

A large, stylized graphic of a leaf or feather, split vertically. The left side is light blue and the right side is light red. The graphic is semi-circular at the top and bottom, with a white diagonal line running through the center. The text is overlaid on this graphic.

**GREENSBOROUGH COLLEGE**

**HANDBOOK**

**2017**



*Strive for Excellence*

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## CONTACT DETAILS

Address: Nell Street  
GREENSBOROUGH 3088

Phone: 03 9433 2666

Fax: 03 9433 2629

Absence Phone 03 9433 2699

Email: [greensborough.sc@edumail.vic.gov.au](mailto:greensborough.sc@edumail.vic.gov.au)

College Web Site: [www.greensc.vic.edu.au](http://www.greensc.vic.edu.au)

Principal: Ms Pauline Barker

Assistant Principal: Mr Jim Ringin

## COLLEGE VISION

Greensborough College is committed to being a school for our community. The College is dedicated to preparing all students for successful and meaningful citizenship through encouragement to strive for excellence. All individuals will be treated with care and respect. The College will provide a welcoming and friendly environment for all members of the College community.

## WELCOME

Welcome to the Greensborough College Community, we hope that you and your family enjoy and benefit from your time here at the College with us. We look forward to a long and rewarding partnership with both you and your family.

## TERM DATES 2017

Term 1	Tuesday, 31 <sup>st</sup> January, 2017	- Friday, 31 <sup>st</sup> March 2017 - Years 7, 11 & 12
	Wednesday, 1 <sup>st</sup> February, 2017	- Friday, 31 <sup>st</sup> March 2017 - Years 8, 9 & 10
Term 2	Tuesday, 18 <sup>th</sup> April 2017	- Friday, 30 <sup>th</sup> June 2017
Term 3	Monday, 14 <sup>th</sup> July, 2017	- Friday, 22 <sup>nd</sup> September 2017
Term 4	Monday, 9 <sup>th</sup> October, 2017	- Friday, 2 <sup>nd</sup> December 2017

## LESSON TIMES

Period 1:	9:00	-	9:50
Period 2:	9:50	-	10:40
Recess:	10:40	-	11:00
Period 3:	11:00	-	11:50
Period 4:	11:50	-	12:40
Lunch:	12:40	-	1:30
Period 5:	1:30	-	2:20
Period 6:	2:20	-	3:10

## CURRICULUM

Greensborough College offers a progressive curriculum for our students providing them with foundation and scope. In Years 7 and 8 students (with the exception of students identified with special needs in literacy) study exactly the same subjects.

In Year 9 and 10 students are expected to study a number of core subjects. In addition, students are offered a dynamic range of elective subjects that account for student needs and abilities. These engaging programs improve learning outcomes for all students. All courses offered in the College fall within the eight Key Learning Areas of English, Maths, Science, Humanities, Languages (Italian), Health and Physical Education, Technology and The Arts. Subjects on offer are fully outlined in the Student Course Handbooks.

## ATTENDANCE

Attendance at all classes is compulsory. Students are expected to attend school and to remain within the school boundaries for the whole day. Daily rolls will be marked by the class teacher. Roll monitors check attendances with the class teacher each period.

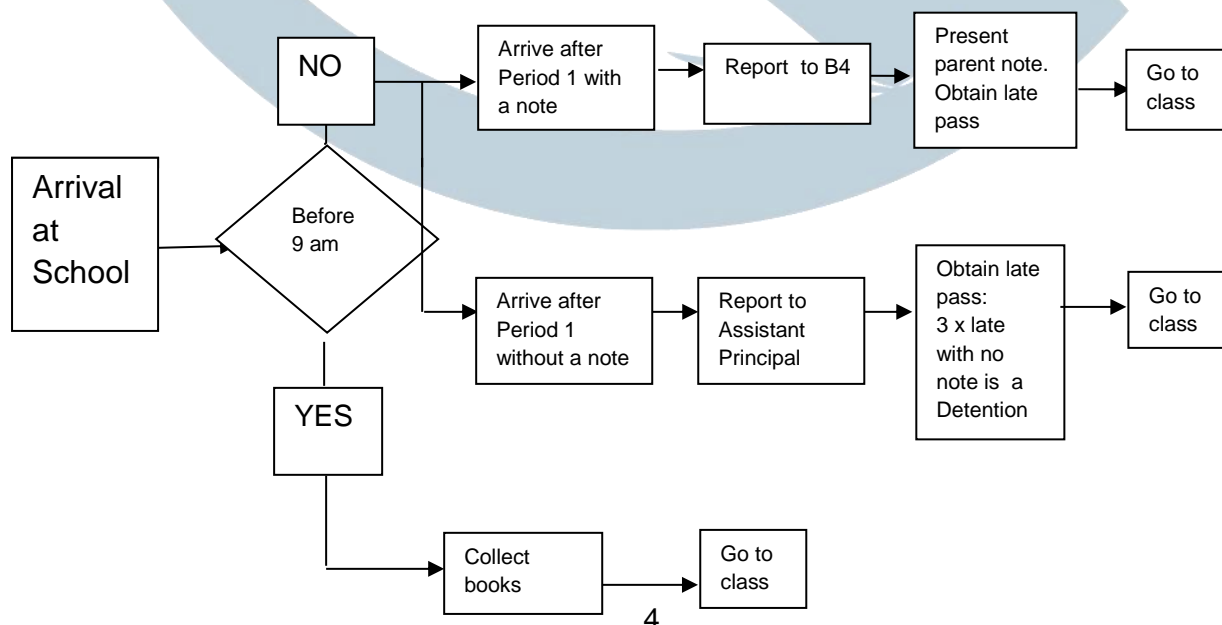
Year 12 students who have a spare period at the beginning of the day are also required to arrive at the College before 9:00 to work in the VCE Study Room. Year 12 students with a spare at the end of the day must remain until 3:10. **(If permission is granted by the Senior School Coordinator and a parent/guardian signs a permission form to remain at home for spare periods, then a Year 12 student will not have to be at school if the spare is at the beginning or the end of the school day).**

Attendance at school must be a high priority for all students. Absences for genuine illness cannot be helped. Your child needs to be in attendance to gain maximum benefits from school and to secure a place in the next year level. VCE students must meet strict guidelines of 90% attendance.

Students must arrive at school in time to be at their period one classroom by 9:00 am.

The following Flow Charts shows College procedure for late arrival or early departure.

## LATE PASSES

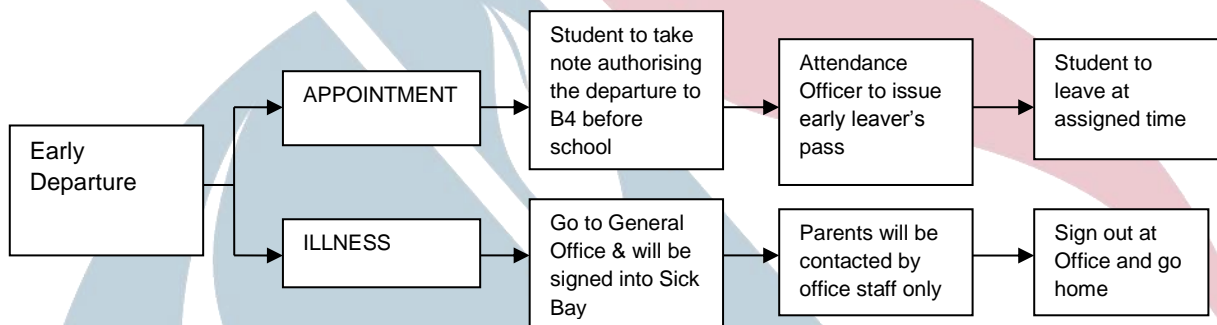


Notes for lateness should be either written or approved on Compass. A note for lateness is not a late pass. This note should be presented to the Attendance Officer who will then enter it on to the system. Failure to do this may result in a Detention.

If your child is late without a note on three occasions, they will receive a Principal's Detention. Principal Detentions occur on Monday and Friday lunchtimes commencing at 12:45.

## EARLY DEPARTURES

Notes requesting an early leaver's pass should be either written or called in to the General Office.



No student is permitted to use their mobile phone to arrange an early departure for personal reasons or for sickness. The College will contact you if this is necessary.

## LATE TO CLASS POLICY

### Rationale

Lateness to class is a problem for one or more of the following reasons

- Disruption to the class
- Interrupts the smooth introduction to the class, interferes with the teacher's ability to set the appropriate tone for the session
- The other students who are on time have to wait (while the late student settles)
- The late student(s) misses out on introductory material

Students who are late to class, will be marked on the class roll in Compass. Three times late to any class will result in a lunchtime detention.

## ABSENCES

When your child is going to be absent you must ring the Absence Line and leave the details as requested on 9433 2699

Parents/Guardians are urged to do this for all absences.

Medical Certificates for long term absences are required to be provided to the General Office.

VCE students require a medical certificate if absent from a SAC.

If your child is marked as absent (unexplained) for the morning roll you will receive a SMS asking you to contact the College.

## FIRST AID

Your child should not be sent to school if they show signs of or being unwell.

If your child is feeling ill or receives an injury, during the school day, they should report to the First Aid Officer at the General Office. If they are too ill to return to class the First Aid Officer will contact you to arrange for your child to be picked up. Arrangements for this should only be done by the General Office – **students should not make their own arrangements by using their mobile phones to contact their parents.**

Students who are being sent home must sign out through the General Office. Pain killing drugs will not be issued to students. This is College Council Policy.

If your child is required to bring medication from home you must ensure that it is clearly labelled and accompanied with a detailed note outlining the medication, dosages and administering times. All such medication must be left at the General Office and will be administered by the First Aid Officer.

If your child has any medical condition or allergy that may put their health or wellbeing at risk you must contact the First Aid Officer at the College to inform them of this and of any management plans that relate to their condition.

## BICYCLES

Bicycles may be ridden to College only if left padlocked during College times and left in the areas provided. Students are not permitted to ride bicycles in the College grounds. The borrowing of bicycles for whatever reason is not permitted. Skateboards and scooters are not allowed at school.

While the College will investigate damage to bicycles, it cannot assume responsibility. Students must wear safety helmets while using bicycles, as stated by law on 1<sup>st</sup> July 1990.

## BUSES

There are a number of public transport buses that service the area around the College. For those services that only drop off at Greensborough Plaza the College provides a shuttle service from the plaza. This is obtainable by arrangement with the College Bus Coordinator.

For students living in the Mill Park/South Morang/Doreen region the College also coordinates a bus service for these areas. This is also obtainable by arrangement with the College Bus Coordinator.

On those days in which the fire danger warning is Code Red, buses to the Mill Park/South Morang/Doreen region will not operate. Students will need to make alternative arrangements to school, or if this is not possible, they will be granted a school approved absence.

## TRAINS

The College is serviced by the Hurstbridge train line. Watsonia station is within walking distance from the school.

## CARS

If you are dropping off or picking up your child you must not use the car parks as it creates a dangerous environment for people who are on foot in the car park. Parents must use the street parking for this purpose.

For any student who has a driving licence they are permitted to drive to and from school and must park the designated area of the Nepean Street car park. Students are not permitted to use their car during the school day. If your child is driving another student to and from school they may only do so with the consent of the passenger's parent.

## PAYMENT OF SCHOOL FEES

By the closure of the 2016 school year or within 2 weeks if you are a new enrolment you must complete and return to the General Office a Payment Plan of School Fees outlining your chosen option to the payment of fees.

Fees may be paid by the following method:

- Cash.
- Cheque.
- Credit Card
- Bank Transfer
- Direct Debit Savings Account
- Direct Debit Credit Account
- BPay

To assist you these payments may be made spread over the year as part of a Payment Plan.

## CANTEEN

The Canteen is open all school days for recess and lunch. If your child is wishing to purchase lunch we recommend that they complete a lunch order at recess to ensure that their selection is available as supplies are quickly consumed.

To help the College to provide this service to the students for a reduced price we rely heavily on both parent and student volunteers to assist in the Canteen. If you are interested in helping, even if it is just 1 day a week, month or term and even if you do not have experience we would love to have you.

Please contact Eliza in the Canteen if you are interested.

## LIBRARY

The aim of the College is to have a library open for our students' use at all times and to have a librarian, or assistant, available for consultation.

### **Library Hours:**

8.30 am – 4.30 pm

Closed for recess (10.40-11.00am) and part of lunch (12.40-1.00pm)

### **Loans:**

A variety of loans will operate: overnight, short term, 14 days, long term and special material loans.

A maximum of 5 books may be borrowed at any one time, overdue items result in loss of borrowing rights until returned. Lost books must be paid for.



## SCHOOL BOOKS

The College supplier for booklist requirements is North of the Yarra Booksellers located at 56 Strathallan Road, Macleod. Telephone 9458 4749. Website [www.northoftheyarra.com.au](http://www.northoftheyarra.com.au)

## 2<sup>ND</sup> HAND BOOKS AND UNIFORM SALES

The College's P & FA (Parents & Friends Association) coordinate a 2<sup>nd</sup> hand book and uniform shop at the School. You are able to use this service to sell school books and clothing through the College with the College retaining a portion of the sale as a handling fee.

## LOCKERS

Lockers will be made available to all students at the beginning of the each year. Lockers should be kept padlocked at all times. All valuables, Netbooks and text books must be kept in the locked locker. Students are not permitted to go to lockers during class time. Limited large lockers are available for a fee, payable at the time of booking.

Your child is required to provide their own padlock and key. If they are in Year 7 or 8 a copy of the key should be given to the Home Group Teacher. Bolt cutters are available from a Coordinator should they lose the key.

## SCHOOL BAGS

Bags are to be left in/on lockers during the day and not taken to class. Valuables must not be left in bags. Significant amounts of money should be given to Year Level Coordinators for safekeeping until the end of the school day. The College will not be responsible for stolen property.

## HOMEWORK AND HOME STUDY

It is the policy of the College to set student work to be completed at home. **This homework is required to be completed by designated due dates.** The information and guidelines provided below will enable you to assist your child to use their home study time efficiently.

The aim of homework is to develop good habits at an early age, and a degree of independence and self-discipline necessary for higher education. Your child should write all their homework set in a diary, as well as the due date for any assignments or projects. The College operates a weekly Homework Club where they can get regular assistance with their homework.

If homework is completed in less than the suggested time, your child would benefit greatly by revising class work and reading widely on topics studied. You can help by making sure that suitable conditions for study with adequate lighting are provided and homework set is completed. It is suggested home study take place 5 nights per week, with the following suggested hours:

<b>Year 7:</b>	1 hour per night	<b>Year 11:</b>	2-3 hours per night
<b>Year 8:</b>	1 ½ hours per night	<b>Year 12:</b>	3 hours per night
<b>Year 9/10:</b>	2 hours per night		

It is expected that our students complete 20 minutes of reading each weeknight.

## HOMWORK CLUB

The Homework Club operates after school on Wednesday from 3.30pm to 4.15 in the Library. This is a place where your child can complete work with the assistance of a staff member.

## ASSESSMENTS AND TASKS

To achieve a successful result in each subject at Greensborough College, students must:

1. Satisfactorily complete **all** assessment tasks by the due date.
2. It is recommended that your child attend all classes. If your child is absent they must see their teacher and request a copy of the notes/material missed out on. Attending less than 80% of classes may result in them repeating the year. At VCE less than 90% attendance may result in an 'N' being awarded.

### Assessment Tasks

Assessment tasks are set in order to determine the standard of skill and knowledge that your child has achieved in each area of study. The level of achievement awarded for each assessment task will be recorded on your child's reports. The process for completing an assessment task is as follows:

1. When an assessment task is given out, their teacher will indicate the criteria to be used in marking the task and notify the class of the due date.
2. **Assessment tasks must be submitted by 3.30pm on the due date.** If an assessment task is submitted after the due date it will not be assessed (NA).
3. Extensions may be granted in cases of illness or unforeseeable difficulty; however, extensions must be requested and be accompanied by evidence, e.g. a doctor's certificate or parent note.

If your child is found copying or plagiarising an assessment task they will be given an 'NA' (not assessed) and will be asked to resubmit. The resubmitted task will not be graded. Student's caught cheating more than once will receive an 'N' for the subject.

**NA** (not assessed) – work not submitted on time, work that is copied or plagiarised. Students who are absent for extended periods of time and have completely missed an Assessment Task (with medical/parental verification.)

## PROMOTION POLICY

The College's Promotion policy relates to the decision to be made regarding the promotion of students to the next year level. Promotion to the next year level is not automatic and is based on:

- Satisfactory completion of the Assessment Tasks in each subject for each semester.
- Satisfactory completion of not less than 75% of the total subjects undertaken in each semester in years 7-10. This is determined by the results achieved for a student's Work Habits (Organisation, Behaviour, Effort and Homework) in their Semester Report. Two or more 'N's for Work Habits will result in the student receiving an N for the subject. For students in Years 11 and 12 (VCE) this is based on the VCAA guidelines.
- Satisfactory attendance of not less than 80% in Years 7 – 10 and 90% in Years 11 & 12, throughout the semester.
- Measureable progress/effort in the achievement of skills and knowledge outcomes as described in the VELs and VCE guidelines for each level.

## PLAGIARISM

Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work. Enabling plagiarism contributes to plagiarism and will be treated as a form of plagiarism. Enabling means allowing or assisting another student to copy (plagiarise). In cases of plagiarism, the student may be given the opportunity to resubmit the work. The resubmitted piece of work will not be assessed.

## DETENTIONS

Students may be given a lunchtime or after-school detention.

- Detentions may be given by a class teacher or by a Sub-school Coordinator.
- A Friday after-school Principal's Detention may be given by a Principal Class Officer. Any students issued with an after-school Detention will be given at least 1 days notification on their Compass dashboard page.

### Principal's Detention

Principal's Detentions are applied for a range of inappropriate behaviour or offences at the Principal Class Officer's discretion. Principal's Detentions occur on Monday and Friday lunchtimes for 40 minutes. If a student is absent on the date of the assigned Principal's Detention the student is expected to see the Assistant Principal to arrange for the detention to be rescheduled.

Repeated non-attendance of a detention may result in a suspension. A student's after-school commitment or need to catch public transport is not an excuse for non-attendance and parental support is highly valued in regard to this.

## EXITING STUDENTS

If you are intending to exit your child from the College, whether it be during the year or at the end of the year, you must complete an Exit Form which can be obtained from the General Office. You may notify the General Office by phone or in writing. An exit form cannot be issued without parental contact.

## STUDENT REPORTS

Your child will be issued with a report at the end of each term. A full report is issued at the end of 2<sup>nd</sup> and 4<sup>th</sup> terms while an interim report at the end of 1<sup>st</sup> and 3<sup>rd</sup> term. All reports are published on your child's Compass page for families to download. If you require the report to be printed, please contact the General Office. If you are part of an extended family and require a 2<sup>nd</sup> report to be printed please contact the General Office to arrange this.

## PARENT/STUDENT/TEACHER INTERVIEW DAYS

Parent/Student/Teacher interview days are arranged twice a year and are held at the end of 1<sup>st</sup> and 3<sup>rd</sup> terms. The expectation is that students will attend these interviews with their parent. You will receive information regarding these days and booking procedures through Compass.

## YEAR LEVEL COORDINATORS

The Year Level Coordinators occupy an important position in the College and are responsible for the welfare and organisation of the students at that level. If you have any queries with regard to your child's course your point of contact should be to the Year Level Coordinator. Most student problems, e.g. attitude to class work, progress and attendance, general discipline etc. are usually in the first instance, handled by the Year Level Coordinators.

The Year level Coordinators will also organise parent/teacher meetings and conferences as required. If parents have any queries regarding their child's progress or welfare, **they should make an appointment through the General Office to see the Level Coordinator.** Parents may also contact the Level Coordinators with any information they believe may affect a student's progress.

## STUDENT WELLBEING

The prime function of Student Wellbeing Team is to ensure that all our students receive the maximum benefit from their educational opportunities without interference from emotional, physical, social or economic factors. The Student Wellbeing Team provides individual support, encouragement and information for students experiencing difficulties in the school. In addition to the Year Level Coordinators a team of counsellors (SWC and School Nurse) is available to the students of the College.

## NEWSLETTERS

An electronic College Newsletter is produced fortnightly and the web link is always published on Compass. If you do not have access to the internet a hard copy will be made available for you. Copies are also placed on the College Web Site.

## VISITING THE COLLEGE

You are welcome to visit the College. However **all visitors (including parents) must report to the General Office.** If you are wishing to see a particular member of staff we advise you to phone ahead to schedule an appointment. This will save you time in case the member of staff is teaching.

Other visitors, including ex-students wishing to visit the College, must obtain permission from the Assistant Principal. Other students are not to visit our students during the school day. If you need to drop off items, food or money to your child you must take it to the General Office. For the safety of our students parents are not to pass items over the fence and students will receive a consequence for this.

## WORKING BEES

There are 4 Working Bees held each year on a Saturday. 'Many hands make light work' and it can also make for an enjoyable day out in the sunshine with a great group of people. All work completed at the Working Bees means that more resources can be directed to the classrooms. A whole day, a half a day or even an hour or two will always be greatly appreciated with the College providing lunch during the day. No special skills are required. Please keep an eye out for any notices coming home.

## **PARENT & FRIENDS ASSOCIATION (P&FA)**

This is a parent body that meets twice a term. All parents in the College community are always welcomed to attend or join.

The P&FA has a number of purposes in the College:

- Allows for a networking forum for parents
- College fundraising
- Assisting at College functions such as Production Nights, Year 7 Welcome BBQ, Awards Night etc.
- Coordinate and operate the 2<sup>nd</sup> hand book and uniform shop
- Sounding board for the College Council in obtaining parent opinions on a range of issues.
- Social activities

Contact the General Office for meeting times or keep an eye out for articles in the fortnightly newsletter.

## **VOLUNTEERING – CANTEEN**

To help the College to provide this service to the students for a reduced price we rely heavily on both parent and student volunteers to assist in the Canteen. If you are interested helping even if it is just 1 day a week, month or term, even if you do not have experience we would love to have you.

Please contact Eliza in the Canteen if you are interested.

## **COLLEGE COUNCIL**

College Council provides the opportunity for people to take part in the educational decision making at the school level. Such participation is consistent with the view that it is the members of the College community who can best ensure that the educational experience provided is effective and takes account of the changing needs of our community. The College Council is made up of parents, staff, school captains and the Principal. Parents and staff are elected for a 2 year term.

College Council meets 2 times a term. If you would like more details of the work of the College Council you should contact the Principal, Ms Pauline Barker or the Council President.

## HIRE OF CANTEEN FACILITY

Our canteen facility is available for hire for 21<sup>st</sup>s, engagements, parties etc. For further information please contact the General Office.

## UNIFORM AND ACCESSORIES

The College uniform is a visible sign of the school as an entity. The wearing of the College uniform encourages confidence and pride in oneself as an individual and identifies the student as a member of the College Community. Students seeking to enrol at Greensborough College agree to accept the responsibility to wear the school uniform on all occasions as approved by the College Council.

The College uniform is compulsory for students in all year levels. It is expected that parents supply their children with the uniform and make it available every day of the school week. Parents unable to provide the correct uniform for a particular reason are invited to contact the Assistant Principal.

All students involved in Physical Education and Inter-school sport are required to wear full and correct sports uniform. Students who have a practical Physical Education class are able to travel to and from school in their sports uniform provided it is the prescribed uniform.

If a student comes out of uniform they must bring a note explaining why they are out of uniform and obtain a pass from either the Attendance Officer in B4 or the Assistant Principal before school. Notes are only for short term uniform problems. Parents should contact the Assistant Principal if there are problems in obtaining any item of school uniform.

Students without a note or pass will be given a Monday or Friday lunchtime Principal's Detention.

### General Appearance

The following information sets out the Uniform Requirements for Greensborough College. You and your child will have signed an agreement to abide by the requirements during the enrolment process.

- Uniform should be worn correctly according to the description in the table that follows. The information provided in this table also covers the way uniform is to be worn to and from school.
- Uniforms should be worn in appropriate sizes e.g. not over size and be clean and in good repair. (If trousers or track pants are torn at the bottom hem, new ones will need to be purchased, or appropriate repairs made).
- Students are expected to be neat in appearance at all times.
- In the interest of personal and public health, students are expected to show high standards of personal hygiene.
- Hair to be worn in a neat and tidy traditional manner with a single natural colour only. Extreme styles such as Mohawks, patterns or shaved with long sections are not permitted.
- Hair may be dyed in non-natural colours for House sports or College Productions only with temporary colour (24 hour permanence).
- Any specialist clothing required by a teacher such as safety boots for technology, may be worn by students during that class.
- No garments from the regular school uniform list may be worn with the PE uniform except for the spray jacket which may be worn as an alternative to the school track suit top (refer to PE Uniform guidelines). Other non-school uniform track suits are prohibited. What is worn depends on what is appropriate for the climatic conditions as long as it remains school uniform.

- Correct College uniform must be worn on excursions unless prior permission to the contrary has been given by the Principal or the Assistant Principal.
- School Blazers may be purchased and are encouraged as part of the school uniform.

### **Make-up and other changes to personal appearance**

Make-up, hair colouring and nail polish, if worn at all, should be unobtrusive and appropriate to the school environment e.g. transparent, clear, non-coloured nail polish is acceptable. Black or brilliantly coloured nail polish is unacceptable. Students enrolled at Greensborough College must not display tattoos on any part of their body whilst wearing the College uniform or PE uniform. Facial/tongue piercings (and retainers) are also considered to be an alteration to a student's personal appearance and are not permitted.

### **Shoes**

All students must wear **traditional black leather lace-up school shoes** (heel: maximum 3cm height) when travelling to and from school at all times. (T Bar style shoes are not permitted). Sport training shoes may be worn to/from school with correct PE uniform in accordance with guidelines specified. Canvas runners are an Occupational, Health and Safety issue and are not permitted at the College.

### **Approved accessories**

Acceptable accessories for both boys and girls are:

- One wrist watch and one plain, small ring; to be removed for PE and Technology classes.
- Up to TWO traditional ear studs or sleeper style earrings per ear. **Studs, spacers, rings or bolts (or any similar jewellery) are not to be worn in any other visible part of the body, including nose eyebrows, tongue or lip (retainers are not acceptable).**
- Navy blue College school bag with logo or plain blue school type bag with no markings at all. Light-weight excursion bags can be purchased for \$2 for students going on an excursion.
- Plain scarves and hair ties/bands etc. must be navy blue, black or white and must be modest in size.
- Non-approved hats, included beanies, are not permitted at the College and will be confiscated.

### **Grounds for the granting of an exemption from compliance with an aspect of the College dress code:**

The College Council will consider applications for exemption on the following grounds:-

- An aspect of the dress code prevents the student from complying with a requirement of his or her ethnic, religious or cultural background.
- An aspect of the dress code prevents students with disabilities from being able to attend school or participate in school activities on the same terms as other students.
- The student has a particular health condition that requires a variation or departure from an aspect of the dress code.

### **Confiscation Policy**

All non-approved items will be confiscated and a Principal's Detention will be issued. Students are to collect the item from the Assistant Principal's Office. On the third occasion, a parent will be required to collect the item. No warnings are given. **The College does not take responsibility for items that have been confiscated.** It is the student's responsibility to comply with the Uniform/Dress Code.

## Out of Uniform Pass & Consequences for Non-Compliance

Students do not have right of entry to class if not in correct College uniform; the student must have a parent note of consent. Students who are out of uniform must see an Assistant Principal before going to class at 9.00am. Students who present the parent note before class will receive an Out of Uniform Pass. Students out of uniform without a parent note will receive a Principal's Detention. Students who are out of uniform with a parent note, but have not seen the Assistant Principal at the start of the day to receive a Pass, will also receive a Principal's Detention. Repeat offences will result in more severe consequences. Parents and families having financial difficulty with uniform compliance are advised to seek assistance from the Assistant Principals.

## SCHOOL UNIFORM LIST AND GUIDELINES

**GC** Indicates that the College name appears on this piece of uniform.

NO		GARMENT DESCRIPTION	GUIDELINES FOR WEARING
1	GC	Girls' summer dress.	Dress length is to sit on the knee when standing. Any garment worn under the dress must not be visible at the neckline or below the sleeve. To be worn with knee length plain white socks.
2	GC	Girls' skirt – wool blend Greensborough Tartan.	Skirt length is to sit on the knee when standing. To be worn with knee length plain white socks or navy blue +70 denier tights.
3	GC	Girls' trousers – long charcoal grey (with college ID – name)	May be worn with blazer. To be worn with white socks.
4	GC	Girls' short – grey without cuff (with college ID – name)	Maybe worn with blazer. To be worn with traditional folded ankle socks.
5		Girls' plain white knee length socks.	Must be worn knee length with winter skirt and summer dress
6		Girls' plain white folded ankle socks (cover the ankle – not sport socks)	Only to be worn with girls' shorts.
7	GC	Boys' trousers' – long charcoal grey (with college ID – name) With belt hooks for boys.	To be worn with grey socks by boys.
8	GC	Boys' short – grey without cuff (with College ID-name).	May be worn with blazer. To be worn with short white socks (see 9).
9		Boys' plain white ankle socks to be worn with shorts.	Must sit 4 cm above the ankle (not sport socks).
10		Boys' plain grey short socks for winter, to be worn with long trousers.	Must sit 4 cm above the ankle.
11	GC	Unisex shirt, white Bermuda style Short sleeve (with college ID-name). For boys and girls.	May be worn with tie and blazer. Must be tucked into trousers/shorts/skirt when wearing jumper/ spray jacket/ blazer. When worn without an over-garment may be worn over waist line of trousers, shorts or skirt.
12	GC	Unisex shirt white (with College ID – name) long sleeve. For boys and girls.	Must be tucked into trousers/shorts/skirt at all times. May be worn with College tie and blazer.
13	GC	Girls' shirt white, fitted style with darts, short sleeve (with college ID-name). For girls.	
14	GC	Girls' shirt white, fitted style with darts (with college ID-name) long sleeve.	To be worn with skirt/trousers/shorts
15		Plain white crew neck T-Shirt (to be worn as undershirt only).	Must be absolutely plain, traditional style, and must not show below the sleeve, or below hemline. To be worn as undershirt only.



16	GC	Jumper – Navy blue V-neck, superwash wool (with college ID and logo).	To be worn over shirt not instead of. May be worn with blazer.
17	GC	Jumper – Navy blue V-neck, Poly cotton (available for students allergic to wool). Place an order with suppliers	To be worn over shirt not instead of. May be worn with blazer.
18	GC	VCE jumper – Maroon V-neck superwash wool, white and Maroon logo.	To be worn over shirt not instead of. May be worn with blazer.
19	GC	VCE jumper – Maroon V-neck Poly cotton (available for students allergic to wool), white and maroon logo.	To be worn over shirt not instead of. May be worn with blazer.
20	GC	Spray jacket – navy blue with white stripe, shower proof, two third length, no elastic on hip, and elastic on sleeves. Must be owned by students who do not have the PE tracksuit, to be worn with PE Uniform, instead of tracksuit during PE classes.	May be worn with regular uniform or with PE uniform (not with PE Uniform to and from school and not with PE Uniform during school when not in PE classes).
21	GC	Blazer (with college ID-logo and trim) optional.	Blazer must be worn with tie and long sleeve shirt and can be worn with summer dress.
22	GC	College tie.	To be worn appropriately with long or short sleeve shirt.
23		Traditional black leather lace up school shoes	3cm heel maximum. Must be polished.
24	GC	Navy blue peaked cap with College ID.	Strongly recommended for sun protection and may be worn with PE uniform
25	GC	Navy blue broad brim hat with College logo and ID.	Strongly recommended for sun protection and may be worn with PE uniform.
26		Scarf plain black, white or dark navy blue	
27		Gloves plain black or dark navy blue	
28		Black belt (optional). If belt is worn it must be black with no studs	
29	GC	Greensborough College Bag	Official GC Bag or plain navy blue bag without markings (logos etc).
Physical Education uniforms (items 1 – 19 & 21 – 27 may not be worn with items 30 – 35 or vice versa)			
30	GC	PE polo shirt, navy with GC logo for boys and girls. Stripes on sleeve cuffs and collar (new style)	Compulsory in Years 7 to 12.
31	GC	PE shorts, navy blue for boys and girls white writing on pocket.	Compulsory in Years 7 to 12.
32	GC	Girls netball shirt, pleated with logo, navy blue with college logo.	Must be worn with navy blue sports briefs.
33	GC	Approved navy blue track suit, with school logo and ID	Must be worn during Terms 2 and 3 when travelling to and from the College in PE uniform.
34		Gym shoes. Must have non-marking soles.	Pain/neutral coloured runners & laces (suitable of PE classes).
35		Socks – plain white socks	Must sit 4 cm above the ankle.

## PE UNIFORM - DEFINITIONS

Definition of complete PE uniform is as follows:

- Greensborough navy blue shirt with stripes on sleeve cuff
- Greensborough navy blue shorts with logo
- White socks
- Runners
- Tracksuit – optional Terms 1 & 4, compulsory Terms 2 & 3 if wearing PE uniform to school.
- College spray jacket (compulsory for students who do not own the PE tracksuit, to be worn with PE Uniform during PE classes or when representing the College in sport.

The official spray jacket (with white stripe) is the alternative to the tracksuit. The spray jacket may be worn with the PE uniform during PE classes.

### Travelling to and from school in PE Uniform (conditions and expectations)

Students who have a practical PE class and wish to wear their PE Uniform students must wear the PE tracksuit to and from school and in their regular classes. If the student has a class where that has specific requirements such as Technology then they must ensure that they also bring and wear the appropriate footwear.

#### Terms 1 & 4

Tracksuit exempt. Students are encouraged to take note of weather forecasts if deciding not to come to school with the tracksuit. Students may not wear the spray jacket with the PE Uniform outside of PE Classes (including to and from school). Students are able to wear the College Jumper with the PE Uniform when the weather is cool.

#### Terms 2 & 3

Tracksuit non-exempt. It is compulsory for students to wear the tracksuit if they wish to wear the PE Uniform to and from school and during the day.

Student without the official PE Uniform or Tracksuit must travel to and from school in full school uniform and change into PE uniform for PE and sport.

Students wearing unapproved clothing (without a pass) will not be permitted to participate in School Sport.

## PURCHASE OF UNIFORM

The Official College uniform can be purchased from either:

- Noone Imagewear, 283 Lower Heidelberg Road, Ivanhoe East
- Noone Imagewear (Greensborough College) 3.00 – 5.00pm Monday
- Lowes, Shop 42, Westfield Shopping Centre, South Morang

# STUDENT MANAGEMENT AND WELFARE

## Student Management

The College reflects the needs of its community by providing for the total development of each student. Welfare and discipline is based on a co-operative process involving staff, parents and students. Such a co-operative process will ensure that the College is a constructive and rewarding place for all members of its community. The policy is based upon democratic principles and recognition of the worth of all persons.

The Student Welfare and Discipline Policy is directed towards the achievement of the College aims and in particular focuses on:

- Encouraging the development of each individual into a responsible citizen
- Assisting the development of responsible personal behaviour demonstrating sensitivity to others
- Inspiring the individual to develop his/her gifts and talents to the full
- Encouraging the student to accept responsibility for his/her own learning and behaviour
- Providing equal opportunity

The College has implemented an assertive discipline policy based upon a whole school approach. This approach requires that students take full responsibility for their behaviour. Appropriate positive or negative consequences are a feature of this system.

The College has a set of five classroom rules, a set of positive consequences and a set of graded negative consequences, as set out below:

The rules:

1. Follow directions the first time given.
2. Keep hands, feet, objects and inappropriate comments to yourself.
3. Be in class before the lesson starts with all the necessary materials.
4. Raise your hand and wait to be recognised before speaking.
5. No eating, drinking or chewing in class.

## The Positive Consequences

As a general rule we try to praise students at least three times as often as they incur negative consequences. The positive consequences are:

1. Verbal praise.
2. Written praise.
3. Display of work in the classroom and the College.
4. Special privileges.
5. Reward agreed to by the teacher after discussion with the class.

## The Negative consequences are;

First Consequence                      A verbal warning from the teacher.

Second Consequence                      10 minute detention with the teacher at the next convenient break and noted on the student's dashboard on Compass.

Third Consequence	An additional 10 minute (totalling 20 minutes) detention. Parents will be advised in advance (if after school) and a report will be made to the Year Level Coordinator.
Fourth Consequence	The student is sent to the “Silent Room” to work and the Coordinator or Subject Teacher may make contact with parents to discuss ways of improving behaviour. Parents will be advised of a silent room attendance via a text message on the day. Parents are encouraged to contact the classroom teacher to discuss this incident. The 20 minute detention still applies.
Severe Clause	To be implemented when something extreme happens. In this case the student is sent straight to the Silent Room or Assistant Principal who will deal with the situation.
Negotiation of re-entry	Students who are sent to the Silent Room on a severe clause are required to negotiate re-entry with the Classroom Teacher prior to the next class. Failure to do so will result in the student returning to the Silent Room.
Drop Down Clause	A student who continually misbehaves in class – the process will be reduced to “a warning” then “20 min” then “Silent Room”. This can be implemented by the class room teacher for up to 3 weeks in consultation with the Year Level coordinator.

For the great majority of the students a warning is all that they will receive. A few students may progress to the second or third steps. Each consequence is in addition to those previously imposed.

Being sent to the Silent Room for a total of 6 times may result in a suspension from school, because of failure to follow instructions and disrupting others’ learning opportunities (6 times may equal 1 day, 9 times may equal 2 days, 12 times may equal 3 days, 15 times may equal 4 days).

## **EXPECTED BEHAVIOURS, INFRINGING ACTION & CONSEQUENCES**

<b>Expected Behaviour</b>	<b>Infringing Action</b>	<b>Consequence</b>
<b>ENVIRONMENT</b>		
Student must take care of the environment.	Student is caught littering.	Clean up the yard.
Students must follow teacher requests to clean up the yard.	Student refuses to pick up litter.	Sent to the Co-ordinator for a consequence.
Students must not have chewing gum.	Student has chewing gum.	Student made to remove gum and sent to the Co-ordinator for a detention.
Students must use water wisely.	Student involved in a water fight.	Sent to the Co-ordinator for a detention.

Students are not allowed food or drink in class or corridors unless otherwise stated, with the exception of water (which cannot be taken into computer rooms or the library).	Students eating or drinking in class without permission. Students eating or drinking in corridors.	Teacher 20 minute detention Co-ordinator detention.
<b>EQUIPMENT AND TECHNOLOGY</b>		
Student must come with all required learning materials to class.	Student does not have correct equipment for any class on three or more occasions.	A Coordinator detention on the third occasion and every other occasion after that.
Students must leave their bags at the locker area during class time. PE Clause: Plastic bag with PE Gear).	Student is in possession of bag during class time.	Co-ordinator 40 minute detention.
Students are not permitted to have permanent markers at school.	(a) Possessing a permanent marker. (b) Using a permanent marker on another student or their property. (c) Using a permanent marker on College property.	(a) Confiscation. (b) Confiscation & refer to Co-ordinator. (c) Confiscation & attendance at Friday after-school detention.
Students must not use their phone during class time, and must not use their mobile phones in internal spaces during non-class time.	Student possesses mobile phone in class time or uses it in internal spaces.	Confiscation. Principal's Detention. For repeat offences parents will have to collect it.
iPods, MP3 Players, etc are not allowed. Laser lights are not permitted.	Student possesses an audio-visual device or laser light at school.	Confiscation. Principal Detention.
<b>SILENT ROOMS/DETENTION/SUSPENSIONS/BEING SENT TO PRINCIPAL CLASS</b>		
Students are to attend Detentions as assigned.	(a) Student has a backlog of Co-ordinator detentions. (b) Student has a backlog of Principal's Detentions.	(a) Personal Learning Plan. (b) Friday after-school detention. (c) Suspension.
If sent to the Silent Room, students must go directly there, sign in and obey all rules when in the Silent Room.	(a) Student does not go to the Silent Room. (b) Student does not obey Silent Room Rules.	(a) Individual Learning Plan. (b) Principal's Detention.
If sent to the Silent Room for a <b>severe clause</b> the student must negotiate re-entry to the classroom with the appropriate	Taking oneself to the Silent Room without informing the relevant teacher.	1 Co-ordinators Detention. 2 Individual Learning Planning Plan. 3 Suspension.

teacher before being allowed to return to class. Failure to do so will result in the return to the Silent Room.		
<b>HEALTH AND SAFETY</b>		
Student must not smoke on school grounds as it is both a health risk and illegal.	Student is smoking on the school grounds or to and from school when in uniform.	First Offence – 2 x Coordinator Detentions and letter sent home. Video review and task Second Offence – Suspension.
Students must not be in possession of prohibited substances at school.	Student is in possession of prohibited substances.	Sent to Principal Class Officer. Possible suspension.
Students must conduct themselves in an orderly manner in internal spaces.	(a) Student runs in the corridor. (b) Student uses voice in high volume in school building.	(a) Walk back to the end of the corridor and walk around the outside. (b) Possible Coordinators Detention.
Students must remain within “in bounds” areas during the course of the school day.	(a) Student is out of bounds on the school grounds. (b) Student is out of the school grounds without consent.	(a) Coordinators Detention. (b) If the student commits a 2 <sup>nd</sup> offence, then a suspension. (c) Personal Learning Program.
Students must go where directed by a teacher.	Student does not attend class. Silent Room, Library, pods etc as directed.	Refer to Coordinator, Individual Learning Program as per policy.
Students may only play ball games in designated areas.	Student plays a ball game in a non-designated area.	Confiscation and Principals Detention.
<b>LATE TO CLASS</b>		
Students are to conduct themselves in an appropriate manner in the classroom.	Inappropriate behaviour.	WASD procedures are applied and can result in a student being sent to the Silent Room. Possible suspension may result.
Students are to arrive to class on time.	(a) Late to any class period 2-6 on three occasions. (b) Significantly late to class. (c) In locker area after bell has sounded.	Principal Detention.
<b>RESPECT</b>		
Students must use respectful language with teachers at all times.	Student directs offensive (swearing/derogatory) language at a teacher.	During class times – sent to Silent Room teacher must notify a Co-ordinator/Assistant Principal on the same day. May result in suspension. Out of class time - Teacher to refer to Assistant Principal on the day with a written report. May result in suspension.

Students must use mutually respectful language in relations with other students.	Student uses offensive (swearing/derogatory) language in general conversation.	Refer to Co-ordinator. Possible suspension.
Students must respect College property and the property of others.	Student is involved in destruction of property.	Suspension & monetary compensation.
Students must treat other students with respect.	(a) Student involved in a fight. (b) Student bullying another student.	(a) Sent to Assistant Principal with written report. Suspension. (b) Refer to Co-ordinator. Bullying register. Consequence as per Policy. Possible suspension.
Students should respect the College and its staff and must also ensure the privacy of both.	Student publishes comments or material about any staff member or the College in any format electronic or otherwise.	This action is treated as if the comments/material were directed to the staff member or College and consequences will result.
<b>TRANSPORT</b>		
Students are not allowed to ride their bikes on school grounds.	Student rides bike on school grounds.	Walk back to bike enclosure or entrance gate.
Students must ride their bike safely.	Student riding a bike without a helmet or riding inappropriately.	(1) Phone call home (2) Principal's Detention. (3) Possible ban from riding bike.
Students are not permitted to bring skateboards or scooters to school	Student brings a skateboard or scooter to school.	Confiscation of item. Refer to Assistant Principal. Principal's Detention.
Students with driving licences must leave their car parked for the entirety of the day, must stay away from the car throughout the day and may only take passengers with appropriate consent as per policy.	Leaving and coming back during the school day, congregating in car park during the day, taking passengers without the consent.	(1) Reprimand/parent call. (2) Suspension. (3) Loss of right to drive car to school.
<b>UNIFORM</b>		
Students must be dressed in accordance with the current College uniform and PE uniform policy.	Out of College or PE uniform without a pass. Excuses such as items of uniform in the wash or left at someone's place will not be accepted.	Principal's Detention.
Students must dress appropriately for PE classes.	Student inappropriately dressed for PE class.	PE teacher policy.
Students must wear College uniform in the correct manner.	Student wears uniform incorrectly (girls – dress/skirt too short) (boys pants hanging down), shirt hanging	Sent to Assistant Principal. Continued infringement may result in an Personal Learning Program until the problem is rectified.

	out with jumper, pants dragging along the ground, shirt collars spiked, cuffs turned, etc. Student wears piercings, spacers or has inappropriate hair colour or style.	
Students must be in full school uniform when travelling to and from school.	Student wears non-school uniform items when travelling to and from school.	Principal's Detention.
Student must be in full PE uniform on a day when the student has a practical PE class and when travelling to and from school.	Student wears items other than the College PE uniform travelling to and from school or wears PE Uniform on a day when they do not have a practical PE class.	Principal's Detention. Possible ban from wearing the PE Uniform to and from School for the remainder of the school year.
<b>REPEATED INFRINGEMENTS</b>		
For any of the above actions.	A student infringing actions repeatedly occur.	A more severe consequence will apply.

## BULLYING AND HARASSMENT

### Introduction

Greensborough College students and staff have the right to a safe and caring environment which promotes learning, personal growth and positive self-esteem. The College is committed to providing this and each student and teacher has the responsibility to ensure that this is achieved. The College aims to create and maintain a culture of positive student relationships in which bullying is not accepted. The anti-bullying program is one of a series of programs designed to create a culture that enables and facilitates students and teachers to work together to eradicate and prevent bullying. Several programs are being developed that promote and train students in leadership.

### Definition

Being bullied or harassed means that someone is subjected to behaviour which is hurtful, threatening or frightening. Onlookers who do nothing to stop bullying or harassment and those who support the bullies are themselves bullies. Bullying includes:

- Teasing and name calling (including graffiti and the passing of notes)
- Intimidation and deliberate obstruction
- Demands for money or possessions
- Damaging, removing or hiding belongings
- Leaving someone out of activities on purpose
- Putdowns
- Rumours
- Physical violence
- Other actions which are meant to hurt someone else
- Behaviour which support bullying such as encouraging, barracking or being a spectator.



## PROHIBITED SUBSTANCES

The deliberate misuse of any drug is harmful to the health of the individual concerned. It is the policy of the school that no student will misuse or assist others to misuse any drug. This includes tobacco, alcohol, prescription and non-prescription compounds, inhalants and illegal drugs. Parents should notify the General Office of drugs supplied to their child under medical supervision.

## STUDENT PROPERTY

- All personal books, equipment, clothing, etc should be clearly labelled.
- Students should not bring valuable items or large amounts of money to school – there is no insurance for lost or damaged articles or lost money.
- Lost items are handed in to the General Office. The Assistant Principal manages lost property.

## PERSONAL PROPERTY

- A student shall not possess any other locker key other than his/her own.
- Valuables must not be brought to school. Large sums of money should be handed to the General Office for safe keeping.
- Students are expected to respect the rights and property of others at all times.
- Lockers must be locked at all times.
- No MP3 players, iPods etc. are permitted inside the College buildings or in classes at the College.
- Students are not to have mobile phones in classrooms or corridors.
- No responsibility is taken by the College for mobile phones.
- Mobile phones will be confiscated if not used in accordance with College regulations. Confiscated mobile phones are held by the Assistant Principal.
- Mobile phones, wallets and other valuables are not to be left in school bags. These items should be secured in student's lockers or handed into the Year Level Coordinators for safekeeping.

## NETBOOKS

Netbooks are widely used across the curriculum at Greensborough College and require students to access information through their Compass Portal on a daily basis. Our preferred option of netbooks is for families to lease netbooks through the College. This ensures that netbooks are uniform in their configuration and software that is used within the College. When at school netbooks should be fully charged and when not in use must be kept in your child's locker. Parents are responsible for payment for any loss or theft of netbooks. Families experiencing hardship may borrow netbooks from the Library during the day to use in classes that require internet access. Borrowed netbooks are to be returned to the Library at the end of the school day.