



INFORMATION AND POLICY GUIDE

(WITH MANDATORY PERMISSION FORM)

YEARS 7-12

The following documents outline the requirements and policies that all students must adhere to at Mentone Girls' Secondary College. It is important that all students and parents/guardians are aware of the school's regulations and standards.

- **STUDENT CODE OF CONDUCT**
- **ATTENDANCE**
- **UNIFORM**
- **ANTI-BULLYING**
- **RESPONSIBLE USE OF ELECTRONIC COMMUNICATIONS**
- **LIBRARY**
- **HEAD LICE INSPECTIONS**
- **RECORDING AND PUBLICATION OF STUDENT IMAGES**
- **IN-CLASS EXCURSIONS, PHYSICAL EDUCATION CLASSES, HOUSE SPORT AND THE INTERSCHOOL SPORT PROGRAM**

All of the documents must be thoroughly read. The permission form on the last page MUST be signed, detached and handed in to the General Office. As this form will apply for the duration of your daughter's enrolment at MGSC, please keep the rest of the booklet for your own records. You will be notified if there are any significant changes to these policies.

Please contact the College if there are any changes to your daughter's personal details at any time during her enrolment at the school.

Linda Brown
Principal

STUDENT CODE OF CONDUCT

The focus of this Code of Conduct at Mentone Girls' Secondary College is the welfare of students, both individually and as a group. It recognises their developing independence and their acceptance of responsibility for their actions as they progress through the College from Year 7 to 12.

The Student Code of Conduct is based on the principles that:

- Each member of the College community has the right to be treated with respect and consideration.
- Each student has the right to learn and each teacher has the right to teach in an environment that is positive, harmonious and productive.
- All members of the College have the right to a safe, secure and pleasant College environment.
- Each member of the College community has the responsibility to actively ensure these rights are protected.

ATTENDANCE

Students should aim for an **100% attendance record**. They are expected to attend school regularly and remain at school and in class until officially dismissed. If Year 7-10 students are absent, parents/guardians are asked to log the reason why on Compass (found through the parent portal) before 9am.

If VCE students are absent, parents/guardians are required to contact the **VCE Office on 9581 5231** before 9am and update attendance on Compass. If contact is not made on the day of absence, an **explanatory note** must be brought from home **on the day the student returns** and handed in to the VCE Office for VCE students. All notes should be written and signed by a parent/guardian and must clearly show the student's name, form and date of absence.

Late Arrival Procedure

Students have access to the College buildings from 8.30am. Period 1 commences at 8.50am. Any Year 7-10 students who are late for school will be marked absent on the form roll during period 1. Students must sign in at the General Office and complete a late pass.

Late VCE students must sign in at the VCE Office. Compass will then be updated to reflect the late arrival.

Absence During the School Day

If students in Years 7-10 need to leave the College **during the school day**, this needs to be recorded on Compass in advance. Students need to sign out at the General Office. Leaving will be recorded on Compass. If students return that day they must report to the General Office. VCE students must sign in and out at the VCE Office. As far as possible, personal appointments must not be made between 8.40am and 3.15pm. Students will not be permitted to leave class if the absence has not been recorded on Compass in advance.

Illness During the Day

Students suffering from an illness during the day must report to the First Aid Office (and not contact their parents directly). The First Aid Assistant will contact parents if necessary.

Briefings/Assemblies

Year 11 and 12 students are expected to attend briefings every alternate Friday during Period 4.

UNIFORM

Students are expected to be neat and clean at all times and wear their uniform correctly. Summer uniform must be worn in Term 1. Either summer or winter uniform may be worn in April and May. Full winter uniform must be worn from 1st June until the end of August. Either summer or winter uniform may be worn in September and October. Full summer uniform must be worn from 1st November until the end of the year. **The blazer is a compulsory item and must be worn to and from school each day, on excursions and to College assemblies, except in extreme heat when students may wear just the summer dress. The sport jacket and rugby top must NOT be worn with summer or winter uniform.** Non-uniform items may be confiscated. Please ensure all articles of clothing and belongings are clearly named.

Casual Clothes Days

It is expected that students will be suitably and appropriately dressed on out of uniform days, with no ripped or revealing attire. Thongs must not be worn to school as they are a health and safety risk. If girls have Physical Education on out of uniform days they must change into their Physical Education uniform, including sneakers, for their Physical Education lesson.

Physical Education/Interschool Sport

Students must be correctly dressed for **Physical Education** and **Sport**. **Students inappropriately attired may be excluded from participation in school teams.** The importance of the SunSmart message is reinforced in Health, Physical Education and Sport lessons. **Sunscreen** and **broad-brimmed hats** are expected to be worn in Physical Education, Sport lessons and at Interschool Sports matches, particularly in **Terms 1 and 4 and for lunchtime sport**. Students are encouraged to wear their sports hat in the grounds at recess and lunchtime in Terms 1 and 4.

On Interschool Sport days, students are able to come to school in sport uniform for the day.

Students in Years 9-12 who have Physical Education or Sport period 4 may wear their **complete** Physical Education uniform home at the end of the day.

Year 7 & 8 girls are permitted to wear their Physical Education uniform all day if they have a Physical Education lesson.

Uniform for Excursions

Only students wearing correct uniform will be allowed to attend excursions. All students are expected to wear their blazers on all excursions unless otherwise stated on the permission form.

Shoes

All students must wear black, leather, low-heeled, lace-up school shoes. T-bar shoes are NOT permitted.

Music

The music uniform is a requirement for public performances.

Make-up and Jewellery

Make-up, coloured nail polish, jewellery, facial piercings and extreme hair colours are not acceptable accompaniments to the College uniform. Studs/small sleepers in pierced ears, small/clear nose studs and watches are accepted. For health and safety reasons, it is a requirement that long hair be tied back in practical classes.

Out of Uniform Pass

If students are unable to wear any part of their uniform at any time, a **note** must be brought from home and presented to the Student Manager at the beginning of the day. An Out of Uniform pass will be issued and is only valid for the time specified by the Student Manager. If a student comes out of uniform, the school may be able to lend her a standard piece for the day.

ANTI-BULLYING

Basic Principals

- Students have the right to a safe and secure environment in which to learn.
- Bullying is totally unacceptable and students and staff are encouraged to report any incidents.
- Incidents of bullying will always be taken seriously. A number of strategies will be used to resolve the situation, including the use of graded sanctions when necessary.
- Continued involvement in bullying may **lead to exclusion from the College.**

Definition of Bullying

Bullying/harassment is any behavior which is unwelcome or offensive to the recipient. Some examples are:

- Making deliberately hurtful comments
- Offensive staring
- Crowding around
- Interfering with books/personal property
- Maliciously leaving people out
- Sexual harassment
- Pushing/shoving/tripping
- Name calling/swearing
- Verbal or written threats
- Spreading rumours
- Sending offensive/threatening emails or SMS messages
- Creating or adding offensive comments to a web page or online chat program

How Should Students React to Bullying?

They should not ignore it and should tell someone:

- A class teacher, Student Manager or Sub School Leader
- The Student Wellbeing Coordinators
- The Principal or an Assistant Principal
- A teacher they trust or the First Aid Assistant
- Their Peer Support Leader
- Their parents/guardians (who are urged to report bullying if their daughter does not)

Students who witness bullying at school are also expected to tell someone about it.

What Will The School Do When Someone is Told?

- Listen to the problem and treat it seriously.
- Help the student work out strategies to avoid or deal with the problem. At this stage parents are not informed of the issue, but the student is encouraged to talk to them.
- With the student's approval a meeting is arranged with the student(s) involved and a teacher to agree on a plan of action. At this stage dealing with the issue is the aim of the meeting and not placing blame. Research and experience show that this approach is more successful in stopping further bullying.
- Arrange a follow up session(s) to check that the agreed upon action plan is being followed.
- If after implementing an action plan, follow up sessions show it is not being adhered to, the Student Manager will become involved and parents will be informed. If a solution cannot be found, punishments may be given ranging from detention to suspension depending on the number of incidents the student(s) has been involved in and the seriousness of the incident.

Students should not have to put up with being unhappy and being unfairly treated.

The school website has a list of services that can be contacted for assistance.

RESPONSIBLE USE OF ELECTRONIC COMMUNICATIONS

The school takes no responsibility for the safe keeping of students' personal electronic devices. If students bring mobile phones to school, they must be turned off during all classes, exams, assemblies, excursions and official school activities, unless specifically requested to do otherwise by the teacher. Other electronic devices such as iPads, netbooks, laptops and cameras may only be used as part of the College program.

Students do not need to use their mobile phone to contact family members. In the event of an emergency, families and students can be contacted by the College administration.

The use of the Internet, digital resources including cameras, computers and email require students to exercise considerable maturity and care for their peers and teachers. Students must obtain permission before recording (video or audio) other students or teachers. Students must not use devices to upset, harass or harm anyone within the school community. Students should not use the College email and online platforms to send unsolicited or spam/junk messages. The use of Virtual Private Networks (VPNs) on student devices is strictly prohibited at the College. Any breach of the conditions relating to the responsible use of electronic communications will result in the access or privileges being suspended or revoked. Improper use of social media platforms accessed out of school hours should be referred to the police.

Items that students should not have in class will be collected and stored in the First Aid Office until the end of the day. For repeat offences, items will be kept for a longer period and parents may be contacted to collect them.

LIBRARY

Student Responsibility

The student is responsible for the care, and maintenance of the books borrowed in her name and for their return in a reasonable condition on or before the due date.

Students who intentionally deface or damage library books will be suspended from borrowing for a designated period of time.

Procedure

- Books must be returned on or before the due date and can be re-borrowed unless they are overdue or reserved by another student.
- An email is sent to students to remind them of timely return.
- If the books are not returned or re-borrowed within two weeks past the due date, the student's borrowing privileges will be suspended.

Extenuating circumstances causing late returns may be discussed with the Library Manager.

All students are required to clear their library cards at the end of each semester.

HEAD LICE INSPECTIONS

Responsibility for detecting and treating head lice primarily rests with parents/guardians, however practical advice and support is available from MGSC to assist in the management of head lice infections.

When requested, inspections of individual students can be conducted.

The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

The inspection of a student will be conducted by a trained person approved by the Principal and School Council **only if parental approval has been given**. Before any inspections, the trained person will explain what is being done and why the presence of head lice or eggs does not mean hair is less clean or well kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying and suggest some treatment options.

If parental approval has not been given, one of the First Aid Assistants, under authorisation from the Principal, may visually check the student's hair for the presence of head lice, when it is suspected that head lice may be present. The First Aid Assistant does not physically touch the student's head during a visual check.

In cases where head lice or lice eggs are detected, the person inspecting the student will make appropriate contact with the parents/guardians. Please note that health regulations require that where a student has head lice, she should not return to school until appropriate treatment has commenced. The school may request the completion of an 'action taken form', which requires parents/guardians to nominate if and when the treatment has started.

If a parent/guardian reports that their daughter has head lice, an email will be sent to all parents/guardians in that year level requesting that they check their daughter's hair.

Head lice treatment resources are available on request.

RECORDING AND PUBLICATION OF STUDENT IMAGES

Mentone Girls' Secondary College celebrates the efforts of its students by acknowledging their participation in school events and their achievements in the school newsletter, official MGSC social media sites and promotional materials. Photographs of students are sometimes included. The College also uses photographs of students in the school magazine along with examples of their work. On the school website there are group photographs and students are identified only by first name, class or year number. If an individual photograph and full name is required, it is only published with the consent of the parent and student.

Parents are allowed to record school performances as this creates a memento that can be shared with other family members. Video or audio recording is permitted at school under a copyright license paid by DET on behalf of all government schools (AMCOS/ARIA license).

The local press is invited to school events and is expected to follow school policy on the publication of photographs of students. When a story is about an individual achievement, parental consent will always be sought before information or photographs are given to the press for publication. Unless a story features an individual child, only group photos are published and students are identified by first name and year level only.

IN-CLASS EXCURSIONS, PHYSICAL EDUCATION CLASSES, HOUSE SPORT AND THE INTERSCHOOL SPORT PROGRAM

In-Class Excursions

During the year, teachers may wish to take their class on an excursion in the local area during their lesson time. This would involve the students walking to the destination at the start of their lessons and returning in time for their next class. The classroom teacher will accompany the class at all times. Examples might include a Science practical activity on the foreshore, an Art drawing class or a visit to a local French or Japanese restaurant, a whole school sporting event such as the Colour Run.

Physical Education Classes

A variety of highly structured, controlled activities are offered as part of the Physical Education program at the College. In addition to the activities provided that utilise staff expertise and College equipment, there is a range of other activities offered that sometimes include costs, other instructors, or venues outside the College including:

- Swimming/activities (local pool/beach)
- Fitness circuit training
- Ten pin bowling
- Lawn bowls
- Aerobics
- Indoor wall-climbing
- Golf
- Bike riding (local streets)
- Lifesaving (local beach)
- Triathlons (local area)
- Dance
- Self defence
- Sports massage
- Yoga/Pilates
- Rollerblading/Skating
- Local gym
- Indoor cricket
- Laser games
- Fun runs
- Visiting local schools
- Walks (local area)
- Sports centres

Where transportation is required it will be by hire bus, College bus, walking, cycling or private car, depending on the circumstances.

There is no cost associated with doing Physical Education except interstate/regional competitions and when a student chooses to take Outdoor Education which incurs a separate cost.

An event notification will be placed on Compass for all excursions and interschool sport. This will contain information regarding the venue and times.

For activities which have additional risk factors, separate excursion forms must be completed. Usually these are whole day activities. Parents will need to provide extensive up to date medical information for some of these activities. This information will accompany the staff on the excursion.

IN-CLASS EXCURSIONS, PHYSICAL EDUCATION CLASSES, HOUSE SPORT AND THE INTERSCHOOL SPORT PROGRAM continued

House Events

All students are encouraged to participate in the Swimming and Athletics Carnivals and support their House by wearing their House colour. The dates and venues of these events will be published in the newsletter each year and will be on the website. They are also expected to attend and participate in the House Music Competition.

Interschool Sport

Interschool sport is a voluntary activity and girls will need to attend trials to be selected in summer and winter sport teams.

Where transportation is required it will be by hire bus, College bus, walking, cycling or private car, depending on the circumstances.

Teams which are successful in the first round of competition will continue to move through the levels of competition to the State Finals. Information will be placed on Compass each time students are going out of the school in a team. The College sports website mgscsports.weebly.com also provides news about interschool sporting events.

Some voluntary training for school teams may take place outside school hours, using either school facilities or local venues.

Correct sport uniform must be worn in all Physical Education classes and for Interschool Sports competitions. Students not wearing the correct uniform will not be able to take part. Correct sport uniform must also be worn on Casual Clothes Days.

Students must wear the College hat and should apply sunscreen during outdoor activities, especially in Terms 1 and 4.

In the event of the sporting event being completed early, students will return to school and attend their classes.

In the event of a sporting event being cancelled a notification will be placed on Compass.