



Middlemount Community School Junior Secondary Handbook 2017

Welcome to Junior Secondary!

Our Philosophy

Junior Secondary sits within a P-12 context. Our vision, “Working, with high expectations and pride, towards continuous improvement in teaching practice and student outcomes”, is based on four core values:

- Explicit high expectations of all learners
- Valuing individuals and expecting and recognizing success
- Partnerships with parents
- Personal responsibility and accountability

Our Junior Secondary Model aims to realise this vision for students in years 7-9, with a focus on:

- Maintaining engagement
- Literacy and numeracy
- Wellbeing and Belonging

This handbook is designed to introduce you to some of the important information you need to know about Junior Secondary school.

- ★ Expectations
- ★ Timetable
- ★ Seeking Help
- ★ Staff
- ★ Curriculum

Expectations

At MCS Secondary Department, you are expected to:

Adhere to the School Rules

Our school rules are:

- Safety first
- Take responsibility
- Achievement
- Respect for self and others



Book work

There are clear expectations about bookwork at MCS. It is expected that you:

- Use blue/black biro or pencil only, with red biro used for margins and underlining.
- Write the date on every page.
- Underline headings and titles.
- write the WALT and WILF for each lesson.
- rule off at the end of lesson - work must follow on consecutive pages.
- Heading and titles are underlined.
- Glue handouts in at relevant places or store in display folder.
- Construct diagrams, charts, graphs using appropriate equipment, ie. ruler, compass.
- Erase errors or rule out with a single line. Correction tape may be used.
- Use correct setting out in Maths - (Formula; equal signs directly underneath each other; answer underlined; units included where appropriate)

Bring your books and equipment everyday

You must be prepared for every lesson. Students who fail to bring the required equipment to class will be asked to go to the office to purchase stationery.

You **MUST** have a separate book for every subject.

It is a good idea to have your timetable displayed somewhere at home. Check it every night and pack your books and equipment for the next day.

Be organised

Being organised means:

- ★ following your timetable (have a copy stuck on the fridge at home)
- ★ using your school diary
- ★ using your semester overviews to keep track of what you are learning
- ★ keeping track of assessment by using your assessment calendar (this will be given to you by the end of week 3 each semester).
- ★ Catching up on school work when you are absent (it is your responsibility to see your teachers)

Be Punctual

Arrive at school by 8.20am each morning. If you do arrive at school after 8.30am, you are required to report immediately to the school office. Failure to collect a late note will result in you being marked absent for the day.

Attend school every day

According to the Education (General Provisions) Act 2006, *“Each parent of a child who is of compulsory school age must— (a) ensure the child is enrolled at a State school or non-State school; and (b) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.”* (Chapter 9, Part 1).

Attendance at school is crucial to your success at secondary school. **There is a direct relationship between results and attendance.**

Study, Homework and Assignment Completion

In Junior Secondary you are expected to do regular homework and study. Make sure that you set aside a regular time and a suitable place to do your homework and revision. Getting your assignments done on time requires you to be consistently working. Doing it the night before doesn't work! In Junior Secondary, you are expected to complete 30-40 minutes of homework per day. You will have Mathematics, writing and reading tasks as regular tasks to complete as well as other subject specific homework and assignment work to do. Students will be given time in class to complete assignment tasks. However, it will be necessary to complete the assignment during homework/study time at home. As a general guide, assignments of less than 500 words (5 minutes for orals) will attract 2-3 lessons of class time. Assignments of greater length and complexity will attract up to a maximum of four lessons of class time.

School Bags and Storage

Junior Secondary students are allocated port racks in Q block for the storage of their school bags and other equipment during the school day. We strongly advise that valuable items and money are NEVER left unattended in school bags. Should it be absolutely necessary to bring such items to school, students are advised to leave these at the office for safe storage. Items such as IPODs and mobile phones are brought to school at your own risk and the school takes **no responsibility** for them should they be lost or stolen

If students choose to carry their bags around with them, they are to leave bags in port racks outside classrooms. Bags, hats and sporting equipment may NOT be taken (or worn) into classrooms.

Electronic Devices

Middlemount Community School recognises the place that mobile phones and other electronic devices* have in our society. We believe that the use of such devices carries some implicit responsibilities which users must learn about. There are also rules of courtesy, respect and consideration for others which must be adhered to when using such devices. We also recognise that use of these devices can become disruptive, if unmonitored.

Rules for Appropriate Use of Electronic Devices

Secondary students at Middlemount Community School are permitted to bring devices to school under the following guidelines. Primary students are not permitted to bring such devices to school.

Mobile phones and other listed devices may only be used before and after school and at break times, unless being used in a teacher directed activity to enhance learning.

Students are expected to demonstrate courtesy, consideration and respect for others whenever using a mobile phone or electronic device.

All student mobile phones and electronic equipment (including those with Bluetooth functionality) are to be switched off and out of sight during classes, where these devices are not being used in a teacher directed

activity to enhance learning.

In-phone cameras may not be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.

Recording audio or visual material without the knowledge or consent of the subject is NOT permitted in this school. Invasion of privacy through the recording of personal conversations or daily activities and/or the further distribution (e.g. via Multi Media Messaging Service, Bluetooth) of such material will result in disciplinary action and contravenes the Invasion of Privacy Act 1971 (Qld)

Mobile phones or electronic devices (including those with Bluetooth functionality) may not be taken into or used by students at exams or during class assessment unless expressly permitted by school staff.

The sending of text messages or posting of statements to websites that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will be subject to disciplinary action and potentially police investigation.

Where a device has been used to capture and distribute images of violence, malice, etc. and the images have been uploaded to a website, disciplinary action will be undertaken in accordance with the school's Responsible Behaviour Plan for Students. Additionally, the student will be required to effect the removal of the material from the website.

Mobile phones and other electronic equipment are used at their owners' risk. No liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the department's negligence.

Consequences for Inappropriate Use of Electronic Devices

Where a device has been used in a way which contravenes the rules outlined above or in any manner or place which is disruptive to the normal routine of the school, the device will be confiscated by school staff, with collection/return to occur at the end of the school day where the device is not required for further investigation. Serious breaches will result in suspension or possibly exclusion or cancellation of a student's enrolment. Some breaches of this policy may be referred to the police for investigation.

*this includes but is not limited to, games devices, e.g. PSPs, Gameboys, laptop computers, PDAs, cameras and/or voice recording devices, whether or not integrated with a mobile phone or MP3 player, mobile phones, iPods and devices of a similar nature.

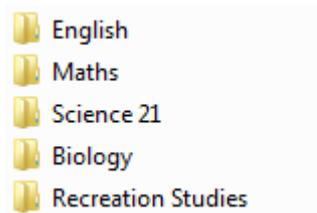
Laptops

Students who choose to bring laptops to school must ensure that they are charged and ready for use. Laptops are not to be charged at school. You should have a folder for each subject in your school drive, which should also be backed up on your own laptop and a USB device.

Expectations for storage of student work on the school network

Students are to set up files in the H: Drive as follows:

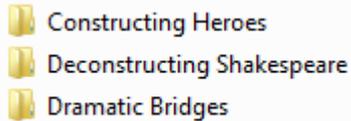
Folders for each subject



Folders should contain:

- Semester overviews
- Sub Folders

Sub-folders for each unit named with the unit title



Each sub Folder should contain:

- Assessment tasks sheets
- Notes (named by topic and week of term)
- Resources provided by teacher (named by topic and week of term)
- Research notes and additional materials

Student Notes

- All work is dated
- Headings are used to identify notes from activities/questions
- Worksheets and documents given by teachers must also be named by week and title which identifies subject matter.

 Week 1 – Abiotic Factors.doc

Daily Timetable

Time	Primary	Secondary
8.20am	Primary classrooms open. All primary students move to classrooms to put lunches away, etc. Then line up outside the classroom.	Secondary students organize equipment for learning.
8.25am	All students, P-12 line up at classrooms.	
8.30-8.40am	Roll Marking and notices. Teaching begins.	Care groups
8.40-9.30am	Session 1	
9.30-10.20am	Session 2	
10.20–11.00am	First Break	
11.00-12.00pm	Session 3	
12.00-1.00pm	Session 4	
1.00-1.30pm	Second Break	
1.30-2.30pm	Session 5	

Seeking Help

Help is readily available to students at Middlemount Community School. You are encouraged to contact your teachers for assistance after school or during lunch breaks. Homework Club operates in the school three afternoons per week and students are able to use this time to access computers and staff. Our teachers offer after school support to students when needed. Times are advertised on weekly parades.

We also have a Guidance Officer, School Based Youth Health Nurse and School Chaplain who are all able to assist students with any issue they may have. All three support staff are situated in V block.

The Head of Department and Deputy Principal are also available to assist you at any time.

You may also seek support from your care group teacher and the Junior Secondary Coordinator.

Middlemount Community School Secondary Staff

Mrs Small	Head of Department Home Economics	lsmal22@eq.edu.au
Mr Bradford	Manual Arts	rbrad104@eq.edu.au
Mr Crossley	English/Drama/SOSE	TBA
Miss Davidson	Art/SOSE	lrdav1@eq.edu.au
Mrs Gaiter	Science/Maths	dgait0@eq.edu.au
Mr Heidecker	Maths/Science	TBA
Miss Jamieson	Drama/English/SOSE	kmjam0@eq.edu.au
Miss Marlow	HPE/Physical Education	emar110@eq.edu.au
Mr Werner	Business/Maths	TBA
Mrs Katie Churchill	Guidance Officer	Appointments available through the school office.

Junior Secondary Curriculum

Year 7

Core Subjects

In year 7, students study the following core subjects.

Subject	Sessions per Week
English	5
Mathematics	5
Science	3
History/Geography	2
Health and Physical Education	2
Japanese	2
Digital Technologies	1
SEW Program	1

Elective Subjects

Students will study FOUR elective subjects over the year. Students will study two elective subjects each semester.

Semester 1 (2 sessions per week)	Semester 2 (2 sessions per week)
Design and Technology (Industrial) Drama	Design and Technology (Home Economics) Art

Year 8

Core Subjects

In year 8, students study the following core subjects.

Subject	Sessions per Week
English	5
Mathematics	5
Science	3
History/Geography	2
Health and Physical Education	2
Japanese	2
Digital Technologies	1
SEW Program	1

Year 8 Elective Subjects

Students are able to choose TWO elective subjects. You will choose two elective subjects each semester. However, you are able to stay in the same elective for the whole year.

Line 1 (2 sessions per week)	Line 2 (2 sessions per week)
Art Drama	Design and Technology (Industrial) Design and Technology (Home Economics)

There are limited places available in each subject. Sometimes it is necessary to change students to another elective. If this applies to you, you will be asked for your second preference. Every effort will be made to ensure that you receive your first preference in semester two.

Please note: If insufficient numbers of students choose an elective, that elective subject may not be offered.

Year 9

Core Subjects

In Year 9, students study the following core subjects.

Subject	Sessions per Week
English	5
Mathematics	5
Science	3
History/Geography	3
Health and Physical Education	2
Digital Technologies	2
SEW Program	1

Elective Subjects

Students are able to choose TWO elective subjects. You will choose two elective subjects each semester. However, you are able to stay in the same elective for the whole year.

Line 1 (2 sessions per week)	Line 2 (2 sessions per week)
Art Drama	Design and Technology (Industrial) Design and Technology (Home Economics)

There are limited places available in each subject. Sometimes it is necessary to change students to another elective. If this applies to you, you will be asked for your second preference. Every effort will be made to ensure that you receive your first preference in semester two.

Please note: If insufficient numbers of students choose an elective, that elective subject may not be offered.