



MARANATHA
CHRISTIAN COLLEGE

SENIOR SCHOOL HANDBOOK 2010



A community of excellence in education, for life  eternity

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From the Principal

Welcome to Senior School at Maranatha Christian College for 2010.



**MR PASSMORE
PRINCIPAL**

Maranatha Christian College offers the opportunity to choose a range of Courses of Study at year 11 and TEE and Non TEE subject at year 12 levels. A growing number of vocational courses are also available. This booklet outlines useful information you will need to make informed choices regarding your future, as well as some of the more significant Senior School Policies.

The College has a committed Christian staff team who are well qualified to teach at upper school level. The Head of Senior School, Mr Newby and members of his staff can be contacted for further assistance.

As you commence either year 10, 11 or 12, set a goal to be better than just average. Great students are just ordinary students with extraordinary amounts of determination. When those around you throw up their hands and quit, grit your teeth and dig a little deeper. Success is achieved and maintained by those who keep trying. I pray you have a successful year.

COLLEGE VISION

**Maranatha Christian College: a community of
excellence in education, for life and eternity**

Vision

“Maranatha Christian College, a community of excellence in education, for life and eternity”.

Motto

“Our Lord Comes”

Core Values

- Maranatha Christian College will seek to honour Jesus Christ in all its activities, programs and relationships.
- Maranatha Christian College will function in partnership with parents and church.
- Maranatha Christian College is committed to having qualified Christian personnel, who are called by God to the ministry of a Christian school, who are spiritually compatible with the College and who model Christ-like character.
- Maranatha Christian College is committed to academic excellence to maximize the potential of each student.
- Maranatha Christian College is dedicated to providing facilities, support services and technology in order to equip the whole person (spirit, mind and body), to excel in a rapidly changing society as servant leaders impacting their world for Christ.
- Maranatha Christian College will be a learning community where relationships are more important than structures.
- Maranatha Christian College will have a mission orientation.

Maranatha Christian College Crest

The College crest is proudly worn on various items of the uniform and displayed on the College letterhead. It depicts a girl and boy on the roadway to life, with the Cross before them. This signifies that the Cross of Christ is central to all understanding. The whole of life was designed by God to be circled by the ‘gold of obedience’ as all thoughts are brought captive to the coming Lord. The colour red symbolises the blood of Christ, which was shed for us all. Maranatha means “Our Lord Come” referring to the second coming of the Lord Jesus Christ.



General Information

Introduction



**Mr Keith Newby
Head of Senior
School**

The Senior School of Maranatha Christian College is the 'business' end of the College's educational program. Here we seek to partner with parents in the final three important years in our students' academic, vocational and spiritual journey at school. The goal of every graduating year twelve student is the achievement of the best possible Western Australian Certificate of Education (WACE). The WACE, issued by the Curriculum Council of Western Australia, is an important and well recognized academic document.

The Senior School offers a diverse choice of subjects and activities around which students can build a timetable which meets their particular gifting and interests. At the core of the year ten timetable are the four subjects of English, Studies of Society & Environment, Mathematics and Science. Added to this are a number of student selected electives. By demonstrating consistent and successful application to their studies in year ten, students are then able to select subjects in years eleven and twelve which best suit their intended pathway beyond College life. It is important to note that any electives program, whilst adding interest to the students' timetable, does not in any way prejudice or enhance the choice of pathways in or beyond years eleven or twelve. Provided a student makes wise and realistic subject choices in years eleven and twelve, applies themselves diligently to the required work and achieves the necessary grades, the pathways open to a student beyond the College are as wide as in any other school.

Students entering Senior School are required to demonstrate two essential qualities; self control and self discipline:

- Self control means the student makes wise and considerate choices about their behaviour in class and around the College.
- Self discipline means the student is punctual to class and in the submission of required work and is well organized in their preparation and approach to schoolwork in and out of College.

Communication is another essential ingredient in ensuring success in Senior School. Students need to be prompt and open with any concerns or questions that may arise. Likewise, we encourage and appreciate parents keeping the lines of communication between the school and home open. From our end the staff in the Senior School work hard to ensure students and parents remain informed as to student progress and aware of the many events that make up each term.

Welcome to Senior School.

Key Personnel

Mr Rod Passmore	Principal
Mr Keith Newby	Head of Senior School
Mrs Felicity Barnabas	Senior School Coordinator/Pastoral Care/Math & Science Coordinator
Mr Bruce Gibson	Studies of Society & Environment/English coordinator
Mr Richard Munro	Vocational and Careers Coordinator
Mr Corey May	Physical Education Coordinator
Mr Wayne Strong	Music Coordinator

Senior School Teaching Staff 2010

Mr Roger Baggaley	Sport
Mrs Kerry Bandiera	Children, Family & Community, Independent Living, Food & Nutrition
Mrs Felicity Barnabas	Human Biology, Science, Christian Living
Mr Peter Brown	Applied Information Technology, Computing
Mrs Connie Da Prato	Child Care, Fashion & Design, Food & Nut, Clothing, Christian Living
Mrs Caroline Esiason	Art and Design
Mr Bruce Gibson	History/Geography/Career & Enterprise
Mrs Adele Henn	Maths/Community Service, Chn Family Community Living
Mr Rod Holmes	Environmental & Marine Studies, Chemistry, Science
Mr Phil Jones	Maths, Science, Physics
Miss Stephanie Lamont	Physical Education, Career & Enterprise
Mr Corey May	Outdoor Education, Marine Studies, Physical Education
Mr Richard Munro	Science, Maths, Bible & Christian Studies
Mrs Carol Newton	French
Mrs Milica Robinson	English, SOSE, Career & Enterprise
Mr Chris Ruaya	Maths, Physics
Mr Wayne Strong	Music
Ms Cheryl Thomas	Drama, English, Christian Living
Mr James Trimble	English, Literature, SOSE, Bible & Christian Studies
Mr Simon Watts	Materials Design & Technology
Mrs Karen Weston	English, SOSE, Community Service

Daily Organization

Times	Period
8:25	Warning Bell
8:30 – 8:50	Form
8:50 – 9:40	1
9:40 – 10:30	2
10:30 – 10:50	Recess
10:50 – 10:55	Warning Bell
10:55 – 11:40	3
11:40 – 12:25	4
12:25 – 1:10	5
1:10 – 1:45	Lunch
1:45	Warning Bell
1:50 – 2:35	6
2:35 – 3:20	7

Extra-Curricular Activities

Extra curricular activities offered by the College range from one-off events to annual excursions. Currently, students of the College are actively involved in:

- Drama
- Musical performances
- College Ball
- Sporting teams
- Community Service
- After school revision classes
- Swimming and athletic carnivals
- Leadership camps
- Study skills
- Motivational and team building activities
- Activity days
- Overseas mission trip

College Prefects

The College Prefects are chosen from the Senior School in the College. Students from Years 11 and 12 are invited to apply and are elected by the staff and students.

They begin the year with a Prefect Camp where they get to know one another and prepare for their roles as Prefects. During the year they meet fortnightly to plan and coordinate responsibilities and events.

The School Prefects have specific roles within the school community and work in teams to fulfill these roles. The teams and their duties are as follows:

Leadership	to direct and guide the Prefect body
Spiritual Development	to promote spiritual awareness throughout the College
Sports	to encourage interaction and physical activity throughout the College by way of interesting and enjoyable events.
Service	to facilitate and encourage service in the College and the wider community
Public Relations	to promote existing events and raise awareness of school events and activities
Arts	to promote music, art and drama events within the College

Each year two Year 12 students are selected from the Prefect Body and invited to take on the roles of School Captain and Vice Captain. These students are the leaders of the students in the College and play a servant role in representing the students.

The School Captain and Vice Captain are required to lead the Prefect team, give speeches at official functions and be ambassadors for the College. These are very important roles within the College and ones for which candidates are carefully selected.

Curriculum

All students at Maranatha Christian College pursue programs of study that are designed to meet the objectives and vision of the Senior School. Maranatha Christian College Senior School demonstrates determination to meet the needs of all students, to provide a curricular diet that is interesting, varied and intellectually challenging.

The students of Maranatha Christian College Senior School are exposed to programs that meet the requirements of the Curriculum Council whilst also providing a thoroughly Biblical World view. Maranatha Christian College Senior School aims to produce suitably qualified young adults prepared to meet the needs of the community and to go onto the workforce and/or higher levels of education.

Year 10 Programs of study

Year 10 students pursue a common weekly core of courses comprising:

English	5 periods
Mathematics	5 periods
Science	5 periods
Society & Environment	5 periods
Bible & Christian Studies	2 periods
Christian Living/Careers/Health	2 periods
Sport	2 periods
Community Service/Recreational Sport	2 periods
Library	1 period
3 Electives (change each semester)	6 periods

Electives available in 2010 are:

- Music
- Outdoor Education
- Marine Studies
- Food and Nutrition
- French
- Childcare
- Computing
- Media Studies
- Materials Design and Technology - Wood
- Materials Design and Technology - Metals
- Art
- Ceramics
- Drama
- Fashion and Design

Details of these courses can be found in the "Year 10 Information 2010" Booklet and the "Curriculum Handbook".

Year 11 and 12 Programs of Study

Students in years 11 and 12 work towards achieving the Western Australian Certificate of Education which is awarded to secondary school students who satisfy its requirements, as explained below. The WACE is recognized by universities, industry, TAFEWA and other training providers.

WACE REQUIREMENTS 2010

- Complete at least 20 units, including at least three two-unit combinations.
- Achieve a C grade average or better across 10 course units. These ten units must include
 - the two-unit combination completed in three different courses,
 - one unit from each of two other different courses,
 - units with the highest achievement to make up the balance of the ten units
- Complete four units from an English course (two units in the final year)
- Meet the language competence standard through satisfactory performance in an English course, **or** pass the English Language Competency Test
- Complete at least one course of two units, from each of list A and list B courses in the final year of study (unless 50% of a student's final year comprises endorsed programs, including VET)
- Sit and make a genuine attempt in the examinations, which are compulsory for all students enrolled in stage two and three units in their final year of schooling. (Students may be exempt if they complete a VET certificate 1 or higher **and** complete three or fewer stage 2/3 paired units from a course)

Courses

All programs available for years 11 and 12 together with valuable information regarding TAFE and University entrance, WACE and vocational pathways are available in the booklet "Decisions 2010". A brief overview of what is currently on offer appears below:

Year 11 Courses

Applied Information Technology 1A/B
Career and Enterprise 1A/B
Chemistry 2A/B
Children, Family and Community 1A/B (Living Independently)
Drama 2A/B
English 1A/B
English 2A/B
Geography 2A/B
History 2A/B
Human Biological Science 2A/B
Integrated Science 1A/B
Literature 2A/B
Materials Design and Technology 1A/B (Metals Context)
Materials Design and Technology 1A/B (Wood Context)
Maths 1B/C
Maths 2A/B
Maths 3A/B
Music in Industry Certificate 1
Physical Education Studies 1A/B
Physics 2A/B
Visual Arts 1A/B

Note: Entry to year 11 level 2 courses requires students to have demonstrated the ability to work at a sound (typically a B grade) standard in year 10 equivalent subjects.

Year 12 Courses

Applied Information Technology 2A/B
Art and Design
Career and Enterprise 1C/D
Chemistry
Discrete Mathematics
Drama 3A/B
English 2A/B
English 3A/B
English Literature
Geography
History
Human Biology
Independent Living
Modelling with Mathematics
Music in Industry Certificate 2
Physical Education Studies 2A/B
Physics
Senior Science

Note: Entry to year 12 courses requires students to have demonstrated the ability to be successful in year 11 equivalent subjects.

In addition, all year 11 and 12 students participate in classes of Bible and Christian Studies, Community Service and Sport.

Vocational Education and Training Programs

Maranatha Christian College endeavours to meet the needs of all students. Whilst addressing the changing expectations of an expanding community and produce suitably qualified young adults Maranatha Christian College offers a range of possible alternative career pathways other than those leading to university or TAFE.

Certificate 1 and Certificate 2 in Music Industry

This is a two year program of study delivered and assessed on-campus. It is overseen by registered training organization AUSMUSIC.

Students enrolling onto this program will have a genuine interest in the music industry. Students in year 11 complete the key competencies for Certificate 1. Successful candidates continue into year 12 where they pursue Certificate 2.

Students enrolling into this program experience the benefit of access to state-of-the-art music resources. Students learn the rudiments of music, composition, playing, recording and presenting musical items to an audience. Furthermore a basic introduction to the business side of the industry is highlighted.

Nursing Transition Program

Each year students in year 11 studying four TEE subjects or equivalents i.e. CoS 2A/B, demonstrating an average grade C or above, have opportunity to apply for a place on the Nursing Transition Program. This is an initiative of the CCI in conjunction with Curtin University.

Details of this program are made available each year as and when they arrive. Students gaining access to this program receive on the job training for nursing for Certificate III in Aged Care. Successful completion of this training coupled with success at not less than average grade C in four subjects in year 12 may result in the offer of a place onto the Bachelor of Science, Nursing at Curtin University. Students offered a place have the choice of not sitting any TEE examinations.

School Apprenticeship Link (SAL)

This is a curricular avenue available to all students in year 10 going onto year 11. It provides opportunity for students to pursue 4 Curriculum Council courses whilst commencing an introductory apprenticeship covering 7-8 trade areas.

Students are out of school 2 days a week either at TAFE or in the work place. The 3 days in school are spent following the programs of study for their chosen Curriculum Council Courses.

There are two phases to the model

Phase 1:

Students in year 11 attend school 3 days a week and complete their programs of study. Out of school for 2 days they receive training and are assessed for Certificate 1 in their chosen trade area. At the end of year 11 the student has 4 usable grades from the Curriculum Council plus the Certificate 1 from TAFE. The student is eligible either for continuation to phase 2, apprenticeship, appropriate TAFE courses or the workplace.

Phase 2: As for phase 1, however completion of Phase 2 puts the student in a powerful position for employment and or future ongoing training and study. Successful completion of Phase 2 produces a student who now has usable grades from year 12 Curriculum Council Courses (TEE or non TEE) making them eligible for higher TAFE courses and or University entrance, almost guaranteed apprenticeship in their chosen trade along with near completion of Certificate 2 from TAFE .

Details are available in a flyer from Mr Munro as and when the program is open for application. Students wishing to gain entry onto phase I will apply during their year 10 academic year.

Workplace Learning

Maranatha Christian College Senior School is able to provide students opportunities to pursue workplace learning programs in the following trade areas:

1. Community Service in relation to Childcare
2. Business Administration
3. Hospitality Studies

These programs are achieved through involvement with Maranatha Early Learning centre attached to the College campus. Year 11 students enrolling into this program in 2010 will commence the new Workplace Learning (mode 2) course. Students continuing into year 12 in 2010 will enroll in the trade specific E code subject. Both avenues of development provide the student with hands on experience in the workplace with opportunity to learn from experts in the field. Involvement in this program permits students to construct their own knowledge and skills of a particular trade area. Students are required to maintain a log or journal that will demonstrate achievement of important and necessary key competencies.



POLICIES

Senior School Attendance Policy

Minimum Attendance Requirements:

1. A minimum attendance requirement of 80% is required for a student to pass a subject. This translates to a maximum allowable absence of 24 periods per subject at which point good standing in that subject is automatically withdrawn (12 in Semester 1 and 12 in Semester 2).
2. Morning roll call is considered essential to the efficient operation of the school. Students consistently late or missing from morning roll call will be dealt with as a discipline matter. Form room is held each morning from 8.30am to 8.50am.
3. Absences from school must be substantiated with evidence, satisfactory to Maranatha College, regarding illness or injury. Wherever possible, evidence will constitute a medical certificate signed by a registered practitioner. In circumstances where this is not possible, the school may accept alternative evidence. If a student is absent from school due to illness or injury it is expected that the student or parent will advise the school within 24 hours of first being absent.
4. Absence from school during exams/other assessment dates.
Attendance to College timetable examination periods set down in each semester's calendar is mandatory. Students will not be permitted to sit an exam at an alternate date and time unless there is a justifiable medical reason, supported by a doctor's certificate.

Submission of assignments by the specified date carries the same expectations as sitting exams on the specified date. Late submissions without a certifiable medical reason (including absence on the day of submission) will result in penalties being applied.

Failure to attend an examination and/or failure to submit an assignment on the required date will significantly affect the semester results.

Senior School Assessment Policy

Submission of Assignments

Assignments are part of the assessment process used by teachers in the Senior School. Common practice requires the completion of assignments at home, to be handed in for marking by a due date.

- Extensions for submission will only be given at the discretion of individual teachers.
- A 10% late penalty will apply for each school day for 5 days after which 0% is given.
- The teacher may choose to mark the work, but is not obliged to.
- Students are expected to speak to teachers about extensions at least two days prior to the due date if they expect any consideration.

Exams

In year 10, exams in the core subjects will commence toward the end of each semester with the results included in the semester reports. Students enrolled in stage 2 or 3 courses of study and/or other university bound courses, will need to demonstrate the commitment and ability to meet the required standards of these courses by sitting and passing a formal test before the end of week 5 in term 1. Failure to gain a satisfactory pass will result in the enrolment in that subject being re-assessed.

YEAR 11 & 12 Assessment

Due to the specific requirements of the Curriculum Council in relation to Courses of Study and endorsed programs the assessment and reporting format for these years is more specific.

Introduction

Assessment is based on the results of various assessment tasks required of the students over the duration of the course undertaken. The tasks vary between subjects and are learning related activities such as tests, assignments, projects, exams, oral and practical work.

The Curriculum Council has established suggested assessment components for each subject. These are to be followed by the College. The College will run Curriculum Council approved subjects. These are Year 11 & 12 Courses of Study, Wholly School-assessed subjects, including vocational subjects and structured work-based learning. On completion of each subject the College will award a letter grade. The processes used to determine these grades are moderated by the Curriculum Council to ensure comparability of standards of student achievement. Achievement of a grade entitles a student to credit towards Secondary Graduation for the Western Australian Certificate of Education.

The Curriculum Council is responsible for ensuring

- Assessment procedures are fair, valid and reliable.
- Comparability of grades in all Year 11 and Year 12 subjects and the statistical moderation of school assessments.

College Assessment Requirements

Assessment and grading of student achievement must conform with the College's assessment policy. The College assessment program provides students with the opportunity to demonstrate achievement of the outcomes or the requirements of the subject.

The College also participates in the Curriculum Council moderation program. Where the College is involved in small group moderation, acceptable procedures must be followed to ensure comparability of assessments with the school concerned.

The College requires that:

- Students are made aware on commencing the subject of the assessment program and the assessment tasks which contribute to final assessments and their respective worth and weighting.
- Grades are assigned following completion of the subject and are based on a cumulative record of assessment of the students' achievements of subject outcomes and objectives.
- Students with physical or sensory disabilities are provided with appropriate opportunities to demonstrate achievement of subject outcomes and objectives whilst applying the standards which are defined for all students attempting the subject.
- Students attend and participate in a minimum 80% of all relevant classes for each subject. If a student does not meet the course or attendance requirements they may fail the course.

Grading

In the College, grades are assigned following completion of the subject and are based on each student's performance as judged by reference to a set of pre-determined standards.

Grades are awarded by the College in accordance with guidelines established for each subject and in alignment with the procedure set by the Curriculum Council.

GRADE	INTERPRETATION
A	Excellent achievement
B	High achievement
C	Satisfactory achievement
D	Limited achievement
E	Inadequate achievement
U	Grade not yet awarded, course incomplete

In order to complete a subject and be eligible to receive a grade, the student must complete all of the college's structured educational program and assessment program for the subject.

WSA subjects (incl. Curriculum Council vocational subjects)

A prescribed common assessment framework is used. Judgements are made in relation to performance criteria for each outcome and results are submitted in grades.

WACE course units

All course syllabuses include an assessment table that outlines the appropriate assessment types and a range of weightings for each type. These are used to develop unit assessment outlines.

Weightings are identified in each course syllabus.

Judgements are made in relation to grade descriptors. Student results are reported as a grade for each unit.

A mark out of 100 is required for each exam candidate taking a stage 2 or 3 unit in Year 12. The school assessment course mark is the average of the two marks achieved for the pair of units (e.g. 3A and 3B) completed in the year of sitting the examination.

For Year 11 students who have approval to sit the exam, a mark out of 100 must also be submitted for each of the last two units studied in the year of sitting the exam.

Subject Completion

Students must complete the school's structured educational and assessment program for a subject in order to be eligible to receive a grade unless there are exceptional and justifiable circumstances. In situations where the school considers that insufficient information has been gathered to justify the award of a grade for the subject, a result of U (for unfinished) should be allocated. The Curriculum Council offers the flexibility for the U to be converted to a grade after the final grades have been submitted.

Failure to submit or complete a task or be present on the day of an in-class assessment

1. Failure of a student to submit an assessment -
 - 1.1. Acceptable reasons for extension without penalty
 - Ongoing hospital treatment
 - Doctor's certificate submitted the day of return (long term)

- Family crisis – note on return or parent contact in advance
 - Travel – advised in advance
- 1.2. Unacceptable reasons for not submitting tasks –
 - Computer Breakdown
 - Social reasons
 - Outside reasons i.e. extra curricular
 - 1.3. Extension without penalty –
 - Gaining permission before the due date – Written application 2 days before or as stipulated by the teacher.
 - Permission granted at discretion of the teacher.
 - 1.4. Extension with penalty –
 - 10% deduction of marks per day for five days.
 - Work submitted later than this may be assessed. The reduced assessment mark may go towards your final result and will contribute to the completion of the course.
 - 1.5. Alternative task without penalty -
 - For acceptable reasons mentioned above
 - Mark student as absent and do not consider task as part of the overall grade (this is a one-off situation only)
 - 1.6. Provisions for “Not Demonstrated” (ND) and given alternative task later -
 - Chronic/frequent illness – on provision of medical certificate, student provided with opportunity to demonstrate ability at later date.
2. Assessment missed due to transfer or course change. :
 - 2.1. Use of data from assessments completed at previous school
 - Previous grades taken into account when compared with assessments undertaken at new school. A teacher can only feel confident of grade if enough assessment tasks are completed to determine performance against criteria.
 - 2.2. Deadline for course change
 - Week 4 with consultation
 - Students must be made aware of Curriculum Council requirements/assessments
 - 2.3. Nature of assessment tasks to be administered to provide opportunity for demonstrating achievement for course outcomes or objectives –
 - Students must negotiate with teacher to meet requirements of new course.

Cheating

- 1.1. Procedures for considering evidence of cheating -
 - Teacher advises Head of Senior School.
 - Student interviewed
 - Evidence/Observations considered
 - Interview witnesses if necessary
 - Records kept
 - Parent notification
- 1.2. Procedures for informing students and parents of the decision -
 - Head of Senior School - student
 - Head of Senior School – parents.
- 1.3. Penalties for students who copy or allow their work to be copied
 - Administration interview – proved beyond doubt
 - Fail / 0% and parent contact.

Plagiarism

Plagiarism is where a student uses someone else's words or ideas without acknowledging that they have done so. It involves copying, word for word or with only minor changes, from someone else's text without the use of quotation marks and without acknowledgement. This includes any graphics/pictures that are either photocopies or printed off the internet. The procedure for cheating will apply to work identified as plagiarized.

Students unable to complete tasks due to injury or disability

1. Injured students unable to complete practical work.
 - 1.1. Nature of strategies employed -
 - Student to be given alternative if possible e.g. : observations, written work
 - If cannot complete course – contact parents, counselling, possible course change
 - Assess later (if possible)
2. Disabled Students
 - 2.1. Appropriate strategies for disabled students -
 - Pre-counsel as to course content, assessment, possible problems.
 - Extra time allowance
 - Enlarge tests, exams
 - Hearing difficulties – alternative seating, time allowance
 - Dictate to designated scribe
 - Computer/Laptop
 - Absences (Medical) – extensions

Information required and student responsibility for performance

Students have the responsibility for monitoring their own performance. In the event that they may wish to query an assignment /assessment grade or award they are encouraged to pursue the following steps :

- Inform the Head of Senior School who will review the course and assessment with the student.
- Make an appeal in writing to the Principal with Parents/Guardians being informed.
- Students be encouraged to maintain a personal portfolio of work completed in Year 12 (In some subject areas this is already done on behalf of the student by the class teacher). The portfolio aids in revision and consolidation of final grades. If an appeal is made this information is readily available.

Homework Policy

Although homework can impinge upon the extra curricular activities of students, the College considers homework and revision to be of value. In the Senior School there are three aspects to students doing schoolwork at home. There is 'homework' which is work set by the teacher for the purposes of expanding and consolidating work covered in class. There is 'study or revision of work' which is designed to enable students to go over concepts and knowledge covered in a unit of work for the purpose of ensuring it is fully understood and retained in the memory. And there is 'assignment' work which is for the purpose of assessment by the teacher. More and more we are encouraging assignment work to be completed in school time so that the assessment can be effectively monitored.

In the Senior School it is our intention to, in the majority of cases, to only provide homework in the core areas of English, Mathematics, Science and Studies of Society and the Environment. The students are given class time in which to complete most assignments. If the work is not completed within that time, students will be required to complete the work at home. The College policy on homework is available for viewing on the College website.

Overdue homework

To assist with the monitoring and completion of homework the Senior School offers lunchtime and after school homework classes for students who do not complete homework or who are having difficulties.

If a student has overdue homework, parents are notified and the student is required to submit the work at 8.30am the following morning. If the work is not submitted, the student is required to attend the Homework Centre at lunchtime to complete the work. It is expected that the work will be completed within three days. If the work is not completed within this time the student may be placed on a step (see Discipline Policy).

What can parents do about homework?

Parents are encouraged to discuss their child's homework needs with their teachers. They should also:

- monitor their child's homework for neatness
- ensure that their child has a quiet place to work
- sign their child's diary each week
- praise their child for homework well done.

Course or Subject Change Policy

From time to time there may be an educational need for a student in year 11 or 12 to transfer from one course or subject to another. Students in this situation are encouraged to discuss the matter with the respective teachers, their parents/guardians and the Head of Senior School.

To facilitate a change in subject choice a student must present a completed application form from their parent/guardian to the Head of School requesting consideration for a change.

The Head of School will make necessary enquiries on behalf of the student.

If the request is successful the Head of School will inform the student that they may change their course or subject.

Note: A student may not make a change of course or subject without the permission of the Head of School.

The procedure for conducting a change in a timetabled subject is as follows:

- The student is to discuss with their form, subject, careers teacher or Head of Senior School their intention to seek a change and request a “Change of Subject” application form.
- The Application form is to be completed and signed by the student and their parent / guardian and lodged with the Head of Senior School.
- The Head of Senior School is to make contact with the current subject teacher to advise them of the application.
- The Head of Senior School is to meet formally with the student to discuss the matter and to identify any issues that will require further consideration.
- Should the Head of Senior School believe that the decision to change is not a wise one, contact should be made with the parents to discuss the matter.
- Once the decision to change is granted, the Head of Senior School is to formally advise the current teacher and the new subject teacher as to the date of the student’s transfer.
- The student is informed of the outcome of their application and advised where necessary of the necessary assignments that must be completed on entering the “new” course or subject. A deadline must be agreed by which time these assignments must be completed.
- Head of Senior School is to advise the College administration of the change.
- The College administration department will update files and ensure that the student is correctly enrolled onto the correct Curriculum Council register for that academic year.

Please note: The final date by which a request for subject transfer to be accepted is the last Friday of week 4 in term 1 of each academic year.



Information Technology Policy

1. Rationale

1.1. The Maranatha Christian College Network has been established for educational purposes which include access to the Internet and Email. The network exists for the purpose of supporting the education of students and to enable staff to provide an Information Technology rich learning environment, as well as running the business operations of Maranatha Christian College. The use of network by students is to be related to classroom activities, assignments, and research.

1.2. The use of the network is a privilege, not a right.

1.3. Any infringement of the policies in this document will result in removal of access to the network and possible disciplinary action taken by the College.

2. Internet

2.1. Internet access is provided to students to access educational and research information. The College's internet connection has in place a secure firewall and content filters on email and website access. However, even with these filters in place, objectionable material may inadvertently slip through. In such an event, students are expected to demonstrate responsibility by immediately closing the inappropriate material and/or shutting down the computer and informing a teacher of what has occurred.

2.2. Attempting to bypass the content filter through the use of an anonymous proxy website is in violation of this policy. Students who do so will have their user account immediately suspended. If a required site is blocked by the filter students are to ask their teachers to put a request in to the Information Technology staff to have the required site unblocked for student use.

3. Online Communication

3.1. Students are responsible for maintaining a high level of common sense when communicating online. "Online communication" may include email messages, forums, instant messaging, social networks, blogs and personal web pages. Online communication is replicable and can be traced, forwarded or copied. Therefore any communication made through the College network can be traced back to the College and is inherently associated with Maranatha Christian College. Inappropriate language is not to be used at any time. Any communication about a Maranatha student, staff member, or the College itself that is impolite or abusive, or may be construed as demeaning, harassing, provocative, or threatening is not permitted and may result in disciplinary action taken by the College.

4. Email

4.1. Staff and students in years 4-12 are provided with a Maranatha email account. The Maranatha provided email account can be used for communication with teachers and other students as well as family and friends for purposes relating to education. At the start of each school year all student email accounts will be cleared of all the previous year's emails. Students will need to ensure, before they leave at the end of the school year, that they backup any data they wish to keep from their email onto their own removable storage.

5. Storage

5.1. Students may use removable storage devices to store and backup their schoolwork. Such removable storage devices must not be MP3 players, iPods, and similar devices as these are not permitted to be

used at Maranatha Christian College. As such they may not be used with the college's computers in place of a removable storage device. Students needing to transfer work or data through a removable storage device are only allowed to use a removable storage device without music playing capabilities.

- 5.2. Students are provided with access to personal storage space on the Network, commonly referred to as the "H Drive". This space is limited in size. Only education related content is permitted in student H drives. Content not permitted in H drives includes all non-school related content such as music, games and images not related to schoolwork, as well as programs and utilities, inappropriate content, or content of possible malicious nature. Spot checks can and will be taken to ensure that such content is not present in students' H drives, and if found such content will be removed.
- 5.3. At the start of each school year all student H drives will be cleared of all the previous year's data. Students will need to ensure, before they leave at the end of the previous school year, that they backup any data they wish to keep from their H drive onto their own removable storage.

6. User Accounts and Passwords

- 6.1. It is a student's responsibility to keep their account safe. Passwords should be kept a secret and not shared with anyone else. It is the key to the student's user and email accounts. Students must not let other people log on using their account. All actions taken through your user account or email account will be interpreted as actions performed by you.
- 6.2. Students must not attempt to access another person's user account or email account or personal files, or pretend to be someone else.

7. Security and Monitoring

- 7.1. The College network has in place security policies, access restrictions, and content filtering to protect both the users of the network (students and staff) and the College's network assets including all hardware and software. Students must not attempt to breach the network's security or attempt to circumvent the system in any way, nor should they take any action which disrupts the normal operations of the network.
- 7.2. Any student who becomes aware of an attempt to compromise Network security should immediately report it to the Information Technology staff, a teacher or senior staff member.
- 7.3. The Maranatha Christian College Network, including all software, hardware, email, and internet access, is the property of Maranatha Christian College. Unlike home computers, the College computers are set up for the use of the school community.
- 7.4. Privacy and security of files and online communication are not guaranteed and should not be assumed. The Information Technology staff and Senior Staff reserve the right to access a user's files and emails stored on or processed by the College network in order to maintain system functionality, for compliance with legal requirements, or as required for the wellbeing of the College.
- 7.5. In order to ensure appropriate use, the Information Technology staff may observe student computer activity on all College computers via remote screen monitoring technology.

8. Student Owned Devices

- 8.1. Maranatha does not permit student owned devices such as laptops, PDAs, smartphones, or any other device to be connected to the College network.
- 8.2. Students may only use their own laptop when permission has been granted by senior staff. The laptop must be registered with the Information Technology staff and a card will be issued to the student as proof.

9. General Guidelines

9.1. Students agree they are not to

- engage in plagiarism e.g. copy material from the internet without acknowledging its source. Students must obey copyright laws.
- download or copy software from the Internet or any other sources without authorisation from the Information Technology staff.
- divulge personal or other information of any kind that could put anyone at risk, including themselves.
- consume food or drinks inside the Information Technology Department or near Information Technology equipment.

Mobile Phone Policy

The College strongly discourages students bringing mobile phones to school. However we accept the fact that travel to and from the College may require the use of a phone but while in the College grounds use is prohibited.

ACCEPTABLE USE POLICY FOR MOBILE PHONES

1 Purpose

- 1.1 The increased ownership of mobile phones requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.
- 1.2 Maranatha Christian College has established the following Acceptable Use Policy for mobile phones that provides teachers, students and parents, guidelines and instructions for the appropriate use of mobile phones during school hours.
- 1.3 In order for students to carry a mobile phone during school hours, students and their parents or guardians must first read and understand the Acceptable Use Policy.
- 1.4 The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

2.1 Personal safety and security

Maranatha Christian College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting long distance; to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at times outside school hours.

3. Responsibility

- 3.1 It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document
- 3.2 The decision to provide a mobile phone to their children should be made by parents or guardians.
- 3.3 Parents should be aware if their child takes a mobile phone onto school premises.
- 3.4 Permission to have a mobile phone at school/while under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

4. Acceptable Uses

- 4.1 Mobile phones should be switched off during school hours and stored away in the student's bag. Phones cannot be used during the school day, including recess and lunchtime.

5. Unacceptable Uses

- 5.1 Mobile phones will be confiscated by staff if seen, or seen being used, during school hours. Mobile phones confiscated will be held by H.O.S. until the end of the College day. It will be the parent's responsibility to collect their phone at the end of the day.
- 5.2 Unless express permission is granted to the contrary, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or any other application during school hours.
- 5.3 Should there be disruptions to lessons caused by a mobile phone, the responsible student will face disciplinary actions as sanctioned by the Head of School, Assistant Principal or Principal.

6. Theft or damage

- 6.1 Students are required to mark all their mobile phone clearly with their names.
- 6.2 Students who bring a mobile phone onto school premises must leave it stored away in their bag as soon as they arrive. In order to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- 6.3 Mobile phones which are found in the school and whose owner cannot be located will be handed to front office reception.

- 6.4 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 6.5 The school accepts no responsibility for students who lose or have their mobile phone stolen while travelling to and from school.
- 6.6 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

7. Inappropriate conduct

- 7.1 Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary actions as sanctioned by the Principal.
 - 7.2 Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Principal.
 - 7.3 Students with mobile phones may not engage in personal attacks, harass another person or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the Principal.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.

Physical Education Procedures

GENERAL GUIDELINES:

1. At the start of timetabled Physical Education lessons all students are to proceed to the PE area and wait outside the change rooms for their teacher.
2. Students are to wear their College (not sport) uniform to and from school. Students who are in incorrect uniform at any stage of the school day will be issued with a uniform infringement.
3. Students are to bring a water bottle to all PE lessons to ensure adequate rehydration, particularly during the warmer months. During the course of a lesson, it may not be practical to give students a drinks break.
4. Storerooms and equipment containers are out of bounds unless under teacher direction.
5. Aerosol deodorants and body sprays are NOT to be used in change rooms or bus. Such sprays compromise the health of asthmatics and other students with breathing problems. If sprays are found, the student will be issued a warning, followed by a discipline slip (step) if it happens again.
6. Mouth guards are highly recommended for a number of activities and should be worn for these activities. (Adequate mouth guards are available at chemists at a very reasonable price.)
7. After classes, students are to wait near the change rooms with their teacher until they are given permission to leave.
8. Students who are consistently absent from Physical Education and Sport lessons will be required to provide a valid reason. If, after their third consecutive missed lesson, they fail to do so they will be issued a STEP.

UNIFORM:

Maroon MCC shorts, white 'house' polo shirt, predominantly white sports shoes (not skate shoes), MCC sports socks. During the cooler weather, the MCC tracksuit (pants and jacket) can be worn. It is compulsory to wear the MCC cap during ALL outdoor PE Activities.

If students fail to bring their **entire** sports uniform, they will not participate in the lesson. They will receive a lunchtime detention. They will be required to bring work to the lesson, but may be required to assist at the teacher's discretion. **On the third such offence, the students will be issued a step.**

LESSON ATTIRE:

A record of student's use of PE attire, associated attitude and participation rates, will be noted and will significantly contribute to assessment.

BUS TRANSPORT:

Students are required to remain seated at all times on an MCC or hire bus. Students should not shout or speak above normal speaking levels to avoid distracting the driver. Students are to remain seated and give their immediate attention to the teacher when the bus arrives at its destination.

EXTREME WEATHER POLICY:

Students will have Physical Education regardless of weather conditions, with rare exceptions where an alternative indoor venue may be sought out. The program may change to be indoors but students should bring their PE requirements, as well as a change of underclothes and towel, expecting the program to go ahead.

VALUABLES AND MONIES:

No valuables or money should not be brought to Physical Education as it is not always practical to lock change rooms. Valuables and monies are the student's responsibility.

*** All parts of the uniform should be labelled clearly with student's name to ensure lost items can be returned.**

****Property must not be left in the change rooms.**

These procedures are intended as a positive system that rewards students consistently displaying correct actions in Physical Education classes. It also allows staff to quickly identify non-participants and alert parents to encourage their children's participation. The PE staff will be monitoring closely students who do the right thing and

rewarding such behaviour on a regular basis. At the start of the year we will be expecting ALL students to attain a standard of excellence in every aspect of a PE session.

Student Participation Requirements / Notes

All students are required to participate in all PE lessons.

In the event that the student may not be able to participate, a NOTE must be written and signed by the parent / guardian and submitted by the student to his/her teacher at the START of the PE lesson.

The following situations represent a valid reason to write a note:

1. Illness – if the student is unwell, **the nature of this illness must be indicated on the note**
2. Injury – if the student is injured, the specific nature of this injury must be indicated on the note along with the extent to which it may affect the student's participation.
3. If the student will be inhibited for an extended period of time (ie, more than two weeks), a doctor's certificate must be provided
4. In the event of a girl's menstrual period, we understand that in some cases, it may not be appropriate for them to participate (eg, some swimming lessons). However, students are encouraged to use the sanitary options that are available and highly suitable for all types of activities. Our hope is that this would not be used as a regular excuse for non-participation.
5. When the sports uniform has gone missing (see point 5 below)

The following notes will NOT be accepted:

1. Notes with unclear reasons for not participating (eg, "Johnny is not feeling well" or "I am concerned my child might get wet and catch a cold") .
2. Notes that are not written and signed by the parent / guardian. Forged notes (written by students) will be dealt with as a serious disciplinary matter.
3. Notes presented after the sports lesson concerned (ie, next day or that afternoon). Notes must be submitted at the start of the lesson.
4. Notes regarding concerns about weather conditions. Teachers will use their discretion when it is hot, wet or stormy.
5. Notes indicating that the student's sports uniform was unavailable (eg, "in the wash"). If the uniform is unavailable or lost, please bring an alternative sports uniform (white top, dark shorts and sports shoes) accompanied by a note of explanation

Please note that it is not our intention to question the validity of a note. By clearly stating the reason, this will eliminate doubts and promote a highly trusting, fair environment.

**If in the course of the day students begin to feel unwell and obviously are unable to have a note to explain, they should see their Physical Education teacher when they arrive at class.*

**it is compulsory for all students to wear an MCC cap in PE. This does not apply, however, to swimming lessons.*

**Skate shoes are not considered as sports shoes. Students wearing skate shoes will be noted as being out of uniform.*

Any lack of uniform, without a note, will be recorded with the Physical Education teacher. After **one extension of grace per Term**, students will be issued a detention, then a disciplinary STEP for every repeated occurrence that Term.

Uniform Policy

Parents are required to provide the correct items of uniform for their children and to ensure that they wear them daily in order to satisfy the conditions of enrolment. Parents must ensure that all uniforms are marked with the student's name. The student is required to wear the uniform properly and regularly and to conduct himself/herself in a way that brings credit to the uniform and the College.

Should parents have any difficulty in meeting the requirements, the matter needs to be discussed with the Principal or the form teacher. A letter may be used in regard to this matter. It should be noted the students incorrectly attired will not be permitted to participate in class and school activities without the permission of the Principal or Assistant Principal.

Uniform requirements for Year 10, 11 and 12 are as follows:

Girls

Summer Formal Uniform

White short-sleeved shirt with College crest (*worn without a tie*)
College checked pleated skirt
Maroon College jumper with College trim and College crest
Maroon College hat or maroon College cap with College initials
Black lace-up shoes with plain white College ankle socks

Winter Formal Uniform

White short/long-sleeved shirt with College crest
College tie
Maroon Scarf (optional)
College checked pleated skirt
Maroon College jumper with College trim and College crest (*worn under Blazer only*)
Maroon or black parka/raincoat or Tracksuit Jacket over College jumper
Black lace-up shoes with black College tights or plain white College ankle socks
Black College Blazer

Sports Uniform (*Students must bring sports uniform to school and change when required*)

White College sports top with House logo
Maroon College shorts with the College initials
Maroon College hat or maroon College cap with College initials
Sports shoes predominantly white with white laces e.g. cross-trainers worn with College sports ankle socks.
Skate shoes, Dunlop volleys, gym boots or retro basketball shoes are not permitted College sports ankle socks
College track top and pants may be worn on cold days

Boys

Summer Formal Uniform

White short-sleeved shirt with College crest (*worn without a tie*)
Long 'College grey' trousers Optional: Grey school shorts may be worn
Maroon College hat or maroon College cap with College initials
Black lace-up school shoes with grey College ankle socks

Winter Formal Uniform

White long/short sleeved shirt with College crest
Long 'College grey' trousers
College tie
Maroon Scarf (optional)
Maroon College jumper with College trim and College crest (*worn under Blazer only*)
Black lace-up school shoes with grey College ankle socks
Black College Blazer

Sports Uniform (*Students must bring sports uniform to school and change when required*)

White College sports top with house logo

Maroon College shorts with the College initials

Sports shoes predominantly white with white laces e.g. cross-trainers worn with College sports ankle socks. Skate shoes, Dunlop volleys, gym boots or retro basketball shoes are not permitted College sports ankle socks

Maroon College hat or maroon College cap with College initials

College track top and pants may be worn on cold days

The uniform shop is open on Tuesdays from 1:30pm to 5:00pm and Thursdays from 7:30am to 10:45am. New and second hand uniforms are available for purchase during this time.

Hair Style Information

Hair styles for both boys and girls should be clean and neatly groomed. Shaven heads, shaved areas or hairs standing-up inappropriately from the head are not acceptable styles.

Girls with hair longer than the shirt collar must have it tied back in either a ponytail, bun or plait(s) using black or maroon ribbons, black or maroon scrunchies or plain hair-coloured elastic. Hair clips must be black, brown slides or combs. Small silver clips are permitted.

Hair colour – only the normal ranges of naturally occurring hair shades are acceptable. Hair colour must be close to student's own natural colour.

All students must not allow their hair to hang forward when they are working. (Girls' hair may be kept back with brown or black hair-slides or combs.) Fringes must not hang over the eyes, or hang across the face, or interfere when a student is working. Boys' hair should be kept short and above the collar.

In secondary school (Yrs 8 – 12) boys' faces should be clean-shaven. Side burns below the middle of the ear are not permitted.

Regular checks are undertaken.

The acceptability of any hairstyle is at the discretion of the Head of School or Coordinator.

Jewellery

Girls are permitted to wear one pair of plain studs or sleepers, (*gold or silver*) in their ears (*one only in each earlobe*). Studs may have a tiny coloured stone. Boys are not permitted to wear earrings. Both boys and girls are permitted to wear; a plain wrist watch, a 'Medical Alert' bracelet or necklace, if applicable. No other jewellery of any description is permitted.

College Bag

Each student requires a College Backpack to be purchased from the uniform shop.

Hats

A College hat is compulsory for all outdoor activities. Students are encouraged to wear hats at recess and lunchtimes for sun protection.

Make-up

Make-up should not be worn to school under any circumstances unless specified by a teacher, eg for Drama.

Nail polish is not permitted and nails must be kept short.

Shoes

Formal uniform shoes for both boys and girls should be plain black leather lace-up shoes.

The following are not acceptable: suede shoes, shoes with a very thick sole and/or heel, shoes with large fashion buckles, shoes with a metal piece on the front to hold the laces (rather than black eyelets), shoes with coloured stitching.

Sports uniform shoes should be predominantly white sports shoes (cross trainers not skate shoes, gym boots or retro basketball shoes).

At no time will thongs be permitted.

Apart from physical education lessons, students' feet must be shod at all times.

Discipline Policy

Maranatha Christian College is committed to providing a safe and caring environment that fosters respect for others and does not condone bad manners, the display of destructive behavior, bullying or victimization. For the purpose of encouraging students to realize that they need to take responsibility for their own behavior and be accountable for their actions, the College discipline policy is age relevant and purposeful. The learning atmosphere the College endeavours to create includes: order, structure and discipline. Since attitude can be the precursor to behavior, teachers and parents are urged to give attention to the attitude of the child so that effective teaching and learning can occur.

Self discipline in the children is to be encouraged and the use of positive reinforcement for good, acceptable behaviour is to be encouraged.

Three important considerations to be taken into account are:

1. Discipline for the purpose of correction and training is a Biblical principle. (Hebrews 12:11)
2. Discipline should be administered in a loving and consistent manner.
3. Discipline must be fair and the child must understand why it is being given.

Biblically the ultimate responsibility for a child's behavior and realization of academic goals rests with parents. In the training of a child, however, it is necessary that boundaries are set to establish acceptable behavior. By accepting the enrolment conditions, parents have agreed to their support of the College in its aims and objectives and have agreed to uphold in every way possible the College's authority and right to administer appropriate discipline in accordance with the policies of the College. If children sense from their parent/s that there is no agreement in dealing with discipline issues, the attempts of the school to help students through discipline procedures will be greatly compromised.

Staff, parents and students are encouraged to use the scriptural injunction to act justly, show mercy and always seek to be a peacemaker when they are involved in any situation in which discipline is involved.

All secondary students are required to sign a copy of the College's CODE OF BEHAVIOUR signifying their agreement to uphold these rules as best they can.

The College's expectations are that each student of this College should:

- **Display an attitude of reverence for God and the things of God.**
- **Take responsibility for learning.**
 - Arrive on time
 - Be prepared
 - Demonstrate a responsible attitude for daily work
 - Carefully complete classwork homework on time
- **Settle conflict in a peaceful manner.**
 - Respect other people's property and personal space
 - Resist fighting with others physically or verbally
 - Never take anything that is not his/her own
- **Behave in a respectful manner towards people in positions of authority.**
 - Remember that the teacher is the authority in the classroom
 - Speak respectfully
- **Be sensitive to the needs and feelings of others.**
 - Use appropriate language at all times
 - Be willing to help others
 - Be friendly and courteous

- Be willing not to bully or tease

THE 5 STEP PROCEDURE FOR BEHAVIOUR MANAGEMENT

STAGE 1

First Infringement :

- When a student chooses to behave in a way that is contrary to the college rules, the teacher will engage in normal classroom management practices. If this strategy is ineffective the teacher will then move to an official warning.

Second Infringement :

- At the next infringement the student's name will be placed on the board.

Third Infringement :

- The teacher will discuss the child's behaviour / attitude with the student and may recommend a detention.
- The Head of School will then decide on any further action, or if a step is due to the student, dependant on frequency and severity of the incident that has occurred.

For years 6 – 12 the following will apply:

- On the third occasion the student will be sent outside with a behaviour journal which they must complete.
- The teacher will then discuss the journal with the student and may recommend a step and or a detention.
- Behaviour Journal to be completed by teacher and together with student response to be given to the coordinator.
- Head of School will then decide on any further action.

STEP 1

- If the Head of School decides to place the student on Step 1 a letter will go home to this effect. A detention will also be issued.

The same process as listed above will take place for each Stage 2 – 5, with the following changes for each Step 2 - 5

STAGE 2

STEP 2

- If the Head of School decides to place the student on Step 2 a letter will go home to this effect. A detention will also be issued.
- A meeting with the classroom teacher the parents is to occur to discuss the behaviour infringements of the child, and possible resolutions.

STAGE 3

STEP 3

- If the Head of School decides to place the student on Step 3 a letter will go home to this effect. The Head of School will also issue a detention.
- A meeting with the parents and the Head of School is to occur to discuss the behaviour infringements of the child, and possible resolutions, along with consequences for further inappropriate actions.

Students who reach Step 3 will miss out on the end of term/semester rewards and/or excursions.

STAGE 4

STEP 4

- The Head of School will contact the parents to organize a meeting with them.
- At this point the student will be given a suspension of a time at the Head of School's discretion. This may involve an internal or external suspension.
- At this stage the student's enrolment will come into question.

STEP 5

Step 5 is a position of last resort for the school. A student that has reached this stage of the boundaries system and has not modified their behavior needs to recognize that persistent negative behavior has serious consequences.

At this stage the following options apply.

1. **Future enrolment of student discussed with a committee made up of Principal and Heads of School i.e. possible termination of enrolment.**
2. **Parents contacted**

NOTE:

- Corporal punishment may be used at any time during the above steps at the discretion of the Principal. Only the Principal may use corporal punishment. Parents are to be informed BEFORE hand.
- In some cases major misdemeanours may result in immediate suspension.
- At all stages a written record is to be kept by the Head of School of inappropriate behavior.

Please Note: With the approval of the Head of School; after 10 weeks a step may be reduced if a change in behavior is noted by staff. If a child is reduced a step, a written note will be sent out to inform parents. Any student still on Step 3 or 4 at the end of a year will automatically return the following year on Probation (Step 3).

DETENTIONS

These are to be used at the teacher's discretion.

A detention does not automatically warrant a step.

Steps are used for behavioural problems whereas detentions are used for everything else.

NB Other avenues need to be used before a detention is issued.

END OF YEAR PROCEDURE FOR STUDENT ON STEP 3 & 4

At the end of each school year the appropriate Head of School will assess any child under their care, who is on Step 3 or Step 4. If the Head of School feels the child needs more time to correct his/her behaviour they will begin the next school year on Step 3 (Probation).

As with all other steps, when the child has shown an improvement over a period of 10 weeks, it will be at the Head of School's discretion to reduce the steps either by one or more.

Letters will be sent home informing parents of the probationary period and when their child has had one or more steps reduced.

This policy will be reviewed regularly by staff, Principal and College Board.

Text Hire in the Senior School

The College operates a text hire scheme for most of the text books used in years 10 – 12. The purpose of the scheme is to assist parents with what otherwise is a significant additional cost. A typical year 11 text purchase would be around \$400. The College offers a hire rate that is approximately one third of the full cost.

Parents and students need to appreciate that a significant amount of money is invested by the College to offer such a scheme across years 7 – 12 in the wide range of texts that are used by students. Whilst the College is prepared to offer this service it can only do so provided the books are returned in good condition thus ensuring a shelf life of at least four years. Whilst the majority of students do look after their books, a significant number have returned books damaged by contact with food or liquid whilst in a student's bag. In addition torn and mistreated texts have resulted in badly damaged and grubby books being returned. For books that are returned with no damage there is no additional charge. Damaged books will incur a charge for repair and if in the opinion of the text hire manager the book needs to be replaced the full replacement charge will be added to the student's College fee account. Lost texts are also charged for at the full replacement rate.

Upon issue of the texts, a record is noted of any minor damage, water marks, pen markings etc and the student is asked to countersign the advice as a record of the condition of the text. This is kept for reference against the return of the text at the end of the year.

It is strongly recommended that students protect the text books by using a library bag and by keeping the rest of the contents of the College bag in a neat and clean condition. Students must advise the library staff immediately they are aware of the loss of a text book.

Students will only be issued with text books upon the submission of the signed text hire agreement form and to avoid disruption to the commencement of the school year this should be brought to the College at the commencement of term 1.

Maranatha Christian College

Senior School Policies – Student Copy

A copy of this form (marked Office Copy) must be signed and returned to the College through form teachers before students can access the College Information Technology network.

I have read and understood the following policies, as provided to me in the Maranatha Christian College Senior School Handbook 2010:

- Attendance
- Assessment
- Homework
- Subject Change
- Information Technology
- Mobile Phones
- Physical Education
- Uniform
- Discipline
- Text Hire

Student name (print): _____

Student signature: _____

Parent/guardian signature: _____

Date: _____

Maranatha Christian College

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Student name (print): _____

Student signature: _____

Parent/guardian signature: _____

Date: _____