TERANG COLLEGE
Together we grow
Information Booklet 2014
COLLEGE PHILOSOPHY

For out College to be effective, it is important for all member of the school community to understand our major objectives.

STATE OF PURPOSE
Terang College is a rural College in a caring community where students are seen to be valuable and contributing members of society.
Our fundamental purpose is to actively challenge every student to reach his or her maximum personal potential.

WHAT WE VALUE
We value the people of the school community:
- The students and their development
- The parents and their participation
- The staff and their expertise
- The community for their interest and their support

AIMS OF YEARS 5-10
1. To provide a broad, comprehensive and sequential curriculum which will enhance the preparation of students for the VCE or VCAL and provide pathways for future career prospects.
2. To cater for the learning needs of students by providing teaching and learning strategies that enable every student to achieve to their potential.
3. To develop in the students the ability to be independent lifelong learners.
4. To develop self-esteem and a sense of community within the students.

2014 TERM DATES

<table>
<thead>
<tr>
<th>TERM</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuesday 28 January</td>
<td>Friday 4 April</td>
</tr>
<tr>
<td>2</td>
<td>Tuesday 22 April</td>
<td>Friday 27 June</td>
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<tr>
<td>3</td>
<td>Monday 14 July</td>
<td>Friday 19 September</td>
</tr>
<tr>
<td>4</td>
<td>Monday 6 October</td>
<td>Friday 19 December</td>
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</tbody>
</table>
The week is organized into 30 lessons - five days of 6 periods per day. Bell times are set according to the number of periods in the day can include a weekly General Assembly.

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUES- FRI</th>
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<tbody>
<tr>
<td>Staff Meeting Briefing</td>
<td>8:50am</td>
<td>8:50am</td>
</tr>
<tr>
<td>Locker Bell</td>
<td>8:55am</td>
<td>8:55am</td>
</tr>
<tr>
<td>Start Group Meeting</td>
<td>9:00am</td>
<td>9:00am</td>
</tr>
<tr>
<td>End Group Meeting</td>
<td>9:06am</td>
<td>9:05am</td>
</tr>
<tr>
<td>Start 1st Period</td>
<td>9:08am</td>
<td>9:08am</td>
</tr>
<tr>
<td>End 1st Period</td>
<td>9:58am</td>
<td>9:58am</td>
</tr>
<tr>
<td>Start 2nd Period</td>
<td>10:00am</td>
<td>10:00am</td>
</tr>
<tr>
<td>End 2nd Period</td>
<td>10:50am</td>
<td>10:50am</td>
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<tr>
<td>RECESS</td>
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<td></td>
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<tr>
<td>Locker Bell</td>
<td>11:10am</td>
<td></td>
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<tr>
<td>Start 3rd Period</td>
<td>11:15am</td>
<td></td>
</tr>
<tr>
<td>End 3rd Period</td>
<td>12:05pm</td>
<td></td>
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<tr>
<td>Start 4th Period</td>
<td>12:07pm</td>
<td></td>
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<tr>
<td>End 4th Period</td>
<td>12:57pm</td>
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<tr>
<td>LUNCH</td>
<td></td>
<td></td>
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<tr>
<td>Locker Bell</td>
<td>1:38pm</td>
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<tr>
<td>Start 5th Period</td>
<td>1:43pm</td>
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<tr>
<td>End 5th Period</td>
<td>2:33pm</td>
<td></td>
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<tr>
<td>Start 6th Period</td>
<td>2:35pm</td>
<td></td>
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<tr>
<td>End 6th Period</td>
<td>3:25pm</td>
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</table>
## CODE OF CONDUCT

The purpose of the Code of Conduct is to ensure appropriate behaviour and to promote positive and supportive learning environments for all staff and students. It endeavours to reflect community standards and protect the safety and security of all College members. The code incorporates clear expectations, with known consequences, which will be consistently applied.

All pupils of Terang College are expected to develop self-discipline in all their behaviour so as to:

1. Be caring and co-operative.
2. Be polite and well mannered.
3. Be responsible for their actions.
4. Show tolerance and respect for the thoughts, feelings, aspirations and general well-being of others.
5. Take care of, and respect, their own personal property and that of others.
6. Respect themselves.
7. Have a high standard of honesty and integrity.
8. Obey the rules of the school and lawful and legal directions of staff members.

Students who attend Terang College are expected to be respectful, honest, co-operative and courteous to all members of the College Community. This expectation and the ones list below apply at all times.

<table>
<thead>
<tr>
<th>STUDENT RESPONSIBILITY</th>
<th>POSSIBLE CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect for others</strong></td>
<td></td>
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</tbody>
</table>
| 1. Students must follow the instruction of all staff member in a co-operative and respectful manner. | - Reprimand  
- Withdraw from class  
- Detention / Internal Suspension |
| 2. Causing physical harm, intimidating or harassing another person or using abusive language are not acceptable. | - Reprimand  
- Withdraw from Class  
- Detention |
| 3. Encouraging physical harm, intimidation, harassment or verbal abuse are not acceptable. | - Reprimand  
- Withdraw from Class  
- Detention |

<table>
<thead>
<tr>
<th><strong>Classroom Behaviour</strong></th>
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</table>
| 4. Students are expected to follow directions and establish safe and safety rules. Students are expected to do their best work at all times and to complete homework when required. | - Reprimand  
- Withdraw from Class  
- Detention  
- Work Contact  
- Parent Contact |
| 5. It is unacceptable to engage in any behaviour that prevents other from learning. | - Reprimand  
- Withdraw from Class  
- Detention  
- Work Contact  
- Parent Contact |
| 6. Students must be at class on time and bring all necessary materials and equipment to class. | - Reprimand  
- Withdraw from Class  
- Detention  
- Work Contact  
- Parent Contact |
| 7. Students are not permitted to have permanent marking pens, Aerosol cans, or liquid paper at school. | - Confiscation  
- Detention |
| 8. Students are not permitted chewing gum at school. | - Reprimand  
- Detention  
- Parent Contact |
<table>
<thead>
<tr>
<th>STUDENT RESPONSIBILITY</th>
<th>POSSIBLE CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uniform</strong></td>
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<tr>
<td>9. Students will wear full College uniform in the correct manner</td>
<td>- Out of uniform require a pass</td>
</tr>
<tr>
<td>10. Students wearing extra jewellery - over and above allowance.</td>
<td>- Removal of jewellery</td>
</tr>
<tr>
<td></td>
<td>- Detention</td>
</tr>
<tr>
<td></td>
<td>- Confiscation - Parent Contact</td>
</tr>
<tr>
<td>11. Hats/caps are not to be taken to classrooms</td>
<td>- Confiscation</td>
</tr>
<tr>
<td></td>
<td>- Detention</td>
</tr>
<tr>
<td></td>
<td>- Parent Contact</td>
</tr>
<tr>
<td>12. Nail polish is to be a natural colour.</td>
<td>- Students will be asked to remove nail polish</td>
</tr>
<tr>
<td>13. Hair colour is to be natural colours.</td>
<td>- Discussion with student</td>
</tr>
<tr>
<td></td>
<td>- Internal suspension</td>
</tr>
<tr>
<td></td>
<td>- Parent Contact</td>
</tr>
<tr>
<td><strong>Attendance</strong></td>
<td></td>
</tr>
<tr>
<td>14. Students must attend College on time on all designated school days</td>
<td>- Parent contact</td>
</tr>
<tr>
<td>15. Any absences must be explained by a note or a phone call from the parents or guardian.</td>
<td>- Parent contact</td>
</tr>
<tr>
<td>16. Students must have a signed entry in the back of their diary from their classroom teacher, giving them permission to be out of class.</td>
<td>- Reprimand - Detention</td>
</tr>
<tr>
<td><strong>Environment</strong></td>
<td></td>
</tr>
<tr>
<td>17. Students are expected to care for the school’s environment. Littering and spitting are not acceptable</td>
<td>- Yard Duty - Confinement to the courtyard</td>
</tr>
<tr>
<td>18. Students are not permitted to eat or drink in the corridors</td>
<td>- Yard Duty</td>
</tr>
<tr>
<td></td>
<td>- Confinement to the courtyard</td>
</tr>
<tr>
<td>19. Areas of the College grounds are set aside as out bounds. Students must follow these guidelines.</td>
<td>- Yard Duty - Confinement to the courtyard</td>
</tr>
<tr>
<td><strong>Property</strong></td>
<td></td>
</tr>
<tr>
<td>20. Students will respect the College property and the property of others, which includes their school work and devices. Students will not steal or vandalise property belonging to the College or other individuals</td>
<td>- Parent contact - Restriction to the courtyard - Payment of repair - Detention - Police contact</td>
</tr>
<tr>
<td>21. Valuable items should not be brought to school; eg. mobile phones</td>
<td>- If it is essential that they be brought to school then they should be left with the Year Level Coordinator throughout the day.</td>
</tr>
<tr>
<td>22. Students are to comply with all rules regarding appropriate use of the College’s computers network and internet</td>
<td>- Denied computer access - Suspension</td>
</tr>
</tbody>
</table>
# SCHOOL DISCIPLINE PROCEDURES

<table>
<thead>
<tr>
<th>STUDENT RESPONSIBILITY</th>
<th>POSSIBLE CONSEQUENCES</th>
</tr>
</thead>
</table>
| 23. Bicycles ridden to school by one student are to remain in the bike racks, and must not be borrowed by, or loaned to or ridden by another pupil | - Parent contact  
- Restriction to the courtyard  
- Damage paid for |
| 24. Bicycles must be ridden down the side entrance lane to the racks and not through the school grounds. | - Detention  
- Restriction to the courtyard  
- Parent contact |

### Smoking

25. Students are not permitted to smoke, or be in the company of smokers, or be in the possession of cigarettes or smoking implements at the College, during any College activity or at any time whilst in school uniform.  
- Consequences are detailed in the College Policy document but will include:  
  - Parent contact  
  - Appropriate QUIT worksheets  
  - Counselling  
  - Suspension

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# COLLEGE UNIFORM

Full school uniform, as set by the School Council is to be worn by all pupils on all days other than those occasional days agreed upon as “casual clothes days”. Unless specifically indicated, pupils are to wear full school uniform on school excursions.  
All items of uniform are available from Reicha’s Drapery, Terang.

### Girls’ Uniform
- Cotton summer dress in regulation fabric  
- Navy woollen jumper (Brandella) / Navy blue polar fleece jacket with school logo  
- White Polo shirt (long or short sleeve) (Midford) or shivvy or white business shirt  
- Red Polo shirt (Yr 5-8)  
- Navy shorts / slacks (Bux Wear)  
- Navy or white socks or navy tights  
- Winter skirt in regulation fabric  
- Black shoes (lace-ups, or boots, or flat soled T-bar school shoes)  
- V.C.E - Rugby Top  
(white business shirt and tie optional)

### Boys’ Uniform
- Navy trousers (360’s)  
- Navy woollen jumper (Brandella) / Navy blue polar fleece jacket with school logo  
- White Polo shirt (long or short sleeve) (Midford) or shivvy or white business shirt  
- Red Polo Shirt (Yr 5-8)  
- Navy Shorts (Rip Curl)  
- Navy or white socks  
- Black shoes (lace-up’s, or boots)  
- V.C.E - Rugby Top  
(white business shirt and tie optional)

### Sports Uniform - Boys and Girls

Change of clothes suitable for physical activities.  
Set of sports uniform to be provided by the College for Interschool Sports.

### Home Economics, Woodwork and Metalwork:

APRON as specified by teacher  
No open toed shoes or sandals are to be worn

### Jewellery

One small pair of sleepers or studs in the ears only (No eyebrow, nose, chin or tongue jewellery)  
Only one flat ring permitted on the hand. One fine neck chain only. No bracelets or bangles
BULLYING POLICY

Introduction
All involved with Terang College including students, staff, parents, College Council and Parents Association understand that bullying is unacceptable and will not be tolerated at our College.

At Terang College it is our aim to provide an Anti-Bullying policy that will:
- provide a safe and secure environment for all students and staff
- ensure that all members of the College community are treated with dignity and respect
- articulate clearly our stance on the issue of bullying
- reduce or eradicate the incidences of bullying within the College community
- educate students in regard to appropriate / inappropriate behaviour towards others
- provide appropriate procedures to address student needs in relation to incidences of bullying
- provide parents, caregivers and students with clear information on strategies that promote appropriate behaviour, and the consequences for inappropriate behaviour

Bullying is repeated intimidation, over time, of a physical, verbal or psychological nature of a less powerful person by a more powerful person or group of persons.

Bullying can take a number of forms:
- physical - including punching, hitting, shoving, kicking, kneeling, obstructing, standing over
- gesture - including pointing, staring, making signs, sneering
- verbal - including calling names, threatening, taunting, ridiculing, insulting
- psychological - including threatening, intimidating, extorting, excluding
- sexual - including touching or brushing against in a sexual manner, making sexual comments or innuendos
- racial - including an of the above forms of bullying basis of race
- cyber - using technologies such as internet, mobile phones and social networks to harass students

Aims
The Anti-Bullying policy aims to address the following areas:

EDUCATION
The Anti-Bullying policy aims to:
- inform students of appropriate/inappropriate behaviour towards others, including harrassing behaviour or bullying behaviour and possible effects of bullying
- provide students strategies for dealing with bullying
- inform students to the process for reporting bullying
- inform students of the process for dealing with bullying
- educate staff to help them to identify and respond to bullying behaviour

PREVENTION
The Anti-Bullying policy aims to:
- articulate clearly our non-acceptance of bullying
- reduce and eradicate the incidences of bullying within the College community
- engender within the College community a culture of non-acceptance of bullying behaviour
- encourage all students and staff to report incidences of bullying

INTERVENTION
The Anti-Bullying policy aims to:
- provide a process for reporting incidences of bullying
- provide a process for dealing with both parties involved in bullying
- establish appropriate counselling and disciplinary procedures
- distribute student surveys to detect bullying behaviour
BULLYING POLICY

Policy in Action: Education
Students will be educated throughout the course of their education at the College about:
- what is appropriate behaviour towards others
- what constitutes bullying
- the effects bullying can have on both parties involved
Students will be informed of:
- the process for reporting bullying
- strategies for dealing with situations involving conflict
At the junior years students will be informed of these issues through Personal Development programs with the assistance of the Welfare and Discipline Committee.
In the middle and senior years they will be incorporated in the seminar programs where the focus will be on conflict resolutions and leadership. Such programs will include Health Classes and the REACH Foundation.

Policy in Action: Prevention
Prevention measures will include:
- a clearly articulated anti-bullying policy for students, parents and staff
- harassment and bullying policy statements in student diaries
- professional development opportunities offered to staff to help them identify and respond to bullying
- ongoing communication to students, parents and staff regarding the anti-bullying policy through the College website, newsletter and information to new parents and families.
- random student surveys to detect bullying behaviour

Policy in Action: Intervention

Reporting Incidences of Bullying

Incidents of bullying may come to light in a variety of ways, e.g:
- reported by the student involved/being bullied
- reported by a fellow student
- reported by a parent
- observed by a member of staff
- recorded in a random confidential survey of students
All staff and students have an obligation to respond to or report any incidences of bullying.

Strategies Terang College will use to deal with Bullying
- openly talk about bullying
- formulate and review a policy that clearly states what actions we will take to deal with bullying

Responsibilities of Students
- To ‘tell’ if they are being bullied or if they see someone else being bullied - both at school and on the way to and from school
- not to be a passive bystander
- to not bully others

Responsibilities of Parents
- to watch for the sign that their child may be being bullied
- to speak to someone on staff if they have any concerns
- to instruct their children to ‘tell’ if they are bullied
BULLYING POLICY

Responsibilities of Staff
If a member of staff observes an incident of bullying (s)he should where possible deal with it her/himself but if (s)he feels uncomfortable about dealing with the particular incident, for whatever reason, (s)he should:
- record the details on a White Form
- report the incident to the relevant Year Level Coordinator of Sub-School Manager

Dealing with Incidences of Bullying
In general, where the College Counsellor has been formally notified by a teacher of bullying, the parents of the students involved will be contacted.

In addition to this the College will do the following procedures:
- talk to the students individually
- discuss consequences with the bully
- inform other staff of the incident
- if the student continues to bully, make an appointment to speak to the parent/guardian. Remind them of the policy and ask them for their support
- if the bullying continues or is deemed serious disciplinary consequences will take place.

Disciplinary Consequences
Any instance of bullying or other form of harassment will be regarded as serious and, depending upon the circumstances, may result in a range of consequences for students, including suspension from classes, interview with a parent or guardian, referral to the College Counsellor, referral to an outside agency, suspension from the College, or removal from the College.

Disciplinary consequences for students involved in bullying are not within the sphere of the College Counsellor. The appropriate Year Level Coordinator, Sub School Manager and/or the Principal’s will determine the nature of any disciplinary measures. Counselling should be seen as being separate from discipline and may take place after any disciplinary measures have been administered.

Evaluation of the Policy
- ask the staff to discuss the development of programs at the Curriculum & Wellbeing Committee
- ask students to provide feedback through their respective student bodies.
- request parent feedback through surveys as well as College Council and Parents Association
- evaluating school/classroom white forms.
- continuing to monitor students’ physical and psychological behaviour
- student surveys
INFORMATION FOR PARENTS & STUDENTS

First Aid
In the event of accident or illness go to the staff room, where a staff member will tend to you or arrangements will be made for you to go to the Sick Bay or to go home or to hospital.

Care of Property
Personal belongings must be labelled with name and form. If it is necessary to bring money or valuables to school then they should be labelled with name and form and either left at the General Office or with the Year Level Coordinators.

School Canteen
The School Canteen is open at recess and lunchtime for students to buy food and drinks. Lunches should be ordered at the Canteen before school or at recess each morning and can be collected at the beginning of lunch time. If you forget your lunch see your Year Level Coordinator or Sub-School Manager who will give you a pass to get a roll/sandwich and a piece of fruit from the Canteen and a reminder notice to take home to your parents of the amount of money you owe the Canteen.

Parents’ Association
The Terang College Parents Association comprises of parents from both primary and secondary aged students. Meetings are held on the 4th Monday of each month, at which time, issues concern are discussed by parents. Details of meetings appear regularly in the Newsletter.
All parents are most welcome.

Buses
Please note the following:
- Students who wish to change buses for any reason, must bring a note requesting the change. Notes must be taken to the General Office where a pass will be issued. Bus passes will only be granted for extreme circumstances, such as a medical issue. This does not include sports practice or sleepovers
- Bus Captains have been appointed to assist the driver. Any misbehaviour will be reported
- Improper or unsatisfactory behaviour may involve suspension from travel on school buses.
- If a student misses a bus after school, he/she must report to the General Office immediately

Counselling & Guidance
A number of people are available to help students with any problems which arise. Students can see their form teachers, the Year Level Coordinator, The School Nurse, or the Student Counsellor.

Homework
Homework is considered an important part of the school program. It is appreciated that many students have a variety of commitments on some evenings. The following guidelines have been drawn up to help your to organise a Homework Timetable.
Approximate hours per week:
- Year 5 & 6 1.5 hours
- Year 7 & 8 2.5 hours
- Year 9 & 10 4.5 hours
- Year 11 7-8 hours
- Year 12 10 hours.

Library
The library is used as a quiet reading and private study area. It is available to students during class time, four lunchtimes per week and after school.
Borrowing: Students in years 5-8 may borrow 2 resources for up to two weeks. Years 9-10 may borrow 3 resources, and V.C.E students, the limit is 5 resources.
INFORMATION FOR PARENTS & STUDENTS

Mobile Phones
Please refer to the Mobile Phone Policy - Available from the front office or the schools website.

Absence From School
Students who are absent for any reason must bring a note to their Home-Group Teacher from their parents explaining absence. It is the student’s responsibility to see teachers for any work missed.
If students are going to be absent for a longer period, parents/guardians must contact the appropriate Year-Level Coordinator.

Late Arrival or Early Departure
Students arriving late are to report to the general office for a late pass before entering the classroom.
A note must be provided explaining lateness. If a student has an appointment, or has to leave early then they must bring a note from a parent/guardian to their Year-Level Coordinator who will arrange a permit to leave the school. Students need to inform their teachers of the need and time to leave and show the note to the class teacher. Students are responsible for “signing out”, in the book at the General Office and handing the note in to the General Office. Office staff should not have to use the PA system to remind students who have permission to leave early.

Lunch Passes
Students are not permitted to leave the school grounds for any reason unless they have written permission and a pass. Students who are required to leave the school grounds for urgent business must bring a note from their parent or guardian. Students must see the Year-Level Coordinator for a lunch pass. Lunch passes are only issued on receipt of a note from home which indicates that they are going home for lunch and that an adult will be present.

Out of Uniform
If students are out of uniform, they should bring a note, signed by their parent/guardian which indicates which item of the uniform is not being worn, the reason for this, and they date(s) they will be out of uniform. These notes are to be taken to the Year-Level Coordinator.

USE OF BUILDINGS

1- Corridors are generally out of bounds during recess and at lunchtime except for returning books, lunch boxes to locker.
   Rooms are out of bounds except those designated to a certain year level or those supervised by a teacher
2- If students wish to go to the library they enter from the door in front or the door opposite the Careers room only.
3- Except for an emergency, students are not to go to the staff room between 8:50am and 8:55am and the first half of lunchtime.
4- Food and Drinks are to be consumed either outside the building, in the Canteen or in the allocated lunchrooms. They are not to be consumed in the corridors. Food scraps are to be placed in the bins provided.
   COMMENT: This rule (4) is both a health and a tidiness issue. Pupils are to be kept aware of the need for proper standards of health and also the need to leave all areas used in a fit state for all other classes.
5- The front door of the school is for the use of staff, parents, visitors and bus monitors only.
6- Students are not to operate blinds and curtains or heaters in the school.
7- The following areas are out of bounds
   - All sides of the Hall except the areas adjacent to the front entrance
   - Hall stage area and store rooms
   - The lane and other areas behind the Tech Studies area
   - The South side of the Science/Home Eco wing of the school
   - Unsupervised classrooms
   - The Front of the school
   - Staff car park and around the Instrumental Music Room