude
- promoting respectful relationships

Student Engagement

All students are expected to:
- respect, value and learn from the differences of others
- have high expectations that they can learn
- reflect on and learn from their own differences

Attendance

All students are expected to come to school every school day throughout the year. (If students cannot attend their parents/carer must provide a suitable explanation to the school). Lalor North College has a minimum attendance requirement of 90% for each subject.
Anti Bullying/Harassment Policy

**Sexual, Racial, Verbal and Physical Harassment Policy**
This policy applies to any harassment based on the attributes outlined in the *Victorian Equal Opportunity Act 1995*. Although the words sexual, racial and/or physical harassment are used, these may be substituted for harassment involving any of the other attributes such as: disability, physical features or personal association and bullying.

**Rationale**
"Sexual, racial, physical or any other type of harassment in a school means that people will be offended, self-esteem and morale will be undermined and work effectiveness and learning ability will be impeded. Students and staff should not have to work in such an environment."
(Statement from Director General of Education 1985.)

**Statement of Belief**
Any verbal or physical conduct of any nature is sexual, racial or physical harassment when it is: uninvited, unreciprocated, unwelcome and/or repeated.
People are defined in terms of their gender or sexual preference; race or nationality; or disability; and the individual's contribution and worth is denigrated or ignored.
Sexual harassment does not refer to occasional compliments or common courtesies. There are three (3) basic forms of sexual harassment, which often combine in practice and may join with elements of ethnic and racial prejudice. None of the forms is acceptable and none is too trivial to warrant complaint. They include subtle, explicit and criminal.

**NOTE:** Both subtle and explicit forms of harassment may be considered as minor or major depending on the circumstances. The following gives examples of harassment that is unacceptable at Lalor North College. These are only examples and the lists are by no means exhaustive. This would include use of electronic forms of communication, for example, internet, mobile phone etc.

**Sexual Harassment**

<table>
<thead>
<tr>
<th><strong>Subtle:</strong> (not always obvious)</th>
<th><strong>Explicit:</strong> (obvious)</th>
<th><strong>Criminal Action:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Subtle forms of sexual harassment tend to be the most common. They include:</td>
<td>• Explicit forms are easier to identify as they often involve overtly offensive or intimidating behaviour. They include:</td>
<td><strong>Criminal action may include some of the above but also covers:</strong></td>
</tr>
<tr>
<td>• Leering, staring.</td>
<td>• Pinching, patting, touching, embracing, grabbing.</td>
<td>• Indecent exposure.</td>
</tr>
<tr>
<td>• Sexual comments about a person's body, or dress.</td>
<td>• Repeated requests for dates, especially after refusal.</td>
<td>• Sexual assault.</td>
</tr>
<tr>
<td>• Smutty comments or jokes.</td>
<td>• Smutty jokes and comments.</td>
<td>• Attempted or actual rape.</td>
</tr>
<tr>
<td>• Questions about another’s sexual activity.</td>
<td>• Sexually provocative remarks.</td>
<td>• Sending obscene letters or making obscene phone calls.</td>
</tr>
<tr>
<td>• Persistent comment about a person’s private life.</td>
<td>• Displays of sexually graphic material - pornography.</td>
<td></td>
</tr>
<tr>
<td>• Physical contact, eg. purposefully brushing up against another's body.</td>
<td>• Offensive gestures.</td>
<td></td>
</tr>
<tr>
<td>• Belittling (degrading) comments based on sex-role stereotyping.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Racial Harassment

**Subtle:** (not always obvious)
- Racial comments.
- Belittling (degrading comments based on race/nationality stereotyping).

**Explicit:** (obvious)
- Pushing, hitting, spitting.
- Racial comments and jokes.
- Offensive racial gestures.
- Using racially insulting language.
- Writing or displaying graphic material which is racially offensive.
- Mimicking a person’s accent or speech pattern.

**Criminal Action:**
- Inciting racial hatred.
- Assault.
- Sending or making racially offensive or threatening letters or telephone calls.

### Physical Harassment/Bullying/Verbal/Exclusion

**Subtle:** (not always obvious)
- Leering, staring.
- Mimicking a physical disability (eg. limp, speech pattern)
- Excluding people from groups

**Explicit:** (obvious)
- Belittling (degrading) comment (put downs).
- Insulting and upsetting remarks about a person’s physical features, name calling
- Pushing, kicking, hitting, spitting
- Damaging the property of others
- Threatening or spreading rumours
- Making rude or threatening signs
- Hiding their belongings
- Repeated put downs
- Demanding money, food or other belongings or services

**Criminal Action:**
- Assault / Battery
- Making threats
- Bullying
When a Student Harasses or Bullies another Student

Student is sexually, racially, or physically harassed OR student sees someone sexually, racially, or physically harassed

Report matter to Equal Opportunity Coordinator (Principal and/or Assistant Principal) OR any trusted teacher

A Confidential Incident Report will be filled in

The Principal and/or Assistant Principal will investigate the complaint by listening and talking to all those involved in the incident individually and confidentially. The person who makes the complaint will be made as comfortable as possible. Both the person making the complaint and the person who the complaint has been made against will have an opportunity tell the Equal Opportunity Coordinator what happened. Anyone who witnessed the incident will also be interviewed

Principal and/or Assistant Principal find the complaint is TRUE

MINOR

PROCEDURES FOR MINOR SEXUAL, RACIAL, PHYSICAL HARASSMENT

When a minor incident of sexual, racial or physical harassment occurs, the person(s) who did the harassing will be counselled by the Principal and/or Assistant Principal

They must then agree not to repeat the behaviour. This means they must not engage in any behaviour which may be classified as sexual or racial harassment

The student must also agree to keep the matter confidential. That is, not talk about the incident to other students

A written contract agreeing not to repeat the behaviour and to keep the matter confidential may be taken out depending upon the seriousness of the incident

The parents of the student who did the harassing will be told if the Principal and/or Assistant Principal decide this is necessary

The parents of the student who was harassed will be told if the Principal and/or Assistant Principal decide this is necessary

If the student who did the harassing repeats the behaviour, this then becomes a major incident of sexual, racial, or physical harassment

Principal and/or Assistant Principal find the complaint is NOT TRUE

(Any false claim will be treated the same as sexual/racial harassment)

MAJOR

PROCEDURES FOR MAJOR SEXUAL, RACIAL, PHYSICAL HARASSMENT

As soon as a complaint is made, the student may be removed from class or parents may be contacted

After an investigation by the Principal and/or Assistant Principal, a group will meet and may be involved in further investigation. This group will consist of at least two people from the following: Assistant Principal, Principal, Sub School Coordinator and Student Services Coordinator

The student who did the harassing will be taken out of class and must stay with either the Assistant Principal, Sub School or Student Services Coordinator until their parents come to the school for a meeting with the group (or part of the group). The student will stay out of class until this happens

The harassing student will be suspended for a number of days that will be decided on by the group

A contract will be drawn up and must be signed in front of the student’s parents

The student will do a unit of work on sexual, racial, physical harassment while suspended

The students must meet with the Principal and/or Assistant Principal to discuss the incident before returning to class

The incident will be carefully documented and filed with the Student Contract

NOTE: If the incident of sexual, racial, physical harassment involves criminal action, the Police will be involved.
Year 7-10 Student Promotion Guidelines

Effort

All students from years 7-10 will have a section of their report where teachers make judgements about the work ‘Effort’ of students. The ‘Effort’ section will have the following three components:

- **Behaviour**: treating others with respect, respecting other’s property, respecting the right for teachers to teach and students to learn.
- **Classwork**: arriving to class on time, bringing the correct materials, attempting all work and maintaining an organised workbook/folder.
- **Homework**: recording all homework in the student-planner, attempting all homework and meeting deadlines.

All students from years 7-10 will be required to satisfactorily complete ‘Classwork’ to be awarded an overall pass in a subject.

Redemption & Promotion

- All students will have the opportunity to redeem Assessment Tasks.
- Teachers will report on student progress every three weeks. Students who need to redeem an assessment task or class work will be expected to take the opportunity to either complete work or redeem assessment tasks during this week. Parents will receive written notification that their child will be required to attend ‘learning after the bell’.
- At the end of each semester: If a student has not achieved a PASS in 4 subjects, the sub-school leaders is to organise a Student Support Group (SSG) meeting with a YLC, the parent(s) and the student to consider the options. The SSG may also include other relevant staff such as the SWC, Careers, Principal Class Member as required. The options will be dependent on whether this occurs at the end of semester 1 or at the end of the school year.
- If this meeting occurs at the end of semester 1, the SSG will identify the issues impacting on the unsatisfactory performance and devise strategies to assist the student.
- If this meeting occurs at the end of the school year, consideration needs to be taken whether the student will be promoted. In this instance the SSG will make a recommendation to the Principal as to whether or not:
  i. The student should be promoted
  ii. The student should be promoted on contract
  iii. The student should be asked to repeat the year level
  iv. The student should be supported in seeking an alternative education/training/workplace setting.
Extended Absence Policy

This policy should be read in conjunction with the LNC Attendance Policy and 7-10 Promotion Guidelines.

For students to be successful at school and satisfactorily complete a year level or certificate, they must regularly and continuously attend classes in order to participate in learning activities and complete the required assessment tasks.

Lalor North College requires a minimum of 90% attendance for all subjects across levels 7-12 therefore it is strongly recommended to parents that students are not taken out of school for extended periods.

Absences from school of longer than 2 weeks that are not due to illness/injury mean that students may be ineligible to satisfactorily complete the year level and be promoted. For senior VCE and VCAL students any absence of longer than 2 weeks could mean that the student cannot satisfactorily fulfil the requirements of VCE, VET or VCAL subjects and may be ineligible to be awarded the relevant certificate in which they are enrolled.

YEARS 7 – 10

1. Families considering taking an extended holiday during the school term are required to make an appointment with the appropriate Year Level Co-ordinator/Sub-School Leader to discuss the planned absence and the implications for the student’s satisfactory completion of the year level.

2. An absence of longer than a month can mean that a year 7-10 student may become ineligible to be promoted to the next year level due to not fulfilling learning tasks and attendance requirements.

YEARS 11 – 12

1. The college has a policy of 90% attendance for all students undertaking any VCE, VET or VCAL subject. This includes Year 10 students who accelerate into a VCE subject. Therefore if a student has an extended absence for non-medical reasons then they will be ineligible to satisfy the attendance and work requirements for VCE, VET & VCAL subjects.

2. It is strongly recommended that if families are planning on extended absence in year 11 or 12, then it is considered that the student completes their relevant certificate over 2 or 3 years.

3. If an extended absence is being considered the student and parent must make an appointment with the appropriate Coordinator to discuss the implications of the planned absence.

General Information

After School Consultation Period

Students may be required until 3:20pm on any school day to meet with a teacher. Generally, students are dismissed at 3:05pm each day.

Attendance at School

To successfully complete their education, students should attend school every day. All students across levels 7-12 require 90% attendance in each subject. Long term absence has a harmful effect on a student’s education and their connection with their peers. Students are also expected to arrive at school on time. Absence notes must be brought to the school immediately a student returns. Years 7, 8, 9 and 10 students are to return absence notes to their Level Coordinator. Students in Years 11 and 12 are to return notes to their Level Coordinator.

Dental or medical appointments should be made outside school hours if possible. Permission to leave school for such appointments must be requested in writing addressed to the Coordinator.
Aerosol Deodorants and Perfumes
Aerosols are not permitted at school because of the danger they present to asthmatics, and to the eyes of students nearby. They will be confiscated from students who bring them to school.

Banned Items
Chewing gum, textas, steel rulers, liquid paper, aerosol cans.

Bell Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45am</td>
<td>Locker Bell</td>
</tr>
<tr>
<td>8.50am</td>
<td>Period 1</td>
</tr>
<tr>
<td>10.05am</td>
<td>Period 2</td>
</tr>
<tr>
<td>11.20am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.40am</td>
<td>Locker Bell</td>
</tr>
<tr>
<td>11.45am</td>
<td>Period 3</td>
</tr>
<tr>
<td>1.00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.45pm</td>
<td>Locker Bell</td>
</tr>
<tr>
<td>1.50pm</td>
<td>Period 4</td>
</tr>
<tr>
<td>3.05pm</td>
<td>End of Day</td>
</tr>
</tbody>
</table>

Bicycles/Scooters/Skateboards
When students ride bicycles, parents are asked to co-operate with the school in ensuring that these are roadworthy and that pupils observe the road safety code. An efficient locking device for each bicycle is essential as the school cannot guarantee security. Bicycles are expected to be placed in the bicycle shed before school and collected at the end of the day.

When riding bicycles, scooters or skateboards students must wear a helmet. Helmets may be stored in lockers during the school day. Students who do not wear helmets will not be permitted to bring their bikes, scooters or skateboards to school. If they do, then the bike, scooter or skateboard will be kept until collected by a parent or a helmet delivered to the student. Students must not ride in the school grounds.

Canteen
The canteen is open from 8:30am - 1.45pm each day. Lunch orders can be left at the canteen before school and at recess time. At the canteen there are separate queues for Years 11 and 12 students, Years 9 and 10 students and Years 7 and 8 students.

Change of Details
If, during the year, your home address, telephone number, emergency telephone number, or work contact details should change, parents are requested to notify the College. There are times when parents have to be contacted urgently in cases of illness or accident, and it is important that our records are accurate.

College Council
Meetings of the Lalor North College Council are held on the third Monday of each month. The composition of the council is:

- Principal
- 6 parent representatives
- 4 staff representatives
- 4 co-opted members
An election for parent and staff representatives is held in February.
The names of all representatives will be published early in each year so that members of the school community can contact them if they wish to have matters raised at Council meetings.

**College Magazine**

The College magazine, *Chameleon*, is published annually. The magazine is distributed at the end of the year to those students who have paid their Essential Educational Items levy.

**Communication between Home and School**

Communication between home and school is possible on a number of levels.

**Day to day**: the Study Planner should be used by both parents and teachers as a quick means of communication. Parents are also able to contact Level Coordinators, and Sub School Leaders, to discuss student progress. An appointment is recommended.

**Computers**

The College has three computer labs. All computers are connected to the internet (research purposes only). The College also has mobile labs of notebook computers for classroom use. The College also loans netbooks to Years 11 and 12 students.

**Daily Bulletin**

An electronic bulletin is posted in each locker bay daily. It is important for students to read this every morning.

**Detention**

An individual teacher may hold a detention on any night. For after school detentions, students will receive a slip, to be signed by parents, indicating the time, reason and staff member giving the detention. It is the student’s responsibility to attend the detention. Failure to attend will result in further, longer detentions. Students can also be detained for half of recess or lunchtime.

**Early Leave**

Any student who needs to leave school during the day must bring a note from home explaining the reason, and then obtain a pass from their Level Coordinator before school. Students must then present the note to the office when leaving so that the absence can be recorded. When no note has been provided, students will be brought from class for emergencies only.

**Enrolment**

At the time of enrolment parents complete and sign a confidential student enrolment form. For welfare reasons it is imperative that you notify the General Office of any change to your contact details.

**Excursions and Camps**

The College believes that excursions/camps are an extremely valuable learning experience and are an extension of the curriculum. Information detailing each individual excursion/camp will be provided in advance. A completed parent permission form is needed for excursions/camps. A student medical form is also required for camps. Parent permission forms and costs must be submitted at least five days before any excursion, OR THE STUDENT MAY NOT ATTEND.
Financial Assistance
Families incur expenses with school uniform, books, costs for subjects which require consumable items or additional expense (food, excursions), and the Essential Educational Items levy. As many of these are due at the end of the year (for the following year) or very early in the school year, it helps if families plan ahead for this.

Assistance is available in the form of the Education Maintenance Allowance. It will be available for students until they reach 16 years of age. Any parents or guardians receiving a pension or who have a Health Care Card are advised to see the Business Manager at the College regarding this allowance. Application forms are available at the College at the start of the year and the matter is treated as confidential.
Closing dates for EMA applications are 28th February, 2014 for the first instalment, and 1st August, 2014 for the second instalment.

First Aid
In case of illness or accident the student is treated at school and if necessary taken to a doctor. Parents will be contacted as soon as possible. Accommodation in sick bay is very limited and, as we do not have a qualified nursing staff member, students who become ill will be sent home as soon as possible.

If a student needs to go to sick bay they must get a note from their classroom teacher and then report to the General Office. The First Aid Officer is in the sick bay at recess and lunchtime and during the first part of Period 4.

It is essential that the school has up-to-date telephone numbers, both business and private, at which parents, or other emergency contacts can be contacted. It is also important that we know the name of the doctor you prefer. We strongly recommend that ill students not be sent to school, for the well-being of themselves and other students.

General Office Services
Payment for the school programs can be made by parents at the Office between the hours of 8:30am and 4:00pm. Students can only make payments before school, during recess and lunchtime, and after school.

All receipts issued by the school should be kept by parents.

Home Study
Homework helps students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning. Homework also provides an opportunity for parents to participate in their child’s education. As well as set assignments and exercises, revision of class work, plus wide reading around topics studied should be part of each student's nightly study program. Suggested study times:
Year  7  1 hour per night.
Year  8  1½ hours per night.
Year  9  1½ hours per night.
Year 10  2 hours per night.
Year 11  2½ hours per night.
Year 12  3 hours per night.
Parents can help greatly by:
(i) Providing suitable conditions for study.
(ii) Taking an active interest in the work set.
(iii) Seeing that work set is actually completed.
(iv) Signing the school study planner each week.
Any queries concerning homework should be directed to the Level Coordinator in years 7, 8 and 9.
Lateness
If a student arrives late they must come to the General Office to be issued with a personalised Late Pass. Period 1 classroom teachers will issue consequences for Period 1 lateness as will teachers if a student is late to subsequent classes during the school day.

Learning Goals
Learning at LNC is goal focused. At the start of each class the teacher will write on the board the learning goal for the session.

Letters
Letters relating to particular events such as parent/teacher evenings, social and sporting activities, and changes in the normal routine involving early dismissal will be given to students to take home.

Parents are asked to remind students that they expect to receive these communications promptly.

Lockers
Each student is provided with a locker. All lockers require a combination lock or padlock. Students’ property, including wallets, must be kept in lockers, which should be kept locked at all times. Large sums of money or valuables should not be placed in lockers. If they need to be brought to school they should be handed to the general office for safe-keeping, as the school is not responsible for any loss. If a locker is damaged and the student is unable to provide a satisfactory explanation then he or she would be expected to pay a fine to cover the cost of the damage.

On payment of materials and services funding, all year 7 students will be issued with a combination lock for their locker. This lock can be used through to year 12.

Mobile Phones
When students bring a mobile phone to school:

1. Mobile phones are not permitted in any class, or assembly. A student's phone will be confiscated if they have them visible in class.
2. Mobile phones should be kept in the student’s locker and must be switched off.
3. As is the case with other valuables, the College can take no responsibility for any loss or damage to mobile phones brought to school by a student.

A confiscated mobile will be taken to the General Office and deposited in the safe, clearly labelled with the student’s name and date of confiscation.

Mobile phones will not be returned on the day of confiscation. They will be returned at 3.05pm the next day only after a note or phone call has been received from a parent.

Please note: These rules also apply to iPods, and other electronic devices used during class.

Newsletter
A Newsletter is posted home twice per term. Contributions to the Newsletter are welcome. Articles should be passed in to the general office. We aim to keep parents informed about what is going on in the school through the Newsletter.

Parental Involvement
Information evenings occur at various times throughout the year. There are various committees on which parents, students and teachers may be represented eg. School Council, Sub Committees of Council such as the Resources Sub Committee, Community Connections Sub Committee and Education Sub Committee.

Parents are also very welcome to attend sporting events, awards ceremonies and information evenings.
Parent/teacher/student afternoons and evenings and information nights are very important to foster a close working relationship between home and school.

Parents are welcome to contact the College at any time. General enquiries can be made at the reception area at the College during school hours. If you wish to discuss an issue with the Principal, Assistant Principal, Junior School Leader, Middle School Leader, Senior School Leader or Level Coordinator, it is best that an appointment be made to ensure the person required is available. Please telephone 9401 3888 to make an appointment.

**Parent/Student/Teacher Conferences**

There will be two full parent/student/teacher meetings each year, one at the end of Term 1 and another early in Term 3. In addition, provision will be made for parents to discuss reports with teachers at the end of the year.

At the beginning of the year in February, there is an informal Parent/Teacher meeting, family BBQ held for Year 7 parents.

**Photographs**

Early in the school year all students in the school will be photographed both individually and as a form. If parents wish to purchase photographs, then they must be paid for before the photographs are taken. Envelopes for ordering will be sent home with students.

**Physical Education/Sport/Interschool Sport/Outdoor Education**

The College physical education/sport program aims to develop enthusiasm for physical activity and to maintain and encourage that enthusiasm so that students become committed to pursuing an active and healthy life. Students are required to wear the Physical Education uniform (see uniform requirements). All students are expected to participate in physical education and sport lessons. Only written requests from parents or guardians giving a medical reason will permit exemption from class.

All students are given the opportunity to participate in the athletic sports. Competition format is a one day carnival. Students who win events then go on to represent the College at District and Northern Zone level. Students also have the opportunity to represent the College in swimming and cross country.

Students have the opportunity to represent Lalor North College in other sports. Students can select a different sport each term, for each of terms one, two and three. There are separate competitions for year 7, year 8, intermediate (years 9 and 10) and senior (years 11 and 12). Boys and girls compete separately.

Emphasis is placed in three areas:
1. the concept of team participation and involvement rather than individual performance;
2. the enjoyment of participation, rather than a ‘win at all costs’ philosophy;
3. maximum participation by students.

When competing, students are expected to be in full LNC physical education uniform. Failure to comply with the uniform requirements will mean the student cannot represent the school and will be withdrawn from the team. Students need to be up to date with their classwork to be eligible to participate in inter-school sport. Students need to be up to date with their school work to be eligible to participate in inter-school sport.

**Public Transport**

Many students use public buses and trains to travel daily to the school. Details are available on the train, tram and bus information line 131 638. It is expected that students behave appropriately when they travel on public transport either to or from school, excursions or camps and that they are respectful of other transport users.
Reports

Semester Reports
All students will receive a full Semester 1 Report and students in years 7-11 will receive a full Semester 2 Report. (Year 12 students do not receive a Semester 2 Report.) Semester Reports are posted home.

Progress Reports
All students will be issued with a Progress Report every three weeks indicating progress with their work effort, defined as classwork, behaviour and homework (see page 6).

Resource Centre (Library)

Rules that relate to all students of Lalor North College
Students are expected to behave in a manner consistent with Lalor North College's Rights and Responsibilities. As well, there are some specific rules that relate to the Resource Centre.

1. The following are not allowed in the Resource Centre:
   - Bags
   - food
   - drinks
   - chewing gum
   - jackets
   - mobile phones must be switched off during class time

2. Students need to speak quietly while in the library.

3. Years 11 and 12 students only:
   VCE students using the Resource Centre must sign in, using the book provided at the loans desk. If a student leaves before the end of the period, they will be required to sign out.
   All Year 11 and 12 students are required to remain at school during the school day. Should a student have a ‘spare’ Period 1, students may arrive at the commencement of Period 2; however once a student arrives at the school they must stay regardless of scheduled classes. Spaces will be made available for private study.

4. Borrowing
   - Students must present their ID Card to borrow resources.
   - Students in Years 7 to 12 can borrow 4 books for 14 days each. Once a student has a book overdue he/she may not borrow until the overdue item(s) is/are returned or paid for.
   - The library has a number of computers and laptops available for student use during the day, each with access to the internet. Computers must be used for school work only.

5. Students must have a note in their individual Planner to enter the Resource Centre, even to pick up photocopying. Students will be asked to return to class if there is no Planner.

School Books/Resources

Landmark School Supplies Pty. Ltd. is the recognised school supplier for resources. Each student will receive a Resource List before the end of the school year. This list should be completed and left at the school office at a set date in mid December. Books and stationery can then be collected from the school at the dates and times arranged annually, usually in the week prior to the commencement of the school year. All parents who have ordered books are individually notified about dates and times of collection.

Any order forms not at the school on the set date in December, must be sent directly to:
Landmark School Supplies (Northern) Pty. Ltd.,
94 McEwan Road, Heidelberg West, Phone 1300 658 641.
Every student needs all books and stationery by the first day of the school year.
Student Cars
We strongly urge that students who are licensed drivers do not drive to school. If they do, specific permission and a LNC car park permit must be sought to park cars within the school grounds. The cars are not to be used during the day and can only be used by the licensed driver.

For legal reasons a student is not allowed to transport any other students on any school excursion or activity.

Student ID Cards
Students will be issued with an I.D. card that will also be used as a school library card. It is anticipated the I.D. card will last for two years. Students are asked to take care not to lose their card, as a replacement costs $5.00.

Student Leadership
The Student Leaders are nominated and selected at each Year Level, 7-12, after applying for this position. The Student Leadership Coordinator organises selection of Student Leaders. Leaders meet regularly to bring forward and discuss issues and concerns, to develop activities for the raising of charity monies, to suggest improvements to the College and to develop leadership skills.

Student Leaders are also selected to represent students on the School Council. Students learn organisation, leadership and decision making skills from participating in the Student Leadership Team.

Student Welfare Coordinator
The Student Welfare Coordinator is available to provide guidance and help for students who need to talk over a problem concerning school or home. Teachers and/or parents may also ask the Student Welfare Coordinator to talk to students. In addition, the SWC administers State Schools’ Relief, other student financial assistance, and used clothing. The SWC has qualified support staff to refer students to and has information on the services and resources available in the local community.

Uniform
All students must be in full school uniform at all times, including when travelling to and from school.
All families have been provided with a copy of the uniform requirements as set by the LNC Council.
If for exceptional circumstances, a student is unable to wear any uniform item, then a note from a parent or guardian is to be brought to the Assistant Principal before 8.40am.

For students who are repeatedly out of uniform: (a) a parent is contacted to attempt to get the student into full school uniform; and (b) the student may be removed from classes.

PLEASE NOTE: Facial piercings are banned for all students. No clear or skin coloured piercings are permitted.

Valuables
Students should not bring valuables to school as the school is not responsible for any loss. If a large sum of money needs to be brought to school it must be taken to the general office before school starts.

Lost property - check with Student Welfare Coordinator. Private property brought to school is not insured, nor is the Department of Education responsible for any loss.
Dress and General Appearance Code

The School Uniform and Dress Code has been developed and approved in consultation with the Lalor North College School Council.

1. All students in Years 7-12 must wear College uniform.
2. Students are expected to dress in complete school uniform and to present a neat appearance. This also applies when travelling to and from school.
3. A high standard of neatness and cleanliness is required.
4. Hair must be well groomed. Long hair should be off the face and tied back or in a headband. Only black or white headbands/hair ties are permitted. Hairstyles or colours should not be extreme, with only natural colours permitted.
5. Jewellery: Small studs or sleepers may only be worn in ears. (Earrings or earlobe stretchers with spikes are not permitted). A watch may be worn. Facial piercings of any type are not permitted. Bracelets or bangles are not permitted.
6. Lalor North College respects the diverse religious beliefs of members of its community. Modest exceptions are made to the uniform code to allow students to observe the requirements of the religions to which they belong (and not for personal adornment).
   One religious symbol may be worn around the neck under the following conditions:
   a. The symbol is small and plain (no more than 25mm unless specific permission is given).
   b. The symbol is suspended below the collarbone on a fine chain, thin thong or similar.
   c. In addition, head coverings may be worn where it is a religious requirement (plain black or white only).
   d. No other clothing or jewellery may be worn unless parents have sought and obtained permission for the specific item from the Principal.
7. If nail polish is worn to school, it must be clear.
8. Make-up is not to be worn.
9. Caps/hats must not be worn in class. They are to remain in lockers/bags during class time. Exception - caps/hats may be worn during Phys. Ed. and Sport and for safety reasons in practical classes as directed by a teacher.
10. Only plain black scarves are permitted at school.
11. Shoes must be fastened - shoe laces tied up and buckles fastened.
12. Students are not permitted to have bags in the classroom or in the yard at recess and/or lunchtime.
13. All articles of clothing including shoes, must be clearly named.
14. Students are required to wear a complete version of the uniform. Students are not permitted to wear a combination of school uniform and sport uniform. (For example, the rugby top is not to be worn as a substitute for the woollen pullover. The woollen jumper must not be worn as part of the sport uniform.)
15. Students who do not meet the College’s Code of Dress/Appearance might not be permitted to participate in school activities, including sport.

Student Handbook 2014
Courses of Study – Years 7 to 10

The following is the current curriculum outline and time allocation for Courses of Study for Years 7-10. It is subject to the availability of staff. The School operates on 40 periods per fortnight. (A fortnight is one cycle.)

### YEAR 7

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Maths</th>
<th>HUM</th>
<th>Science</th>
<th>LOTE/ESL</th>
<th>Pastoral</th>
<th>P.E.</th>
<th>Health</th>
<th>Sport</th>
<th>Wood/Food</th>
<th>Textiles/Systems</th>
<th>Art/Ceramics</th>
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Note: Subjects bracketed together (eg. Art/Music) are studied for one semester each.

### YEAR 8

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<th>Science</th>
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<th>Pastoral</th>
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<th>Music/Drama</th>
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Note: Subjects bracketed together (eg. Textiles/Food) are studied for one semester each.

### YEAR 9

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*1 Semester only. Year 9s do 5 Semester electives over the year.

### YEAR 10

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* Semester ELECTIVES

NOTE: Five Semester Electives are studied over the year, unless the student has been accepted into a Year 11 Acceleration subject. A Year 11 subject replaces two semester electives. PE/Health must be studied for one semester.
### Years 9 and 10 Electives

<table>
<thead>
<tr>
<th>Electives Group 1</th>
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<td>Information Technology</td>
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### Years 11 and 12 Electives

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<td>Legal Studies</td>
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<table>
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<td>Biology</td>
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<td>Chemistry</td>
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<td>Health and Human Development</td>
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<td>Studio Arts</td>
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