



**TIMBOON P-12 SCHOOL**  
**YEAR 12**  
**VCAL / VCE**  
**2017**

**GENERAL**  
**INFORMATION**  
**HANDBOOK**

## Some Important dates

28 <sup>th</sup> January – 24 <sup>th</sup> March	Term 1
4 <sup>th</sup> February – 5 <sup>th</sup> February	VCE Study Camp
11 <sup>th</sup> April – 24 <sup>th</sup> June	Term 2
8 <sup>th</sup> June tbc	GAT
11 <sup>th</sup> July – 16 <sup>th</sup> September	Term 3
3 <sup>rd</sup> October – 20 <sup>th</sup> December	Term 4
3 <sup>rd</sup> October – 31 <sup>st</sup> October tbc	Performance exams
26 <sup>th</sup> October tbc	Written exams commence

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## YEAR 12 2016 PRIVILEGES AND RESPONSIBILITIES

Privilege	Responsibility	Consequences
<ul style="list-style-type: none"> <li>Exclusive use of common room (see Common Room Contract) No other year levels are to be in room</li> </ul>	<ul style="list-style-type: none"> <li>To use in suitable manner so that no damage is done to furniture, fittings</li> <li>Acting as per expectations in Common Room Contract</li> <li>No other year levels to be in the room</li> </ul>	<ul style="list-style-type: none"> <li>Bond may be lost – individuals, portion of whole group</li> </ul>
<ul style="list-style-type: none"> <li>Automatic lunchtime street pass  (the only time permission is given to leave the school grounds without a note signed by parent )</li> </ul>	<ul style="list-style-type: none"> <li>To sign out in the year 12 sign out book in General Office</li> <li>To only go to the shopping precinct – the hotel is not to be visited, alcohol or tobacco products are not to be purchased</li> <li>Behave in a responsible manner</li> <li>if necessary at other times – study sessions, recess – then permission must be obtained from VCE coordinators or 7 – 12 subschool leader</li> <li>once you are at school, you are there for the whole day</li> </ul>	First offence <ul style="list-style-type: none"> <li>Banned for remainder of semester, or 15 weeks (whichever is the most)</li> </ul>
<ul style="list-style-type: none"> <li>Unsupervised ‘study’ sessions</li> </ul>	<ul style="list-style-type: none"> <li>Strongly encouraged to go to the Library</li> <li>To use the time wisely , not interfering with the learning of others</li> <li>No ball games</li> <li>Not going to the Caf.</li> </ul>	Continued misuse of time <ul style="list-style-type: none"> <li>Letter home to parents</li> <li>Study session spent under supervision</li> <li>extensions of time for pieces of work not considered</li> </ul>
<ul style="list-style-type: none"> <li>Bringing a car to school (refer to Student Driver Policy)</li> </ul>	<ul style="list-style-type: none"> <li>To transport no other student <b>during school hours</b> or on school excursions</li> <li>Cars to remain out of school grounds</li> </ul>	<ul style="list-style-type: none"> <li>Parents contacted and appropriate consequences determined.</li> </ul>
<ul style="list-style-type: none"> <li>Use of computers</li> </ul>	<ul style="list-style-type: none"> <li>Acceptable Use of Computers, Network and Internet Agreement applies</li> <li>Student may borrow a netbook from the General Office if they do not have access to a computer for required sessions</li> <li>Follow BYOD policy guidelines</li> </ul>	<ul style="list-style-type: none"> <li>As per Acceptable Use of Computers, Network and Internet Agreement</li> </ul>
<ul style="list-style-type: none"> <li>VCAL Classroom/ skills gallery</li> </ul>	<ul style="list-style-type: none"> <li>To use in a respectful manner</li> <li>To only use during class time not during lunch and recess</li> <li>Demonstrate trustworthiness and independence during private study sessions</li> </ul>	<ul style="list-style-type: none"> <li>Parents will be contacted about inappropriate behaviour</li> <li>Students will be unable to use this space for private study sessions</li> </ul>

## **STUDENT DRIVERS POLICY**

### **1.0 PURPOSE OF POLICY**

- 1.1 To provide guidelines for the use of student vehicles
- 1.2 To clarify the expectations of the students using private vehicles during school hours
- 1.3 To make explicit the legal requirements concerning the use of student vehicles

### **2.0 PRINCIPLES**

- 2.1 Students who are licensed drivers may use private vehicles to attend school
- 2.2 The usual legal and community standards as they apply to all drivers should be observed at all times
- 2.3 Due to space restrictions, students are not to park in the school grounds at any time during the school day.
- 2.4 Under no circumstances can students, once at school, transport other students in their cars
- 2.5 Under no circumstances are students to transport other students to any school program or function eg excursions

### **3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE**

- 3.1 Students may use their private vehicle during the day with the proviso that the usual sign out procedures are followed. Students may not transport any other student until they have left school for the day
- 3.2 If a student travels in another student's car in breach of this policy, both the driver and passenger(s) will incur a school suspension
- 3.3 The school will publish the materials provided by the DEECD and the Transport Accident Commission in the school newsletter at regular intervals

## YEAR 12 CODE OF CONDUCT - COMMON ROOM 2016

The Timboon P-12 Student Code of behavior is applicable.

Of particular relevance:

- All students have the right to be treated with respect from others.
- All students have the right to a clean, safe common room environment
- All students have the right to have their personal property and the communal property in which they share protected from damage or misuse
- All students have the right to work in a supportive environment without interference from others.

To assist in the cooperative use of the common room, in 2016 it is expected that;

*All students will assist in maintaining a clean safe environment,*

- By cleaning up after themselves at all times
- Participating in a clean up roster if organised.
- 

If concerns / difficulties arise concerning equipment or facilities, YLC should be informed.

If concerns/ difficulties arise concerning behaviour, the following procedure should be followed

- Check that someone else shares the concern
- Gently and tactfully point out to the relevant individual(s) the inappropriateness of their actions
- If the behavior continues, report to the YLC.
- The group will meet to discuss strategies to assist in overcoming the difficulty
- The relevant individuals will follow the decisions that have been reached.

### Some specific reminders

- Respect other people's study time
- Keep the music volume to the agreed level
- Behave respectfully
- Clean up after yourself
- Any furniture taken out of the common room must be returned ASAP.
- Playing sport during 'study sessions' is **not** permitted
- If you see someone doing the wrong thing, **speak up** as that is the only way we can all have a good day.

## FREQUENTLY ASKED QUESTIONS

What should I do .....

### *If I arrive to school after form assembly ?*

- **ALWAYS** report to the General Office to be marked present
- Check with other students about the information covered.

### *If I cannot wear correct school uniform ?*

- Bring a note to the General Office

### *If I need to leave school during the day ?*

- Before you leave, report to the General Office

### *If I need to go down the street at lunch time ?*

- Sign the sign/in out book in the Office.

### *If I need to go down the street during recess or 'spare' sessions ?*

- Check with the YLC and if given permission, sign the 'sign out/in book'

### *If I have an appointment during the day, but will be returning to school ?*

- Report your departure and arrival to the General Office
- Or indicate departure and arrival time in the year 12 'sign out/in book' after checking with the YLC

### *During my 'study' sessions ?*

- Study in the library
- You may not go to the caf.

### *If I want to borrow a Netbook?*

- Go to the General office and fill out the log out sheet with your name and the session you are borrowing the computer beside the corresponding number on the netbook.
- VCE Netbooks must be borrowed with a bag and be carried in the bag

### *If I do not want to sit for exams ?*

It is possible to complete your VCE without being graded and receiving an ATAR score. This will be discussed at Information sessions for students and parents and at your pathways interviews. Withdrawing from exams involves a formal process.

- You need to see the YLC for the relevant application form or there is one contained in the Administration booklet.
- You will need to discuss this with your parents, your class teacher and the YLC before a final decision is made.

#### ***If I want to change or 'drop' a unit ?***

Students need to be aware that there are restrictions on when this is possible, and also that there are implications on your VCE / VCAL program

- You must discuss this with YLC, subject teacher, and parents
- Complete the application form (sample included in the Administration booklet).

#### ***How much time should I be studying for my VCE?***

You should devote a **minimum of approximately 40 hours** per week to their studies. This includes approximately 20 hours of class time so **20 hours of additional study time** must be planned for and used effectively during semester one, increasing significantly in semester two.

#### ***If I find I have too many SAC's scheduled at once ?***

The SAC timetable is developed in consultation with subject teachers and adheres to the timelines specified by VCAA. Teachers also consider course requirements and student work load when determining these dates. It may not be possible / appropriate to alter these dates.

- Discuss your individual situation with your subject teacher and YLC

#### ***If I fail an assessment task ?***

- You may be given the chance to resubmit the task, submit additional work, undertake an alternative task to enable you to meet the unit outcome and still 'pass' the unit.

However, your graded assessment can not be altered

#### ***Do I have to sit the GAT if am not wanting an ATAR score ?***

- Yes

### ***If I am absent from school / classes ?***

Note: attending 90% of classes is essential for satisfactory completion of units, and students receiving any form of government assistance need to be aware that any unauthorized absences must be forwarded to Centrelink and payments may be affected

- Provide evidence of authorized absences (other than school activities) to the YLC
  - Note from home relating to illnesses / appointments
  - Note from home relating to special circumstances
  - Certificates from health professionals
- Or discuss the situation with YLC, SSL, or Principal Class

### ***If I wish to do 'other work' during a timetabled class ?***

At any stage of the year you must

- Ask the teacher of the timetabled class for permission to miss the class, make arrangements to catch up on missed work etc. Note: this is not automatically granted, and may still be considered an unauthorized absence.

### ***If I am absent from school / class with a genuine illness during a VCAL work placement, during an assessment task or when work for an assessment task is due for submission?***

It is essential that you

- ring the school (or ask your parents to ring) to inform the YLC of your absence and the reason as soon as possible
- Provide **documentary evidence** of illness or other serious unavoidable absence to the YLC as soon as you return
- In the case of external examinations, the YLC will assist you with completion of the required application forms. (You may be eligible for Special Provision)

### ***If I have a medical certificate or note ?***

- Hand it to the Coordinator or the Office as soon as you return to school ( this will be copied for the office for attendance rolls and a copy kept in your files)
- **Tell your subject teachers.**

### ***If my family is going away on a holiday during school time?***

These are not generally considered 'approved absences' and extended absences impact on the continuity of your learning

- Try to get you family to schedule holidays during your holiday time so they do not effect your studies
- Talk to the YLC, subject teachers as soon as possible to discuss work that needs to be organised and 'catch up' time.

### ***If I bring my car to school?***

- It must be parked out of the school grounds
- You cannot drive other students during school hours



***Am I allowed to car pool with other students to go to Tafe?***

- Yes if all parents have been consulted prior to travelling to Tafe and written permission has been given to the general office.

***What if I cannot go to my work placement?***

- You will need to contact your employer at your earliest convenience to let them know you will be absent on that day.

***If I am having difficulty with coursework and / or deadlines ?***

***Speak to your teacher.***

***Speak to the YLC***

You may be eligible for some form of special provision, if this is due to illness / personal difficulties?

- At the earliest opportunity discuss your situation with your teacher and the YLC. As far as possible, detailed information will be confidential.

***If I am having trouble with my school work ?***

- Ask the teacher for help during class
- Make an appointment to see the teacher out of class
- Maths? Attend lunchtime tutorials
- See the YLC for some general support and advice

***If I am having concerns with any aspect of VCE or VCAL?***

- See your YLC, SSL, Careers Teacher



## YEAR 12 STUDENT CODE OF CONDUCT AGREEMENT 2016

I have read and understood the following documents relating to Year 12 students

- Year 12 Privileges and Responsibilities.
- Year 12 Common Room Code of Conduct
  
- ✓ I accept the privileges, responsibilities and Codes of Behaviours for this year.
- ✓ I understand that if I do not adhere to the behaviours I will not be allowed the use of the common room.
- ✓ I understand that I will be liable for rectifying any damage for which I am responsible.

I further understand that if damage cannot be attributed to a person or persons, the cost of rectifying the damage will be taken from the refundable bond of all year 12 students

Name :

Signature:

Date :

Parent signature \_\_\_\_\_