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Welcome to Manea Senior College.
Due to open its spectacular facilities in 2009, Manea Senior College, located in Bunbury, is the only specialist senior school in the South West of Western Australia. Manea Senior College is a co-educational senior school, catering for motivated Year 11 and 12 students seeking university or vocational pathways.
Strategically located between Edith Cowan University (ECU) and South West Regional College of TAFE, Manea Senior College students have the opportunity to combine their school programs with certificate or university studies through accessing the pathways provided by TAFE and ECU.
The range of courses available for students to select from will continue to expand as Manea Senior College grows. There are already a selection of programs on offer that provide students with access to university entry, mentoring or the university preparation course. For vocational students, there is a wide choice of higher level TAFE certificate courses that students integrate into their studies.
Students at Manea Senior College will experience challenging, invigorating and inspiring learning opportunities and teaching practices from carefully selected, high quality teachers.
The learning environment at Manea Senior College is based on a model of strong relationships, advocacy and support and self discipline. The College accommodates the needs of senior school students, providing flexible and innovative approaches to their learning, reflective of the needs of the mature learner.
The College has high expectations of staff and students and matches the high standard through supporting students and staff to have an appetite to engage in continuous learning.

Our Staff
Staff at Manea Senior College share the same moral purpose of committing to make a significant difference to the lives of our students through providing them with an outstanding set of learning and social opportunities.
Two key questions underpin the approach our staff take in delivering high standard educational programs.
• What is it about my relationships with students that make them want to see me each day?
• What is it about my classes that make students want to attend each day?
Manea Senior College staff value feedback from the school community and recognise that education is a partnership that requires input from parents and students in addition to the efforts of teachers and school staff.

Our Students
The 2009 students will be carving their own slice of history through being the first students enrolled at Manea Senior College.
All students at Manea Senior College, being in Years 11 and 12, are regarded as and interact with staff as young adults. Manea Senior College students have my trust and commitment and that of our staff. In return, I expect MSC students to recognise that they are required to:
• Be active learners, characterised by high levels of motivation, self discipline and acceptance of responsibility;
• Demonstrate respect for self, all staff, the College and the broader community.
Manea Senior College offers parents and students a real choice in specialist senior school education. The MSC philosophy, staff, teaching learning programs, facilities and pathways with ECU and TAFE will create an outstanding environment designed to produce outstanding outcomes for our students.
I look forward to meeting with you soon and once again welcome you into the Manea Senior College Community.

Paul Mathews
Principal

Principal’s Welcome
‘The smart school finds it’s foundation in a rich and evolving set of principles about human thinking and learning.’
David Perkins.
CODE OF CONDUCT

The following information relating to the Code of Conduct is provided for the Manea Senior College Community.

All staff and students at Manea Senior College are part of the Manea Team.

The Manea Senior College environment is based upon the key principles of Care, Respect, Trust, and Self Discipline.

These principles inform all of our interactions and the choices we make.

Manea Senior College is a workplace and therefore the Code of Conduct reflects the expectations, rights, responsibilities, consequences and requirements to be self directed members of the team.

Rights and Responsibilities

We all have the right to:
- Be trusted
- Be treated with care and respect
- Learn and work in a professional, safe and clean environment
- Be engaged, challenged and supported in pursuing our chosen pathways

We all have the responsibility to demonstrate:
- Care and Respect for self
- Care and Respect for others
- Care and Respect for the College
- Care and Respect for the community

Students who choose to join Manea Senior College have been selected on the basis of their future pathways and willingness to commit to all aspects of the College. Our students have the privilege of studying in a young adult learning environment. This means that students have the trust of the staff, more freedom, and in return, high expectations and responsibility for their own actions.

In developing the Manea Senior College Code of Conduct, we have worked collaboratively and aligned our approaches with those from the South West Regional College of TAFE and Edith Cowan University. All policies and approaches are underpinned by the Department of Education and Training (DET) policies.

CODE OF CONDUCT - GENERAL INFORMATION

Our students have the privilege of studying in a young adult learning environment. This means that students have the trust of the staff, more freedom, and in return, high expectations and responsibility for their own actions.

While the College has a young adult ethos and approach to education, there are Department of Education and Training policies that we are required to follow and implement.

Appointments/Leaving College Grounds

If a student needs to be absent from classes during the day for reasons such as medical appointments, a note is required and permission sought by the student from the College Administration.

Students who are out of College grounds without authorisation will be considered to be in breach of the College Code of Conduct and can expect appropriate consequences.

Attendance

It is a legal requirement that any absence needs to be explained and for those students under the age of 18 this needs to be provided by a parent/guardian. The explanation should include the full name of the student, the exact date(s) of absence, a valid reason for the absence and the parent or caregiver’s authority. A valid reason for absence means illness or other unavoidable circumstance.

Any written explanations should be handed in on the day of return to College or at the latest, within three days of return.

A phone call to the College from the parent/caregiver is acceptable as an explanation of absence. Details to verify the caller will be requested at this time.

SMS Notification

Manea Senior College will be implementing a new system that will use mobile phone Short Message Service (sms0 to send text messages to parents/caregivers to notify them of unexplained absences, commencing Term 2, 2009.

Attendance at ECU

Should students have classes at ECU and not be able to attend, Manea Senior College is to be advised and an explanation provided as per normal College attendance procedures.

Attendance at TAFE

The TAFE College aims to prepare students for the workplace. Accordingly, if you cannot attend classes, students are expected to notify their TAFE lecturer. This is not only considered good manners, but also promotes good relations and protects your interests. Attendance is recorded in every class.
and details forwarded to Manea Senior College. If you are aged under 18 years and you are absent from a scheduled class your parent/guardian will be notified within 3 working days of the absence.

**Bullying and Harassment**

All work places, including Manea Senior College believe that the working environment for students and staff should be safe and free from bullying, harassment and violence.

Verbal or physical, racial or sexual harassment is unacceptable and consequences will be imposed. This may include suspension. Refer to the College Bullying, Harassment and Violence Policy for further information.

**Dangerous or Illegal Implements**

Students may not bring dangerous, potentially hazardous or illegal implements to the College. Staff are authorised to ask any student with these implements to hand it over to them and are required to immediately refer the student/s to the College Administration or delegate.

**Lateness**

Students are expected to arrive on time for all appointments and classes. Students who arrive late on school days are required to provide an explanation and sign in at the front office. They will then be issued with a late note to be admitted to class. Students arriving late without an appropriate explanation and valid reason will have the absence recorded as ‘U’ (absence – cause not yet established) on their attendance record.

**Smoking, Alcohol, Drugs**

The College has obligations to implement safe systems of work to prevent persons from being exposed to hazards.

Students are not permitted to bring cigarettes, alcohol or drugs or any associated implements onto College premises or to any College activity such as excursions, camps, socials etc. Such action will result in consequences being imposed. This may include suspension. Refer to the College Substance Misuse Policy for further information.

Please note that Manea Senior College students are governed by the DET policy in relation to smoking. This includes when students are at TAFE or on work placement.

**Theft and Vandalism**

Theft and vandalism of any College or private property is unacceptable. Offending students will be required to pay restitution and may face further consequences.

**Violence/Assault**

All work places, including Manea Senior College believe that the working environment for students and staff should be safe and free from bullying, harassment and violence.

Verbal or physical assault/violence of any person is unacceptable and consequences will be imposed. This may include suspension. Refer to the College Bullying, Harassment and Violence Policy for further information.

**Other Information**

The use of mobile phones is governed by DET policy, which essentially states that “Mobile phones are not to be turned on during class times”. Any use of mobile phones that breaches the Code of Conduct will be treated seriously. Please note that the College cannot accept responsibility for the loss or theft of mobile phones.

The use of iPods and other electronic devices should be negotiated with individual staff.

Manea Senior College strongly recommends that valuable personal items are not brought to the College, as the College cannot accept responsibility for lost or stolen items.

**Students ‘On Notice’**

Students who regularly breach the College Code of Conduct students will be placed ‘On Notice’ and their parents/care givers notified. Such situations will result in individual plans being established and very close monitoring of students by staff, with a view to improving overall performance at the College.
DRESS CODE

PURPOSE
A dress code allows all students to be equal; there is no demand on any student to keep up with the fashions or to show membership of a particular group.

We aim to prepare our students for the next step in their life journey, that of work and further education. In doing so our dress code has been developed to reflect and promote a corporate image, one designed around workplace requirements. The smart, corporate image also seeks to enhance the College reputation and standing in the community.

As members of this community, it is necessary to have a sense of belonging and identity. The way in which we support our dress code tells others in the wider community how we feel about ourselves and the College we belong to. It also allows staff to ensure security of students in their care through an effective means of identification both within and external to the College.

PROCESS
The Dress Code has been developed by the College Administration through consultation with prospective students and parents and will be ratified by the College Board. The College Board approves the dress code and any changes in the future. Parents will be notified in writing of any changes.

THE COLLEGE DRESS CODE
The dress code requires students to comply with the following:

Colours: White College shirt Black bottoms black footwear

College Logo: Bottle green, gold, ice blue and red

Tops: White, collared button up shirt with College logo. College jacket

Bottoms: Black dress pants, ¾ pants, shorts or skirt (knee length)

Footwear: Enclosed BLACK shoes/joggers MUST be worn.

Physical Education: (Note: students must change for Physical Education)
Black shorts, College PE shirt with logo, College track suit, Joggers.

Make-up and Jewellery
Excessive make-up and jewellery is not permitted.
NB: The College logo is the only dominant marking allowed.

CAMPS/EXCURSIONS
Students attending camps and/or excursions are expected to wear College dress, where appropriate.

OCCUPATIONAL HEALTH AND SAFETY
At all times in all areas of the College and its boundaries, Occupational Health and Safety rules apply.

Some areas have specific requirements, including Physical Education, Science and all TAFE courses.

Requirements in these areas include:

Hair: must be tied back or covered appropriately for the area as indicated by staff.

Hats: recommended for all outdoor activities.

Jewellery: no rings, bracelets, necklaces or dangling earrings that can become caught in machinery. Body jewellery must be removed during PE classes.

Shoes: must be completely enclosed.

Safety Glasses and masks: TAFE students will be required to supply their own.

For students undertaking Manea SC courses these will be supplied by the College and must be worn where required.

Students not adhering to these Occupational Health and Safety requirements will be prevented from attending classes in these areas.

TAFE CLASSES
Students are required to dress according to specific TAFE requirements. Where specific requirements are not indicated, students are to wear normal College dress.

CHANGES TO THE DRESS CODE
Any suggestions to change the Dress Code must be submitted in writing to the College Board.
NON COMPLIANCE WITH THE DRESS CODE
If a student does not comply with the Dress Code and has not been granted exemption, then the Principal can:

• Prevent the student from attending any activity in respect of which the student would have been representing the College; or

• Prevent the student from attending or participating in any College activity which, in the opinion of the Principal, is not part of the essential educational programme of the College.

In exceptional circumstances where a student has been unable to adhere to the dress code, they must report to the College Administration and a suitable change of clothing will be provided.

ENDORSEMENT

• The Dress Code for Manea Senior College will be presented to the College Board for endorsement.

THE MENTOR PROGRAM

Manea Senior College recognises that strong, positive relationships are the key to the establishment of a learning environment which in turn reflects the growing independence of young adults in Years 11 and 12. Staff as mentors will ensure close relationships with students, their teachers, parents, workplace tutors, SWRC of TAFE staff, university staff and other schools. There is a strong focus on student-student, staff-student and staff-staff interaction.

Staff are entrusted with the responsibility of mentoring a group of students throughout their time at the College. The mentors are dedicated to developing a relationship with every student in their group. This relationship, based on mutual trust and care, has the aim of positively assisting each student’s path through Years 11, 12 and beyond.

The mentor teacher is the main communication point for parents/care givers with the College – a partnership that will be developed and strengthened by strong relationships between parents/care givers and mentor teachers. Parents/care givers should take the opportunity to get to know and interact with their son/daughters mentor.

Students meet twice a week with their Mentor Teacher to discuss and monitor the following areas:

★ Social and Emotional Issues
★ Attendance
★ Academic Performance
★ Conduct/behaviour
★ Encouragement and recognition of achievement
STUDENT INTERNET AND COMPUTER USE

At Manea Senior College, computing resources are used to educate, inform, assist and communicate. All workplaces are governed by Telecommunications Laws relating to internet and computer usage. The Manea Senior College Student Internet and Computer Use Policy, establishes technology use guidelines and secures a commitment for best use practices.

The College has invested a considerable financial commitment into student access to computers and technology to give Manea students a significant advantage in their studies.

Students use computing resources to participate in learning activities and to obtain material to meet their educational information needs. The use of computing resources is a privilege, not a right, and inappropriate use may result in a cancellation of these privileges. It is important that users are aware of their responsibilities to other users and providers of services. Accordingly, they must use the resources in a responsible manner, and must respect the integrity of computer systems, networks, and data to which they have access, and the rules and regulations governing their use as detailed below.

The Internet is an excellent resource for research and communication. However, there is material on the Internet that is not appropriate or fitting for general use. For this reason, this policy contains rules and guidelines so that all Manea team members use the Internet in a suitable manner.

The Department of Education and Training (DET) requires parental permission for students under the age of 18 to use the College Network and the Internet. Students 18 and over may sign their own form. Students also need to treat the computers with care. Please read the following document carefully.

Students are responsible for appropriate conduct when on College computers, just as they are in the classroom. The Internet is provided to students who agree to act in a responsible and considerate manner. General College rules for conduct and communication apply at all times.

The following is a sample of unacceptable computer and internet activities.

Accessing pornographic or unacceptable material.
• Downloading files, games, video clips, or programs.
• Using personal storage facilities (cd's, memory sticks, removable HDD's etc).
• Divulging personal information (name, address, phone number etc) across the internet.
• Using obscene, threatening or disrespectful language.
• Violating copyright laws.
• Engaging in any illegal activity.
• Employing the College resources for any commercial purpose.
• Interfering with the setup of the computers.
• Harassing, insulting, or attacking others.

Parents should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Whilst our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the College belief that the benefits to students from access to the Internet as a form of information resource exceed any disadvantage.

Misuse of internet and computing resources is a breach of the College Code of Conduct and consequences will be applied, which may include:
1. Discussion of breach and formal warning
2. Loss of privilege to use computing resources
3. Referral to administration
4. Referral to authorities for legal processing
5. Financial charges for damage and/or excessive download usage
INFORMATION PRIVACY AND SECURITY

Permission to use student photographs, video footage, digital images, names

At Manea Senior College we intend to promote the great work and achievement of our students and staff. This may involve the publication of students names, pictures and work samples in the College newsletter, Yearbook, Website, Local and State newspapers, as well as on CDs/Videos produced by the School.

The College will request your permission to use any images and work of your son/daughter in some or all of the ways listed below. You are of course at liberty to withdraw your consent at any time by contacting the College in writing.

- College Yearbook
- College Newsletter
- Local Newspapers
- State Wide Newspapers
- College Web Site
- College produced CD’s/Videos

COLLEGE CHARGES

All Western Australian senior secondary schools and Colleges charge for course costs, the provision of additional texts and resources, the provision of technology and consumables such as photocopying.

An individual invoice, detailing the course charges, will be issued to each student after 1st December. To support students and parents, payment plans can be negotiated through the College Business Manager. EFTPOS facilities are available. Parents and students will be advised of the date the College will be open for payments of charges.

Government assistance may be available to parents and guardians holding one of the following:

- Pensioner concession card.
- Family Health Care card.
- Department of Veteran Affairs Pensioner Concession Card (Blue card only).

VISITORS TO THE COLLEGE

While visitors and invited guests are welcome, they must report to Administration, sign in and wait to be met by the relevant person. Generally, students are not permitted to have visitors at the College. Visitors are required to wear identity badges.

COLLEGE HOURS

Manea Senior College is strategically located between Edith Cowan University (ECU) and South West Regional College of TAFE. This provides students with the opportunity to combine their College program with certificate or university studies by accessing pathways provided by TAFE and ECU.

To enable such programs to operate, Manea Senior College has a flexible timetable with the day generally starting at 8:30am and finishing at 4:10pm. However, depending on the course students have selected, the hours of the day will vary and in some cases, may include evening classes. Information regarding specific courses, their hours and days can be obtained by making contact with the College.

The flexible timetable at Manea Senior College also means that many students will spend some of their time at the College not in classes. During such times, students may choose to work in areas throughout the College such as the library or computer rooms, or may meet and talk with other students in the College grounds.

There is no formal supervision or surveillance of students who are not in classrooms. However, staff constantly move around the College in the normal course of their duties and exercise their duty of care. They are available to students if needed.

Further security for students on the College site is provided by students wearing uniform and College identification.

Students who need to leave College during the day, when they will miss timetabled classes, must sign out at the College Administration.
VOCATIONAL PATHWAYS -
South West Regional College of TAFE

1. Purpose of TAFE and the TAFE environment
TAFEWA is a vocationally oriented adult learning environment. It prepares students for employment in their career of choice. TAFEWA must of necessity provide a mature age learning environment to responsibly prepare students for the workforce. At the same time, students range in age from mid teens to retirees and so for some students, the TAFEWA experience provides a transition from a school environment to an adult employment-focussed environment. The College must therefore operate as an adult environment and so all students are expected to act in a mature manner.

2. Induction, Attendance and Absences
Manea Senior College students will receive a course induction at which a program outline and timetable outlining their scheduled classes/activities will be issued. We strongly advise that you discuss the timetable with your child to ensure such things as transport to and from College and activities between class instruction are constructively utilised.

Attendance is recorded in every class. If a student is absent from class, Manea Senior College will be advised and parents/care givers will then be notified within 3 working days of the absence. If you change your address and/or telephone contact details please ensure you contact Manea Senior College.

3. Classroom and College Environment
South West Regional College of TAFE is an adult learning environment with a focus on developing skills to the standard required in the workplace, so this means that:
☆ Students are responsible for their own learning and are expected to manage their workload, seeking assistance from lecturers when needed.
☆ In some courses Manea Senior College students aged under 18 years of age may be in classes with adult students (those aged 18 and over). This may require Manea Senior College students to work on projects with adult students and this may involve working and communicating with such students outside of normal class or study hours. Parents and students will be advised of such arrangements.
☆ Learning activities at South West Regional College of TAFE are not limited to lessons in a classroom environment and may include:
   ☆ Lectures
   ☆ Tutorials
   ☆ Flexible delivery
   ☆ Online learning
   ☆ Group work
   ☆ Assessments
   ☆ Workshops
   ☆ Seminars
   ☆ Research
   ☆ Project work
   ☆ Work experience/industry placement/
   field work/on the job training
☆ Course hours include a wide range of delivery and assessment activities and may not always be used for classroom teaching.
☆ Classes/activities are scheduled for a specific timeframe, however, if a student is able to demonstrate competency prior to the final class, they may not need to attend the remaining scheduled classes/activities.
☆ Manea Senior College students share College facilities such as the library, canteen, gym and computer labs with adult students.
☆ Most courses involve a work placement. In such instances, parents/guardians are responsible for student travel arrangements.
☆ If a class is scheduled to finish after 5.30 pm, finishes prior to the scheduled time, the students will remain under the supervision of the lecturer until the scheduled class finish time. If a student indicates that they have their own transportation, or have arranged transportation with friends in the class, a discussion will be held between the student and the lecturer to confirm this and they will be released from class at the earlier time. Please notify Manea Senior College if this arrangement does not suit you.
☆ Students may be required to complete assessment tasks/assignments outside of their scheduled timetable. Some of these assessment tasks/assignments are undertaken in the community.

4. Supervision
South West Regional College of TAFE does not provide direct supervision of students outside of classroom lectures. Manea Senior College students are however permitted to return to the College during breaks.
5. Excursions
South West Regional College of TAFE will provide parents/guardians with information on excursions prior to the event and written parental consent will be sought for students under 18 to participate in any excursions away from College premises. If parental consent is not given, your son/daughter will not be able to attend the excursion and the College will not provide an alternative supervised activity.

6. Health & Safety
South West Regional College of TAFE strives to provide an environment that supports the health and wellbeing of all of our students. The College will:
• Follow the relevant OSH policy, guidelines and practices.
• Provide first-aid assistance to students.
• Provide assistance and if necessary arrange for qualified medical personnel in case of an emergency.
• Promote a friendly and inclusive environment where bullying and any form of harassment are not accepted. Any student experiencing bullying or harassment of any kind should inform a South West Regional College of TAFE staff member immediately.
• All relevant staff will have a Working with Children Check subject to the Working with Children (Criminal Record Checking) Act 2004.
• Implement the Emergency Response Plan in case of an emergency.
• Contact you if your son/daughter is seriously injured.

Drugs and alcohol are not to be consumed during a class day, any student suspected of being under the influence of drugs or alcohol will be excluded from class activities and further sanctions applied. Students are warned that they may undergo drug testing as part of the work placement program, as this is the policy of some participating employers.

7. Insurance
Students are not covered for Personal Accident whilst on campus.

The South West Regional College of TAFE does hold cover with the Insurance Commission of WA (RiskCover) that provides Personal Accident cover for students who are undertaking unpaid work experience that is allocated or arranged by South West Regional College of TAFE.

Personal Accident cover is also extended to those students attending any official College camp, excursion, trip or other similar activity (excluding sports days other than interstate sporting events, carnivals or national championships) which is approved and organised by the South West Regional College of TAFE.

The onus is placed on the parents in relation to whether they arrange their own Personal Accident insurance or private health cover for their child if they believe the current coverage is not adequate.

8. General
South West Regional College of TAFE staff and students are expected to:
• Be aware of relevant College policies, procedures and instructions.
• Comply with these policies, procedures and instructions.
• Take reasonable care of themselves and others in the College.
• Read and take note of the Student Code of Conduct.

Parental Consent
As part of the South West Regional College of TAFE commitment to providing a safe and responsible environment, parents/care givers are asked to sign and return a “Consent and Medical Information” form, confirming that you have read and understood the information contained and that you consent to your son/daughter being a student at South West Regional College of TAFE.
LOCAL EDUCATION and TRAINING PROGRAMS

Manea Senior College students have the opportunity to combine their school programs with certificate or university studies through accessing the pathways provided by the South West Regional College of TAFE and Edith Cowan University (ECU), thereby enabling students to access a range of educational programs across this unique three site education and training precinct.

The range of courses available for students to select from will continue to expand as Manea Senior College grows. There is a wide selection of programs on offer that provide students with access to university entry, mentoring or the university preparation course. For vocational students, there are a range of higher level TAFE certificate courses that students integrate into their studies.

College students will undertake numerous local education and training programs, most of which are within walking distance (TAFE and ECU) or require a short bus trip (local recreation facilities – Physical Education Studies students only).

These excursions include:
✫ Walking to attend classes and use facilities at the South West Regional College of TAFE and Edith Cowan University (Bunbury Campus).
✫ Transport by bus to the local recreation facilities at Hay Park, South West Sports Centre, and the Bunbury Hockey Stadium (for Physical Education Studies students only).

MANEA SENIOR COLLEGE ASSESSMENT POLICY

1. Overview

Every school in Western Australia offering Courses utilise assessments to assist teachers and the school in:
• monitoring the progress of students and diagnosing learning difficulties
• providing feedback to students
• adjusting programs
• developing subsequent learning programs
• reporting student achievement to parents
• whole-school and system planning, reporting and accountability procedures.

Assessment procedures must therefore be fair, valid and reliable.

2. Assessment guidelines

The Curriculum Council sets guidelines for assessment in all subjects within which all schools must work. These guidelines form the basis for this assessment policy which applies to the subjects offered at Manea. This document applies to all courses in senior school, specifically tertiary entry, new Western Australian Certificate of Education (WACE) courses and VET requirements.

This assessment policy is provided to students so they have a sound understanding of what they will learn during the course and the methods by which their progress will be evaluated. Students need to be fully aware of the information provided and ensure that they carefully apply this in every subject.

3. Student responsibilities

It is your responsibility to:
✫ complete all subject/course requirements by the due date
✫ maintain a folio of evidence for each subject/course studied and to make it available whenever required
✫ maintain a good record of attendance, conduct and progress (you are deemed to be at risk if you miss more than 5 days of schooling per semester)
✫ initiate contact with your teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.
✫ use an organised and thorough approach to complete assessment tasks to the best of your ability

4. Staff responsibilities

It is the responsibility of your teachers to:
✫ develop a teaching/learning program that meets Curriculum Council requirements and guidelines
✫ provide you with a subject/course outline and assessment outline at the start of the subject/course/unit
✫ ensure that assessments are fair, valid and reliable
✫ provide you with timely assessment feedback and guidance
✫ maintain accurate records of your achievement and assessment
✫ inform you and your parent/guardian of your academic progress as appropriate.
✫ provide you with the appropriate support to complete assessment tasks.
5. Missed assessment work due to absence from class

General

If you are absent from class, the ability to achieve your potential is diminished. Extended absence frequently results in lower levels of achievement, or unit assessment requirements not being met, and reported as RNM. This will have WACE implications.

If you are absent from College when an assessment is due:

☆ you must submit work immediately on return to school.
☆ a 10% deduction per day off the maximum assigned mark will occur up to three school days.
☆ if the work is not submitted within three school days a zero mark will be awarded.
☆ a parent interview will take place to determine an appropriate strategy to address this issue.

You must still submit some form of evidence/proof that you have attempted an assessment task, even if you have been awarded a zero. If there is no evidence provided a U may be awarded for the final result; this will have significant impact on WACE graduation, TAFE entrance and TAFE completion.

Specially scheduled assessment tasks

If you are absent on a specially scheduled assessment task (this includes tests, excursions and examinations) you must explain your absence by one of the following ways:

• medical certificate
• telephone call or letter from your parent/care giver

Satisfactory explanation of the absence may enable you to complete that assessment task, or a similar task, and gain credit. Wherever possible, advance notification of absence is required.

Note: Section 14 of the Education Act - Participating in family holidays is not a justifiable absence. Problems associated with computers, software or printers will not be accepted as an exceptional circumstance.

If you have been provided with an opportunity to complete the assessments for a unit but do not use this opportunity, and where there is no satisfactory explanation of your absence from a scheduled assessment task, then unit assessment requirements may not be met. A submission of RNM or U may be given to the Curriculum Council. You and your parent/guardian will be informed, and the College may use its discretion in determining an appropriate strategy which could address the issue.

Prolonged absence

The College will endeavour to provide support to you if you are unable to attend school for a lengthy period due to injury or illness.
6. Changing a subject/course

You will not be given credit for work not completed in the subject. However, where possible you will be given the opportunity to complete assessments missed and gain credit where feasible. Subject changes will need to be finalised by the end of week 3 in Terms 1 and 3 each year.

Subject transfer during the course of the year can only occur in exceptional and justifiable circumstances as permitted by the Principal. Generally, it is not possible to change after the first month of each new course, as to do so would place a student at risk of not completing requirements. The College will only consider changes in exceptional circumstances. All changes must have parental approval and changes must be negotiated through the Associate Principal.

If you have arrived at Manea SC from another school during the school year, credit for the completion of work in the same subject/course will be given when you and/or the previous school supplies appropriate evidence.

7. Non-submission of evidence of achievement

General

Your mentor teacher will be involved in monitoring your progress in all of your chosen subjects. They will communicate with you their concerns, and assist you where possible, regarding your progress. The College expects you to inform mentors of any issues that may impinge on your success.

In addition, your subject teacher will inform the Curriculum Coordinator of your progress.

Parents/care givers will be notified in cases where concern for your progress emerges.

Extensions

Completion of assessment work on time provides evidence of the ability to work within time constraints. Generally, it will not be possible for you to seek an extension of deadlines. However, the College encourages you to apply for an extension before the day of assessment. When discussing an extension of an assessment deadline with your teacher, you must provide evidence of progress you have made thus far.

Extensions may be given at the discretion of a teacher in cases of illness or significant personal problems. If a student does not apply and receive an extension, the consequences will be the same as for missed work without an acceptable explanation of their absence (Section 5).

The College has a policy that if you fail to meet the due date for an assessment task, and then also fail to complete the work within an agreed extension period (where granted), a zero will be awarded.

8. Cheating, collusion and plagiarism

Cheating is regarded as an action which provides an unfair advantage in the completion of an assessment. Actions regarded as cheating include, but are not limited to:

☆ Gaining a copy of an assessment prior to its release for completion.

☆ Gaining information specific to an assessment which could reasonably be expected to provide an unfair advantage in completion.

☆ Talking during a silent assessment (tests and examinations).

☆ Using mobile phones or other telecommunications and/or information technology not approved for use during an assessment.

☆ Presenting a response to an assessment which is not your own work.

If you are shown to have cheated in any assessed work or in examinations you will receive zero for that assessment and will have breached the College Code of Conduct.

Collusion is when you submit evidence that is not your own work for assessment. A zero will be awarded for that piece of work.

Plagiarism is when you use someone else’s words or ideas without acknowledging that they have done so (a work is essentially copied). Any assigned or other work that is not your own but is presented as such will not be accepted. A zero will be awarded for that piece of work.
9. Examinations

Rules
When attending examinations, students must adhere to the rules for that examination. Details of rules will be issued with the examination timetable. Infringement of rules will result in a penalty.

Attendance
Students must attend scheduled examinations. In exceptional circumstances, alternative arrangements may be negotiated through the Principal and/or Curriculum Council before the examination date.

Consideration may be given for:

✫ Serious illness on the day(s) of one or more examinations. A medical certificate will be required.
✫ Special religious or cultural events that cannot be re-scheduled for another time. Appropriate documentation will be required.
✫ Other circumstances deemed to be appropriate by the Curriculum Coordinator in consultation with the Principal, Associate Principal(s) and the course teacher.

Participating in family holidays will not be accepted as an exceptional circumstance when examinations are scheduled.

10. Students requiring special consideration
The College will ensure that students with special educational needs are catered for in a supportive and appropriate way and in accordance with Curriculum Council guidelines.

11. Reporting
You will be kept informed of your progress throughout each semester. Your mentor teacher and subject will monitor your progress and inform the Curriculum Coordinator if there are any concerns. You and your parents/guardians will be informed when it is identified that there is a risk if you are not:
✫ achieving your potential
✫ completing the subject/course requirements and receiving a U or RNM
✫ meeting WACE requirements

Your achievement is reported to the Curriculum Council.

12. Right of Appeal
You have the right to appeal against the College assessments. The College will provide you with a copy of the allocated grade for each subject you have enrolled in. If you have concern for and wish to appeal against the given grade/mark your parent/guardian must contact the Associate Principal. A letter outlining the reason for the appeal will also need to be submitted.