



Maribyrnong College Expectations

Purpose

Our school motto is, "Pride in Performance" and this underpins the culture of the school.

Our purpose is to:

- Foster a performance culture in which staff, students and parents have high expectations of themselves and others
- Provide a learning environment that is well respected in the community and where students are proud in their achievements and their College
- Encourage personal well-being and growth and provide students with the skills for further learning, enabling them to be productive members of society.

Values

Our core values are:

Pride:	Always striving to achieve one's personal best
Respect:	For self, others and the school environment
Balance:	In all aspects of school life- academic, sporting, creative and social
Equality:	All members of the school community are treated with dignity and fairness.

Student Leadership

Maribyrnong College actively promotes the development of leadership opportunities for all students. A Leadership Camp is conducted at the end of Year 11 to select the Senior Student Leadership Team and College Captains for the following year. A House system with captains and vice captains enables students to establish an identity beyond the class level.

Rights and Responsibilities

Rights of the College Community.

Each person has a right to be treated with respect and individual differences recognised and valued

Student Responsibility:

- to be respectful of all members of the school community
- to treat others how you would like to be treated
- to respect the differences in others and to appreciate others for who they are

Each person has a right to feel and be safe

Student Responsibility:

- to act in a way that allows each member of the school community to feel safe at school e.g. no bullying/harassment/shoving/ fighting
- to follow school rules and regulations
- to report situations which make yourself or others feel uncomfortable or unsafe
- to use appropriate language (including body language) in the classroom and in the school yard

Each person has a right to learn and develop their potential

Student Responsibility:

- to focus, listen and participate in class in order to maximise learning
- to complete all required class work and homework
- to work to one's personal best and allow others to work at their personal best
- to be on time to all classes and bring the correct materials to class

Each person has a right to be heard and to be included in the decision making processes

Student Responsibility:

- to respect the opinion of others and encourage all class members to be involved in class discussions
- to participate in leadership opportunities
- to become involved in the wider-school programs

Each person has a right to a clean, pleasant environment where both personal property and school property is respected

Student Responsibility:

- to treat all property, equipment and facilities with respect
- to keep the classroom and school yard clean and free from litter and graffiti
- to ensure that personal property is clearly labelled so that it can be returned to the rightful owner if lost.
- to promote an eco-friendly environment e.g. recycling, no wasting water, switching off lights etc

Overall College Expectations

- Maribyrnong College expects students to work together with cooperation, respect and care for others.
- Students are expected to work hard, improve their skills and knowledge and do as much they can to be the best they can be.
- Maribyrnong College expects that parents will attend Parent Teacher Interviews and support teachers in working with students.
- Parents are also expected to support the College by reinforcing College rules and policies and encouraging students to respect the rights of others.
- More detailed advice for parents is contained in our Parent Handbook.

Rules for Students

Students who break rules will face consequences such as detention, parent contact and suspension. Students may be kept at school at the end of the school day for 15 minutes without notice and for 45 minutes, providing the parents have been informed beforehand.

General Behaviour

- Students must follow reasonable instructions given to them by staff
- Students must not physically or verbally abuse other people
- Students should treat others with consideration and respect
- Students should respect the rights of other students to learn
- Students should treat the property of others with respect
- Students must not chew gum inside the school buildings
- Students must bring the correct materials to every class
- Students should come dressed in the correct College uniform

Attendance and Punctuality

- Students should be on time to all classes and leave the class only if they have teacher permission
- Students who arrive late to school must report to the Attendance Officer
- Students who need to leave school early must bring a note signed by a parent or guardian and give it to their Year Level Coordinator
- Students must not leave the College grounds during the day without permission

Safety at School

- Students must not be involved in bullying or harassment
- Students must not use illicit drugs, alcohol or other harmful substances
- Students must not smoke at school or in the vicinity of the school

Property and Environment

- Students are expected to respect College property
- Students must not use mobile phones, MP3 Players or i-Pods in class. Mobile phones must be switched off during class time
- Students driving to school must drive sensibly in the school grounds. (10kmph or less)
- Students should take pride in their environment by using bins provided for their litter
- Students are expected to pay for Library books more than 4 weeks overdue

Bullying and Harassment

Bullying and harassment can result in people being scared, embarrassed, angry, frightened and not wanting to come to school. Bullying and harassment will not be tolerated at the College.

At Maribyrnong we want everyone to feel safe and happy.

Incidents of bullying and harassment will always be investigated and unacceptable behaviour will be dealt with promptly. Offenders will be counselled and dealt with in an appropriate manner.

Harassment and bullying behaviour can include:

- Pushing, shoving, fighting
- Name calling
- Any unwelcome physical contact
- Intimidating and threatening other students
- Graffiti about someone
- Ridiculing someone's appearance
- Spreading rumours or offensive comments
- Forcing others to act against their will
- Offensive pictures
- Making degrading comments
- Phone calls, text messages and emails
- Making suggestive or sexual comments

Students who are experiencing bullying or harassment should tell someone about it — Parents, Level Coordinator, Student Services Coordinator or a Teacher that you trust. The College is protective of any person who encounters harassment or bullying of any kind.

Facebook and social networking

Access to Facebook and other social networking sites has been blocked on our school network. The College strongly recommends that parents do not allow their teenage children to access these sites from home.

If parents do allow use of social networking sites, we recommend that you monitor it very closely. Ways in which you could do this include:

- Placing home computers in family areas of the house and not in children's bedrooms.
- Placing restrictions/time limits on the use of computers for "free" activities.
- Keeping an eye on the sites that your children access.

Banned Substances

At Maribyrnong College we actively discourage the use of banned substances. We address any related issues through the harm minimisation approach. We take a proactive approach that aims to give accurate information to allow students to make informed choices.

Drug education is incorporated into the College curriculum and is dealt with mainly through the Health and Physical Education subject. Students participate in discussions and complete work about the social, psychological and physiological effects of drugs including alcohol, tobacco, inhalants and other harmful substances.

The Student Services Coordinator, School Nurse and other members of the Welfare team provide counselling and support for students with drug related problems.

Attendance

Students may be absent from school for a range of reasons. Where the absence is legitimate such as to illness or previously approved leave to attend sporting competitions, the College will approve absence. Where a student has extensive absence due to on-going illness, the College will work with the parents and the students to support an appropriate return to school plan.

Students who have been absent from school must bring a note to the Attendance Officer when they return to school. Parents may phone the school to inform the Attendance Officer about absence. Any absences that are not explained by parents (either with a legitimate note or medical certificate) will be recorded as “unapproved”.

The College expects that all students will maintain an attendance rate of at least 90% (that is, no more than one day per two weeks of unapproved absence) Students who are unable to maintain this level of attendance will be offered support by the College but may also fail subjects due to unapproved absence.

Extended Family Holidays

The College recognizes that it is not always possible for parents to align their annual holidays with the school term holidays. Therefore, when students are in years 7 – 10, the College may approve absences for students to attend family holidays. The College may determine that it is appropriate and necessary for students to be given work to complete whilst on holiday. This decision will be made in consultation with parents, based on factors such as the student’s capacity to catch up later, the length of the holiday etc.

Students studying the VCE are required to maintain at least a 90% attendance rate to successfully complete their V.C.E. For year 11 and 12 students, extended family holidays will NOT be considered as an approved absence. Therefore, at these levels, students/families should avoid taking holidays during term time.

Illness

Students who are unwell should remain at home until they are well. Students who are feeling sick at school should see their Level Coordinator who will phone a parent. If a parent cannot pick the student up from school, the Coordinator will arrange for them to attend the sick bay.

Lateness

Students are expected to make every effort to be on time to school. To do this they should leave home in plenty of time to manage public transport or traffic problems. Students who are late to school must report to the Attendance Officer where they will be given a 'late pass'. Students who are late a number of times will be given a detention.

Leaving During the Day

Students are not permitted to leave school during the day, including lunchtime or recess.

Students who are required to leave during the day, for medical or other legitimate reasons, must bring a signed note from their parents, to be given to their Level Coordinator or Attendance Officer to obtain an early leaver's pass. Where possible, appointments should be made outside of school hours.

Mobile Phones, Mp3 Players, I-Pods

The College cannot be responsible for looking after or replacing lost or stolen electronic equipment. Students must not use such equipment in class, and must be careful with outside class use. Students should store valuables in their locker. Inappropriate use of mobile phones during class time will result in consequences and the phone may be kept by the Year Level Co-ordinator until contact with parents has been made.

Lost Property

Students who lose items should report the loss to the Level Co-ordinator. To minimize loss, all items of clothing should be named.

Student Services Coordinator

The College has a Student Services Co-ordinator who is available to speak to students who are having problems either at school or at home. The SSC may refer students to other services such as the Educational Psychologist, Speech Pathologist or Social Worker.

Compulsory Uniform

Wearing the official uniform is compulsory for all students. All uniform items must be purchased from the College uniform shop. The College Uniform Brochure provides full details of all uniform requirement. Students can obtain a copy from their Year Level Co-ordinator.

Students not wearing correct school uniform should report to their Co-ordinator before Period 1. They may be sent home to change into correct uniform, or loaned school items. Consequences will be given for being out of uniform without an acceptable reason. Students are asked to note the following guidelines:

- Facial piercings are not allowed
- Extreme hair styles are not allowed
- Jewelry and makeup are to be kept to a minimum
- Trousers must be fully hemmed without slits
- Non-uniform items must not be visible (eg. under shirts)

Students in the Specialist Sport Program have extra items of uniform (e.g. track suits and training attire) However, these items MUST NOT be worn to timetabled classes, except for ADP.

The College P.E. uniform is to be worn for P.E. classes only. On the day that years 7 and 8 have sport they may wear their P.E. uniform the whole day.

Student Work Practices

It is expected that all students attempt all the work that is set for class and for homework.

Promotion to the next year level is not automatic and students who fail subjects due to lack of effort are at risk of not being promoted to the next year level. Some students may have to undertake after hours redemption classes in order to be promoted. Parents will be regularly informed about their child's progress throughout the year.

Home Work and Study

Students who are successful at school have a home study routine that they follow. Home study may include homework and assignments set by teachers, practice examples, revision from workbooks and research. Organisation is the key to successful home study. Remember to take books home and find a suitable place to work with few distractions. Remember to use the resources in the College and community library to help you with your work.

How Much Time?

- Years 7 and 8 students should spend at least 45 minutes after school each day on homework
- Years 9 and 10 students should spend at least 60 minutes after school each day on homework
- VCE students should spend between one and a half and three hours each day on homework and study. They should also be working on weekends and holidays.

Meeting Deadlines and Seeking Extensions

Record and highlight all due dates and plan to be finished by the due date. Talk to your parents about the work you are doing. If you are having trouble with your homework see the teacher before the due date. If you have a legitimate reason to obtain an extension for work due, please see your Co-ordinator BEFORE the due date.

Preparing For Tests and Exams

Teachers will help you develop study skills and techniques that will allow you to perform well in tests and exams. Keeping your workbooks and notes in good order will help you revise more effectively. Having a group of friends to study with can be a positive experience.

Awards

Students who work hard will be eligible for various awards; eg:

- Principal's Awards - for consistently excellent class work across several subjects,
- Assembly Awards - for successfully representing the College in outside settings,
- Annual Awards - for overall performance in 3 main categories- Academic, Endeavour and Sport.

Student Homework Guide

Successful students enhance their learning by regularly undertaking homework. Even if no formal homework is set, students should still dedicate at least half an hour at home each evening to completing school related activities. These can include:-

- Reading - a book or newspaper
- Writing – a creative piece or a reflection about your day/week
- Watching the television news and finding out more about an article of interest to you (eg where a particular country is, how an event has affected people etc.
- Completing revision exercises in your Maths or Science text book.