



Kardinia International College



Student Wellbeing Management and Services Booklet

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Student Wellbeing

Introduction

One of many distinguishing features of Kardinia International College is its exceptionally strong culture, characterised by the respectful and friendly nature of all relationships between members of the College Community.

The College is committed to this culture and to the safety, empowerment and participation of all members of the College Community – especially the children.

The College has in place a range of policies, protocols and processes which engender a safe and harmonious working environment for students and staff members.

All staff complete relevant professional development in relation to Child Safe Policies on an annual basis.

The College curriculum and student personal development programmes include specific units on resilience and on children's rights including the right to a safe environment both at home and at school. Students are informed about the various avenues of support available to them when their rights and safety have been compromised.

The College Child Safe Policy is presented in full on KICOnline.

Transition to Kardinia International College

To assist students to make the best possible transition from primary school or another secondary school into the Senior School at Kardinia, the College has in place a full transition programme, which is outlined below.

1. Transition Information

The feeder schools, including the Junior School at KIC, are contacted by the Head of Senior School in September, seeking relevant information about the new Year 7 enrollees.

In addition to the information provided by feeder schools all newly enrolled students complete Progressive Achievement tests (PAT).

Together with feeder schools information and Naplan results, the PAT results enable teachers to more effectively meet the specific learning needs of individual students.

The test results have no relevance to a student's initial or ongoing enrolment at the College.

2. New Parent Information Night

This night is held the start of week 2, term 4.

New parents and students are invited to the evening early in September, on the basis that attendance is highly recommended.

On the night parents and students receive information on:

- The College Student Wellbeing, Management and Services Policy;
- The Year 7 to 10 Curriculum;
- Specifications for the latest student laptop and details of the rental agreement.
- Speakers on the night include:
 - The Principal, who provides an address of welcome and an outline of the strategic plan and significant developments for the following year;
 - The Director of Curriculum, who introduces the vertical curriculum, the subject selection process and the opportunities to accelerate.
 - The ICT Manager, who introduces the new or current laptop and outlines the rental agreement.
 - The Head of Senior School, who outlines the key elements of the College ethos, the House System, the transition programme, the Co-Curricular programme and concludes the night.

3. Parent, Student and House Co-ordinator Conferences

On the Monday following the New Parent Information Night new parents and students will meet individually with their respective House Co-ordinators to determine their unit selections for semester one and to raise any relevant issues which may require educational adjustments for a particular student. Appointments for these interviews will be made online.

4. Acceleration Tests

All newly enrolled students entering the College in 2019 are required to complete PAT (Performance Achievement Tests) in English and Maths.

The tests are produced by ACER (the Australian Council for Educational Research).

Together with each student's NAPLAN results, grade six semester reports and information from his/her feeder school, the PAT results will inform decisions about the student's capacity to accelerate in English and Maths or to be given additional educational support.

5. Orientation Day

On this day new students entering the College in all year levels in the following year are welcomed to the College at a brief meeting with the Principal, Head of Senior School, Director of Sport and the College Captain elect.

At subsequent meetings on the day, students meet their House Co-ordinators, Peer Support Leaders (Year 7) or Buddies (Year 8 to 12), Tutor Teachers and fellow Tutor Group members.

All new students also receive their semester one timetable and complete an orientation of the College.

6. Year 7 Induction Day

Prior to the commencement date for all students at the beginning of the school year, Year 7 students attend an induction session which covers the following essential matters:

- Packing and carrying the school bag
- Organising and securing student lockers
- Using the school study planner
- The College SunSmart Policy
- Reading and understanding the student timetable
- Campus tour to locate key points including each students' classrooms
- Location of out-of-bounds areas
- Relevant aspects of the College Child Safe Policy
- Key expectations of students

On this day new Year 7 students will once again meet their Peer Support Leaders.

7. Year 7 Orientation Camp and Alternative Programme

During the first full week of term one all Year 7 students will participate in a 2 night/3 day orientation camp in their House groups. While not on camp students complete a series of introductory lessons covering the following areas:

- Information Technology, cyber-safety and the use of the laptop computer
- Library Services
- Physical Education and Sport at KIC

8. Homework Embargo/The Student Wallplanner

During the first four weeks of term one Year 7 students are excused from completing homework.

Over this period they are introduced to the Student Wallplanner Programme.

When used correctly the programme enables students to:

- Identify study goals
- Manage their study and other commitments more effectively
- Involve their parents in their study and homework in a more collaborative and constructive manner

9. Peer Support Programme

The Peer Support Leaders continue to work with Year 7 students in teams combining 2-3 Peer Support Leaders with 3-5 Year 7 students.

Peer Leaders with their groups meet informally as often as they can and formally at least three times during Semester One.

10. Ongoing Support

All students continue to be supported throughout their enrolment through the House System.

The House System

The House system is the principal means by which the progress and wellbeing of students is monitored and supported.

Upon enrolment at the College each student enters one of the four **College Houses** – Cowie (green), Gotemba (blue), Morongo (red) and Thomson (yellow). Each House is divided into two wings – Higashi (East) and Nishi (West). Each wing is co-ordinated by a separate House Co-ordinator.

Within the four Houses, students are further divided into **Tutorial Groups**, each consisting of approximately 18 students, under the direction and guidance of a **Tutor Teacher**. Within each tutor group senior students are encouraged and trained to act as Peer Support Leaders for younger members of the group. As far as possible students remain with the same tutor group throughout their enrolment at the College.

An essential aspect of any Student Management policy is student wellbeing. At Kardinia International College the House / Tutorial system enables those responsible to closely monitor all aspects of each student's progress and to intervene in a positive and supportive manner following the earliest indication that a student is experiencing difficulty.

It is not unusual for students to experience a range of emotional social or academic difficulties during the secondary phase of their education. Such difficulties may arise from peer pressure, relationships, study, puberty, bereavement and so on. These are very real problems for the young people who experience them. The College House System provides an extensive network of support for students in such circumstances.

The first point of contact for most matters related to a student's progress at the College will be the student's House Co-ordinator. However, in the event that a parent is dissatisfied with any aspect of the school's management and support of their child parents should contact the Head of Senior School to seek further assistance.

Wellbeing Support

Students in need of support, encouragement or counselling receive this in the first instance from their respective House Co-coordinators, who are primarily responsible for the wellbeing of the students in their House.

The College also has the services of Student Wellbeing Officers and Psychologists to whom students access. They can be referred by their House Co-ordinator or alternatively they can self-refer. They have access to the Wellbeing Hub and Student Wellbeing Officers, who are available before school, at recess and at lunchtimes.

The Student Wellbeing Officers may in turn refer students to one of the two school psychologists or other specialist external support services.

We always endeavour to communicate with families in relation to when a child has accessed the Wellbeing Hub. However, if the student is over eighteen or considered to be a mature minor then explicit consent is needed to discuss any information with a third party.

The exception to this is when there is a risk of harm, in which case a third party will be notified

Overseas Students

The College welcomes students from many overseas countries in Europe and Asia.

Students who are living away from home and studying in a language other than their own, clearly need additional support.

Before commencing classes overseas students complete an orientation programme which covers the following areas:

- Living in an Australian family and community
- Geelong city orientation including banking, post office, where and who to go to for help if lost, where to purchase toiletries, haircuts, phone cards, mobile phones etc
- School uniform purchase
- An English test to determine their level of comprehension and consequently the level of support they will need in EAL classes
- Subject selections
- School orientation as for all new students

Overseas students may be enrolled in up to three EAL classes to accelerate their effective acquisition of the English language.

Throughout their enrolment all students are supported by their Tutor Teacher and House Co-ordinator. They have access to the College Counselling and Medical Services.

Beyond these supports overseas students receive additional support from:

- The Homestay Co-ordinator – who regularly visits them in their homestay situation;
- The Overseas Academic Monitor identifies their appropriate academic level and monitors and supports their academic progress;
- The Deputy Head of Senior School, whose role includes a specific commitment to overseas enrolled students;
- The International Student Council which promotes both cultural awareness and the social integration of overseas students.

(Commonwealth Register of Institution and Courses for overseas students: School number 01502C)

Students with Special Needs

Identifying and Responding to Students with Special Needs

Identifying Students

The special needs of a particular student will usually be identified at the time of the student's enrolment through information sought from the student's feeder school or during the initial meeting between a student's parents and the student's House Co-ordinator when course selection is determined and any special needs identified. Appropriate further investigation and adjustments to courses will be discussed at this meeting.

Over the period of a student's enrolment new or additional adjustments will be made on the basis of continuous assessments and /or further testing as determined by the Head of Learning Diversity and Inclusion in consultation with the student's parents.

Educational Adjustments will include one or more of the following:

- Classroom accommodations
- Modified course content and assessments in one or more subjects
- Enrolment in one or more Learning Diversity and Inclusion classes: Literacy, Numeracy and Mentor
- Enrolment in an English Mentor class
- Integration Assistance in one or more classes
- Special Provisions for assessments
- Tailored interviews in Maths and/or English via intensive programmes.

The extent of intervention for each student will be reviewed each semester, where applicable in a PSG meeting or by a review conducted by the relevant House Co-ordinator.

For further details regarding educational adjustments parents should contact either their child's House Co-ordinator or the Head of Learning Diversity and Inclusion.

Student Personal Development Programme

The Student Personal Development Programme focuses on the following key areas:

- Well-being
- Study Skills
- Careers Education
- Drug and Alcohol Education
- Resilience Education

It is delivered during:

- extended Tutor Group Meetings
- half day seminars
- school assemblies
- school camps for Years 7 and 10
- some scheduled classes
- individual and group careers advice sessions
- the work experience programme
- the Year seven induction day conducted at the commencement of the school year.

The precise details of the programme will vary from year to year. A statement of the content of the programme for each year level will be circulated to parents at the appropriate time.

Residential Programmes

Chiang Mai/Discovery College

In Year 9 students have the opportunity to spend a term at Sum Pun, the College campus in Chiang Mai, Thailand.

At Sum Pun students participate in a programme which is physically, socially and academically challenging and rewarding.

As an alternative to the Chiang Mai experience, Year 9 students may choose to participate in a shorter visit to our sister school, Discovery College, in Hong Kong.

Participation in either of the programmes is neither compulsory nor automatic. Students must apply to participate during their Year 8 year.

All applicants will be interviewed and assessed against a set of specific criteria.

International Exchanges

In Year 10 and 11 students have the opportunity to visit either France or Japan, where they will enjoy the local culture and further develop their linguistic skills, while attending a local school and living with a local family.

The trips are of 3-4 weeks in duration.

Year 10 Outdoor Education Camp

In the fourth year of their secondary education students at the College will have the opportunity to participate in an outdoor education camp. The camp will extend students both physically and psychologically in a safe and closely monitored environment.

During the camp students will undertake a hike over 4-5 days. Students will be responsible for the planning, preparation and establishment of their own camp.

Students will be carefully prepared for this event with lessons in basic first aid, bush survival, bushwalking, food preparation, etc.

Career Education

Students receive careers education in Years 7, 8, 9 and 10.

The programme is developed incrementally over the four years in successive half day seminars.

On an individual basis, students may seek the services of the College Careers Teacher. Each student planning a VCE/IB course is given individual assistance to do so.

Further to this opportunity, information nights for both students entering VCE/IB and their parents are organised at the time of course selection and again at the start of the students' first VCE/IB year.

Work Experience is offered to students during the fourth year of their secondary education. This opportunity enables students to gain first hand experience of the work force and in some instances to clarify career options. Year 10 students complete career related seminars – one in each semester.

SunSmart Policy

As a SunSmart school the College requires all students to take specific precautions while in the sun. During terms one and four each student must wear one of the College hats when in the sun: on the ovals, tennis courts, basketball courts, downball courts and in any other unshaded area.

Students are encouraged to wear sunglasses and sunscreen.

While at sport and during Physical Education classes all students must wear a College hat.

Student Leadership and Achievement Programmes

Recognising Student Achievement

1. Awards

Students may be eligible to receive awards in the following categories at the end of each semester: Academic Excellence and Outstanding Application. Awards for achievement in sport are made annually.

Academic Excellence

Awards in this category are based solely on the level of academic achievement attained by the recipients across the whole range of units, which they have attempted. Academic achievement is measured by the grades each recipient has received for assessment tasks completed during the unit. The top five percent of students receive this award.

Outstanding Application

Awards in this category are based solely on the level of effort demonstrated by the recipients in their participation in class, completion of work set in class and in their completion of work assigned for completion out of class time.

For each unit which they teach, subject teachers may nominate up to two students for this award. To receive such an award a student must be nominated by at least four teachers.

2. Colours

Categories

- Sport
- Performing Arts
- Debating
- Academic Achievement
- House Participation
- Community Service

Eligibility

To be eligible to receive colours a student must satisfy the following criteria:

- Demonstrate a clear record of cooperation as a member of the College. Suspension or significant detentions may render a student ineligible.
- Demonstrate a consistent record of attendance at school events – Founder's Day, House Competition Days.
- Full participation and attendance in relevant events for each category.
- Full compliance with dress code for specific categories.
- Enrolment for at least six semesters in the Senior School (Students who enrol later than Year 7 may be considered for colours on application to the Principal).
- And specifically for each category:-

The specific criteria for each category:

Sport

Pre-Requisites

- Participate in a minimum of 2 of the 3 House Sports Carnivals each year – Swimming, Cross Country and Athletics – for at least 3 years.
- Accumulate 100 points based on participation in one or more of the following activities, over a period of at least 3 years.

Category	A Sport	B Sport	C Sport	D Sport	E Sport
Title	Weekly competition sports	Tournament based sports	GISSA	GISSA	One-off competitions (non GISSA)
Description of Sports	Structured competition, lengthy seasons, training and game commitment.	Weekly training, tournament based competition	Selected to represent the College based on inter house results	Any GISSA team competition <i>(inc Wed sport GISSA)</i>	One off sporting competitions representing the College
Points and Sports	10 Netball 10 Basketball 10 Hockey Winter 15 Soccer 10 Badminton 05 Hockey Summer	10 Fencing 15 Judo 10 Equestrian 15 Rowing	10 Athletics 10 Cross Country 10 Swimming	2 Cricket 2 Football 2 Basketball 2 Netball 2 Volleyball 2 Soccer 2 Tennis 2 Water Polo 2 Hockey 2 Softball	At the discretion of the Director of Sport. <i>(Eg Victorian schools netball championships)</i>
Description of Points	10 points per season 15 points for an extended season <i>(soccer)</i> 5 extra points for participation within a second team in the same sport 2 points for champions 1 point for runners up	10 points per year must include a minimum of 3 tournaments 15 points for an extended season <i>(Rowing, Judo)</i> 1 point for tournament win	10 points per competition 2 point for being in the champion age section	2 points per competition 1 point for being a member of the overall winning team. <i>(Year 9 and above)</i>	2 points per interschool event
<p><i>Bonus points will be awarded to any student who has competed in the House Competition and subsequently competed at a state, national or international level in any sport.</i></p> <p style="text-align: center;"><i>State 5 points</i> <i>National 10 points</i> <i>International 15 points</i> <i>Any Medal 5 points</i></p>					

Performing Arts Colours

Accumulation of 100 points for participation in extra-curricular College Productions, Music Ensembles and/or extra-curricular events listed below.

Involvement in these events must involve significant practice, preparation and performance time and an 80% attendance record.

Proof of hours contributed must be documented and verified by a supervising teacher at the time of application.

Drama and Dance

Activity	Points
Leading Role in a Production	20
Solo Performer	15
Supporting Role	15
Ensemble Actor/Dancer/Singer	10
Backstage Crew for Production	5

Music

Activity	Points
KIC Symphony Orchestra	10 points per semester
String Orchestra	10 points per semester
Vocal Groups	10 points per semester
Square One	10 points per semester
World Music Ensemble	10 points per semester
Senior Concert Band	10 points per semester
Junior Concert Band	10 points per semester
Senior String Quartet	10 points per semester
Junior String Quartet	10 points per semester
Senior Clarinet Ensemble	10 points per semester
Clarinet Choir	10 points per semester
Guitar Ensemble	10 points per semester
KIC Brass	10 points per semester
Brass Ensemble	10 points per semester

Debating: 6 Semesters of support for inter-school debating

Academic: 5 Awards for Academic Excellence

House: Accumulation of 100 points for contribution to:

- House Music massed choir member (1 point)
- Inter - House Sport (1 point for each event)
- Inter House Debating (5 points for each debate)

Extra Points for

- Age Champion (10 points)
- Debating Final (10 points)
- Ensemble Performer (10 points)
- House Choir Instrumentalist (10 points)
- House Music - Original Composition (10 points)
- House Organisation (10 points) (Given once per year by House Co-ordinator to a maximum one student per year level)
- Peer Support Leaders (10 points)
- House Captain (35 points)

Community Service:

Five semesters of active involvement in one or more student committees authenticated by the relevant teacher liaison for the committee. Active service will be assessed on the basis of attendance at meetings and participation in the planning and implementation of committee activities. A student may accrue credit for this award for involvement in up to two student committees per semester.

Application Process

- Students apply for colours on the pro-forma available from Student Services.
- Applications should be supported by appropriate documentation
- A panel, consisting of the Principal, the Head of Senior School and other relevant staff members seconded for the process will review applications.
- Colours will be awarded during the Prefect Investiture Assembly, term one.

The Symbols

Each student awarded colours will receive a certificate specifying the category and achievement.

Each student will have the option of wearing the colours on his/her blazer breast pocket.

The symbols for colours are:

- Academic: Mortarboard
- Performing Arts: Performer in the Spotlight
- Debating: Scales of Justice
- Sport: Laurel Wreath
- Community: A Helping Hand
- House: Strip in the appropriate House colour across the pocket top or House letter in House colour on white.

Embroidery will be at the student's own expense.

3. Commendations

In exceptional circumstances a student may be nominated by a teacher for a commendation in recognition of an outstanding contribution or action in support of the College ethos.

Nominations are reviewed and subsequently approved by the Head of Senior School and the House Co-ordinators. Commendations are acknowledged in a student's semester report.

4. Prefects and Student Leaders

There are several formal opportunities for students to exercise and demonstrate leadership in the College.

Year 10 students are trained as Peer Support Leaders in term four. Those who are selected subsequently as mentors to new Year 7 students in the following year.

Students from all year levels have the opportunity to join one of the three Student Committees: 'Earth Corps', 'Social Justice' and 'The International Student Council'. Each committee operates with the support of a teacher on a range of significant projects.

The Student Representative Council is an advisory and consultative body to both the Principal and the Head of Senior School. It consists of 16 elected members, two girls and two boys from each of Years 7 to 10. The College Captains are ex-officio members of the S.R.C.

Finally Year 12 students have the opportunity to nominate for the position of College Prefect. Twelve prefects are appointed each year by the Principal who is guided in part by the voice of the students and staff through an election process. The prefects include the College Captain, Performing Arts Captain, Sports Captain and eight House Captains.

Student Management

The College expectations of students arise from the shared values of the College as identified by students, teachers, staff and parents and from the four cornerstones on which the College was founded.

These values include:

- Respect
- Friendship
- Acceptance
- Appreciation
- Excellence
- Wisdom
- Relationships

The Four Cornerstones are:

- Wisdom Leads to Respect and Friendship
- Life-long Learning
- International Mindedness
- Technological Literacy

The College expectations of students are organised into categories which reflect the four cornerstones and our values.

Respectful Relationship

- Students always interact with their peers, teachers, other staff and visitors in a respectful manner. This includes speaking to, speaking about and acting towards others.
- Students always respect and value the things that distinguish us as individuals – appearance, voice, abilities, preferences, sexuality.
- Students always act, speak and present themselves in a manner which demonstrates self-respect.

Appreciation

- As members of the College Community students express their sense of appreciation for the College infrastructure and grounds by always using the facilities responsibly and by always ensuring that their environmental impact is minimal.
- As members of the College Community students express their appreciation for the College by always representing the College positively – in their appearance, their speech and their actions.
- As members of the College Community students show their support and appreciation for their teachers and peers by their presence and participation in key events including:
 - The Prefect and Colours Investiture
 - House Swimming Carnival
 - House Athletics Carnival
 - House Cross Country
 - Founders' Day
 - House Music Final Practice
 - House Music Final
 - House Debating Final
 - Year 12 Celebration Day

Excellence and Wisdom

- Students always work and perform to the best of their ability in both study and co-curricular activities.
- They are prepared, punctual and focused in their participation in class and in all school based activities.
- They complete all set tasks, including homework, punctually, honestly and to the best of their ability.

Technology

Students always use technology (laptops, ipads and mobile phones) responsibly and consistently with the values of respectful and appreciative relationships.

Students may not carry or use their mobile phones/earphones for any purpose from 9.00am to 3.20pm either on campus or during a school event off campus. In a genuine emergency they may seek permission from their House Co-ordinator to use their phones. Mobile phones may be used for educational purposes at a teacher's discretion.

Supporting Students to Live the College Values and Meet the Expectations which arise from them.

In the first instance, the College responds to students who do not live out these values through the process of RESTORATIVE PRACTICE.

This response operates at three levels.

1. Minor Infringements

Typically, these will be related to punctuality, preparedness, participation and the use of technology.

These will be responded to by classroom teachers, yard supervisors and co-curricular supervisors who may issue a student with a REMINDER that a behaviour is inconsistent with the College values before proceeding to a RESTORATIVE CONVERSATION if the infringement recurs.

2. Significant and Repeat Infringements

2.1 Homework

For failure to complete homework the class teacher will conduct a restorative conversation, make a note in the student's study planner and allow the student to complete the work overnight.

If the student fails to complete the homework by the next day, the student will be referred to the Homework study at lunchtime that day to complete the homework. This referral will be recorded on the Pastoral module.

Repeat offenders may be required to attend a formal detention.

2.2 Uniform Infringements

For minor infringements such as shirt out, top button undone, hair not tied back a simple reminder is required. If there is a persistent pattern of non-compliance the student should be referred to the relevant House Co-ordinator who will conduct a restorative conversation and/or place the student on a positive behaviour plan.

For instances of unacceptable hair colour, facial hair, make-up, unacceptable jewellery or incorrect socks the student should be reminded of the relevant rule and the relevant House Co-ordinator should be informed by email.

Repeat offenders will be detained during a Monday detention. Further offences will result in the student being placed on Provisional Enrolment

2.3 Unacceptable or Offensive Language, Misuse of technology and Littering

For these infringements classroom/tutor teachers etc will conduct a restorative conversation which is recorded on the student's profile and noted in the student's study planner.

However, repeated breaches and more significant instances of these infringements will be referred to the relevant House Co-ordinator or the Head of Senior School who may conduct a further restorative conversation, or place the student on a Positive Behaviour Plan, on a detention or on Provisional Enrolment.

Mobile phones must be switched off between 9.00am and 3.20pm. Similarly, earphones may not be used between 9am and 3.20, other than for educational purposes as specified by a teacher.

Earphones and mobile phones which are used or emit a signal will be confiscated and the student will be required to deposit the item at Student Services for a period of time specified by the Head of Senior School.

Repeat offenders may be required to attend a detention.

2.4 Major Infringements

All instances of the following will usually be referred to the Head of Senior School:

- Bullying
- Disrespectful or disruptive behaviour
- Violent or aggressive behaviour
- Vandalism or graffiti

- Sexting
- Any use or possession of drugs/alcohol or pornography
- Any instance of sexual abuse or indecent assault
- Failure to make satisfactory progress while on a Positive Behaviour Plan

In response to all the above, and with consideration to the specific circumstances, a student may be:

- detained during a weekday or Saturday detention
- placed on provisional enrolment
- suspended or expelled depending on the specific circumstances.

Suspension and Expulsion Policy

Kardinia International College is committed to the use of Restorative Practice to respond to Student Management issues in most instances.

However, for more serious incidents the College may respond with detention, suspension or expulsion.

In most instances the possession, use or sale of illicit or the misuse of prescription drugs will automatically result in expulsion.

Due Process

In responding to more serious issues, the decision to suspend or expel a student will be made after:

- a thorough investigation conducted by the Head of School and other staff members as required;
- a careful review of the student's past records;
- a careful consideration of any extenuating circumstances.

The length of the investigation may vary according to the specific circumstances, but will usually take no more than three school days.

The decision to expel a student rests with the Principal of the College, who is ultimately responsible for the day to day operation of the College.

The decision to suspend a student rests with the Head of School.

The length of a suspension will vary according to the particular circumstances of the incident.

Suspensions may be:

- one day's internal suspension, during which a student is excluded from timetabled classes;
- three days to five days suspension from school;
- for a longer period at the discretion of the Principal.

In instances where a crime may have been committed, the length of the suspension may depend on the timing of the outcome of any police investigation.

Communication with Parents

In all instances where a student's actions warrant a detention, suspension or expulsion the student's parents or guardian will be notified that a serious incident involving their child has occurred and that an investigation of the incident has been initiated or has been completed.

Upon completion the parents will be notified of the outcome.

In cases involving expulsion parents will be invited to a meeting with the Principal and/or the Head of Senior School.

Ongoing Support

In instances where a student is suspended for more than five days the relevant subject teachers will forward school work to the student.

Following any period of suspension the returning student will meet with the Head of School and/or the Principal.

Arrangements will be made to support the student both academically and emotionally to make a successful return to the College.

In instances where a student has been expelled, the College will usually support the students transfer to another educational institution.

Appeals and Grievances

In instances where a student, parent or guardian is not satisfied with the school's decision to suspend or expel, and/or the process which led to the decision they have the opportunity to seek redress under the "College Grievance Policy". See policies and documents on the Kardinia website (www.kardinia.vic.edu.au)

The following appendices contain further relevant information related to some of the expectations outlined above. Please read them carefully.

Appendices:

- Uniform A
- ICT Agreement B
- Bullying C
- Plagiarism D
- Redemption Policy E
- Bus travel F
- Homework expectations G
- Student Party Policy H
- Restorative Conversation I

APPENDIX A

Uniform Regulations

THE COLLEGE UNIFORM

Kardinia International College's uniform defines our identity and provides a sense of community and belonging. Our uniform provides flexibility across a range of activities and conditions. Students are expected to wear the College uniform with respect, pride and dignity. We request that students be mindful of the College's expectations when wearing the College uniform and that parents and / or guardians support the College by complying with the guidelines below.

GENERAL APPEARANCE

While in Kardinia International College uniform whether at the College or off campus on excursion, or travelling to and from the College, students wear the College uniform neatly and completely and are expected to adhere to the following;

- All students have the option of wearing either Summer or Winter uniform throughout the year.
- Students in Years 6-12 must wear their full school uniform, including the College blazer to and from school each day, unless the Melbourne forecast temperature is 28 C and above, when students are excused from wearing their blazer. Students may not wear their College jumper to and from school without their blazer. On their designated sport day, students may wear their sport uniform home.
- Uniforms need to be clean, pressed and in good repair.
- The white shirt is to be tucked in at all times.
- Only plain white t-shirts may be worn under the College shirt.
- Ties need to be worn neatly covering a fastened top button.
- Girls kilts and dresses must be no higher than 5cm above the top of their knee.
- Girls wear white socks with Summer dresses and navy tights with Winter kilts.
- Girls may choose to wear the boy's Summer or Winter uniform as an alternative to the girl's uniform. If this option is chosen the entire uniform must be worn.
- Trousers and slacks should break on the shoe and are worn with black crew socks.
- All school shoes are black, lace-up leather shoes. T-bars are not to be worn.
- Boys and girls wear white crew socks with shorts and black crew socks with long trousers.
- All socks extend approximately one third of the distance between the ankle and the knee, fully covering the ankle.
- Scarves and gloves must be navy blue, royal blue or maroon only.
- All students use the official Kardinia International College bag, as recommended by the Chiropractic Association.
- All uniform items should be clearly marked with the students' name and House/Tutor/Class Group.

JEWELLERY

- Students may wear a single, small pair of plain silver or gold studs or sleepers in the ear lobe. No other piercings are permitted.
- With the exception of watches, no other jewellery is permitted.

MAKE-UP AND HAIR

- Makeup, nail polish and acrylic or gel fake nails are not acceptable.
- Hair colour should be clean and natural in appearance.
- Hair should not be extreme in style (eg. dreadlocks and mohawks are unacceptable).
- Hair should be neatly tied back and off the face if longer than the collar.
- Boys must be clean-shaven.

YEAR 12 SPECIFIC

- Year 12 blazers are distinguished by braiding, which is compulsory.
- Year 12's have the option of purchasing the Year 12 College jumper.

SPORT

- Students must wear the College sport uniform for physical education practical classes and weekly sport.
- Students must change into the specified clothing before the start of physical education classes, and then change back into their regular school uniform at the next break.
- Students may wear their sport uniform to school on their Tuesday/Wednesday sport day.
- Specialists sports items (eg. football socks, swimwear) may only be worn during the relevant specialist activity.
- Students who participate in inter-school sport may be required to purchase specific items relevant to the sport.
- All students use the official Kardinia International College Sports Bag.

SUNSMART

- All students must wear a College hat while at sport or outside at recess and lunchtime, during Terms 1 and 4.
- Students are encouraged to wear sunscreen and sunglasses outside.
- Students may bring a water bottle to class.

UNIFORM RETAILERS

College Uniform items can be purchased at:

- Bellarine Uniforms: 162 Moorabool Street Geelong. Ph: 5221 9199
- Rushfords Schoolwear: 1/13 Barnes Place, Werribee. Ph: 9741 3211
- Second Hand School Specialists: 21b Fairlie Street Hamlyn Heights. Ph: 0400 350 652
- Second Hand School Supplies: 9 Star Street Geelong. Ph: 5229 7766

APPENDIX B

Information, Communication and Technology User Policies

RATIONALE

The College believes that information technology is a valuable resource for students and teachers and it continues to be at the very centre of education at Kardinia. The use of technology must be regulated to ensure its lawful, efficient and appropriate usage.

The following is an agreement for Senior School students. A simplified version exists for Junior School students and a separate policy covers staff members. This policy covers use of all aspect of the College ICT network, including tablet computers, desktop computers, students' mobile phones and College systems. To gain access to the College ICT network all students and their parents must annually sign and return the policy as an indication that they understand and accept it.

The College reserves the right to monitor all computer and internet activity undertaken by students in the school context. While reasonable precautions will be taken to supervise use of the internet, the College cannot reasonably prevent all inappropriate use, including access to objectionable materials and communications with people outside the school. Use and management of the computer and internet at home is the responsibility of parents.

Any inappropriate use of the ICT network or resources will be reviewed by the Head of School or his/her delegate.

SENIOR STUDENT DIGITAL CITIZENSHIP AGREEMENT

Respect for Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images I post online. I will avoid posting sensitive/personal information in public places. I will not be obscene. I will only create accounts for services I am legally allowed to use.

Responsibility for Yourself

I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me. I will protect passwords, accounts and resources.

Respect for Others

I will show respect to others and respect their rights privacy and good reputation. I will not use electronic mediums to flame, bully, harass, or stalk other people. I will show respect for other people when using technology and stay on task in my classes. I will not use technologies for activities that are degrading, pornographic, racist or inappropriate. I will comply with school rules, and state and federal laws and not abuse my rights of access. I will not attempt/assist/inform other people on any way of circumnavigating the security of the school's network.

Responsibility for Others

I will protect others by reporting abuse and I will not forward inappropriate materials or communications.

Respect for Property

I will not misuse property in a way that may lead to damage, loss or theft. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary and secondary sources. I will validate information.

Responsibility for Property

I will report any damage, loss or theft of equipment. I will request to use the software and media other product. I will use free and open source alternative rather than pirating software. I will purchase my music and other media, and refrain from distributing these in a manner that violates their licence. I will act with integrity.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, and to act appropriately, and in a moral and ethical manner.

I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these principles will have consequences. This may include having computer privileges removed and may also be subject to further disciplinary and/or legal action.

The College agreement is based on the Citizenship Agreement by Global Digital Citizen Foundation and adjusted to align with College values and processes.

APPENDIX C

Bullying and Harassment Policy - Secondary

At its foundation in 1996, Kardinia International College recognised the safety and happiness of each child as the first priority of its welfare policy. This recognition is reflected in the foundation philosophy of the College, summarised in the College motto, 'Wisdom leads to Respect and Friendship'. The College has therefore adopted a position of ZERO tolerance in instances of bullying and harassment. In practice this means that the College will respond to every known instance of bullying and harassment and that it will be pro-active in discouraging all forms of bullying and harassment.

DEFINITION OF BULLYING AND HARASSMENT

The College has adopted the broadest possible definition of bullying which is defined to include all forms of unwanted physical contact (hitting, pinching, punching, kicking, biting, jostling and sexual abuse, threatening facial expressions and gestures), verbal contact (name calling, abusive language, threats malicious gossip, suggestive comments, sexual innuendo, sexual questioning) written contact (notes, internet, text messages, facebook comments, phone messages) exclusion, interference with property, extortion and persuading another person to do any of the above to a third party.

There are also some behaviours, which, although they might be unpleasant or distressing, are not bullying:

- mutual conflict - which involves a disagreement, but not an imbalance of power.
- single-episode acts of nastiness or physical aggression, or aggression directed towards many different people, is not bullying
- social rejection or dislike is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

THE RIGHTS OF CHILDREN WHO EXPERIENCE BULLYING AND HARASSMENT

- Every child has the right to feel safe and comfortable at this school.
- When a child feels threatened he/she has a right to express his/her objections to the person who poses the threat and to insist that the person desist.
- If the person persists, the victim has the right to report the matter to a teacher, and to always receive an adequate response, either directly from the teacher or through a referral to a person who can respond effectively and appropriately.
- Every child has the right to make such a complaint without fear of reprisal in any form.
- Every child has a right to receive support from those who witness an instance of bullying, either by the witness's direct intervention or through his/her corroboration of the child's subsequent complaint.

Ultimately all instances of bullying must be reported to the Head of Senior School.

THE RESPONSIBILITIES OF THOSE WHO WITNESS BULLYING

- When a student or adult witnesses an incident which involves bullying they have a responsibility to intervene to the best of their ability to assist the victim.
- Such intervention by an adult must firstly put an immediate end to the incident. Subsequently, the adult witness should ensure the wellbeing of the victim. Finally, the adult witness should report the incident to the Head of Senior School.
- Students who witness such incidents may or may not be capable of bringing them to an end. Students should intervene if they can do so without personal risk.
- It may be preferable for a student who witnesses such an incident to alert a teacher or other adult who can more easily end the incident.
- Students who witness such incidents or who are made aware of them should report them to the Head of Senior School or another teacher.

THE COLLEGE'S RESPONSE

- The College will educate all students about this policy on Bullying through assemblies and the Personal Development Programme.
- The College will implement a Peer Support Programme for students in Year 7, training students in Year 10 to be Peer Support Leaders.
- The College will ensure that students are adequately supervised in all contexts to minimise the opportunity for bullying to occur.
- The College will provide continuing support to the victims of bullying where this is appropriate.
- The College will ensure that staff members act always as the best role models for students in their relationships with one another, with students and with parents.
- The College will undertake an appropriate annual confidential survey to more effectively monitor the incidence of bullying.
- The College will maintain a register detailing all instances of bullying.

THE COLLEGE RESPONSE TO STUDENTS WHO BULLY

The College recognises that children who bully do so with varying degrees of malice and with varied intent. It is therefore appropriate that the College response to students who bully varies according to the circumstances of each episode. Such responses may therefore include counselling, and attempts to reconcile the victim and bully. Where possible students who bully will be encouraged to empathise with their victims. Punitive measures, including exclusion, will only be taken against malicious or repeat offenders.

APPENDIX D

Plagiarism

All work submitted by students for assessment must be their own.

Work copied in whole or part from another student or from the internet or from any unacknowledged source will not be accepted.

In an instance where a student is deemed to have submitted such work he/she will be obliged to submit a redeemed task which will be graded no higher than 'E'.

Further to this he/she will be detained during a Monday or Saturday detention. IB/VCE students who plagiarise jeopardize the outcome of their results. In some instances a student whose work is copied may also be penalised and/or punished.

APPENDIX E

Redemption Policy

When a student fails to satisfactorily complete work for assessment by the due date set by the subject teacher, the 'Redemption Policy' will be applied.

Under this policy a student will be required to complete or re-submit the original work or a substitute task by a revised due date.

'Redeemed' work will be graded no higher than E.

Should a student fail to complete the task by the revised date he/she and his parents will be requested to attend an interview at the College, to discuss the student's future progress in the unit affected

APPENDIX F

Bus Travel

While travelling on College buses, students are expected:

- to travel on the bus nominated for them
- to board their bus when directed to do so by the driver or another staff member
- to stow their bags in luggage racks or under their seat
- to remain seated throughout their journey
- to never place any part of their body outside the windows of the bus
- to wear seat belts if available
- to place litter in bins if these are available or to remove it from the bus and dispose of it responsibly
- to speak at a conversational level while travelling
- to wear the full College uniform while travelling to and from the College
- to follow all reasonable directions given by the bus driver

Students may use ipods/mobiles while travelling. Laptop computers, however, may not be used. THE BUS RADIO IS USED AT THE DISCRETION OF THE DRIVER.

The consumption and possession of drugs, tobacco and alcohol are strictly forbidden.

Students are expected to respect College property and the College environs. Littering, vandalism and graffiti are therefore clearly unacceptable.

APPENDIX G

Homework and Home Study

Homework provides students with the opportunity to:

- Revise work completed during the day
- Reinforce concepts and skills learnt
- Prepare for future lessons
- Complete extended assignments which deepen their knowledge, skills and understanding
- Read widely

Good study habits must be developed in the early years of secondary school as it becomes much more difficult to start developing good study patterns in VCE years.

Students working on level A and B units should have one hour of study for each of the seven units they study. This means that students in their first or second year of secondary schooling should be completing about seven hours of set homework each week.

Students working on level C, D or E units should have one hour and twenty minutes of study for each of the seven units they study. This means that students in their third or fourth year of secondary schooling should be completing about nine and a half hours of set homework each week.

If a student has difficulty completing work, having made a genuine effort to complete it, then the student's parents should write a note in their child's study planner. Students are required to record homework and assignment details in their study planners at the conclusion of each lesson.

APPENDIX H

Student Party Policy

RATIONALE

This policy statement has been developed to assist parents to manage social events either attended by their children or organised by their children.

This policy does not seek to do more than advise parents and to clarify the role and responsibilities of Kardinia International College Administration and Staff.

THE COLLEGE'S ROLE

The College has no responsibility for any social events attended by Kardinia students even if school authorities are aware of the events, unless the event is officially organised by the College.

Members of the College staff are clearly and firmly advised not to attend social events involving KIC students other than official school events. There may, however, be instances where a staff member has a family or other legitimate connection with a student's family. In inviting teachers to attend a party in these circumstances parents must be aware of the potentially serious implications for the teacher, whose duty of care may still apply even if they attend the event in a private capacity.

The College reserves the right to respond to all situations arising from non-school social events, which have an impact on the operations or the good standing of the College.

PARENT'S ROLE

It is vital to the health and well-being of their children that parents play an active role in all social events attended by and/or organised by their children.

In fulfilling this role parents must be aware of and compliant with all state laws relevant to the serving of alcohol to minors.

When 'hosting' parties, parents should ensure the following:

- The guest list is limited to those known to the host student. 'gate crashers' and casual drop-ins should be firmly turned away;
- Parties are never held during a school week night;
- Parties have a reasonable finishing time;
- The use of drugs is strictly prohibited;
- Alcohol is only to be served in full compliance with Victorian State Law;
- Adult supervision is active throughout the duration of the party.

The parents of guests at any party should ensure the following:

- Prior contact with the host parents has been made;
- The supply of alcohol will fully comply with state government laws;
- Transport to and from the party has been organised and will avoid any possibility of drink driving as a driver or passenger.

APPENDIX I
A Restorative Chat

RP Philosophy	Simply put	Possible questions
Seek to understand – see their perspective	What happened?	<ul style="list-style-type: none"> • What were you thinking? • What did you want to have happen when you did that? • Is what you did helpful? • What did you want when you did that? • What were you expecting would happen? • What made you decide to do that? • If you did know what you were thinking, what would it be? • What was the purpose of doing that?
Help wrongdoer understand their behaviour and its impacts on others through guided questions – no lecturing.	Who has been harmed? How?	<ul style="list-style-type: none"> • Has what you have done affected anyone else? Who? How? • What do you think it has been like for your classmates when you..... • How do those people feel about what you did? • What about other students that were watching? • Do you have any idea about the impact this had on me? • What do you think know about what you did? Was it helpful?
Restorative philosophy demands that wrongs are righted through sensible plans. Engagement and participation is event.	What needs to happen to repair the harm?	<ul style="list-style-type: none"> • What can you say or do to make things right? • What do you think classmates / school community want to see happen? • What behaviours can you change? • What does that look like? • Is that achievable?

Student Services

Assemblies

Assemblies provide opportunities to celebrate important College events, to congratulate and affirm student and staff achievements, to inform students about important policies and forthcoming events, and to encourage students in the wide range of their endeavours.

Assemblies include formal assemblies such as the Prefect and Colours Investiture. Senior School assemblies are led by the College Captain and House Assemblies led by the respective House Captains.

Senior and House assemblies usually occur 2-3 times each term.

Bus Passes

Each student enrolled on a College bus route is allocated a seat if he/she is travelling farther than four kilometres. Students may only travel on the bus route for which they have paid.

Casual bus travel is possible, subject to seat availability and only upon written application. Such requests should be directed to Student Services.

Canteen

Secondary students have access to the canteen at recess and lunchtime each day. Canteen service ceases at 11.05 at recess and at 1.30 at lunchtime. Lunch orders are to be written on the specified lunch bags, indicating the student's name, and the order required. Orders are placed at the canteen before the commencement of Tutor Group meetings. Late orders are not taken unless the student has a late pass. Orders are collected from the canteen. All transactions in the canteen are cashless. Students must use the ID/debit card, issued by the College, to make purchases. The ID/debit card can be cashed up either online or through the cash deposit machine located in the canteen.

Career Education and Advice

- Career advice is available to all students through the College Careers Counsellor.
- Information nights for parents supporting careers education and course selection are held annually for students in Years 8, 9, 10 and 12.
- Students in Years 7, 8, 9 and 10 receive formal careers education during dedicated seminars and some vertical curriculum units.

Course Selection

Prior to entering the VCE/IB, students normally undertake a study of seven units each semester. In selecting these units students receive course advice from their Tutor Teachers and House Co-ordinators.

The course selection process is undertaken one semester in advance. Assistance in planning courses is available on an individual basis. Parents are encouraged to participate fully in the selection of their child's courses.

Students in the first year of VCE/IB, usually study six units. In selecting these units students receive course advice from the College Careers Teacher.

It is possible for students at any level to alter their unit selections within the first ten days of the commencement of the semester. Such alterations require written parental consent and are subject to the availability of alternative units.

A complete statement of this process and outlines of the units available is published in the Bridges booklet.

Early/Late Passes

Students who arrive at school after the commencement of Tutor Group (9.00am) or who leave school early (before 3.20pm) must report to Student Services accompanied by a parent or guardian.

To sign in/out a student must use his/her KIC ID card.

Excursions

From time to time students will be required to participate in excursions related to aspects of the units which they are undertaking. Parents will receive written notification of such excursions and students will only participate in them if the College has received written consent from their parents. The cost of excursions is usually covered by the College.

House Competition

The College also maintains its own House Competition which is conducted in swimming, athletics, music and debating.

The Learning Commons

The Learning Commons houses four important student facilities:

Library Services

Library Services is open each school day from 8.00am to 5.00pm for private study, research and the borrowing and return of books, resources and references.

Computer Services

The Computer Service Centre is open from 8.00am to 5.00pm each school day for the collection, servicing, repair and re-imaging of student laptops.

Student Services

Student Services is open each day from 8.00am to 4.30pm. From this point students may submit or retrieve lost property, arrange bus passes, submit circular returns, replace lost or damaged locks, ID cards and study planners.

Media Centre

The Media Centre is available for film production by arrangement with a relevant teacher and a member of the Library Services staff.

Medical Centre

Opening Hours and Access

- The centre is open from 9.00am – 3.00pm.
- Staff and students are welcome to attend.
- Students must have teacher permission in writing to attend during class times. They must bring their study planner.
- When a student attends without permission relevant teachers are notified via email.
- When necessary an ill student should be accompanied to the Medical Centre by another student.

Resources

The following items are available from the Medical Centre and other locations as indicated:

- First Aid Kits – available for excursions and camps with prior notice.
- Spill Kits – also available at the gym.
- Epipens – also available at Student Services
- Stretchers – also available at the Gym and Cultural Centre.
- Wheelchair
- Portable Oxygen tank
- Diabetic and breakfast food

First Aid and Asthma Station

- First aid kits are located throughout the College as per the map in the Study Planner.
- Asthma kits are located at the following points: Medical Centre, Student Services, School of Performing Arts, Centre Point Café, Vision Unit

Student Alert Lists

Student alert lists refer to students with chronic or acute conditions which are potentially life threatening. They are updated regularly.

They are provided to all staff members electronically on a strictly confidential basis.

Hard copies are maintained in the following locations: Medical Centre, Student Services, Canteen, Gymnasium, Food Technology Kitchen, Science Laboratories.

First Aid Training

- All KIC Staff are expected to complete anaphylaxis and CPR training annually.
- Level two first aid training is available for staff.
- Anaphylaxis students complete annual training in the use of the epipen.

Sport and Extra Curricular Activities

Each student in Year 7-10 has a double period of sport during one of the two sport afternoons held each week on Tuesday and Wednesday.

A variety of seasonal activities are on offer in five week blocks. Some activities are held on campus and others at nearby venues.

The College fields sporting teams in a variety of local competitions. Participation in these teams is open to all students. Training takes place during lunchtimes.

Other co-curricular activities are offered in music, debating, drama, information technology, bushwalking, chess and creative writing for a complete and current list of what is available please refer to the College Portal.

Student Drivers

Students who possess a Victorian Driver's Licence may drive a motor vehicle to the College under the following conditions:

- That they do not carry passengers other than members of their own family with the written consent of their parents;
- That they do not use the vehicle during school hours;
- That they observe College speed limits;
- That they park in the designated student car parking area.

Uniform Passes

When a student is unable to wear the full College uniform or sports uniform he or she will require a uniform pass which is issued by the student's House Co-ordinator. This must be obtained either before school commences each day or during Homeroom. Parents are requested to provide a written explanation when their child is unable to comply with uniform regulations.

Year 11 /12 Study

The Senior study is available to students in Years 11 and 12 for private, silent, supervised study during their allocated study periods.

Students may arrange to use their study periods for conferences with subject teachers or for group discussions.

Such arrangements are made with the relevant subject teacher and study supervisor.