

Year 10 Mainstream



2018 Policies and Procedures

Policies and procedures have been developed in alignment with the Kambrya College's strategic intent of *'Maximising the potential of each student'* and the College values of: *Integrity, Achievement, Respect* and *Compassion*.



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ATTENDANCE

It is important that students attend school every day unless unwell so that they do not fall behind in their studies. Students are encouraged to provide medical documentation to support all absences. Medical certificates are to be returned to the Study Centre supervisor upon return to school. Students are responsible for ensuring that they catch up on any missed work due to absences in a timely manner.

Year 10 students will have a year level home-group assembly each morning (except Wednesday's) beginning at 9am sharp in the Theatre.

Students are not to leave the College grounds during the school day; however, if a student needs to arrive late/leave early for reasons such as a medical appointment, students will need to present a signed note from their parent/guardian to the study centre supervisor and sign in/out there. Students who arrive late to school without a signed note from their parent or who arrive late to classes during the day will be issued with a lunchtime detention.

CLASSWORK/HOMEWORK

Students are expected to complete all classwork and homework set by classroom teachers by the deadline. Coursework detentions will be issued for students who fall behind in their classwork/homework.

MISSED COMMON ASSESSMENT TASK (CAT) PROCESS

CATS COMPLETED IN CLASS UNDER TIMED CONDITIONS

Students who miss a common assessment task due to an unexpected absence must come prepared to complete the assessment task after school on following Wednesday from 2:30pm in the Study Centre. Students will only receive a score for the missed assessment if they have been absent due to health reasons whereby a doctor has provided a medical certificate stating that the student was unfit for school on the date of the assessment task and any subsequent days the student was absent. Backdated medical certificates will not be accepted as approved documentation. Students who have unexpected absence due to personal circumstances such as bereavement, may be granted a reschedule on a case by case basis at the discretion of the Year 10 Manager in consultation with the VCE Sub-School Leader.

Students who miss an assessment task and who do not complete it afterschool on the first Wednesday after their absence and/or do not provide approved documentation will not be assessed for a score.

CATS COMPLETED AT HOME

Students who are absent on the submission date for a CAT that is allowed to be completed at home must submit an electronic copy of the CAT on the due date.

YEAR 10 BREACH OF ACADEMIC HONESTY POLICY

The following is an excerpt from the Kambrya College Intellectual Property and Academic Policy which can be found at:

http://www.kambryacollege.com/about_us/docs/policies/academic_honesty_and_intellectual_property_policy.pdf

- Kambrya College will provide information to students regarding the rules for acknowledging source material based on standard practice (regarding such areas as footnotes and bibliographies); research writing techniques; data gathering techniques; and the planning, preparation and execution of research writing assignments
- Students must adhere to the relevant VCAA requirements which includes not being in possession of an electronic device during an assessment task
- Students should seek information from their teachers regarding what external assistance/support is permissible for any given task
- Students must ensure that all unacknowledged work submitted for assessment is genuinely his/her own
- Students must not receive undue assistance from any other person in the preparation and submission of work
- Students must acknowledge all resources used including:
 - o websites and source material
 - o the name/s and status of any person/s who provided assistance and the type of assistance provided.

Acceptable levels of assistance include:

- the incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note taking), but which has been transformed by the student and used in a new context
- prompting and general advice from another person or source, which leads to refinements and/or self-correction

Unacceptable forms of assistance include:

- use of, or copying of, another person's work or other resources without acknowledgment
- corrections or improvements made or dictated by another person

PROCEDURES FOR DEALING WITH ALLEGATIONS THAT STUDENTS HAVE BREACHED THE ACADEMIC HONESTY POLICY

Allegations regarding a student breaching the academic honesty policy may be made by any person with information that suggests rules have been breached, for example, a teacher, a student, a parent or an external party such as a tutor. All allegations regarding a breach of policy should be reported to the Year 10 manager who will assess the allegation, and conduct a preliminary investigation to determine if there is any substance to the allegation. On receipt of an allegation, the student work will not be accepted for assessment, pending the conduct of an investigation.

The investigation may include discussions with the study teacher supervising the assessment and any other witnesses, including other students. If the investigation suggests there is any substance to any allegation, the student will be informed in writing of the nature of the allegation and be invited to attend a meeting to respond to the allegation. The student's parents or guardians will be advised of the nature of the allegations via email.

The meeting will be held at the school with the VCE Leader, Year 10 student manager and classroom teacher of the study in which the alleged breach has occurred. The student will be given at least 24 hours' notice of the meeting and will have the opportunity to bring a support person to the meeting. The support person is there not to represent the student or to speak on their behalf, but to provide moral support. At the meeting, the VCE Leader will explain the purpose of the meeting to the student, and confirm the allegation/s against the student and the possible outcomes. The student will be given the opportunity at the meeting to respond to the evidence against them and to ask questions of any witnesses present at the meeting. The VCE Leader and Year 10 student manager may also ask questions of the student.

The VCE Leader will consider all evidence carefully, including the student's response and whether the allegations are supported by evidence that is relevant and credible. The VCE Leader must decide on the balance of probabilities whether any allegation is proven – the allegation does not have to be proven beyond a reasonable doubt. In relation to any allegations against a student found to be proven, the VCE Leader will decide whether a penalty should be imposed and, if so, what penalty is appropriate. Possible penalties include:

- a verbal or written warning
- detention
- refusal to consider the student's work for assessment, but giving the student the opportunity to re-submit the work

- refusal to accept part of the student's work found to have been completed in contravention of the academic honesty policy

The VCE Leader will inform the student of the decision and any penalty to be imposed at the meeting.

VCE ACCELERATION

Year 10 students completing a VCE subject must adhere to all rules and expectations that outlined in the VCE handbook.

VET ACCELERATION

Year 10 students completing a VET subject must adhere to all rules and expectations that outlined in the VCE handbook. It is expected that all year 10 students enrolled in a VET will catch up on all missed classwork from the Year 10 classes they miss in a timely manner. It is the student's responsibility to find out from the teacher what work needs to be completed.

COLLEGE BASED ARRANGEMENTS

USE OF THE VCE STUDY CENTRE

Later Years students have access to the VCE Study Centre before school, lunchtime and after school. The purpose of the Centre is to provide students with a quiet study area. As the Centre is primarily a teaching and study area, food and drink are not permitted and it is not a place for general socialising. The VCE Study Centre is supervised during class hours and lunchtime and is available for students to use before and after school.

USE OF ELECTRONIC DEVICES

Students are not permitted to use personal electronic devices during classes unless given explicit permission by the classroom teachers. Students who use personal electronic devices without permission from the teacher will have them confiscated.

CAREERS OFFICE

Kambrya College provides comprehensive careers counselling for all students, whether they are just starting to explore future possibilities, investigating apprenticeships, or selecting their first preferences for tertiary entrance. Located in LY-Block, the Careers Office provides a huge variety of information and support for students. To access this space, it is **essential** that students make an appointment in advance. Parents are welcome to attend these appointments. All appointments must be made during recess/lunch, before/after school or in study periods.