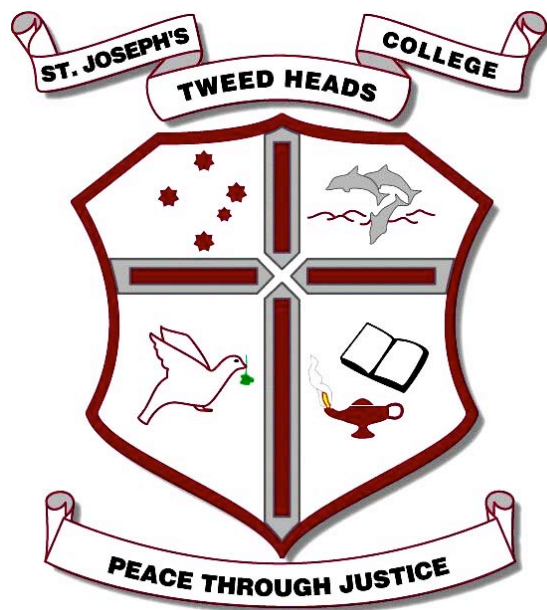


St Joseph's College



Student / Parent Reference Guide 2011

Introduction

Dear parents/caregivers and students,

This information booklet is intended as a guide to the College's Catholic ethos and our procedures.

High schools are large, complex organisations and each member of the community has a responsibility to be aware of the structures and procedures for effective and efficient operation.

Please take time to read through this booklet and use it as a reference as the need arises. The College's website, www.sjctweed.org, is another source of information you may wish to utilise.

ST JOSEPH'S COLLEGE CONTACT INFORMATION

Doyle Drive (PO Box 246) Banora Point NSW 2486

Telephone: (07) 5524 9002 Fax: (07) 5524 9272

Email: sjcbanora@lism.catholic.edu.au

Web: www.sjctweed.org

SECTION 1

The Catholic Dimension of St Joseph's College

MISSION STATEMENT

Our Values

At St Joseph's College we value:

THE GOSPEL

- Gospel values based on love, peace and justice.
- The respect of self, others and the environment.
- Our Catholic faith within the Christian tradition and our ongoing spiritual formation within our community.

COMMUNITY

- The presence of a spirit of community.
- The belief that all students, staff and parents have a right to belong, to be involved and to feel safe.
- The development of wholesome and meaningful relationships based on open communication where individual differences are recognised.

TEACHING AND LEARNING

- A commitment to participation and excellence in academic, cultural and sporting pursuits while preparing students to meet the challenges of our changing society.
- Ongoing professional development in order to maintain quality teaching and learning practices.
- The development of individual strengths and talents in an environment which nurtures self-worth and identity.

Our Nature and Our Mission

St Joseph's College is a Catholic, systemic co-educational secondary school, catering for students from Years 7 to 12. It is part of St Joseph's Parish, Tweed Heads.

We are a Catholic community which educates young people within the Christian heritage. The prevailing ethos of St Joseph's College is one of collaboration where students, parents and staff are integral parts of the school community. We challenge our students to achieve to their full potential as young men and women of the future and support them in their endeavours to do so.

As a Catholic school, St Joseph's College pursues its mission to teach and nurture the Catholic faith. We promote spiritual growth which embodies our motto *'Peace Through Justice'*. We provide holistic education for all students to pursue personal excellence and to meet the challenges of our changing society. The faith life of the school is supported by the religious education program and commitment to building a Christian environment where all individuals are valued, cared for and respected. St Joseph's College is defined by the ways of the Gospel and the mission of Jesus, and recognises Saint Joseph as a model for our school community.

The Spirit of Cooperation Between Parents and the College

St Joseph's College recognises parents as the primary carers and educators of their children. We therefore acknowledge parents' responsibilities and the need for a spirit of cooperation between the College and parents.

As members of the St Joseph's College community, parental assistance and support is expected in regard to:

- the College's policies and procedures;
- the correct wearing of the College uniform at all times (including travel to and from school);
- support for our expectations and appropriate, respectful behaviour;
- ensuring children attend school regularly and are absent or late only when unavoidable;
- monitoring children's homework and assignments;
- promoting the positive aspects of academic studies and College life;
- establishing regular, sound study routines and habits.

Enrolment Policy

The parent/caregiver of any student is eligible to complete an application for enrolment form. However, any such enrolment shall be subject to the following criteria:

- The first priority will be given to Catholic children who have completed the sacramental program and are already enrolled in other parish schools.
- The second priority for enrolment will be Catholic children who have completed the sacramental program and who are not enrolled in other parish schools.
- The third priority for enrolment will be Catholic children who have not completed the sacramental program who are in other parish schools.
- The fourth priority for enrolment will be Catholic children who have not completed the sacramental program who are not in parish schools.
- The fifth priority for enrolment will be non-Catholic children who are in other parish schools.
- The sixth priority for enrolment will be non-Catholic children who are not in parish schools.

Notwithstanding the above criteria, the student's behaviour and participation in school life is to have been consistent with the stated expectations of the school attended.

No Catholic child will be refused enrolment at the College because of an inability to pay fees.

School Fees

It is the responsibility of each family, with child/ren enrolled in St Joseph's College, to meet the school fees and building levy obligations.

Although the Lismore Diocesan School system is supported by State and Federal Government subsidies, its continuing existence depends substantially on the contributions made by parents through school fees and other charges. The school and the parish rely on school fee income to be able to provide the necessary resources and ancillary staff to effectively educate your child/ren. It relies on the building levy income to meet the capital loan repayments for school building and maintenance.

For you, as parents who have chosen a Catholic education for your child/ren, this means a financial commitment and often a monetary sacrifice.

The School Fees Policy is as follows:

1. School Fees are billed over the first three terms. St Joseph's Parish will send an invoice at the beginning of Terms 1, 2 and 3, with a nominated date for payment.
2. Elective fees and school levies for the year are billed in full in Term 1.
3. The Building Levy payable by each family will be billed over the first three terms.
4. Parents who may experience difficulty with the payment must contact the Parish School Fees Manager so that alternative arrangements can be put in place.
5. No Catholic child will be refused enrolment at St Joseph's College because of an inability to pay fees, but it is the responsibility of you, the parent, to meet with the Parish School Fees Manager so the circumstances can be determined.
6. If payment has not been made, and no alternative arrangement agreed with the Parish School Fees Manager, the Parish will issue a reminder notice.
7. If the matter remains outstanding after a term has elapsed, the Parish will send a letter requesting a meeting to discuss and seek a resolution to the matter.
8. Continued failure to respond to the school's or Parish's notices will result in the matter being referred to a collection agency.
9. If at the end of the year, if the matter still has not been resolved, the Parish School Fees Manager will refer the matter to the Parish Finance Council. This may result in a review of the student's re-enrolment for the following year.

SECTION 2

Procedures

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A

ABSENCE FROM SCHOOL

A signed note of explanation with the day's date from parent/caregiver must be given by the student to his/her LMG teacher on returning to school after an absence. If a student is to be absent, the parents/caregivers must inform the College in the morning before 9:30 a.m. and a signed note must still be presented by the student on his/her return to school. Unexplained absences are followed up by the College by phone call SMS to a parent/caregiver during the morning.

ABSENCES FROM ASSESSMENT TASKS

- All students Years 7-12 must ring the College (07 5524 9002) before 9:00 a.m. if they are going to be absent on the day of an assessment task.
- Years 7-9 need a note written in the diary to explain this absence.
- Years 10-12 must bring a medical certificate when returning to school after missing an assessment task because of illness. This medical certificate must be attached to an Assessment Variation Form and handed to the course teacher.
- Years 10-12 must give an Assessment Variation Form (with documentation) to their course teacher if they know in advance that they will be absent for an assessment task.
- Years 10-12 must give an Assessment Variation Form (with documentation) to their course teacher immediately after they return to school following unexpected circumstances for which they wish to receive consideration.
- Years 10-12 please refer to the Assessment Handbook for more detail concerning Assessment.

AFTERNOON DETENTION

Coordinators may issue afternoon detentions for misdemeanours for which a lunchtime detention would be deemed inadequate.

ALCOHOL

The drinking of and/or possession of alcohol in any form is strictly prohibited at the College.

B

BELL TIMES

The College uses an automatic bell system. It is programmed to ring according to the requirements of the school day, eg. Assemblies and sport. Bell times for 2011 are as follows:

Yrs 7 – 12 Monday - Friday	
Administration Roll Marking	8:45am – 8:55am
Period 1	8:57am – 9:49am
Period 2	10:01am – 10:43am
Recess	10:43am – 11:03am
Period 3	11:05am – 11:57am
Period 4	11:59am – 12:51pm
Lunch 1	12:51pm – 1:11pm
Lunch 2	1:11pm – 1:31pm
Period 5	1:33pm – 2:25pm
Period 6	2:25pm – 3:19pm

BICYCLES

Students riding bicycles to and from school are to wear approved safety helmets at all times and to adhere to road rules. When entering or leaving school premises, students are to proceed slowly and with caution. Students are not permitted to return to the bike bay after arrival at school. The responsibility and care of all equipment, including helmets, lies with the student.

BULLYING AND HARASSMENT

Harassment involves the oppression through physical and or verbal abuse of a 'victim' by a bully, usually over a period of time. Harassment may also be of a sexual nature where a person is subjected to unsolicited and unwelcome sexual conduct.

Harassment may be:

- between co-workers
- between student and student
- between teacher and student
- verbal or physical
- implicit or explicit.

We acknowledge that each student at St Joseph's College has the following rights and responsibilities:

RIGHT - to feel safe, without being hindered by others, bullied or treated unfairly.

RESPONSIBILITY - to recognise the dignity and rights of all people and to treat others with respect and within the principles of the College Mission Statement.

All reports of bullying and harassment will be taken seriously and appropriate action implemented through the Pastoral Care structure at the College. A copy of the College's Policy on Bullying and Harassment is available from Student Reception.

C

CALENDAR

The College calendar is available online from the College website. Students are issued with Year Calendars at the beginning of each Term.

CANTEEN

The canteen is open before school, at recess and lunch times and is an area under staff supervision. Students are not permitted to purchase items from the canteen during class times. Lunches must be ordered before LMG in the morning.

The canteen could not function without the generous support of volunteer parents. Any parent wishing to have their name included on the roster should phone the College secretary.

CAREERS

St Joseph's College has an appointed Careers Coordinator. The services offered to students include information on tertiary courses and careers, organisation of guest speakers as well as assistance with job preparation and opportunity. Teachers can also obtain career information specific to their KLA's. Information regarding careers will be posted on the student noticeboard, daily notices and weekly newsletters.

CHANGES TO COURSES

Any students wishing to alter their pattern of study must meet with the Curriculum Coordinator to discuss possibilities. Course changes require written parental permission.

CHEWING GUM

The chewing of gum is not permitted at the College or whilst a student is in school uniform.

COMMUNITY SERVICE PROGRAMME

All students 7-12 will participate in an organised Community Service Programme.

Via a rostered allocation, each year group will take responsibility for particular organisations. They will then be required to either collect for charities and missions or perform practical service in the form of volunteer work. Through this experience it is hoped that students will develop a sense of community responsibility.

COMPUTER PRESENTATION OF TASKS

Breakdown of a computer or printer is not a valid reason for not submitting an assessment task. Should the breakdown occur immediately prior to the due date, students must submit on the due date some evidence of the task (e.g. notes, part print outs) to indicate they have been working on the assessment. Junior students require a note in their diary to explain the situation. Senior students would also need to submit before, or on the due date, an Assessment Variation Form requesting an extension.

CORE RESPONSIBILITIES OF STUDENTS AT ST JOSEPH'S COLLEGE

- Show respect for yourself, others and your environment
- Be safe and support others in being safe
- Be productively engaged in the learning environment
- Be in the right place at the right time
- Positively represent your school
- Engage responsibly with your laptop.

(Please refer to the St Joseph's College Code of Behaviour document for further detail.)

CORPORAL PUNISHMENT

Corporal punishment is not permitted at St Joseph's College under any circumstances.

CYBERSAFETY

Cyber safety refers to the safe use of the Internet and ICT equipment/devices, including mobile phones. Common cyber safety issues include:

Cyberbullying – St Joseph's College has a zero tolerance policy in relation to all forms of. Cyberbullying which include but are not restricted to harassment, insults and humiliation that occurs through the electronic mediums such as email, mobile phones, social networking sites, instant messaging programs, chat rooms, web-sites and through the playing of online games.

Protecting personal information – students should never include identifying information such as full name, address, phone numbers, email addresses, usernames and passwords, bank details, school attended, etc. Students should not post information that may identify them or present them in a negative manner. A cyber reputation once established is there forever.

Unwanted contact – Students are also advised to limit their contact to people they know in real life to avoid problems.

Protecting computers: e-security – to avoid misuse of their own accounts students are reminded not to share passwords and to change passwords regularly using a combination of letters, numbers and symbols. Students are expected to back up their files every night to protect data contents.

Inappropriate contact – is content which breaches norms or standards on social, religious, cultural or other grounds. Students should not visit sites or post or download data of a violent, sexual or extremist nature. Hate sites, content that instructs or promotes crime or violence and online advertising are also prohibited.

Excessive internet use – students should limit time spent on computer and internet activities. Excessive use has been found to limit social and communication skills creating problems in real life relationships and interactions. Excessive use can become an unhealthy obsession.

Consequences apply to any misuse of internet access or cyber safety breach. Consequences may include loss of internet and/or laptop privileges, lunch time detention, after school detention, suspension, and in very serious instances may involve police intervention.

D

DETENTIONS (AFTERNOON)

Afternoon detentions are a part of the College discipline policy and the enrolment agreement. These may be issued by a coordinator for breaches of the discipline code which are deemed to be of a serious nature or for failure to attend lunchtime detention. **Multiple lunchtime detentions in lieu of afternoon detention is not acceptable.**

DETENTIONS (LUNCH TIME)

Lunchtime detentions may be issued for breaches of the six core responsibilities outlined in the St Joseph's College Code of Behaviour:

- Respect
- Safety
- Engagement in the Learning Environment
- Time and Place
- Pride in School
- Responsible Laptop Use.

Students receiving 3 such detentions in a semester will be placed on a monitoring card. Six such detentions and the student will be suspended and a Parent/Student/Teacher interview will be required before the student resumes school.

DROP OFF ZONE

Students arriving at the College by private transport should be dropped off and picked up from the designated drop off zone only. The bus zone is a no stopping or parking area at all times as busses arrive and depart from the College at various times during the day. Drivers may be fined by the Tweed Shire Council for misuse of the bus zone.

DRUGS (UNLAWFUL)

Their use and/or possession is strictly forbidden. Severe consequences will follow for students who do not adhere to this College policy. Unlawful drugs will always be treated as a Police matter.

E

EARLY DEPARTURES

If a student must leave the school through the day, the parent must also sign a note to that affect in their child's College Planner. The student must also show this note during roll marking. The parent or carer must collect the student from Parent Reception at the designated time.

Under no circumstances should a child leave the school grounds without being in the company of their parent/carers or designated and responsible adult.

EMERGENCY EVACUATION AND LOCK DOWN PROCEDURES

In accordance with occupational health and safety procedures, the College holds regular emergency evacuation and lock down drills.

Evacuations are signalled by the College bell system with a continuous bell for 15 seconds (or in the event of no electricity, hand bell ringing for 15 seconds). Students are to cease work immediately, follow all teacher directions and proceed in an orderly manner to the Emergency Evacuation Assembly Area at the far end of the College oval.

As each class reaches the Emergency Evacuation Assembly Area students are to:-

- *listen to all instructions*
- *assemble into homeroom class groups*
- *stay with their homeroom teacher*
- *remain quiet and seated at all times*

Lock downs are signalled by the College bell system with an intermittent (on/off) bursts for a continuous 30 second period and followed by an announcement through the internal telephone system. Students and staff will remain in their timetabled room and make efforts to close and lock the door and windows that could permit access into the room. PDHPE classes on the ovals at the time are to move promptly to the Emergency Evacuation Assembly Area. The end of the drill will be indicated by an All Clear signal and announcement.

EXCURSIONS

Excursions are a vital adjunct to a subject's curriculum and as such, students are expected to attend all excursions organised on their behalf.

Students are issued with a written notification of a pending excursion, which includes a parental permission slip. A payment envelope can be obtained from the student reception. Payment envelopes and permission slips need to be returned to student reception prior to the excursion date.

Unless otherwise stated, students attending excursions are to wear full school uniform.

EXAMINATIONS

An examination timetable will be issued to students at least 2 weeks prior to any examination period. Senior students need only be present at school (during an examination period) when they have a scheduled examination.

EXTENSION OF TIME FOR ASSESSMENT TASKS

- Years 7-9 may request an extension of time for an assessment task via a parental note in the College diary.
- Years 10-12 may request an extension of time for an assessment task via the Assessment Variation Form available in student reception.

F

FAMILY DETAILS

It is important to maintain accurate, up-to-date, family details. Please notify the College of any change of address, home or work phone numbers, mobile numbers and/or emergency contact numbers.

H

HANDS OFF

The College adheres to a "Hands Off" Policy whereby no student is permitted to physically interact in any way that is deemed to be aggressive or sexual.

HOMEWORK/HOMESTUDY

- Homework is given regularly and normally each day.
- Homework is of a constructive nature.
- Homework is given with consideration of other subjects.
- Homework is checked regularly and carefully.
- Contact will be made via the College diary with parents of students who repeatedly do not do their homework.
- All students will keep a homework planner. These are to be regularly checked by subject teachers and/or LMG teachers.

The College believes homework is a valuable aspect of the learning process and contributes to the development of sound study habits.

Homework should be approximately as follows:

Year 7 ~ 1 hour per night.

Year 10 ~ 2 hours per night.

Year 8 ~ 1-1½ hours per night.

Year 11 ~ 2-2½ hours per night.

Year 9 ~ 1½-2 hours per night.

Year 12 ~ 2-3 hours per night.

Revision of past content is an integral part of secondary studies and should be incorporated into a weekly study timetable.

I

ILLNESS OR INJURY AT SCHOOL

In the event of illness or injury, students should report to the student reception office for treatment. Students need a note in their diary from their teacher if they are leaving class because of illness. If it is necessary a secretary will contact the parents/caregivers and inform them of the nature of the illness/injury and/or organise for the student to be taken to the Tweed Heads District Hospital.

Students must inform the office if they are sick and are not permitted to organise their way home without first seeking permission from the secretary.

INTERNET

The College internet address is: <http://www.sjctweed.org>

INTERNET USE

College laptops are intended for educational purposes only and remain the property of the College throughout the leasing arrangement.

Students have a 500 Mb monthly download limit after which internet access is withdrawn. Students need to manage their download time effectively so that access is spread over the whole month.

Copyright issues need to be considered and sites used should be correctly referenced in a bibliography.

Students are expected to use their laptops responsibly, following the cyber safety guidelines.

L

LAPTOPS

Please refer to the College website.

LATENESS

Students who arrive late for school must report to the office and obtain a late stamp. Students must also present a note from parents/caregivers explaining the reason for their lateness in their diaries. Repeated unexplained lateness will result in lunch detention.

LEARNING INFORMATION CENTRE (Library)

Opening hours:

- Monday, Wednesday and Friday – 8:40am to 3:30pm.
- Tuesday and Thursday – 8:00am to 3:30pm (4:30pm when supervision possible).
- The Learning Information Centre is closed during recess.

Resources:

- Loans are generally for a period of 2 weeks.
- Exceptions are CD-ROM, audiovisual equipment and resources on “closed reserve” which are available for short periods only.

LEAVING THE SCHOOL DURING SCHOOL HOURS

Parents/Caregivers are requested to avoid making appointments for their sons/daughters during school hours. This especially applies to sport days. All students are required to attend College carnivals.

If an appointment is unavoidable, the student must bring a signed note on the morning of the same day, notifying the time of departure. The note must be handed to the LMG teacher. If students arrive to school late and sign in at student reception, the note must be shown at the office.

LEAVING ST JOSEPH'S COLLEGE

Parents/Caregivers are required to give written and signed notification if their son/daughter is leaving the College. Students are required to fill out a 'Clearance Form' and return all College equipment including textbooks and laptop bundle.

LITURGICAL CELEBRATIONS

A liturgy usually accompanies major celebrations within the College. Liturgies may be Eucharistic or non-Eucharistic. As outlined in the enrolment agreement, participation and attendance at liturgical celebrations is expected. The following constitute our major events:

- Opening Mass - about Week 3, Term 1
- Ash Wednesday
- St Joseph's Day - March 19th – On this day we commemorate as a whole school our patron, St Joseph, with a liturgy
- Easter Liturgy
- Anzac Day
- Feast of the Assumption
- Inauguration of College Captains, House Senior Leaders and SRC members
- Remembrance Day
- Year 12 Graduation Mass
- End of Year Thanksgiving Liturgy and Presentation of Awards.
- Youth Mass (First Sunday of every month).

M

MEDICATION AT SCHOOL

Students are not permitted to be in possession of medications. All medications are to be brought to the office along with a parental note which states dosage and times. The only exception to this is for asthmatic medication.

MERIT SYSTEM

At St Joseph's College, the award structure is a 3-tiered process:

- (1) Merit Awards: This is an ongoing instantaneous process whereby student achievements are recognised for academic excellence or commendable effort.
- (2) Semester Awards: These awards recognise students' accomplishments in the semester reports. Pastoral and Extra-Curricular acknowledgements also appear on semester reports.
- (3) Yearly Awards: These awards recognise outstanding achievements or accomplishment over the course of a year.

MOBILE PHONES

As many students have a legitimate academic use for mobile phones (text file storage, podcasts, images) it has been decided that students may bring these items to school. However, students are not permitted to use mobile phones to call, text or record images or video at any time whilst at school. Mobile phones may only be used as storage devices or to listen to music in the playground out of class time. The College will not accept responsibility for loss, theft or damage.

MP3 PLAYERS

As many students have a legitimate academic use for MP3 players (text file storage, podcasts, images) it has been decided that students may bring these items to school. However, they are not to be used in class for listening to music and the school will not accept responsibility for loss, theft or damage. Students can use them to listen to music in the playground at recess, lunch, before and after school.

N

NEWSLETTER

The College Newsletter, distributed weekly, is the major means of communication between the College and the community. It includes important information regarding excursions, special events, sport, and curriculum developments as well as providing readers with a general understanding of the 'life' of the College.

The Newsletter is distributed on a Monday. Parents are urged to read these each week. It is another way in which you as parents can show support and interest in your child's education. The College Newsletter, current and previous issues, is available online from the College website.

P

PEDESTRIAN ACCESS

To ensure safety, all members of the community are to use the designated access paths to the College. The path is clearly signed. Under no circumstances should shortcuts across the College entry and exit roads be used.

PLANNERS

All students are to have a College Student Planner which is taken to each lesson. Students are required to enter all homework in the Planner and to keep the Planner free of graffiti. Students are to keep the Planner in good condition. Parents and teachers can use the Planner as a means of communication. Planners must be signed each week by a parent/carer. Further information on planners can be found within the Planner itself.

PRAYER

Prayer is an integral part of Catholic school life. We pray as a community:

- at the beginning of assembly
- during LMG in the morning
- as part of the teaching and learning strategies in Religious Education lessons.

PRIVACY

Refer to the College website for the full text on the school's Privacy Policy.

R

REFLECTION DAYS/CAMPS/RETREATS

Reflection Days: At the College, students from Year 7-10 participate in Reflection Days which are organised by the Religious Education Coordinator of Ministry.

Attendance and participation at these days is an expectation of all students, as outlined in the Enrolment Agreement.

Year 11 Leadership Camp: The Year 11 Leadership Camp is usually organised to take place just prior to the inauguration of the SRC.

The aim of this camp is to give individuals and the group, experiences which will enhance the development of their leadership skills while encouraging a sense of community.

Year 12 Retreat: Tradition now has it that Year 12s experience our motto "Peace Through Justice" in the form of a Retreat.

This Retreat gives students the opportunity to reflect upon their life's journey. The third component provides them with rest and recreation.

Work, Reflection, Prayer, Relaxation and Liturgy sum up this experience for students at the College. "Hear then what Yahweh asks of you: to live justly, to love tenderly and to walk humbly with your God" (Micah 6).

ROAD SAFETY AND BUS TRAVEL

St Joseph's College students in uniform travelling to and from school create the public image of our school. The College supports the bus companies in taking action against students who misbehave or create trouble on the buses. Please refer to Page 13 of the Student Planner for further details.

S

SCHOOL HOURS

Office hours: 7:45am – 4:00pm

School hours: 8:45am – 3:20pm

Supervision is provided in the morning from 8:20am.

SMOKING

The smoking of cigarettes and/or the possession of tobacco in any form will not be tolerated at the College and College based activities or at any time when students are travelling to and from the College.

SPORT

Sport is played each Thursday afternoon (Wednesday during Term 2).

▪ **BEHAVIOUR**

Students are expected to be polite and courteous to staff and venue managers at all times. Conduct during sporting events is expected to be fair at all times. Violent behaviour, foul language and deliberate breaching of the rules will not be tolerated. Any student who cannot abide by these rules may be suspended from sport.

▪ **CONTACT SPORT**

Contact sport is only permitted under special circumstances and under direct supervision of the nominated coach. Written permission is mandatory. Students engaging in such sports should take care to wear suitable protective gear: shoulder pads, mouthguard, headgear and the like.

▪ **ILLNESS/INJURY**

Any student who has suffered an injury or is ill to the extent that he/she cannot participate in sport must bring a note of explanation. Students who are unable to participate in sport will be supervised. Permission to go home is usually denied unless the student is in obvious discomfort.

▪ **SCHOOL REPRESENTATION**

The school is a member of the Tweed Valley Sports Competition. Students selected to represent their school in competitions such as this and at a Diocesan level are expected to take part enthusiastically and unselfishly as a contribution to the school community. Students who violate the school behaviour code may not be selected to represent the College in sporting teams.

From time to time students who participate in school sporting teams are expected to travel away to compete in various carnivals and competitions. It is an expectation of the school that students who are regular team members take part in such excursions, and that, if for some valid reason they cannot compete, they notify the respective team coach well in advance. Failure to do so may jeopardise future representative opportunities with the school.

▪ **TRANSPORT**

Modes of transport to various venues for school sport are always outlined on sports notices. The Sports Coordinator must approve any variation to these modes. Students are not permitted to drive to or from sport venues.

▪ **TRUANCY**

Students who truant from sport will be treated in the same fashion as for any other form of truancy. The athletics and swimming carnivals are compulsory for all. Unexplained absences will be treated as truancy.

▪ **UNIFORM**

On sports days the correct sports uniform must be worn, including appropriate footwear (no skate shoes.) Variations must be explained by note. Any long-term variations will result in the student being asked to wear full school uniform on sports days. Optional board shorts and sun shirts are only to be worn at water activities and not to school. The uniform is:

- Grey and maroon polo top
- Plain maroon shorts or netball skirt
- White College sport socks
- Runners [traditional lace-up style and predominantly white]
- College tracksuit [optional]
- Board shorts [optional, but only to be worn at water sport activities]

STUDENT INVOLVEMENTS

There are many opportunities for students to involve themselves in activities outside the classroom. It is our belief that students who are involved in extra-curricular activities are more positive and successful students. Opportunities include:

- Debating and Public Speaking
- St. Vincent de Paul Society
- Student Representative Council
- College Choir
- College Band
- Charity Days
- Inter School and Representative Sport
- Drama Performances
- Eisteddfods
- Sport
- Talent Quest
- College Musical
- Eco Warriors
- College Expo

STUDENT REPORTS

Students are issued with detailed reports at the end of each semester. The reports profile the student’s academic performance, attendance, extra-curricular involvement and awards. Interim reports are issued at the end of Term 1 and Term 3.

STUDYWIZ

Studywiz is a Virtual Learning Environment that enables all members of our College community to post and view homework, class tasks, assignments, research information and emailing. We encourage all families to log on to the College Studywiz site and access your child’s classes so that you are aware of information posted by their teachers. Our goal this year is to provide parents with their own log in username and password so that they will have direct access with staff. Please be aware that Studywiz assistance and tutorials are available in the staff room on Tuesday afternoons from 4:00 – 6:00 pm. For more information please contact the College office or the Studywiz Coordinator, Ms Priddis.

SUBJECTS STUDIED

Full course descriptions are available on line from the College website.

YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12
Catholic Studies English Mathematics Science HSIE PD/H/PE Art Music DTE	Catholic Studies English Mathematics Science HSIE PD/H/PE Art Music DTE LOTE	Catholic Studies English Mathematics Science HSIE PD/H/PE Elective 1 Elective 2 Careers	Catholic Studies English Mathematics Science HSIE PD/H/PE Elective 1 Elective 2 Careers	SOR I or SOR II English Standard or Advanced Additional courses to create a total of 12 units. *Alternative HSC Pathways available.	SOR I or SOR II English Standard or Advanced Additional courses to create a total of 10 units or more. *Alternative HSC Pathways available.

SUBMISSION OF HAND UP ASSESSMENT TASKS

- Years 7-9 will submit hand up assessment tasks in the normal lesson time unless otherwise specified by the teacher.

- Years 10-12 will, prior to the commencement of Period 1, post assessment tasks in the assessment posting box in student reception.

SUN SAFETY

Hats are part of the College Uniform Code. They should be worn at all times when on the oval or when participating in lessons or sporting activities outdoors and at outdoor assemblies.

T

TELEPHONE CALLS AND/OR MESSAGES

Students are not permitted to take telephone calls. We request that telephone messages be directed to the College office and be restricted to urgent matters only. Mobile phones are not permitted to be used to take/make calls or text messages.

U

UNIFORM

REGULATIONS AND EXPECTATIONS

Every student is expected to wear the complete uniform to and from school and for any official school function as required. Students should be neatly groomed wearing the College uniform with pride. For boys this means shirts are to be tucked inside the shorts, and socks pulled up, and for girls the socks are not to be worn as ankle socks (the stripes must be visible). Caps are to be free from graffiti.

LMG teachers check daily that the uniform is neat and clean.

Students who are not correctly attired must have a note with them from their parents explaining the reason for not wearing the proper uniform. This is to be shown to the LMG teacher. If there is no note a lunchtime uniform detention is issued by the Year Coordinator. Parents are expected to support the College by promoting the wearing of full school uniform unless in exceptional circumstances.

The following points apply to both boys and girls:

- Combinations of sports and usual uniform are not permitted. Tracksuit tops may be worn as an outer garment.
- Body Ornaments: One plain sleeper in each ear is acceptable. One simple ring may be worn. Neck jewellery (except for traditional religious medals) may not be worn. Ankle and wristbands are not permitted. Tattoos etc. are not permitted. No other visible body piercing is acceptable.
- Hair should be neat, clean and tidy at all times. No extreme styles or colourings are permitted. It is the Principal or Deputy Principal's prerogative to determine whether or not a hairstyle is unacceptable. If any doubt exists contact the College beforehand. Hair accessories are to be in College colours. Long hair is to be tied back.
- Boys are to be clean shaven.
- Make-up (including foundation and eye shadow) is not to be worn. Only clear nail polish is acceptable.
- Extremes of fashion, hair, body piercing may result in suspension from school until the matter is resolved.

UNIFORM REQUIREMENTS

BOYS

- White shirt with maroon piping (juniors) grey piping (seniors) and College crest - worn with tie in winter [Terms 2 and 3]
- Grey dress shorts worn with a black plain leather belt
- Long grey College socks
- Polished black leather traditional lace-up shoes [not sports or boots style]. If for medical reasons, school shoes cannot be worn, alternative covered-in shoes can be worn only if a medical certificate deems it necessary
- Maroon pullover with College crest or College tracksuit top
- The College hat/cap is to be worn and at all times when on the oval or participating in lessons or sporting activities outdoors and at assemblies

GIRLS

- White shirt with maroon piping (juniors) grey piping (seniors) and College crest
- College skirt – knee length or below
- College tie
- Short white College socks
- Polished black leather traditional lace-up shoes [not sports or boots style]. If for medical reasons, school shoes cannot be worn, alternative covered-in shoes can be worn only if a medical certificate deems it necessary
- Maroon pullover with College crest or College tracksuit
- The College hat/cap is to be worn at all times when on the oval or participating in lessons or sporting activities outdoors and at assemblies
- Flesh/Grey coloured tights [winter optional]

SPORT [Sports days only] - BOYS & GIRLS

- Grey and maroon polo top.
- Plain maroon shorts or netball skirt.
- White College sport socks.
- Runners [traditional lace-up style and predominantly white].
- Skate shoes, canvas style including Dunlop Volleys are NOT acceptable.
- College tracksuit [optional].

UNIFORM SHOP HOURS

Please refer the College website for shop hours and current pricings.

V

VALUABLES

Students are requested not to bring large sums of cash or valuable personal items to school. If it is absolutely necessary the College safe can be used to store such items for a day.

VANDALISM OF SCHOOL PROPERTY

Parents of students wantonly vandalising or damaging school property as a result of foolish, negligent behaviour will be liable to pay for damages.

VEHICLES - DRIVERS AND PASSENGERS

Students who have a driving licence are permitted to drive to and from school. Cars may be used for travelling to and from school, but are NOT for use during school hours e.g. not to drive to sport, excursions etc. Students wishing to drive, or be a passenger in a car driven by a student, are to complete the Student Driver/Passenger Permission Form available from Student Reception. Passenger(s) must nominate on the form the driver(s) with whom the student is allowed to travel. Within the College, students are only permitted to park in the large car park off Doyle Drive and forms are to be handed to the appropriate Year Coordinator.

Off site, student parking is to be consistent with road traffic regulations. Students are required to obey all traffic rules. They are also expected to drive slowly in streets within and adjacent to the school. Failure to abide by the above regulations will mean that students forfeit the privilege of driving to and from the school for a period determined by the Deputy Principal or Principal.

Students attending TAFE courses commencing within school hours have permission to drive and transport passengers to TAFE provided the aforementioned permission form has been completed and approved.

- Speed limit on school premises is 10kph. All car park areas are out of bounds from 8:45am to 3:20pm to all students.
- Student drivers requiring to visit their vehicle to collect goods etc., are to seek permission via a teacher on duty.
- Student drivers who persistently disregard the College policy as determined above are to have their "driving privilege" revoked.
- Drivers are to park in designated bays only.

- The service road next to the Primary School is for authorised vehicles only. Parents must use the designated zones for dropping off and picking up students. The bus bays are not to be used for this purpose.

VISITORS TO THE COLLEGE

Parents or guardians visiting the College are asked to report immediately to Main Reception where they will be assisted or where they may sign in and will receive a visitor's pass if necessary. Canteen helpers should proceed directly to the Canteen and sign in there.