



KIARA COLLEGE

PARENT HANDBOOK

- ❖ Respect and Responsibility
- ❖ Effort and Excellence
- ❖ Care and Commitment

Ngalak kaadatj nidja Noongar Whadjuk Boodja
We acknowledge this is Noongar Whadjuk Country

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WELCOME

Kiara College is a vibrant learning community located on the western edge of the Swan Valley. We are a proudly Independent Public School with the unique characteristic of a school farm on our site.

SCHOOL VISION

Kiara College provides a safe and supportive learning environment characterised by innovative teaching practices. We respect and value all members of our diverse community. Our students are encouraged to embrace opportunities and aspire to excellence. Our students develop skills and abilities that enable them to be responsible, informed and active citizens who contribute positively to society.

Catering for years 7-12, Kiara College offers comprehensive and innovative programs that support students to achieve their potential. Students can follow an ATAR, General VET or Big Picture Education pathway, preparing them for university entry, TAFE or employment. We also offer the ECU UNI Prep course enabling students to complete a university bridging course while still at school.

A wide range of partnerships with universities, community groups and agencies such as The Smith Family, ABCN, Rotary, ASPIRE, Salvation Army, Foodbank, Youth Focus, Glass Jar (Shooting Stars), and CPFS enhance the support and opportunities we provide our students. In 2023 we are excited to form a new partnership with Clontarf with the aim of supporting our Aboriginal and Torres Strait Islander male students to achieve their very best.

We offer an extensive array of support including scholarships, intervention programs, case management and mentoring. As an Act, Belong, Commit school we actively promote a positive approach to mental health and wellbeing. Our dedicated Student Services team work closely with staff, students and families to provide wrap around support. We are also a PBIS or Positive Behaviour school and our four priority behaviours support and reinforce our school values.

A recent \$20 million dollar upgrade has added a beautiful Performing Arts Theatre and dedicated Student Services area as well as undercover Basketball courts to our facilities. In 2022 the theatre came alive with the musical 'Heathers' showcasing our very talented students. We are eagerly awaiting the 'Game of Tiaras' in 2023.

More detailed information and the full version of policies are available on our website www.kiaracollege.wa.edu.au.

You can also keep up to date with news and information by following us on Facebook. <http://www.facebook.com/KiaraCollegeOfficial>



COLLEGE STAFF

Administration

Principal	Grant Brown
Associate Principal (Years 7 and 8)	David Sullivan
Associate Principal (Years 9 and 10)	Kaye Stevens
Associate Principal (Years 11 and 12)	Jodee Vause
Manager Corporate Services	Donna Baken

Heads of Learning Areas

English	Theresa Jeewa
Humanities and Social Sciences	Angela Bartels
Mathematics	Myles O’Kane
Science	Amanda Tressler-Smith
Technologies	Jessica Garara

Teachers-in-Charge

Health and Physical Education	Kurt Slabolepszy
Home Economics	Leonie Hull
The ARTS	Leonie Neylon
VET Coordinator	Rob Liebeck

Student Services Team

Program Coordinator Years 10 - 12	Shane Basioli
Program Coordinator Years 7 - 9	Jarrod Dimanlig
Attendance and Events Coordinator	Lisa Semmens
Support Officer	Tracey Akber
Year Coordinator Years 7-9	Jo Gray
Year Coordinator Years 10-12	Cheryl Hamilton
Aboriginal Islander Education Officer (AIEO)	Rebecca Garlett
Aboriginal Islander Education Officer (AIEO)	Shaye Rodney
Aboriginal Islander Education Officer (AIEO)	Roland Garlett
Chaplain	Spencer Lambert
Nurse	Shilo Karup
Psychologist	Shirley Evans



TERM DATES - 2023

Term Dates	First Day Students	Last day Students
Term 1	Wednesday 1 February	Thursday 6 April
Term 2	Wednesday 26 April	Friday 30 June
Term 3	Tuesday 18 July	Friday 22 September
Term 4	Monday 9 October	Thursday 14 December

PUPIL FREE - STAFF DEVELOPMENT DAYS - 2023

- Monday 30 January
- Tuesday 31 January
- Monday 24 April
- Monday 17 July
- Friday 10 November
- Friday 15 December

SIREN TIMES

KIARA COLLEGE SIREN TIMES

MONDAY – FRIDAY			
PERIOD	START TIME	FINISH TIME	MINUTES
Before School	8.28am	8.50am	22
1	8.50am	9.54am	64
2	9.54am	10.58am	64
RECESS	10.58am	11.21am	23
3	11.21am	12.25pm	64
4	12.25pm	1.29pm	64
LUNCH	1.29pm	1.51pm	22
5	1.51pm	2.55pm	64
After School	2.55pm	3.17pm	22

COLLEGE UNIFORM

UNIFORM SHOP

The Uniform Shop is located in the College Library. If you have any enquiries with regard to the uniform, please contact our Library and Uniform Officer, Mrs Guthrie - telephone 6235 7008.

Uniform Shop hours are:

8.15am – 3.45pm

Monday, Wednesday, Friday during school term

DRESS CODE

- To enhance College identity and spirit and reduce pressure on students in the choice of school clothing.
- To promote the public image of the College.
- To promote safety by making students easily recognisable on College grounds.
- To promote safety by making students clearly visible and recognisable on College excursions.
- To improve safety by promoting safe footwear and jewellery.
- Convenient and inexpensive.
- To ensure a better standard of dress which is usually accompanied by a better standard of behaviour.
- To demonstrate to students that dress is appropriate to a given situation, and thus prepare them for their careers and life ahead.

ALL STUDENTS

- Plain navy blue trousers, navy blue track pants, navy blue shorts or navy blue skirt/skort.
- Plain navy blue or Kiara College jacket.
- Hat.

Lower School - Year 7 to Year 9

- Navy blue and aqua polo shirt.

Senior School - Years 10 to Year 12

- Navy blue and white polo shirt.

Sports and Physical Education Uniform

- Students are required to have a change of clothes for sport and the shirt is to be the colour of the student's House Faction.

Footwear

- Suitable flat closed in shoes. **NO** high heels, "slip-ons" or ugg boots due to safety issues.

Additional Points

- **NO** denim.
- **NO** leggings, tights, skins, yoga pants **unless** worn under skirt or shorts - **MUST be plain navy blue.**
- Long socks and scarves must be in College colours.
- Midriff or low-cut tops are **NOT** permitted at Kiara College.
- **NO** shorts that are not a suitable length for school.
- **NO** visible logos except for the official Kiara College logo. As a guide, logos should not be larger than a matchbox.
- Headgear must not have inappropriate signage/logos and must **NOT** be worn in class.
- Additional clothing worn for religious/cultural reasons should be in College colours.

Jewellery and Body Adornments

These items must be unobtrusive and not a health or safety hazard.

- Students are encouraged to keep jewellery and make-up to a minimum

Parents of students who do not attend in full uniform will be contacted to resolve the issue. Your acceptance of this Dress Code is registered by your signature on the Enrolment Form.

GOOD STANDING POLICY (Years 7 – 12)

The Good Standing Policy emphasises the importance of students taking responsibility for the choices they make on a daily basis, which impacts academically and socially on themselves and others.

The Good Standing Policy is complimentary to the College Positive Behaviours approach and aims to provide regular acknowledgement and recognition for the majority of students who consistently behave and act according to the College's core values of *Respect & Responsibility, Effort & Excellence, Care and Commitment*.

To maintain 'Good Standing' students must comply with Kiara College's stated position on Attendance and Behaviour.

'Good Standing' is a status that all Kiara College students are granted at the beginning of each year. It is the responsibility of the student to maintain their good standing. Students with Good Standing are eligible to participate in reward days that are extra-curricular and/or events where students are representing the College.

LOSS OF GOOD STANDING

Students who lose their Good Standing may lose the privilege of participating in various events throughout the school year. Examples include: excursions, school camps, interschool sporting events, sports days, College Ball and year-based activity days. This is not an exhaustive list.

- Students who lose their Good Standing will have a fair process to earn back their privileges. Any offences that occur whilst on probation will result in the requirements starting over.
- Loss of Good Standing is actioned by Student Services through the Associate Principals. Reinstatement of Good Standing will require students to uphold the attendance and behaviour requirements.

NOTE *Students will have access to all College based events that are part of the curriculum, regardless of Good Standing status.*

The following table outlines reasons why a student's Good Standing would be withdrawn and ways to earn it back.

REASONS	LEVEL AT WHICH LOSS OF GOOD STANDING OCCURS	REQUIREMENTS TO REGAIN GOOD STANDING PRIVILEGES	ACTION
Attendance	Unauthorised/Unexplained absences contributing to an attendance rate below 90% as recorded by Weeks 4 and 8 each term..	Clearing of Unexplained absences and attendance improvement of 10% or 15% between Weeks 4 and 8 of each term following loss of Good Standing	Attendance plan developed by Attendance Officer and parent/carer. Compass notification Weeks 4 and 8 – G for G/B for B
Behaviour	Persistent ongoing low level minor behaviours recorded in Compass.	Automatic loss of Good Standing Restoration only by a reduction in recorded minor and major behaviour entries in Compass.	Parent contact by Teacher Compass notification Weeks 4 and 8 – G for G/B for B.
Suspension	First and all subsequent occasions.	Automatic loss of Good Standing Restoration only by a reduction in recorded minor and major behaviour entries in Compass.	Parent/caregiver attendance on re-entry to College, Re-entry Contract. Compass notification Weeks 4 and 8 – G for G/B for B.

SAFE COLLEGE

Kiara College operates in the belief that all students have the right to learn in a safe, caring and productive learning environment.

Students, teaching staff, administrators and visiting members of the community have the right to feel safe at all times and the responsibility to collaboratively support a positive learning environment.

Kiara College has a strong commitment to pastoral care. In addition to teaching staff and educational assistants who support students in the classroom, there are a number of Student Services staff who provide information, guidance and counselling on issues ranging from social skills, cultural identity and health and hygiene concerns. Students can make appointments to discuss their concerns. Staff may refer concerns to Student Services and the Student Services Team will run programs for identified students.

STUDENT CODE OF CONDUCT

Public Displays of Affection

This set of guidelines was created in the interests of good taste, consideration of others and exemplary role modelling.

Kiara College is a public place and public displays of affection (PDA) can serve to make many students and staff members uncomfortable.

Those engaging in public displays of affection are often not aware that others do not wish to see them being intimate.

It is not a matter of 'right or wrong'; it is a matter of what is appropriate behaviour for particular settings.

Kiara College hopes that students care for one another in the context of a positive and caring College setting. This can often be expressed in friendly hugs, pats on the back or shoulders, handshakes and other forms of physical contact that are wholesome and appropriate.

All such contact should be open and inclusive within a social group to be acceptable.

Be Respectful

- Address others in a courteous manner e.g. use "please" and "thank you".
- Listen while the teacher is speaking to the class.
- Treat other students and their property in a respectful way – e.g. **no bullying**.

Be Responsible

- Try to resolve conflicts in an acceptable way.
- Keep the College free of litter.
- Use appropriate language – e.g. no swearing.

Be Ready

- Come to class on time.
- Come to class with the appropriate equipment.
- Be ready to learn.

Student Drivers

Students are required to have a permit to park their car at the College. The permit needs to be displayed on the dashboard of the car at all times.

- Students apply to the Associate Principal for an "Application to Become a Registered Driver".
- Students are permitted to park their car in the designated bays **outside** the College gates.

Major breaches of the Student Code

When a student commits a major breach of the Student Code, a formal process or contract may be implemented immediately.

COLLEGE RULES

It is expected that all teachers will respond to students breaking College rules. It is also understood that there will be a range of consequences for these behaviours, depending on the individual student and circumstances.

1. Defiance - refusing to follow lawful instructions.
2. Threats - verbal and physical threats to staff and/or other students.
3. Physical and verbal abuse of staff or other students.
4. Malicious damage to property - this includes misuse of equipment.
5. Criminal act - any illegal activity will be reported to Police.
6. Racial abuse or vilification.

RESPECT EACH OTHER (REO)

REO stands for **Respect Each Other**. Respect is accepting other people's differences, whether they are nationality, attitudes or values. **REO** is about encouraging each person to be caring, respectful of the rights of others and to find constructive ways of managing conflict. **REO** contracts are based on the 'Shared Concern' method of addressing bullying or harassment.

What is bullying

Bullying/harassment is behaviour that is meant to hurt, injure, embarrass or upset the other person. It may involve a group of people or a more powerful person picking on someone. Making hurtful comments about someone because of their race, gender, appearance or abilities is also a form of bullying/harassment. Racism is particularly offensive and is regarded as a serious issue by both the College and wider community.

You have the right to feel safe at this College

You may want to talk about the problem but may not want any action taken. That is okay. Asking for help isn't dobbing. There is a big difference between dobbing and asking for help. If you have tried to stop the harassment, or if it is very serious, ask for help. The Student Services Team is available to assist you.

Ways you can help yourself

- Be proud of who you are and where you come from.
- Stand tall and look the harasser in the eye.
- Tell the harasser to leave you alone and walk away.
- Ignore and/or avoid the harasser.
- Find friendly peers to hang out with.
- Stay away from places where you might be harassed.
- Act confidently.

Ways you can help others

- Make it clear to your friends that you won't be involved in bullying behaviour.
- Never stand by and watch or encourage bullying behaviour.
- Do not tease or spread gossip about others.
- Respect everyone and value the differences between people.
- Be friendly towards others who are new to the College, or are left out.

COLLEGE HOUSE COLOUR SYSTEM

The three Houses at Kiara College represent birds found in the local Whadjuk Noongar area

MAALI	Black Swan	YELLOW
KOOLBARDI	Magpie	GREEN
KARAK	Red-tailed Cockatoo	RED

The Houses have been created for students to develop an extra sense of identity within Kiara College to coincide with the Positive Behaviours in School program (PBiS) and to help foster a resilient, collaborative and respectful culture within the College to further develop a sense of connection and belonging to our community.



CYBER BEHAVIOUR

Cyber behaviour applies to all technology-based communication; including internet websites, personal blogs, instant messaging, chat rooms, online forums, text messaging, phone, mobile phone use and email.

It is a criminal offence to use emails, phone, mobile phone or the internet to threaten, harass or offend another person. If this occurs, you can report to Police or Crime Stoppers on 1800 333 000.

Your personal safety is important and you need to be aware that people on the internet may not be who they say they are.

- Do not give out personal information e.g. address, passwords, user names, phone number, photographs, how you get to College etc.
- Tell a parent or adult if someone sends or posts something that makes you uncomfortable.
- Take an adult with you if meeting an online friend for the first time and only meet in public places e.g. a café.

Cyber bullying involves the use of communication technologies to support the repeated, harmful and negative behaviour. It can include:

- Sending defamatory, threatening or harassing messages (email/phone/internet).
- Deliberately spreading inaccurate information e.g. rumours.
- Distributing someone else's personal information e.g. phone numbers, web addresses.
- Sending spam, viruses or offensive web links.
- Posting information, images or photos without the permission of the subject.

If you are cyber bullied

- Do not reply to threatening, harassing or obscene messages.
- Block the sender's messages or change your email, phone etc if necessary.
- Save any threatening or harassing messages and report them to your parents, the College, Internet Service Provider or the Police if appropriate.

Using social network sites

- Protect your accounts with 'strong' passwords and change them regularly e.g. mix cases and characters; e.g. sTRong3.
- Have a different password for each account so if one password is stolen not all of your accounts will be at risk. **Never share your password.**
- Set your online profile to private and be careful who you accept as a friend.
- Always log out of the site and don't use it as a screen saver.
- **Never click on suspicious links even if they are from friends.**

REMEMBER TO THINK BEFORE YOU POST ANYTHING.

- Anything posted online can be read, printed and used by others now, and in the future.
- Employers might check your online presence before deciding to hire you.
- Friendships change and private inbox messages can be copied or shared without your consent.
- Once photographs are posted they are owned by the site they have been posted on, so make sure they are not inappropriate and that you have permission from everyone in the photographs.
- Posting or sharing inappropriate/revealing pictures of yourself or friends can be extremely serious, not just embarrassing or hurtful to others but **ILLEGAL**.
- In the worst case scenario, it can be regarded as the publication and/or distribution of child pornography.

IT INFORMATION

Year 7

Year 7 students will have a username and password set up for them. The username is the first name with a full stop then the last name with the password being the date of birth as an 8-digit number.

Example

John Smith born on 12 November 2010

Username John.Smith

Password 12112010

Matthew Anderson born on 18 June 2010

Username Matthew.Anderson

Password 18062010

Students who have been locked out of their account accidentally (*not as a result of misuse of the internet*) need to visit the Library at lunch on Monday, Wednesday or Friday to get their Password reset.

Years 8 to 12

All students returning from last year will still be able to login using their old username and password. Students who have forgotten their passwords can go to the Library to have it reset.

ACCESS TO THE INTERNET

To access the internet, you MUST have signed the pink Internet Usage Agreement Form and this will be held in the student file.

If you use inappropriate websites such as social networks, online games, media streaming or proxy sites your account WILL be suspended indefinitely.

E-Mail

All students are provided with a DET email address that they are to use if they need to send emails to and from the College or contact the IT Helpdesk from www.kiaracollege.wa.edu.au the email address should be Firstname.Lastname@student.det.wa.edu.au. To access emails go to www.portal.det.wa.edu.au and click login use the details:

Username firstname.lastname

Password date of birth



COMPUTER ACCESS

Students are offered the opportunity to access the Internet as part of the College curriculum. Every student is allocated an individual account for which they nominate their own password and take full responsibility.

Students will

- only use computers/notebooks under the direct supervision of a teacher.
- not alter any settings on the computers/notebooks, install any programs or otherwise modify the way the computer/notebook works.
- not damage or vandalise computer hardware e.g. mice, keyboard or keyboard keys.
- not attempt to gain unauthorised access to any other computer system through the Internet or go beyond their authorised access.
- not make deliberate attempts to disrupt the computer system or destroy data by any means.
- tell a staff member about any message they receive that is inappropriate or makes them feel uncomfortable.
- not post personal contact information about themselves or other people.
- not use obscene, threatening or disrespectful language.
- use only for educational and self-directed research.
- not attempt to download or load any software or applications on any computer/notebook in the network (Students may download appropriate text and graphics).
- not plagiarise works that they find on the Internet (respect the rights of copyright owners).
- not use the Internet to access material that is obscene, that supports illegal acts or that advocates violence or discrimination towards other people. If students mistakenly access inappropriate information they should immediately stop, go back and tell their teacher.

MOBILE PHONES AND RELATED DEVICES

The State Government announced the Student Mobile Phones in Public Schools Policy to take effect from the start of Term 1, 2020.

The Policy requires all public schools to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day.

This also extends to the use of smart watches which need to be on airplane mode during the day.

The Policy aims to reduce distractions in class and improve student engagement.

In the Policy, secondary students are allowed to have their phones in their possession, but **must turn them off and keep them out of sight until the end of the school day.**

Exceptions are allowed for students who have approval from the Principal to use a phone to monitor health conditions or where an Exemption application has been made via the Student Services Manager.

*If your child needs to contact you, they can do so through the Front Office at the College.
If you need to get a message to your child, you can call the College.*

Any student failing to comply with the Policy will have their phone confiscated for the remainder of the school day and will be suspended if they refuse to hand it over.

LOST PROPERTY

All lost property should be handed in to Student Services and students are encouraged to check with Student Services staff if they have lost any items.



ATTENDANCE

Regular attendance is essential for academic achievement; any absence from College reduces learning opportunities. For this reason, students are expected to attend every class in each of their subjects. From time to time absences will occur. These might be due to medical or family reasons but no matter what the reason for the absence, work may be missed and therefore performance will be affected. Families are expected to support regular attendance by planning family activities during school holidays, not term time.

It is the student's responsibility to discuss the work missed with his/her teachers and make arrangements to catch up

PARENT /CARER RESPONSIBILITY

If a student is **absent from or late to College** then the parent/carer must provide either a written or verbal explanation for the absence or lateness.

Parents/Carers can:

- a) Phone the attendance line at the College (6235 7065).
- b) Email the College Kiara.College@education.wa.edu.au .
- c) Write a note and deliver it to the Attendance Officer.
- d) Explain to the Attendance Officer when the child comes back to the College .

The explanation **must clearly indicate the date and time of absence or lateness as well as the reason for the absence or lateness.**

The reason for the absence must be acceptable to the College Principal.

- Staying home to celebrate your birthday for example is **NOT** an acceptable reason for absence.
- Sleeping in is also **NOT** an acceptable reason for lateness.

Students with ongoing unexplained absences or persistent lateness will be regarded as **truant**.

In extreme instances the student will be referred to the Regional Attendance Officer.

Extended absence

In the event of a long absence owing to illness, students/parents are encouraged to contact the relevant teachers and organise some work where possible that can be put on CONNECT.

Students travelling/holidaying for extended periods should consider enrolling in the School of Isolated and Distance Education.

EARLY DEPARTURE

All students need parental permission to leave College grounds for any reason.

Contact to arrange this can be via the following methods:

- Send a note with the student explaining date, time and reason for early departure. This must be delivered to the Attendance Officer before school.
- Call the Attendance Officer or the Front Office to request early collection. Please note that advance notice is appreciated as it may take time to have the student sign out with the Attendance Officer and be available for collection.

Students are not permitted to go to the local shops during school hours and parents and students are encouraged not to arrange for food to be delivered.

POSITIVE BEHAVIOURS

Kiara College operates on the belief that all students have the right to work in a safe, caring and productive learning environment. Students, teaching staff, administrators and visiting members of the community have the right to feel safe at all times and the responsibility to collaboratively support a positive learning environment.

We believe that by helping students practice good behaviour, we will build a College community where all students can succeed and grow.

The school-wide behaviour expectations are:

- **We are responsible**
- **We are respectful**
- **We are caring**
- **We give our best effort**

At Kiara College we believe successful students:

- Are confident and engaged learners who aim to achieve their best in all areas
- Are literate, numerate and competent in the use of ICT.
- Maintain their physical and mental health and wellbeing.
- Respect themselves, others and the environment.
- Are able to work collaboratively and independently.
- Are resilient and able to effectively self-regulate.
- Feel a sense of connection and belonging to the school community.
- Are creative and innovative.
- Are regular attenders.
- Embrace the Kiara ACT, BELONG, COMMIT philosophy and make a positive contribution to their community.

SETTING

SETTING						
In all settings we wear our College uniform with pride.			In all settings we represent our College positively.			
EXPECTATIONS		Classroom/Learning Areas	College Grounds/Break Times	Cyber/Technology	Our Community	Whole College Assemblies and Events
	We are respectful	We keep our hands, feet, negative opinions and other objects to ourselves. We use equipment, resources and facilities in an appropriate manner. We use our manners. We use appropriate language.	We stay in permitted areas. We place rubbish in the bin. We are respectful of others and their activities. We include others in games. We use appropriate language.	We use social media positively. We keep private information private.	We positively engage with the community.	We listen when others are speaking. We are attentive. We engage appropriately and positively during school events.
	We are responsible	We arrive to class on time. We have correct equipment for class. We meet deadlines. We follow instructions in a timely manner. We keep our work neatly filed. We take responsibility for our learning e.g. requesting missed assessments if absent.	We use break time to go to the toilet, eat and drink. We move safely around buildings and on paths.	We know our passwords and keep them safe and private. We follow the College ICT policy. We use CONNECT. We use ICT to support our learning.	We are punctual. We use public transport appropriately.	We return forms promptly. We sit in the designated areas. We follow relevant procedures. We notify the College of any absences.
	We are caring	We consider others' rights, values, opinions and feelings. We help others.	We consider our own safety and the safety of others. We use manners and queue correctly at the Canteen.	We think before we share. We acknowledge our sources. We care for ICT equipment.	We value other cultures. We promote our College positively. We care for our College environment.	We are kind and generous. We use positive bystander behaviour. We forgive others.
	We give our best effort	We keep trying/persevere We actively participate in class activities We seek help when required We complete tasks to the best of our ability.	We access available support e.g. Homework classes.	We utilise Kiara College approved e-resources.	We represent the College with pride.	We participate in and support whole College activities.

HEALTHY COLLEGE

Kiara College adheres to the Department of Education (DOE) *Healthy Food and Drink Policy* and is committed to increasing awareness in our community of the importance of healthy eating, physical activity and mental wellbeing. We are also keen to promote awareness of the health implications of sugary/high energy drinks to health and student learning and do not encourage food to be delivered by outside agencies.

MEDICATION

Students are permitted to have over the counter medications at College in small quantities. Students with health conditions such as asthma or allergies are permitted to carry preventative medicines such as inhalers and epipens. Prescription drugs such as Ritalin should not be brought to College unless discussed with the Principal. All students with health conditions need to have a Health Plan noted on College records.

The College nurse does not issue pain/or any other medication – this is in accordance with Department of Education Policy

DRUG EDUCATION

Our Health Education program includes drug education and awareness as a means of assisting students to make informed choices about healthy lifestyles. Drugs are defined as a substance people take to change the way they feel, think or behave.

This includes:

- a) all over the counter and prescription medicines eg Panadol.
- b) all legal drugs including alcohol and tobacco.
- c) all illegal drugs e.g. cannabis.

While drugs such as alcohol and tobacco are legal for adults in the community they are banned at our College. It is illegal for anyone to sell or supply tobacco or alcohol to a person under the age of 18 years.

Smoking and vaping are not permitted on College premises.

If a student is found in possession of alcohol or tobacco; observed using alcohol or tobacco at College or in the company of others who are using, the following will occur:

- a) Item/s will be confiscated.
- b) Parents will be informed.
- c) Educational material and support will be provided.
- d) Students who commit an offence may be suspended for a period of time determined to be appropriate by the Principal.

If a student is found in possession of or using an illegal drug such as cannabis, the following will occur:

- a) Police will be informed (131 444).
- b) The item/s will be confiscated and given to Police.
- c) Parents will be informed.
- d) Educational material and support will be provided.
- e) The student will be suspended for a period of time determined to be appropriate by the Principal.

Students in the company of others who are using illegal drugs on College premises may be required to complete assignments on drugs and have their parents informed. They may also be suspended if such action is determined appropriate by the Principal. Students suspected of being under the influence of a drug will be referred for assessment. Parents will be informed of observable symptoms and the student may be removed from College grounds for reasons of Occupational Safety and Health. If the student is found to have been under the influence of drugs at College they may be suspended.

Reports and allegations of student possession, use or supply of alcohol, tobacco or illegal drugs will be investigated where possible and reported to the police and/or Crime Stoppers (1800 333 000) as appropriate.

UPPER SCHOOL ASSESSMENT POLICY (Years 11 and 12)

This policy applies to the assessment of all Year 11 and 12 WACE courses- Foundation, General, ATAR and endorsed programs.

VET programs may be undertaken at and assessed by State Training Providers-WA and other Registered Training Organisations and are subject to some external moderation processes and assessment requirements. The Kiara Big Picture Education inspired program assesses and reports primarily by portfolio and presentations. Our ECU Uni Prep program is assessed under ECU guidelines.

Our assessment processes adhere to the Principals of Assessment- and are educative, fair, valid and reliable.

1.Student responsibilities:

It is the responsibility of the student to:

- attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date.
- maintain a good record of attendance, conduct and progress (a student who is absent from a class for five lessons or more per term is deemed to be 'at risk' of not achieving the best possible result).
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment.
- maintain an assessment file for each pair of units which contains all completed written assessments
- follow the guidelines for VET assessments and storage as outlined by the VET Coordinator/ VET teachers.

2.Teacher responsibilities:

It is the responsibility of the teacher to:

- develop a teaching and learning program that appropriately delivers the current Authority syllabus for the particular pair of units.
- provide students with access to a course outline and an assessment outline.
- ensure all assessments tasks are fair, valid and reliable.
- provide students with timely assessment feedback and guidance about how best to undertake future tasks.
- maintain accurate records of student achievement.
- meet college and external timelines for assessment and reporting.
- inform students and parents of academic progress as appropriate.

3.Information provided to students

The teacher will provide the following documents by the end of Week 1 each semester:

- The SCSA syllabus for the pair of units (or, where a single unit is being studied in Year 11, for that single unit) which includes the grade descriptions.
- A course outline for the pair of units (or unit or semester) that shows:
 - the content from the syllabus in the sequence in which it will be taught.
 - the approximate time allocated to teach each section of content from the syllabus.
- An assessment outline for the pair of units (or unit) that includes:
 - the number of tasks to be assessed.
 - The approximate timing of each assessment task (i.e. the week in which each assessment task is planned or the start week and submissions week for each out-of-class extended task).
 - the weighting for each assessment task.
 - the weighting for each assessment type, as specified in the assessment table of the syllabus.
 - a general description of each assessment task.
 - An indication of the content covered by each assessment task.

4. Assessing student achievement

In each pair of units (or unit), a number of assessment tasks occur during the year/semester including, end of semester exams in all ATAR courses. Some tasks are completed in-class and others are completed out-of-class.

Each task provides evidence of student achievement. The teacher uses the total weighted mark from all assessment tasks when assigning a grade at the completion of the pair of units (or unit).

The requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do, often indicating the steps involved for extended tasks). Wherever appropriate, the criteria against which the task will be marked will also be provided. Students may be provided with an opportunity to resubmit work if the teacher deems this to be appropriate.

Some courses may include assessment tasks to be completed by a group of students. In such cases, teachers will use strategies to enable them to assess the performance of each individual in the group. Typically, this will be identified in the task (or task brief) provided to the students at the commencement of the task.

5. Modification of the assessment outline

When a student's disability, specific education needs or cultural beliefs do not allow them to complete a particular assessment task, the teacher may modify the task in consultation with the Head of Learning Area (HoLA)/teacher-in-charge. An individual education plan will be developed showing any modifications to the assessment outline for the pair of units (or unit). This can only occur through the HoLA and must follow the WACE guidelines.

When a student's personal circumstances limit his/her capacity to complete a particular assessment task, the teacher may vary the submission date (see Section 8 for details).

If circumstances change during the teaching of a pair of units (or unit), requiring the teacher to make adjustments to scheduled assessment tasks, then students will be notified.

6. Completion of a pair of units (or unit)

A grade is assigned for each pair of units (or unit) completed.

Students are required to:

- attempt all in-class assessment tasks on the scheduled date.
- submit all out-of-class assessment tasks on or before the due date.

If an assessment task cannot be submitted directly to the teacher, it is to be submitted to the HoLA or Front Office.

Where health issues or other personal circumstances may prevent a student completing an in-class assessment task, the student (or the parent/guardian) must discuss the matter with the teacher at the earliest opportunity before the scheduled date. The school will determine whether the reason is acceptable (see Section 8 for details). **If the reason is acceptable, a new deadline will be negotiated and there is no penalty.**

For an out-of-class assessment task submitted after the due date or not submitted, where the student **does not** provide a reason which is acceptable to the school, (see Section 7 for details), **the following penalty will apply for late submission:**

- 10% reduction in the mark for being late. The student will be required to negotiate another due date. If the task is not submitted by the second deadline, then a zero mark will be submitted.

For a missed in-class assessment task, where the student **does not** provide a reason which is acceptable to the HoLA (see Section 6 for details), the student will receive a mark of zero.

Where the reason for not submitting an assessment task or attending a scheduled in-class assessment task **is acceptable** to the school, the student's assessment outline will, where possible, be provided another opportunity to sit the assessment or a modified version. If this is not possible, an estimated grade may be assigned. If a student does not submit an out-of-class assessment task or attend a scheduled in-class assessment task, without providing an acceptable reason, the teacher will contact the parent/guardian to discuss the possible impact of the penalty on the student's grade, and negotiate actions to prevent this re-occurring.

7. Year 11 and 12 ATAR Examinations

School Examinations are included in the assessment outline for the pair of units. The weighting for school based examinations varies between courses and is included in the assessment outline. A written examination will be held in all ATAR courses at the end of each semester. In Year 11 exams are typically 2 or 2.5 hours whereas in Year 12, exams are usually 3 hours long. Students must follow the college exam rules which are based on the SCSA rules used for the ATAR course examinations. All school examination rules and requirements will apply; students will be given a copy of the examination rules and requirements prior to each examination period.

Examination rules

- Students will not be admitted to an examination after 30 minutes have passed from the start of the working time of the examination.
- Students will not be allowed to leave the examination during the first hour of the working time of the examination, or during the final 15 minutes of the examination.
- Collusion between candidates will lead to cancellation of the practical and/or written examination marks for each of the students involved.
- Possession or knowledge of examination questions before an examination will lead to cancellation of the student's practical and/or written examination mark(s).
- Possession of unauthorised materials or technologies during an examination will lead to cancellation of part or all of the student's practical and/or written examination mark(s).
- Markings on authorised materials in the examination room will lead to cancellation of part or all of the practical and/or written examination mark(s).
- Unauthorised removal of examination materials from the examination room will lead to cancellation of part or all of the student's practical and/or written mark(s).
- Blatant disregard of examination room regulations and/or instructions will result in the removal of the student from the examination room.

If an examination contains an error, or questions are based on content that is outside the syllabus or there is a breach of security, the College will:

- remove the question containing the error or based on content outside the syllabus, **or**
- set a new examination if there is a breach of security that affects all students, **or**
- Students will not be permitted to enter

8. Acceptable reasons for non-completion or non-submission

Family holidays during the term or examination period are not considered a valid reason for non-completion or non-submission of assessment tasks. In exceptional circumstances and with sufficient notification, students may apply for a variation in the conditions for assessment.

Under extraordinary circumstances students may need to apply to the subject HoLA for a variation in the conditions for an assessment. These may include unforeseen illness, injury or significant personal circumstances preventing the students from attending on the day of the in class assessment. This must be supported by a medical certificate and/or full written explanation from the parent. Non-medical reasons will need to then be approved by the HOLA and should this occur, the school will endeavour to reschedule the

planned assessment through the HoLA.

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. sitting a driver's license test or family holidays). In exceptional circumstances, the parent/guardian may negotiate with the relevant Associate Principal, who after consultation with the HoLA, will develop an individual education plan. This plan will show how the missed lesson time will be compensated for and any modifications to the assessment outline for each pair of units (or unit).

Where a catastrophic event (e.g. a pandemic) affects delivery of the teaching program, the completion or submission of one or more assessment tasks and/or completion of the school's examination timetable, students will be advised by the school of modifications to the task requirements and/or the assessment outline.

9.School examinations

A written examination will be held in all ATAR courses during Semester 1 and Semester 2. Examinations may be scheduled for General courses where considered appropriate by the HoLA. Exams are included in the assessment outline for the pair of units (or, where a single unit is being studied, for that single unit).

A practical/performance/oral exam will also be held in those ATAR courses with a practical, performance or oral ATAR examination. All school examination rules and requirements will apply, students will be given a copy of the examination rules and requirements prior to each examination period.

10.Cheating, collusion and plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which contains:

- Identical or similar material to the work of another person (e.g. another student, a parent, a tutor)
- Identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes.

A student is not permitted to submit for marking, as original, any work which is:

- prepared or substantively contributed to by another person (e.g. student, teacher, tutor, expert)
- copied or downloaded from the internet without acknowledging the source, e.g. artificial intelligence applications (AIA) eg. ChatGPT or similar
- paraphrased or summarises the work of others.

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the relevant HoLA responsible for the course. As part of this process, the student will be provided with the right of reply.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised, **one of the following penalties will apply:**

- **A mark of zero for the whole assessment task, or**
- **A mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own.**
- **A penalty awarded at the HoLA's discretion.**

No programmable devices e.g. watch (other than approved calculators) will be permitted for in class assessments and examinations. The parent/guardian will be informed of the penalty and any further disciplinary action.

LOWER SCHOOL ASSESSMENT POLICY (Year 7 to year 10)

Student responsibilities:

- To follow each subject assessment outline and record the results in your diary.
- To follow exam procedures carefully.
- To complete all class, work to achieve the best grade possible.
- To meet all deadlines: this will assist your learning.
- To negotiate extensions with teachers before due date or marks will be deducted for lateness. The maximum late submission of work is one week.
- To catch up with any work you have missed as the result of an absence.
- To provide medical evidence or a note when major assessments are missed due to absence.
- To understand that regular absences from class will limit your achievement.
- To ensure all work is referenced where appropriate, and in your own words.
- To follow the school's IT policy appropriately on any networked device.
- To discuss each semester report with your parents.
- Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).
- All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which contains:
 - Identical or similar material to the work of another person (e.g. another student, a parent, a tutor)
 - Identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes

A student is not permitted to submit for marking, as original, any work which is:

- prepared or substantively contributed to by another person (e.g. student, teacher, tutor, expert)
- copied or downloaded from the internet without acknowledging the source, e.g. artificial intelligence applications (AIA) eg. ChatGPT or similar
- paraphrased or summarises the work of others.

Parental responsibilities:

- To establish an effective study routine at home for your child.
- To ensure where possible, that family holidays are NOT taken in term time.

Teacher responsibilities:

- Remind students that the Assessment Policy can be located on the School website.
- Distribute Course and Assessment outlines to all students.
- Remember security of assessment tasks is important.
- Encourage students to complete work in class where possible.
- Remind students to use the school organiser calendar to plan for busy assessment times.
- Contact parents when poor attendance is impacting on classroom achievement.

Admin responsibilities:

- Reinforce the Assessment Policy at College Assemblies.
- Upload the Assessment Policy to the College web page.

HELPFUL HINTS FOR PARENTS

Modern technologies and social networking sites such as Facebook, twitter, Snapchat and so on enable students to stay connected and participate globally. Many parents are concerned however about issues relating to online safety. Kiara College has a range of programs and information sessions to assist students develop safe online behaviour but support from home can be even more effective. If you want to know more about how to help your child safely navigate the world of the internet the Australian Government has a fantastic website full of information <http://www.cybersmart.gov.au>.

You are an important part of a team (together with teachers) who can have a powerful impact by helping your teenager develop effective study habits.

Encourage them to:

- Use a diary and have a timetable.
- List tasks and cross them off when finished.
- Do the most difficult or least preferred work first and not spend too long on one subject.

Research shows that successful students work to a timetable. It is important for them to keep a balance between schoolwork and recreation. Help them plan their week to include time to see friends, stay fit and manage their study.

Keep in mind that:

- The most effective study is in sessions of up to 45 minutes.
- Study is best done when most mentally alert.
- More time should be given to difficult and least-liked subjects.
- It's important to factor in assessment dates and allocate more time to these subjects as deadlines approach.

In addition to homework, regular revision is important so information registers in the long term memory. It will be useful for your teenager to:

- Revise notes taken in class on a daily basis.
- Review past assessments and work out areas for improvement.
- Read through teacher feedback and concentrate on the most difficult sections.

It's best for your teenager to have a designated study space. The best learning environment at home includes a desk used only for study in area free from distractions, a comfortable chair and good lighting.

An important part of successful study is staying physically active.

- Encourage your child to walk or ride to college a few times a week.
- Suggest a team sport or dance class they might enjoy.
- Ask them to take responsibility for exercising the dog (or the neighbour's dog).

Help your teenager to reduce stress by encouraging them to take regular breaks, get plenty of sleep and eat a balanced diet. A healthy, balanced and varied diet helps improve concentration, learning and memory.

Tip: Music

Many teenagers say they study best with music on but research shows this is not always the case. Teenagers used to a noisy home may find studying with music helpful. However, they still need to be able to work under silent conditions in order to fully prepare for exams.

HELPFUL HINTS FOR TEENAGERS

Six steps to review class subjects

1. Allocate 10 minutes to review each subject you want to focus on.
2. Write as much as you can remember for a particular subject. (with practise, you can become brief and to the point).
3. Look at your notes for that day and to find things you have forgotten.
4. Use a different coloured pen to write these points at the end of your own notes.
5. At the end of the week, write down as much as you can remember from your daily notes.
6. Check what you have forgotten and record this in a different colour.

Take regular breaks. Reward yourself with an activity and then get back into it

- Take notes from class discussions and make notes from written material in your own words. If something isn't clear, ask your teacher before you move on.
- When you get home, first list as much as you can remember from the new material. Then check your notes and see what you need to learn.
- Skim the material, cover it and try to recall key points. Again, write your notes in your own words as if you are trying to explain it to someone else.
- Go over the material and summarise key points several times.
- Make sure you get a good night's sleep and a good breakfast before an exam.

Five stress-busters

1. Put on a favourite music track and dance.
2. Go for a brisk walk.
3. Call up a friend and have a quick chat.
4. Take 10 deep breaths. This brings more oxygen into the blood which 'wakes up' the brain, relaxes muscles and quietens the mind.
5. Watch a short sitcom that you find funny.

Academic success is all down to EFFORT. The harder you work the more success you will achieve.

PLEASE KEEP THIS HANDBOOK FOR YOUR REFERENCE AS IT INCLUDES COLLEGE RULES AND INFORMATION

Please complete and sign below and return to Kiara College with your enrolment paperwork



KIARA COLLEGE

Handbook Return Slip

I (Parent /Caregiver name) _____ have received and read the KIARA COLLEGE HANDBOOK. I am aware that my child is expected to abide by the rules and procedures outlined especially in relation to use of computers, mobile phones, attendance, assessment, uniform and behaviour. I am aware that information is accessible on CONNECT.

I (Student name) _____ understand that I am expected to behave responsibly and demonstrate respect for myself and others at all times. I must use all equipment and services such as computers and networks appropriately. I am aware that information is accessible on CONNECT

In the event of a lockdown, such as the COVID 19 lockdowns of 2020 and 2021, my child (student name) _____ has access to a computer, the internet and a printer and (~~cross out option not applicable~~) does/does not require hard copies of learning materials

Parent /Caregiver Name: _____
(Print Name)

Parent/Caregiver Signature: _____

Date: _____

Student Name: _____
(Print Name)

Student Signature: _____

Date: _____

I acknowledge that I have read and accept the 2023 Kiara College Upper /Lower
(cross out not applicable) School Assessment Policy:

Student: _____ Signed: _____ Date: _____

Parent: _____ Signed: _____ Date: _____