Meridan State College
Secondary School Handbook 2016

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College Director: Mrs Julie Kornmann jkorn11@eq.edu.au
Junior Secondary School Principal: Mrs Fiona Free ffree3@eq.edu.au
Junior Secondary Deputy Principal: Mark Seijbel mseij1@eq.edu.au
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Senior School Deputy: Mr Glenn McIntosh gmcin11@eq.edu.au
Secondary School Deputy Principal (HR): Natasha Wicks nwick10@eq.edu.au

Name:..Community:..

Mentor Class: .... Room: .... Mentor Teacher: .... Student Mentor Representative ....

EQ ID: .... Laptop ID No: ....

Home Address: ....

Telephone: (1) .... (2) ....

Emergency Contacts:

Telephone: (1) .... (2) ....

Parent/Caregiver's Name: (1) .... Telephone: ....

Parent/Caregiver's Name: (2) .... Telephone: ....

STUDENT LEADERS 2016

	Junior Secondary	Senior Secondary
College Captains	Connor Thompson, Madison McGillivray	Adam Cass, Eleanor Stuart
College Vice-Captains	Ehtan Reed, Olivia Carruthers	Mahli Burgin, Cameron Knust
Deadly Leaders	Caroline Marks, Kurt Kauskursas, Kira Quinlan	Kiah Micallef, Isabella Keyte
Student Council Executive		
President		Kayleigh Parker
Vice-President		Jaide-Lee Corcoran, Callum McKellar
Publicity and Media Relations		Tibor Van Maas
Business Services Manager		Ryan Edwards
Secretary		Kailah Osborne
Wellbeing Officer		Sebastian Cavanagh-Hans
Community Leaders		
Bradman	Tayla King, Lucy Hawkins, Sophie Kemp	Jessica Anderson, Sarah Fraser, Sam Hall, Jacob Harrison
Freeman	Jacob Holloway, Mia Emergy, Khodi Jones-Watts	Colby Cross, Emma Hansen, Laura Smith
O'Neill	Laekyn Bridgman	Cooper Maxwell, Montanna Meredith, Joyce Mookhook, Jack Sleight
Rafter	Amanda Stephens, Amy Marks, Nick McKendrick	Jack Brazier, Robyn Cutforth, Riley Weickhardt
Junior Leadership Team		
Dean Lewis, Bailey Gregorovic, Brennon Voysey		

SECONDARY BELL TIMES

Monday, Tuesday, Wednesday, Thursday and Friday	
9.00 am – 9.10 am	Mentor Group/assembly
9.10 am – 10.20 am	Session 1
10.20 am – 11.30 am	Session 2
11.30 am – 12.20 pm	First Break
12.20 pm – 1.30 pm	Session 3
1.30 pm – 1.50 pm	Second Break
1.50 pm – 3.00 pm	Session 4

2016 CALENDAR

Term Dates

Term 1: 25/01/16 – 24/03/16
Term 2: 11/04/16 – 24/06/16
Term 3: 11/07/16 – 16/09/16
Term 4: 04/10/16 – 09/12/16

Secondary School Assemblies:

Secondary assemblies are held on a Wednesday afternoon as part of timetabled school activities. Students will rotate through a range of different assemblies to meet College and student needs including Community, Year Level, Sub-school, Campus and Whole of College assemblies.

MERIDAN

STATE COLLEGE

TERM ONE CALENDAR 2016

Please note these events are subject to change

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	W/End
Week 1 25 Jan – 29 Jan						
Week 2 1 Feb – 5 Feb						
Week 3 8 Feb – 12 Feb						
Week 4 15 Feb – 19 Feb						
Week 5 22 Feb – 26 Feb						
Week 6 29 Feb – 4 Mar						
Week 7 7 Mar – 11 Mar						
Week 8 14 Mar – 18 Mar						
Week 9 21 Mar – 25 Mar						

TERM TWO CALENDAR 2016

Please note these events are subject to change

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	W/End
Week 1 11 Apr – 15 Apr						
Week 2 18 Apr – 22 Apr						
Week 3 25 Apr – 29 Apr						
Week 4 2 May – 6 May						
Week 5 9 May – 13 May						
Week 6 16 May – 20 May						
Week 7 23 May – 27 May						
Week 8 30 May – 3 Jun						
Week 9 6 Jun – 10 Jun						
Week 10 13 Jun– 17 Jun						
Week 11 20 Jun– 24 Jun						

TERM THREE CALENDAR 2016

Please note these events are subject to change

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	W/End
Week 1 11 Jul – 15 Jul						
Week 2 18 Jul – 22 Jul						
Week 3 25 Jul – 29 Jul						
Week 4 1 Aug – 5 Aug						
Week 5 8 Aug – 12 Aug						
Week 6 15 Aug – 19 Aug						
Week 7 22 Aug – 26 Aug						
Week 8 29 Aug – 2 Sep						
Week 9 5 Sep – 9 Sep						
Week 10 12 Sep – 16 Sep						

TERM FOUR CALENDAR 2016

Please note these events are subject to change

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	W/End
Week 1 3 Oct – 7 Oct						
Week 2 10 Oct – 14 Oct						
Week 3 17 Oct – 21 Oct						
Week 4 24 Oct – 28 Oct						
Week 5 31 Oct – 4 Nov						
Week 6 7 Nov – 11 Nov						
Week 7 14 Nov – 18 Nov						
Week 8 21 Nov – 25 Nov						
Week 9 28 Nov – 2 Dec						
Week 10 5 Dec – 9 Dec						

SECONDARY SCHOOL VISION AND VALUES

Our College values reflect the principles of the 'Fish Philosophy', where successful students approach their learning, responsibilities and personal life with a positive attitude, a commitment to self-improvement and personal growth, and the skills to work effectively with others. The 'Fish Philosophy' helps students to develop these attributes under the four principles:

• Be there

• Choose your Attitude

• Make their Day

• Play

FISH ensures students engage with the ethics required for a successful career in an ever-changing workplace.
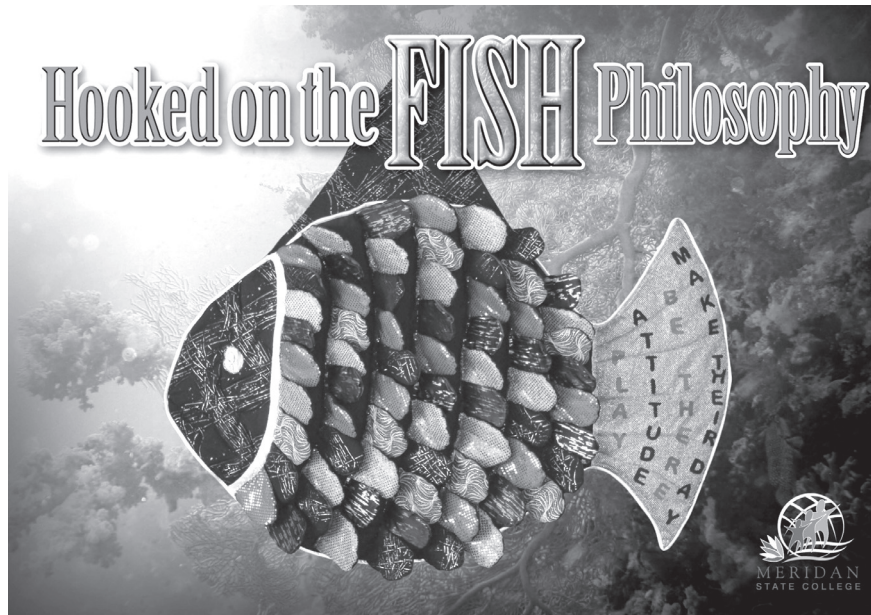
PERFORMANCE AND PATHWAY TRACKING

LUI number: …………………………………….   USI number: ……………………………………

Attendance Data %			
Term 1	Term 2	Term 3	Term 4
Where are you?	Where are you?	Where are you?	Where are you?
Where would you like to be?	Where would you like to be?	Where would you like to be?	Where would you like to be?
How will you get there?	How will you get there?	How will you get there?	How will you get there?

SECONDARY WELLBEING

Our Communities are:

Bradman Bulls   **Green**

Freeman Flames   **Yellow**

O'Neill Eels   **Purple**

Rafter Redbacks   **Red**

To enable students to reach their potential, a range of structures are in place to support the social, emotional, cognitive, physical and behavioural wellbeing of students. The College also offers a range of services to support students in response to their needs. Essential to this are the Community Leader positions.

Years 7-9: 8 Community Leaders work with students in Community Groups to provide support to students, based around; improving educational outcomes, tracking attendance and performance, and case managing individual students.

Years 10-12: 6 Community Leaders work with students in Community Groups to provide support to students, based around; improving educational outcomes, tracking attendance and performance, and case managing individual students.

Student Services Team:

Members of this team provide monitoring and support for students with clearly identified needs.

The team is comprised of Junior and Senior Schooling HODs, Deputy Principal, Principal and a range of specialised support staff including:

- Guidance Officers (educational, personal and career counselling)
- Learning Support and Students with Disabilities HOD (curriculum modification, individual programs, small group support)
- College Chaplain (mentoring, student support and welfare)
- School-Based Nurse (promotes health and wellbeing, provides health information and referral) and
- External Agencies via College Support Staff (Reconnect, SCILS, EPIC, Headspace, CYMHS, SKedLink).

Senior School students or parents may 'self-refer' to College support staff by booking an appointment via the Client Services Office.

YOUR PERSONAL RESPONSIBILITIES

I DEMONSTRATE THE COURAGE TO:	Every day, in every classroom and in the community I make the choice to:
BE THERE	**Be on Time** • Be at school by 8.30am each day • Be on time for all classes • Move promptly and responsibly between rooms and buildings • Line up outside classrooms in an orderly manner for the commencement of each lesson **Be Prepared** • Ensure you have diaries for each class • Complete homework and assignment work by due dates and bring to class as required • Bring all required equipment with you into the classroom at the beginning of each lesson. **Be Involved** • Join in school events and extra-curricular activities • Participate in community events and fundraisers • Take turns and participate in discussions and learning activities • Support our student leaders to make good decisions.
CHOOSE YOUR ATTITUDE	**Be Courteous and Respectful** • Greet staff at the beginning of lessons and during the day • Welcome visitors to the classroom and school • Knock and wait for permission before entering the classroom • Interact in a respectful manner – make someone's day by saying thank you and showing respect **Be Engaged** • Listen and focus during the day • Engage in discussions and collaborative activities • Complete learning tasks • Enjoy learning and make the most of opportunities • Be positive **Be Safe and Responsible** • Care for and use resources and facilities appropriately and safely • Use school diaries to record homework, assignments and dates • Demonstrate behaviour that reflects the core values of the school • Set learning goals and reflect on the achievement of these • Have the courage to do what is right
MAKE THEIR DAY	**Be Supportive and Compassionate** • Listen and value others' ideas and opinions • Mentor and assist other students • Be a positive role model to others • Be a true friend **Be Collaborative within all my teams** • Take turns • Engage and encourage others to have a go • Meet their expectations and get the job done • Display good sportsmanship • Collaborate and negotiate to solve problems **Be Considerate and Respectful** • Help others in need • Follow class and school rules for appropriate communication and interaction • Celebrate individual differences • Show compassion through care and respect of others
PLAY	**Be positive about learning and celebrate success** • Take on board new ideas and ask questions • Have fun while learning **Be involved in college and community activities** • Complete school and homework to an appropriate standard and with care • Represent the school in team events • Participate in Junior Secondary Steps to Success Program • Join in Community Days

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PATHWAYS TO SUCCESS – TARGETS FOR 2016

As a community, we can be proud of the way the majority of our students already meet these expectations. The challenge is to avoid complacency and ensure that every child in every class, every day is supported to achieve success in their chosen pathway.

PATHWAY PILLARS	EXPLANATIONS	SCHOOL TARGET	PERSONAL STRATEGIES
Regular Attendance **BE THERE**	Students are **present to learn**, they are at school and arrive to class every day on time, with the intention of ensuring that every minute of every lesson counts.	**95%** attendance rate or higher. (All absences justified and explained). **No Lateness once at school** **100%** of student engagement in an extra curricula activity and community events. **100%** attendance and participation at school carnivals	
Preparedness to learn	Students attend each lesson and are **resourced to learn**, having presented at class with the necessary materials and equipment as outlined in stationery and student resource lists.	**Access to all resources** Provided through either financial membership of the SRS or by students/ parents providing resources and payment of full relevant subject fees. **80%** of students receiving positive recognition.	
Positive Behaviour **CHOOSE YOUR ATTITUDE**	Students are **committed to learn**, their behaviour, attitude and work ethic choices reflect their commitment to achieve pathway success.	**Very Good/ Excellent behaviour and effort results** (There has been no student disciplinary action).	
Engage in College Values **MAKE THEIR DAY**	Students arrive at school and **respect their chosen institute of learning** by presenting in full uniform each day and committing to the various agreements signed upon enrolment.	**Adherence to all college rules and policies.** **100%** of students responsible for their own behavior and performance.	
Celebrate Successful Completion of Assessment **PLAY**	Students take up the challenge of learning and **demonstrate this learning** through actively completing classwork and assessment tasks to the best of their ability.	**All assessment is completed and submitted** (as per College policy) **100%** of students receive a QCE **100%** of student complete a VET certificate **100%** University/TAFE acceptance for relevant students	

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PATHWAYS TO SUCCESS

As students move through the senior years, they do so on a journey carefully constructed to ensure they are best prepared for their future direction. Each student's learning journey in the Secondary School consists of three pathways that are focused on ensuring each student's individual success.

These pathways are the:

• Personal Development Pathway

• Performance Pathway and

• Career Readiness Pathway.

The Personal Development Pathway is delivered through the Pathways to Success Program and encompasses the skills students need to be active and well-rounded citizens. Within the context of supporting student wellbeing and learning, students explore the topics of leadership, team skills, interpersonal skills, decision-making, personal health, self-awareness and responsibility.
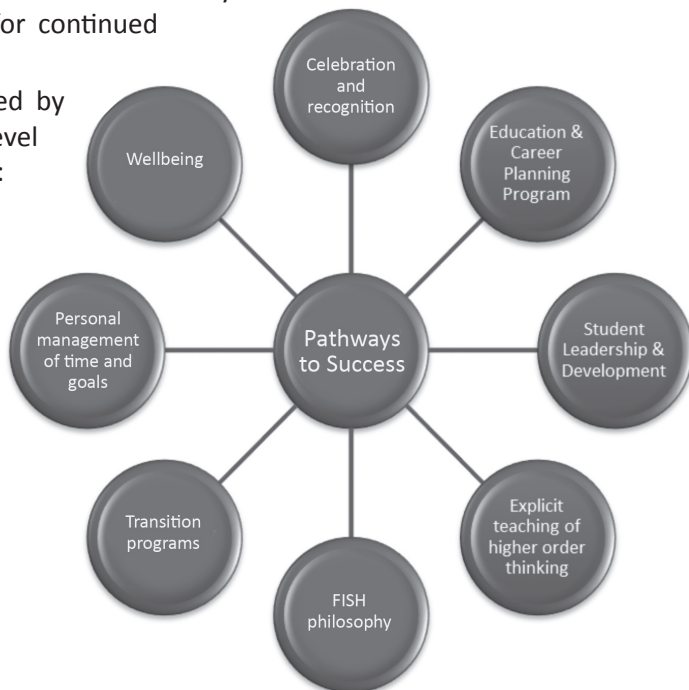
The Performance Pathway refers to the suite of curriculum subjects selected by students, encompassing the academic and vocational studies that will provide relevant prerequisite skills and knowledge to achieve in their chosen area. This pathway focuses on ensuring that each student achieves high learning standards.

Finally, the Career Readiness Pathway focuses on supporting students through the decision-making process of selecting and preparing for post-secondary destinations.

Underpinning student pathway success is an unrelenting focus that ensures the right conditions for learning are in place. These conditions include regular attendance, preparedness to learn by being well resourced, behaviour that demonstrates active and positive engagement in the learning process, successfully completing all assessment tasks and upholding the College values. These areas of focus are referred to as the Pathway Pillars. While these five elements have always been tracked, 2016 will see modifications to the way we support and celebrate our students' ability to meet these expectations.

It will be an expectation that all students, with the support of their families and the College, meet their Pathway obligations with the intention of attaining positive pathway outcomes. Explicit targets in each of these areas have been set by the College to assist students as they develop and embed their learning routines for continued success.

The Pathways to Success program is delivered by Mentor and specialised teachers, it is a year-level based program that incorporates the following:

Celebration and recognition

Education & Career Planning Program

Wellbeing

Personal management of time and goals

Pathways to Success

Student Leadership & Development

Transition programs

Explicit teaching of higher order thinking

FISH philosophy

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OUR CURRICULUM

	Maths	English	Science	Humanities	The Arts	Business, Technologies and Creative Design			Health & Physical Education	Languages Other Than English	Career and Learning Development
						Business & ICT	Industrial Design Technology	Creative Design			
YEAR 11 & 12	Mathematics A	English	Chemistry	Ancient History	Dance	Business Comminications & Technologies	Graphics	Hospitality Studies	Health Education	Italian	Successful Futures
	Mathematics B	English Communications	Biology	Geography	Drama	Information Processing and Technology	Technology Studies	Certificate II in Hospitality	Physical Education		
	Mathematics C		Marine Science	Modern History	Music	Informattion Technology Systems	Certificate I in Engineering	Certificate II in Tourism	Recreation		Pathways to Success
	Prevocational Mathematics		Physics		Visual Arts	Legal Studies	Industrial Tech Studies/Furnishing	Certificate III in Early Childhood Education and Care	Certificate III in Fitness		
			Aquatic Practices		Film, TV & New Media	Certificate III in Business	Certificate I in Furnishing / Industrial Technology	Diploma of Events (Year 12)			Certificate II in Vocational Pathways
					Visual Arts Studies	Certificate II in Business	Various courses offered by SCTTC				
					Certificate II in Creative Industries - Media	Certificate II in Information, Digital Media and Technology					
YEAR 10	Mathematics A	English	Biology	Geaography	Dance	Information Communication Technology	Graphics & Design	Certificate I in Hospitatlity	Physical Education	Indonesian	
	Mathematics	English Foundation	Chemistry	History Foundation	Drama	Business	Industrial Technology Manufacturing	Textiles		Italian	Pathways to Success
			Marine Science	History	Music		Industrial Metal Engineering				
			Physics		Visual Art		Industrial Technology Studies				Certificate II in Workplace Practices
			Social Sciences		Media Studies						
YEAR 9	Mathematics	English	Science	Humanities (Geography / History)	Dance	Business Studies		Creative Ktichens	Health & Physical Education	Indonesian	Steps to Success
			Science Investigations		Dance Extension		echnology in the Workshop	Textiles		Italian	
					Drama	Digital Technology					
					Music		Graphics		Physical Education		
					Visual Art						
					Artistic Graphic and Design						
					Media Studies						
YEAR 8	Mathematics	English	Science	Humanities (Geography / History)	Performing and Visual Arts Dance and Music Excellence	Innovation, Business and Technology			Health & Physical Education	Indonesian Italian	Steps to Success
YEAR 7	Mathematics	English	Science	Humanities (Geography / History)	Performing and Visual Arts	Digital Technologies	Design Technologies	Food & Nutrition	Health & Physical Education	Indonesian Italian	Steps to Success

SECONDARY SCHOOL ACADEMIC SUPPORT

Within the curriculum, subjects are grouped into faculties. Each faculty is led by a Head of Department who provides strategic direction to ensure quality teaching teaching and learning, and positive student outcomes. Heads of Departments are responsible for curriculum as well as monitoring student performance and behaviour within subjects. They have an important role in assessment, implementation and policy. After the subject/class teacher, they are the first port of call in relation to any subject-based concerns.

Classroom teachers and Heads of Department are integral in supporting each student to achieve to their potential in their chosen subjects. Our year level Heads of Department work with year level cohorts to coordinate student-led conferences (7-9) and regular performance interviews (10-12). The Secondary School Guidance Officers, Community Leaders, Principals and Deputy Principals are also integral to these processes.

SECONDARY SCHOOL CLASSWORK POLICY

Bookwork refers to the record of the daily learning activities/class work, whether it is paper or electronic (e.g. OneNote). Bookwork provides a reference for ongoing study and review. Well-presented and organised notes and diagrams allow for effective review of material and personal study. The intention of structured bookwork is to assist students in reaching their potential. Bookwork encourages them to; take pride in their work; develop skills for effective presentation of learning tasks; and to obtain the skills necessary to organise information in an efficient manner, that allows reflection and personal study.

The key purposes of classwork set for students in secondary school include:

• Recording and consolidating studies conducted in class

• Providing examples and scaffolding to support the completion of assessment tasks/assignments

• Recording research for use in completing assessment tasks/assignments

• Practising and extending learning through completion of activities and examples

• Magnifying the communicable link between home and school and

• Providing a resource to support students in personal study and reflection

Please note that pen and paper resources must still be brought to all classes by all students, even those who have taken up the laptop program.

SECONDARY SCHOOL HOMEWORK POLICY

Homework is an expected requirement of all students at Meridan State College. Regular and purposeful homework is an essential component of the learning process. Homework also promotes self-discipline and personal organisational skills which are important elements of lifelong learning. Homework will be given regularly each week and will generally include reading, consolidation or revision of work done in class, and completion of assessable tasks or assignments. Homework will be:

• Set by the class teacher as appropriate to unit objectives

• Entered by the students in their diaries, which will be monitored by teachers and parents

• Regularly and purposefully set and may include set class work not completed and assessment tasks. Personal study, revision of daily classwork, wider reading, extra practice exercises, research and drafting.

• Directly related to materials and concepts being studied in class

• Set with a due date for completion

• Checked by the teacher regularly. Feedback given to support student progress through the term and at the end of semester reporting.

Recommended Allocation of Homework

- Year 7 – 30 mins, three to four times per week
- Year 8 – 60 mins, three to four times per week
- Year 9 – 90 mins, three to four times per week
- Year 10 – 90 mins, three to four times per week
- Year 11 – 120 mins, three to four times per week
- Year 12 – 120 mins, three to four times per week

This allocation does not include the time students may choose to spend on extra and co-curricular activities.

Included in the homework allocation is personal study, which is an expectation of students in secondary school.

SECONDARY SCHOOL ASSESSMENT POLICY

Assessment is:

Any written, practical, oral or performance work that counts towards a task/units required demonstration of knowledge and must be completed.

Student Responsibility

Students will ensure to:

- Check individual assessment planners for due dates at the beginning of each term
- Develop a plan for completing tasks on time and recording due dates in their diaries
- Communicate any difficulties with completing the task to the class teacher before the due date
- Ask for assistance if required
- Attempt all tasks
- Complete and hand in work by the due date
- Use class time assigned for the completion of tasks efficiently
- Ensure work is original and sources are appropriately referenced

SECONDARY SCHOOL PROCEDURES FOR ASSESSMENT

Meridan State College adheres to a non-completion policy requiring students to be engaged in assessment tasks and to complete all tasks unless exceptional circumstances prevail. At all times, students will be supported to complete key assessment tasks through scaffolding and sequenced learning experiences provided in class and through homework and personal study tasks.

Handing in assignments

Assignments may be submitted to teachers on or before the due date in the following ways:

- to the teacher or Head of Department on the due date by 3:00pm; teachers will ask students to sign a class roll as proof of receipt
- to the Client Services Office on the due date by 3:00 pm; students will be issued with a receipt for their assignment which must be kept as proof of submission
- in class to your teacher if you have your lesson scheduled on the day of the due date
- If students are not present at school for part of, or the entire day an assignment is due, they must provide a medical certificate
- No teacher will accept or forward assessment for another staff member.

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SECONDARY SCHOOL SUPERVISED WRITTEN ASSESSMENT PROCEDURES

Prior to the supervised written assessment:

• The students are aware of relevant factors; e.g. exam length, required equipment, open or closed

• Students know they will not be permitted to get a drink or go to the toilet during the exam. If permissible, add drink bottle to the allowed equipment.

Immediately before the supervised written assessment:

• The room is adequately prepared; tables are spilt where possible, timing device is visible and accurate; exam papers are distributed on desks prior to student arrival

• Students to remain outside the exam room until instructed to enter by the exam supervisor (teacher)

• Exam supervisor to check equipment on entry – no extra equipment to be taken into the examination room.

During the supervised written assessment:

• Adjust the time remaining written on the board

• Students are to raise their hands if they have a question

• Silence at all times for the duration of the exam.

Finishing the supervised written assessment:

• Provide students with a 5 minute warning prior to conclusion

• Either collect the exam papers from the students at the end of the exam or have them leave their exam in their place and collect when all are dismissed. Students should not speak until outside the exam room or all exams are collected.

Failure to submit:

Failure to submit completed assessment items by the due date, without special consideration, will impact semester/term results. Failure to hand in a draft, as required by a teacher, on its due date means that students may be detained to complete the work after school.

In cases where assessment is not handed in on the due date, class teachers, in consultation with HOD's, HOSES and Community Leaders, will assess the task, based on evidence of student work observed in class prior to the due date and/or the partially completed drafts or assessment submitted. Students will still be required to complete the full assessment task. This may be used to provide a fuller picture of their demonstration of knowledge at EXIT. Feedback will be provided on the assessment.

SPECIAL PROVISIONS POLICY

The application for Special Provisions may only be granted by the Principal, Deputy Principal, HOSES, Heads of Department, Guidance Officer or Community Leader. Extensions or exemptions must be approved prior to the assessment due date (where possible) and can be granted for the following reasons:

a) Illness leading up to and including deadline:
You must produce a Medical Certificate to cover your absence. This certificate needs to be dated with days you were absent. This will need to be presented to the College as soon as possible. The principal reserves the right to seek validation of medical documentation.

b) Absences due to Special Circumstances
Where special family circumstances have occurred, a parent should contact the College and speak directly with a staff member – either the Principal, Deputy Principal, Guidance Officer, Community Leader or Head of Department – before or on the due date to gain approval for an extension. Class teachers are unable to grant extensions.

SPECIAL PROVISIONS PROCESS

The "Request for Special Provisions" form can be requested from the Client Services Office.

In seeking Special Provision you will be required to:

• Multiple Subjects – organise an interview with the relevant Community Leader.

• Single Subjects – organise an interview with the Curriculum t Head of Department.

• Where Special Provision is granted, students will be required to negotiate assessment completion at interview with relevant staff and complete the "Student Agreement for Special Provisions" section of form.

REQUESTING SPECIAL PROVISIONS

Step one	Step two	Step three	Step four (for exemptions from assessment only)
1. Collect a Special Provisions form (from Client Services Office) and complete with support from either; a. HOD/HOSES for one subject. b. CL/Wellbeing HOD for multiple subjects. 2. Obtain Doctor Certificate or Specialist Report to support application. 3. Or parent makes contact on the basis of special family circumstances.	Special Provision form sent to HOD Student Wellbeing. Documentation is Uploaded onto OneSchool	HOD Student Wellbeing informs teachers, HODs/ student, parents/carers of outcome.	Deputy Principal approves exemptions in consultation with HOSES or HOD.

SECONDARY SCHOOL REFERENCING AND PLAGIARISM

Plagiarism is the use of another person's ideas, work or research data and passing them off as your own, without acknowledgement. This practice is dishonest, unethical and may be illegal. The College forbids plagiarism.

Plagiarism includes:

• word for word copying of paragraphs or whole sentences from one or more sources such as books, articles, internet sites without referencing;

• submitting another students work in whole or in part;

• submitting work that has been written by someone else on the student's behalf (including family members);

• Two or more students collaborating to produce a common product on a piece of work designed for individual assessment.

Rules concerning plagiarism extend to the use of electronic media i.e. internet, films, television and radio broadcasts, images such as computer art and photographs.

Turnitin may be used to scan extended written assessment for plagiarism. The requirement for students to submit via Turnitin will be indicated on the assessment task sheet.

Referencing

Referencing means providing information about a publication (book, journal article, video, website, CD Rom, etc.) that allows someone to identify and locate that publication. When presenting an assignment, report or essay, students are required to identify and acknowledge all quotations, ideas, paraphrased comments, pictures, diagrams etc. that are not their own.
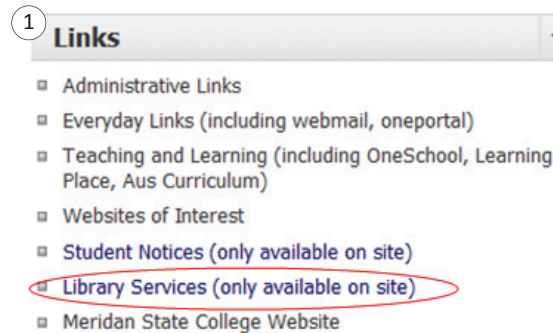
Meridan State College uses the Harvard system, which requires two types of acknowledgement:

1. In text referencing (immediately citing sources within the document)
    • Surname(s) of the author(s)
    • Year of publication
    • Page numbers.
      Example: Gleitzman 2005, p.21

2. List of References or Bibliography (at the end of a document).
    • All items are listed in strict alphabetical order.
    • The information should be taken from the source's Title page and Verso (reverse side).
    • General format: authors' surname, initials of the first name, title of the book, publisher, place of publication.
    • The main title of the source is underlined if handwritten or italicised if word processed. Example: (Gleitzman, M, 2005, Once, Penguin Group, Camberwell).
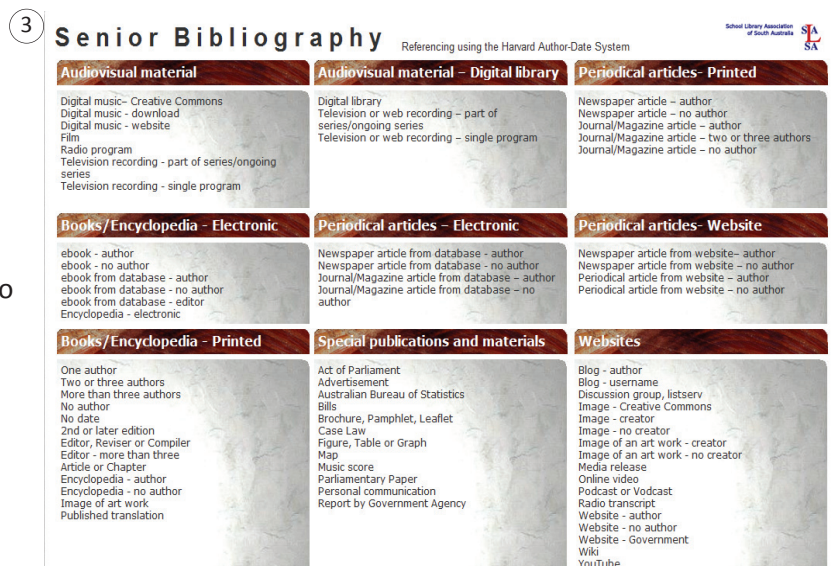
Examples of Referencing

To reference correctly, our College has designed a system for students to use on the Student Homepage. Students will find it located on the left hand side of the Homepage. Click on Library Services and students will be directed to the library page[1].

Scroll down and click on the button reference generator. Students will find the following guide for referencing[2].

This leads students to the page where they can enter the resource to reference correctly according to the Harvard System[3]

Senior Bibliography Referencing using the Harvard Author-Date System

School Library Association of South Australia

Audiovisual material	Audiovisual material – Digital library	Periodical articles- Printed
Digital music– Creative Commons Digital music - download Digital music - website Film Radio program Television recording - part of series/ongoing series Television recording - single program	Digital library Television or web recording – part of series/ongoing series Television or web recording – single program	Newspaper article – author Newspaper article – no author Journal/Magazine article – author Journal/Magazine article – two or three authors Journal/Magazine article – no author
Books/Encyclopedia - Electronic	**Periodical articles – Electronic**	**Periodical articles- Website**
ebook - author ebook - no author ebook from database - author ebook from database - no author ebook from database - editor Encyclopedia - electronic	Newspaper article from database - author Newspaper article from database - no author Journal/Magazine article from database – author Journal/Magazine article from database – no author	Newspaper article from website– author Newspaper article from website – no author Periodical article from website – author Periodical article from website – no author
Books/Encyclopedia - Printed	**Special publications and materials**	**Websites**
One author Two or three authors More than three authors No author No date 2nd or later edition Editor, Reviser or Compiler Editor - more than three Article or Chapter Encyclopedia - author Encyclopedia - no author Image of art work Published translation	Act of Parliament Advertisement Australian Bureau of Statistics Bills Brochure, Pamphlet, Leaflet Case Law Figure, Table or Graph Map Music score Parliamentary Paper Personal communication Report by Government Agency	Blog - author Blog - username Discussion group, listserv Image - Creative Commons Image - creator Image - no creator Image of an art work - creator Image of an art work - no creator Media release Online video Podcast or Vodcast Radio transcript Website - author Website - no author Website - Government Wiki YouTube

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SECONDARY SCHOOL PROCEDURES

It is an expectation at Meridan College that Students are **present to learn**, that they are at school and arrive to class every day on time, to ensuring that every minute of every lesson counts. In the event of an absence the following procedure must be followed.

Absences

All students/carers are responsible for providing explanations for their absences; parents/caregivers MUST provide explanation for absences by:

• **Phoning the Client Services Office for Students' Absentee Line 5490 2799 SMS Text Only 0427 177 067**

• e-mail to **admin@meridansc.eq.edu.au**

• Letter or medical certificate handed in to the Client Services Office for Students

• Medical certificates are required for students who do not attend sub-school compulsory events such as sporting carnivals

• An SMS text is sent daily to the designated parent/carer when their child is absent for Morning Mentor group session (MG).

• To apply for an extended absence (greater than 10 consecutive school days), you will need approval from the Principal prior to departure. An exemption form is to be submitted prior to the absence an exemption from schooling does not automatically mean an exemption from assessment items.

Approved Absences

An approved absence is one involving illness or urgent family business, the circumstance of which must be clearly communicated to the Client Services Office.

Unapproved Absences

All other types of absence (including family holidays) can affect a student's Youth and Family Allowance Payment. Leaving at first break, or arriving after a break, unless for approved reasons, will be considered as a ½ day unapproved absence. Part-time work, social arrangements, taking driving lessons, etc, are not approved reasons for absence.

Consequences of Unapproved Absences — All Students

• 5 days or more unapproved absence per term — warning, parent contact and follow-up.

• 15 days or more unapproved absence in a semester — possible loss of subject credit for the semester.

• 20 days or more absence — approved or unapproved per semester — possible loss of accreditation for that semester unit — further absence will require upgraded documentation, e.g. certified medical certificates.

• Significant consecutive unapproved absences or a significant number of unapproved absences in a given time period may lead to cancellation of enrolment.

Individual Lesson Absences

• **Class teachers** keep records of student attendance and investigate student absence. Where the absence is found to be unapproved (e.g. truancy), the class teacher sets appropriate consequences. (In most cases, students who miss entire lessons or part thereof will be required to make up missed time. Catch-up time may occur in break times or afterschool. Times will be determined by the relevant HOD/Coordinator, Community Leader or College administrator.

- The **Community Leader** will intervene when a student does not comply with the consequences set by the class teacher; or where a class teacher identifies that a student is persistently truanting the particular class, in turn the parent/carer will be informed.
- Persistent absence may result in cancellation of enrolment from Meridan State College at the discretion of the Secondary Principals and College Director.

Early and Late Arrivals:

Students are asked not to arrive at the College before 8:00am. The College will not take responsibility for students who arrive before this time. Unless involved in an organised College activity, with teacher supervision, students are expected to sit in the Secondary School covered areas until the 9:00am bell, when students need to move to class and prepare for the day. It is expected that students will depart the College grounds by 3:30 pm, unless students are involved in an after College activity, with parental permission.

Late Arrivals to College

Students go straight to the Client Services Office with their note to receive a signed late-arrival slip. Students are not to go directly to class. Students must have a note if they are later than 9am. Students who arrive late (without a note) will be issued with a detention. Office staff are not responsible to contact parents to validate reason for lateness. If students arrive during lesson time, they will not be admitted to class until the student has provided the subject teacher with a late slip. Any missed time will be made up with the class teacher.

Early Departures from College

In known departures, students are to report to the Client Services Office with a note in order to receive a leave request slip; a text message will not be accepted. Parents/carers are to collect students from the Client Services Office. Proof of parent/carer identity will also be required before you are approved to leave College grounds.

Student Identification while in Attendance at the College or at College Functions

Our safety strategy requires staff to be able to identify students in our College. Students are therefore obliged to carry their ID cards and official College timetables at all times.

If asked by any staff member or other authorised adult, students are required to produce these forms of identification.

Students on Alternate Programs:

Students on alternate programs may not be required to be on site each day, e.g. school-based traineeships, participation at the SCTTTC. Any changes to individual timetables must be negotiated with the Senior Schooling HOD, Senior School Deputy or Principal and have alternate arrival and departure times approved by the parent/carer. The parent/carer must provide written notice confirming their acknowledgement of the alternate arrangements and students must sign in and out at the appropriate times at the Client Services Office. Note: Timetable variations are only valid per term. Re-approval must be completed by students each term.

If students are late to the College, or leave early and do not follow correct procedure regarding signing in and out, students will have a ½ day considered as an unapproved absence. The College accepts no responsibility for adjusting Youth Allowance attendance returns for students who fail to follow the correct procedures for attendance

Medication

It is occasionally necessary for a student to have prescribed medication whilst at school. Should the student require medication, this process will be managed by the Teacher Aide at Client Services. The following procedures must be followed:

Parents MUST notify the College in writing

(a) Of a health condition requiring medication at school

(b) Their request for College personnel to administer prescribed medication or to assist in the management of a health condition

(c) Of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.

Parents MUST also

(a) Provide medication in original labelled container to staff member

(b) Ensure the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken

(c) Notify the College in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner

(d) Advise the College in writing and collect the medication when it is no longer required at school

N.B. Non-prescribed medication, such as analgesics and over the counter medication, cannot be administered to students.

Lost Property

The Lost Property box which is located at Client Services. All unmarked lost property will be held in the Lost Property box until collected. Unclaimed items will be recycled at the end of each term.

Illness or Injury at College

If students are ill in class, their teacher will send them with a note to Client Services. It will be decided whether the student can return to class, or if the student should go home. Contact with home will be made by the Client Services staff. If it is out of class time, students may proceed to Client Services themselves. It is their responsibility to report any injury/illness to Client Services if it occurs at College or at a College / Sub school event and a teacher has not witnessed the event.

SECONDARY SCHOOL STUDENT UNIFORM POLICY

The Student Dress Code is advocated by the school community for the following reasons:

- It promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at school;
- It promotes a safe environment for learning by enabling ready identification of students and non-students at school;
- It develops mutual respect among students through minimising visible evidence of economic, class or social differences;
- Research supports the positive link between dress standards, school discipline and school spirit;
- It gives all the students a sense of personal pride in their own appearance;
- It encourages identification with the school and fosters a sense of belonging; and
- It promotes community values, expectations and perceptions of the school.

Uniform

- Students are required to wear their full uniform including all black shoes and plain white ankle socks, either the Meridan cap or broad brimmed hat and a Meridan School Bag.
- Formal uniform must be worn at formal occasions (including assemblies, excursions, awards nights, school photos or public functions).
- Girls must wear ties whenever in formal uniform. Boys are to ensure ties are worn at all formal occasions.
- The school dress code does not include any other item of clothing or accessory, other than that included in the list of uniform items.
- The 2016 Year 12 Senior Jacket must only to be worn by current year 12 Students.
- Junior Secondary students will have set days for sport uniform. Senior Secondary students will change into their sport uniform as required.
- Girls must wear ties every day and boys wear ties on Wednesday.
- The only place that sells the required school uniform items is The School Locker located in Maroochydore. Look-a-like items are not acceptable.

Footwear

- Due to Workplace Health and Safety regulations, students' footwear must provide adequate protection and cover the entire foot. Students attending this school must wear black (100% black, no other colour), polishable leather or vinyl joggers/shoes that are fully enclosed. Joggers are preferable as regular physical activity is part of the school's curriculum. Shoelaces must be black. Suede is not acceptable. Ankle boots are also unacceptable.

Jewellery

- The school has a policy of no jewellery, with the following exceptions:
- Students may wear one small pair of plain sleepers or studs. These are to be placed in the ears only; one in each ear.
- Students may wear a watch.
- If medical medallions are required, a medical certificate must be provided to the school.
- No other accessories may be worn.

Hair

- In the interests of Workplace Health and Safety, all hair past the collar must be worn up. A hair net may be required for some activities.
- Hair accessories must be in school colours – calypso blue, purple or black.
- Exotic hairstyles and excessive unnatural hair colouring is not acceptable.
- Students must be clean shaven.

Other

- Students are to be well groomed and wear the uniform appropriately, e.g. buttons done up, ties tied properly, etc.
- Coloured nail polish and false nails are not acceptable and must not be worn to school. If worn, students will be required to remove these before entering class.
- Make-up including eyeliner and mascara must not be worn.
- The integrity of the school uniform must be maintained (e.g. skirt length, no rips in shorts or stockings, sleeves unrolled, etc.)

Out of Uniform Procedures

- Students unable to wear an item of the uniform for good reason must bring a note. Students will be asked to change into the correct uniform item from a clean, well maintained uniform pool prior to the commencement of the school day.
- The student's own article of clothing will be held until the exchanged article is returned at the end of the school day. Junior Secondary students can borrow a school uniform from ML04. Senior Secondary student uniforms can be borrowed from Client Services.
- Any item of clothing that is not returned from loan will result in an invoice being sent to the parent/carer.
- Where the uniform item is unavailable and the student's dress is deemed appropriate, the student will be issued with a Uniform Pass indicating that they have followed protocols and that the uniform item was unavailable.

Non Compliance with School Dress Code

- Under the Education (General Provisions) Act 2006, permitted sanctions for non compliance of the dress code include:
  - ➢ Detention
  - ➢ Prevention of the student from attending, or participating in any school activity that, in the reasonable opinion of the school's principal, is not part of the essential education program of the school.
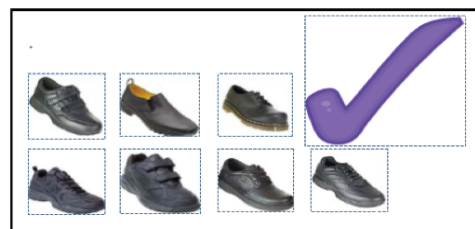
SECONDARY SCHOOL ICT NETWORK AND EQUIPMENT AGREEMENT

Student Usage of Internet, Intranet and Extranet

In order to maintain a safe and supportive learning environment, students need to accept the responsibility that comes with being given access to these resources, and understand that this access will be removed if not used appropriately. With the possible move towards Bring Your Own Device (BYOx) the following policies may be subject to change. Students will be notified of any changes made prior to their implementation.

Conditions of use:

Students agree to use the Meridan State College ICT network, facilities and resources to:

• complete assigned class work and assignments set by teachers

• develop literacy, communication, creativity, research and information skills

• author text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the College

• conduct research for school activities and projects; communicating and collaborating with other students, teachers, parents or experts in relation to school work

• access online references such as dictionaries, encyclopedias

• collaborate, research and learn through Education Queensland's e-learning environment.

Students understand that it is NOT acceptable to use the Meridan State College ICT network, facilities and resources to:

• download, distribute or publish offensive messages or pictures

• use obscene or abusive language to harass, insult or attack others

• deliberately waste printing and internet resources

• damage computers, printers, digital devices or the network equipment

• violate copyright laws which includes plagiarism

• use unsupervised internet chat

• use online email services (e.g. hotmail), send chain letters or Spam e-mail (junk mail)

• divulge their usernames and passwords to any other individual

• use another student or staff member's username or password to access the school's network, including trespassing in another person's files, home drive or e-mail

• divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfill the educational program requirements of the school

• make deliberate attempts to access restricted files, disrupt the College network system, destroy data or gain unauthorised access to data and data systems of the College

• use College resources to play games, access or play unauthorised music, download applications or other forms of software, music, video or films

• use USBs or other memory storage devices to bring non-educational files onto the College network (e.g. games, music, images, software)

• use images of students in the College uniform, or images taken at College activities/lessons or on College grounds or College organised events, without the express permission of the College Executive Teamplay

• bring into the College any games or other copyright protected software for loading onto the College network, or for transferring from one device to another.

Students understand that they must:

• Students need to be prepared for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. SPAM, viruses, Trojans).

• It is therefore a condition of use that students must report accidental access to offensive, illegal, harmful information and approaches from unknown persons to the supervising teacher or school staff member.

Meridan State College reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if students do not adhere to this network, facilities and resource usage policy. This may also include other College behavioural consequences (e.g. Suspension) as outlined in College's Responsible Behaviour Plan for students.

• Accept responsibility and consequences for inappropriate access carried out on their account. The consequence for the first offence includes removal of access from the resources offered by the College for a period of two weeks. Repeat offences will incur a timeout from resources for four weeks, which may increase depending on the severity of the offence. Further offences will include removal from the College computer network/resources for an indefinite period of time.

SECONDARY SCHOOL ELECTRONIC DEVICES POLICY
For: MOBILE PHONES, MP3 PLAYERS, AND SIMILAR ELECTRONIC DEVICES

Secondary Students at Meridan State College may bring digital devices to the College at their own risk, but must only operate them in accordance with the following guidelines:

1. Students may only use their electronic devices during break times and before and after school unless directed otherwise by College staff.

2. All electronic devices must be switched off and out of sight during lesson times unless under the direction of College staff as part of a learning activity.

3. If students require urgent access to a phone they should report to the administration building to use a school phone.

4. Students must display courtesy, consideration and respect for others whenever they are using any digital device.

5. Devices with built-in cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.

6. Students must not take or upload photographs or images of teachers, ancillary staff, other students or visitors to the College without their consent and knowledge.

7. Students must not make/send harassing or threatening calls/messages.

8. All digital devices including mobile phones are brought to College (including College events, activities and excursion) at their owner's risk. No liability will be accepted by the College in the event of loss, theft or damage to any device.

9. Secure storage for mobile phones and other electronic devices is available at the Client Services Office.

10. Please refer to individual teachers for acceptable use of any digital devices on school excursions, camps and extra-curricular activities.

11. Students wishing to use devices in special circumstances should negotiate arrangements with relevant College staff.

Consequences of failure to comply with College policy:

• If sighted in "class time", students will be asked to turn off the device and put away. Repeat infringements will be considered willful non-compliance and dealt with according to the Responsible Behaviour Plan for Students (RBPS).

• If used without teacher permission in "class time" the device will be confiscated and available for collection by the student from the Client Services Office at the end of the day.

• Any repeated or other inappropriate use will be dealt with under the RBPS.

• Victims of abusive, threatening, bullying messaging, or inappropriate video/photo imaging will be advised to make a complaint to the Queensland Police.

• Any student who places an image / words on the internet which have a negative impact on the good standing of the College, its staff or students will be dealt with according to the RBPS.

LEADERSHIP CONTINUUM AT MERIDAN STATE COLLEGE

			Outcomes
Leadership Journey			
Year 7	Term 1–4	Class Representatives Selected.	Students undertake a number of roles within the mentor class to enhance community spirit
Year 8	Term 1–2		Students undertake a number of roles within the mentor class to enhance community spirit
	Term 3	Application for Leadership	Year 8's nominate themselves for leader
	Term 4	Interviews, speeches and election	Year 8's are shortlisted and announced
Year 9	Term 1–4	Year 9 leaders begin official duties	Students undertake a number of roles within the mentor class to enhance community spirit
Year 10	Term 1		Students undertake a number of roles within the mentor class to enhance community spirit
	Term 2	Peer Leadership Mentoring	
	Term 3	Leadership Presentation	
	Term 4	Application for stage one completed	Interim leaders announced
Year 11	Term 1	Application for stage two completed	Students undertake a number of roles within the mentor class to enhance community spirit Leadership excursion – team building
	Term 2	Challenge camp	Leadership team announced to College
	Term 3	Application for stage three completed	Executive positions nominated
	Term 4	Interview and selection of Senior Secondary Leaders	Announcement of executive leaders and handover.
Year 12	Term 1	Leadership team to lead the College	Students undertake a number of roles within the mentor class to enhance community spirit GRIP excursion
	Term 2–4	Leadership commitments throughout the year: College Events External community events Promotion of our College To be the voice for of the student body Weekly meetings Assisting with various College Parades	Working in a leadership team on various projects throughout the year

Application Process – Stage One

Student Name ……………………………………………………………………. Mentor Class: ……………………………

Events you have you contributed to at Meridan College	Examples:
	Sports carnival, Biggest Morning Tea, Community days, Red Shield Appeal, Breakfast Club, Fundraising activities
Community events and clubs you have participated in (External from College)	Examples
	ANZAC ceremony, Surf Life Saving, Fundraising activities, Rotary
Awards you have received while at the College	Examples
	Academic, Attendance, Behaviour, Cultural, Sporting

You must obtain PEER support for your nomination (please have two peers complete the information below)
Peer Name:
Community:
Please list the positive leadership characteristics that this student demonstrates regularly:
Peer Signature:
You must obtain TEACHER support for your nomination.
Please list the leadership characteristics that this student demonstrates regularly:
Teacher Signature:

Parent/Guardian support for student nomination:
I understand that I will need to support my child should they be successful in their nomination for a leadership position. I am aware they may be required to be available for College events outside of normal school hours and miss some classes on occasions.

Parent/Guardian Name:
Parent/Guardian Signature:

Application Process – Stage Two

Student Name .... Mentor Class: ....

Presentation on Parade : Criteria
Community and or School events you have contributed to:
How you will lead the student body?
Your ability to work in a team to lead our College?
What are your two best skills you will bring to the Meridan State College Leadership Team?

Application Process – Stage Three

Student Name .... Mentor Class: ....

Interview Process with Executive Panel. Students will be asked a number of questions regarding: Individual skills, personal characteristics, their approach to leadership, and how they relate this to the values of Meridan State College?

LEVEL OF ACHIEVEMENT IN SUBJECTS

Students are to write in their subjects in the appropriate boxes.

LOA	RANKING	Term 1	Term 2	Term 3	Term 4
VHA	10				
	9				
	8				
	7				
	6				
	5				
	4				
	3				
	2				
	1				
HA	10				
	9				
	8				
	7				
	6				
	5				
	4				
	3				
	2				
	1				
SA	10				
	9				
	8				
	7				
	6				
	5				
	4				
	3				
	2				
	1				
LA	10				
	9				
	8				
	7				
	6				
	5				
	4				
	3				
	2				
	1				
VLA	10				
	9				
	8				
	7				
	6				
	5				
	4				
	3				
	2				
	1				

AD

VET tracking

MODULES	Student/Staff signature (when completed)	MODULES	Student/Staff signature (when completed)
WPP (year 10)			
BSBCMM201A			
BSBIND201A			
BSBWHS201A			
GENENP201C			
GENJAS201C			
GENPCD201C			
GENSWL201C			
FSK (year 11/12)			
FSKLRG11			
FSKLRG09			
FSKOCM07			
FSKRDG02			
FSKRDG01			
FSKDIG03			
FSKRDG10			
FSKWTG09			
FSKWTG01			
FSKRDG07			
FSKNUM14			
FSKNUM15			
BSBWHS201A			

NOTES