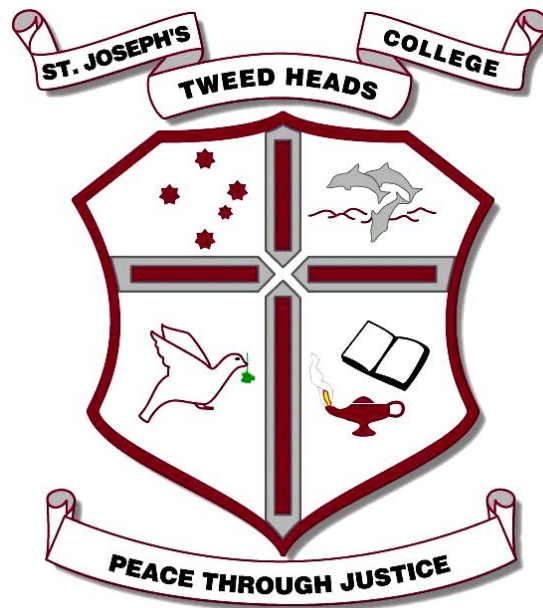


St Joseph's College



Student / Parent Reference Guide

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

SKOOLBAG APP: Search for St Joseph's College Banora Point

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

Applications are welcomed from all parents/caregivers and their sons or daughters who desire to be a part of the vibrant Catholic educational community experienced at St Joseph's College. Enrolments shall be considered using the following guidelines:

1. *The first priority will be given to Catholic students and to those who identify as other than Catholic, who are enrolled in parish schools.*
2. *The second priority will be given to siblings of students already enrolled in the College who do not currently attend parish schools.*
3. *The third priority will be given to Catholic families whose students attend schools that are other than Catholic.*
4. *Other students who support the Catholic ethos of our schools are welcome if places are available. As a guideline, a ceiling of 30% for students who identify as other than Catholic is recommended.*

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

Enrolment Offer – St Joseph’s College

- Those offered a place at the College are to understand and support the College Partnership of Excellence.
- An enrolment payment of \$300.00 will be charged which will be credited towards the first term’s school fees.
- All school fees and charges are to be paid by the due date according to the conditions of the School Fees Policy, or as per arrangements approved by the Schools Finance Manager.

Annual School Fees

- In the event of a term’s fees and charges not being paid within the terms and conditions of the School Fees Policy, notice may be given requiring the student to be withdrawn from the school pending payment of all outstanding fees.
- The school reserves the right to suspend a student for disciplinary reasons without refund of fees and charges.
- The Parish Schools Board will mail out a notice to all school families at the end of each year, advising of the school fees for the following year.
- Annual school fees will be invoiced at the beginning of Terms 1-3, and fees will be payable within 21 days from the date of the invoice. A discount of 5% is offered on the fee when the full years fees are paid within 21 days of the commencement of Term 1.
- All overdue accounts, not subject to an arrangement approved by the School Fees Manager, are subject to an interest charge of 7.5% compound interest calculated on the outstanding balance.
- The continued enrolment of a student for each successive year is conditional upon families either:
 - Meeting full fee commitment for the current year prior to the commence of the new year, or
 - Establishing and maintaining an agreed payment plan with the Schools Finance Manager prior to the commencement of the school year.

SECTION 2

PROCEDURES

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A

ABSENCE FROM SCHOOL

When a child is marked absent the parent/carer will receive an SMS alert advising of the absence. All the parent/carer need do is respond with a return SMS (*not* a phone call), by 3:00pm that day. This will constitute as the required 'note' and no further written explanation will be required, with the exception of absences during exams or assessments.

The standard rules apply should a child be absent during an assessment or exam period, where parents and carers are required to obtain a doctor's certificate for the absence period. This means the doctor's certificate will have to cover not only the exam/ assessment period, but the whole period of absence up until the child's return to the College. Note: Assessment Variation Forms are still required for students in Year 10 to 12.

Please also be aware that should the parent/carer miss the 3:00pm deadline, they will have to follow up with a letter of explanation.

ALCOHOL

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

ASSESSMENTS

Please refer to the appropriate Assessment Handbook for procedures.

B

BELL TIMES

The College uses an automatic bell system. It is programmed to ring according to the requirements of the school day, eg. Assembly mornings.

The school bell times for 2017 are:

Monday

Homeroom/Year Level	8:45am – 9:00am
Assembly	9:00am – 9:30am
Period 1	9:30am – 10:15am
Period 2	10:15am – 11:00am
Recess	11:00am – 11:20am
Period 3	11:20am – 12:05pm
Period 4	12:05pm – 12:50pm
Lunch 1	12:50pm – 1:15pm
Lunch 2	1:15pm – 1:40pm
Period 5	1:40pm – 2:25pm
Period 6	2:25pm – 3:10pm

Tuesday to Friday

Homeroom	8:45am – 8:53am
Period 1	8:53am – 9:43am
Period 2	9:43am – 10:33am
Recess	10:33am – 10:58am
Period 3	10:58am – 11:48am
Period 4	11:48am – 12:38pm
Lunch 1	12:38pm – 1:03pm
Lunch 2	1:03pm – 1:28pm
Period 5	1:30pm – 2:20pm
Period 6	2:20pm – 3:10pm

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 and the College website.

C

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 morning homeroom.

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.

CHANGES TO COURSES

Any students wishing to alter their pattern of study must meet with the Leader of Curriculum 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.

CODE OF BEHAVIOUR

RATIONALE

Underlying the College's Welfare and Discipline Policy is our Motto, "Peace Through Justice". The way in which people relate to one another is crucial in the development of an environment conducive to learning and growth. The structures which are developed must facilitate positive relationships based on the rights and responsibilities of each member of the community.

Principles underlying behaviour management must be consistent with Christian belief accordingly; the unique dignity of the person must be paramount in our relationships. Similarly, procedures must enhance that dignity, strive to be liberating, help to promote the growth (maturity) of the individual towards personal autonomy and lead to a heightened level of moral reasoning.

Rather than deny individual responsibility by suppression and/or punishment, procedures must be such that the individual recognises and accepts personal responsibility for the consequences of all behaviour.

A balance must be struck between the need to provide the person with freedom to exercise initiative, to discover, to explore, to make mistakes and the need to establish limits which preserve the rights of all and which control impulse and irresponsibility. Limits and sanction must be educative and self-disciplining as well as controlling. Penalties, when applied, must be in keeping with the nature of the violation and as educative as possible.

Any rule or procedure, which may cause physical or psychological harm to any student, is inconsistent with and has no justification in, a Christian community. Corporal punishment, therefore, is inappropriate within a Catholic College.

2. RIGHTS OF TEACHERS

The classroom is also extended to include all learning settings where a teacher is responsible for the learning and safety of students:

- The teacher has the right to have instructions obeyed without public challenge;
- The teacher has the right to define and/or publish acceptable behaviour in his or her classroom;
- The teacher has the right to nominate where a student sits and what activities take place and at what time;
- The teacher has the right to insist upon orderly movement, entry and exit;
- The teacher has the right to address the class without interruption including calling out, talking or noise from students.

3. RIGHTS OF STUDENTS

As a student of St Joseph's College I have the right to:

- the best education I can achieve;
- a co-operative learning environment that is not disrupted by other people;
- a safe and healthy working environment;
- the support and assistance of school staff when I cooperate with my teachers;
- be treated with respect, understanding and fairness;
- be safe and expect my property to be safe;
- be educated in an environment which does not discriminate against me;
- be given reasonable requirements by my teachers.

As a student of St Joseph's College I have the responsibility to:

- cooperate with my teachers and follow their instructions;
- seek the best possible education I can achieve;
- support the education of those around me;
- take care of the school environment;
- treat other people with respect, understanding and fairness;
- come prepared for lessons;
- attend regularly and punctually and wear school uniform;
- meet course requirements set by the school;
- meet NESA requirements for all courses studied;
- respect the property of other people;
- exercise self-control and negotiate with other people;
- respect teachers' rights to have their instructions obeyed;
- show respect to my teachers in all situations.

4. BASIC EXPECTATIONS OF STUDENTS

- Be at class on time.
- Wait outside the classroom and move into the room in an orderly manner, when instructed by the teacher. Year 11-12 may enter the room before the teacher arrives unless otherwise specified.
- Listen to and follow instructions by the teacher and listen to other students.
- Be courteous and polite to teachers and other students.
- Engage positively in classroom activities.
- Allow an appropriate learning environment to exist in the classroom.
- Complete homework as required and on time.
- Keep the classroom neat and tidy.
- Take personal pride in your school work and endeavour to achieve to your full ability.
- Bring appropriate books (including diary) and equipment to every lesson.
- Make sure the diary is signed weekly.
- Keep the diary free of graffiti and in a good condition.

THE CORE RESPONSIBILITIES OF STUDENTS AT ST JOSEPH'S COLLEGE

- Respect – Show respect for yourself, others and your environment
- Safety – Be safe and support others in being safe
- Engaged – Be productively engaged in the learning environment
- Time and Place – Be in the right place at the right time
- Pride in your school – Positively represent your school
- Responsible Digital Use – Engage responsibly with your laptop

The tables that follow provide examples of the behaviours associated with each responsibility:

CORE RESPONSIBILITIES OF STUDENTS AT ST JOSEPH'S COLLEGE

Core Responsibility 1 – Respect

Show respect for yourself, others and your environment is displayed in the following examples but is not limited to these:

- Respecting other's property and belongings
- Allowing others the opportunity to speak
- Listening to other's opinions
- Using other people's equipment only when given permission
- Placing your rubbish in the bins
- Leaving the classroom tidy
- Using appropriate language
- Having zero tolerance of bullying and harassment
- Keeping the classroom and school environment free from graffiti
- Treating students, staff and visitors with respect
- Following correct canteen protocols
- Offering assistance if needed to staff, students and visitors
- Ensuring your verbal responses to staff and students are respectful
- Communicating politely with students and staff
- Keeping your locker tidy and locked

Core Responsibility 2 – Safety

Be safe and support others in being safe is displayed in the following examples but is not limited to these:

- Using equipment appropriately and under the adult supervision
- Moving with caution when carrying your laptop or equipment
- Keeping your hands and feet to yourself
- Wearing appropriate footwear
- Wearing a hat when outside, on the oval or doing sport
- Not tampering with school equipment
- Reporting any instance of bullying and harassment
- Reporting safety hazards, damage or vandalism
- Staying in bounds
- Being inclusive of others
- Not using anything as a weapon
- No drug use including alcohol and tobacco
- Informing staff of any serious misconduct

Core Responsibility 3 – Engaged

Be productively engaged in the learning environment is displayed in the following examples but is not limited to these:

- Participating in class discussions
- Staying focused
- Remaining on task
- Allow others to learn
- Completing set tasks
- Completing homework on time
- Listening to teacher's instructions
- Being prepared for the lesson
- Bringing appropriate equipment to class
- Responding verbally in a positive manner
- Assisting peers when necessary
- Showing initiative and be pro-active in your learning
- Following instructions from staff
- Cooperating with others
- Using your time productively
- Not distracting others
- Working independently when instructed

Core Responsibility 4 – Time and Place

Be in the right place at the right time is displayed in the following examples but is not limited to these:

- Lining up outside the classroom before the lesson
- Staying in your seat unless instructed otherwise
- Being punctual
- Moving about the classroom in an orderly manner
- Staying in bounds
- Playing games in the appropriate designated areas
- Moving promptly to class
- Gathering items from your locker early for the next two lessons (morning, recess, lunch)

Core Responsibility 5 – Pride in your school

Positively representing your school is displayed in the following examples but is not limited to these:

- Displaying pride in your school by behaving appropriately when travelling to and from school, whilst on excursions, camps, at representative sport events or at local community venues
- Treating visitors and replacement teachers respectfully
- Using appropriate language
- Keeping a tidy environment
- Wearing full and correct uniform when travelling to and from school, whilst on excursions, camps, at representative sport events or at local community venues

Core Responsibility 6 – Responsible Digital Use

Engaging responsibly with your laptop is displayed in the following examples but is not limited to these:

- Arriving each morning with a fully charged battery
- Backing up your files each evening
- Obeying classroom rules and instructions
- Not using iChat without teacher permission
- Carrying your laptop at all times in its carry bag
- Preventing damage to your laptop by not using it in the playground, at the bus lines or whilst travelling to and from school
- Keeping your password secure
- Not using your laptop for any form of cyber bullying
- Not loading or accessing inappropriate content
- No engaging in any activity that might compromise the school network security or performance
- Respecting the privacy of staff and students and do not photograph, film or post images without permission of the person

- 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

5. DISCIPLINE CODE

EXPECTATIONS

The school's discipline code can be summarised as follows. Procedures to achieve this code will be regularly communicated within the school community.

- Standards of behaviour expected from students should be positive at all times. Students should behave responsibly, respecting the rights of fellow students, teachers and the community. Responsible behaviour is expected in the classroom, on the sporting field, in the playground, while travelling to and from school, and while on excursions or school activities out of normal school hours.
- Students are expected to act safely in and around the school and at all activities. Students have a duty of care towards fellow students so that their actions do not cause injury to others.
- As teaching staff have clear requirements placed on them to provide safe supervision of students, it is essential that students obey their teachers' requests and instructions. Students who disobey teachers' instructions become a safety concern and may be required to participate in a comprehensive risk assessment process.
- Homework includes projects, assignments, major works, study, revision, extension work and specific homework tasks. These are set by teachers as part of courses studied. Students are expected to follow their programs of study so that they can successfully complete their courses in the time allocated.
- NESA requirements for sustained effort, diligence and meeting course outcomes must be met by students.
- The school community has decided that this school will maintain appropriate and high standards of dress through adherence to a uniform policy. It is expected that all students will adhere to the dress code by wearing school uniform. Students will be excluded from certain school and school-linked activities:
 - If their clothing compromises agreed upon school community standards articulated in the school uniform requirements, and might be considered damaging to the image of the school in the larger community context;
 - Where the health and safety of the student or of other students, particularly as defined by occupational health and safety legislation, would otherwise be compromised.
 - While a student will not be suspended solely for not wearing school uniform, ongoing non-compliance will be regarded as disobedience which is an infringement of the School Discipline Code.
- Students are expected to attend regularly and punctually so that they can gain the maximum benefit from their educational opportunities.
- This school specifically forbids the possession or use of illegal drugs, alcohol, tobacco and weapons. This school will not tolerate violence or threats of violence, bullying, possession or use of illegal drugs, offensive weapons, persistent disobedience or criminal behaviour. The response to such actions will be suspension or expulsion in the most serious cases.
- Through positive and respectful relationships between all members of the school community the learning climate of the school will be enhanced.

6. EXAMPLES OF UNACCEPTABLE BEHAVIOUR

(Please note these range from serious to minor and do not appear in any order of seriousness.)

- Failure to resolve N Award Warnings.
- Being in possession of or offering to supply/purchase a suspected illegal drug.
- Violent actions or harassment of others.
- Threats of violence or threats of harassment of others.
- Possession of a knife, weapon or explosive device.

- Threatening to use a weapon.
- Engagement in criminal behaviour related to the school.
- Failure to cooperate with course work requirements.
- Disobedience or defiance.
- Refusal to follow a teacher's instructions.
- Swearing, insolent or hostile language.
- Reckless or careless actions disregarding the safety of others.
- Harassment or abuse of others.
- Disruptive behaviour that prevents learning and teaching.
- Truancy from school or lessons.
- Failure to wear school uniform.
- Possession or use of cigarettes, matches, lighter, cigarette paper or any equipment associated with smoking or using illicit substances.
- Being out of bounds.
- Leaving the school grounds without permission.
- Driving to or from school in a dangerous manner.
- Use of chewing gum.
- Failure to attend lessons punctually.
- Use of mobile phones or similar equipment without permission.
- Use of mobile phones, video or photographic equipment to harass others.
- Interfering with the property of others.
- Travelling in an unsafe manner to or from school or whilst on an excursion or school activity.
- Defacement and/or vandalism to school property.
- Lewd, suggestive, offensive language or behaviour.
- Failure to be prepared for lessons by not having correct equipment.
- Harassment or abuse of staff or damage to staff property outside school hours or away from the school.
- False and malicious statements about staff
- Abuse or improper use of school technology including internet, intranet and equipment.
- Using technology to harass, humiliate or invade the privacy of staff or students.
- Listening to music on portable devices is not permitted in classrooms.
- Argumentative and unco-operative language and behaviour that demonstrates unwillingness to resolve an issue with a teacher.
- Abuse including transmission by email, SMS or internet.

EXPLANATORY NOTES

AFTERNOON DETENTION

After school detention is for serious discipline breaches (which include repeated offences). Consequently, students may be placed on afternoon detention only by Leaders of Learning or Leaders of Pastoral Care. Parents must be given reasonable notice of detention (at least 24 hours).

CORPORAL PUNISHMENT

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

SUSPENSION OR ISOLATION FROM CLASS

Students will be suspended or isolated from class for any of the following extreme cases -

- serious breaches of school rules;
- repeated disobedience or disregard for school uniform code;
- possession or use of drugs or weapons at school;
- outrageous behaviour;
- bringing the College into disrepute; and/or
- one-off situations, eg.
 - fractional truancy;
 - smoking;
 - stealing;
 - vandalism;
 - fighting;
 - disobedience having had reasonable direction; and/or
 - not serving a lunch detention.
- students not attending a lunch 'vandals' detention or uniform detention without an acceptable reason will be excluded from class for the remaining two lessons.

HOW PARENTS CAN HELP

Parents and carers can do these things to ensure positive attitudes, student achievement and excellent attendance:

- Encourage students to achieve their best, and praise them for success;
- Support the school's emphasis on respect and manners;
- Attend formal assemblies, performances, sporting events and exhibitions;
- Attend parent/teacher meetings and interviews;
- Make use of school programs to support parents and students;
- Communicate concerns directly to staff;
- Provide a supportive and caring home study environment;
- Support the school's teaching and student welfare programs and anti-bullying policy;
- Ensure consistent attendance;
- Communicate reasons for absence and other matters that affect students' performance;
- Develop students' communication and conflict resolution skills;
- Work to promote self-discipline and respect for the rights of others.

CONFISCATION OF STUDENT PROPERTY

In general, items will only be removed from students for safe keeping if they are dangerous or likely to cause a disturbance. **The student should collect any confiscated item at the end of the day.**

COUNSELLING SERVICES

Access to Counselling Services is done through the following channels:

	In School Options	Outside School Options		
Service:	School Psychologist	Youth And Family Mental Health Service	Headspace	Private Psychologist
Accessed by:	Referrals directed through Year Coordinator	By calling the Mental Health Access Line 1800 011 511	By calling 07 5589 8700 1800 650 890	By visiting a GP
	Limited access. Available three days per week. May be a waiting period.	Public Health care option. Referral must be appropriate to the service ie. Mental health issue. Appropriate referrals would be for issues such as depression, anxiety, bullying, behaviour disorders, etc On phoning the access line parents will speak with a triage worker who will take details and assign them to their local hospital YAF service. The YAF service will assign a psychologist/health care professional who will contact the parents to arrange an interview time.	Headspace provides mental and health wellbeing support, information and services to young people aged 12-25 years and their families across Australia Headspace is located in Wharf Street, Tweed Heads, and is open from 9:00am to 5:00pm Monday to Friday	Private Health care option. GP will organise a health care plan and provide a referral to a psychologist. GPs usually have a number of psychologists they work with or the parent can specify whom they wish to see.

CYBER SAFETY

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.

Non-attendance will incur an internal suspension for Periods 5 and 6.

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 buses 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

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.

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 homework is to be written into the College Diary. College Diaries are checked by Homeroom Teachers, Pastoral Assistants and Classroom 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 Group	Hours
Year 7	1 hour per night
Year 8	1 - 1½ hours per night
Year 9	1½ - 2 hours per night
Year 10	2 hours per night
Year 11	2 - 2½ hours per night
Year 12	2 - 3 hours per night

Revision of past content is an integral part of secondary studies and students should be reminded to incorporate such into a weekly study timetable.

I

ILLNESS OR INJURY AT SCHOOL

In the event of illness or injury, students should report to Student Reception for treatment. Students need a note in their College Planner from their class teacher if they are leaving class because of illness. If during break periods, the student should report to the office with their Planner signed by a teacher on duty.

Students are not permitted to organise their own way home but must report to the office to be admitted to sickbay. A member of the office staff will contact a parent/carer to advise of the student’s illness or injury and the parent will collect the student from the office after signing them out at the register at Parent Reception.

In the case of an injury requiring further medical assistance, the parent will be contacted and an ambulance will be organised to transport the student to Tweed District Hospital.

INTERNET

The College internet address is: www.sjctweed.org.

INTERNET USE

Students are expected to use their laptops responsibly, following the cyber safety guidelines. Refer to Core Responsibility 6 – Responsible Digital Use.

L

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, and separate from 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
(and on Thursday afternoons from 3:20pm to 4:20pm for Maths assistance).
- The Learning Information Centre is closed during recess.

Resources:

- Loans are generally for a period of 2 weeks.
- Exceptions are CD-ROM, audio-visual 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 event days (Swimming Carnival, Athletics Carnival). 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 homeroom teacher, who records the details and forwards the note to Student Reception together with the HR roll. The ‘Early Departure’ is electronically recorded.

(Note: Students who arrive late – and therefore report to Student Reception for a late stamp – must surrender the note at Student Reception.)

The student is to meet their parent (or nominated adult) at Parent Reception at the time recorded on the parental note – there will be no phone call from the office to remind a student to report to the office when leaving early.

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 – 19 March – 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 (last Sunday of every month except December and January)

LOCKERS

Every student is allocated a locker and students are to provide their own lock.

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 DEVICES

Mobile Phones or other mobile devices **CANNOT** be used for telecommunications (that is, phone calls, texting and social networking, eg. Facebook), while at school.

They **CANNOT** be used in class unless directed by the teacher.

If used for telecommunications purposes, they will be confiscated and returned at the end of the day. For repeat offenders, and students using phones during class, further sanctions will be applied.

If a student is observed using a mobile phone then the onus will be on the student to prove they are not using the phone for telecommunications, ie. show their phone log, text log, etc. If they are unable to demonstrate that they were using it for another purpose, eg. to access their diary or timetable, etc. then it will be confiscated. In other words, if a phone is being used the student must be able to prove it was NOT being used for telecommunications – a verbal assurance is not enough. If the student is unable to do this then they should not be using it.

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, www.sjctweed.org.

P

PARENT PORTAL

Each family is assigned login credentials to the College's Parent Portal.

PARENT/TEACHER/STUDENT INTERVIEWS

Parent/teacher/student interviews are arranged throughout the year for year groups to follow-up on reports.

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.

POSITIONS OF RESPONSIBILITY

College Executive

Principal	Scott Thomson
Deputy Principal	Peter Lyon
Leader of Catechesis	Helen Gooley
Leader of School Evangelisation	Scott McDermott
Leader of Curriculum	Kathy McAlister
Leader of Pastoral Care / Student Welfare	Peter Serone
Leader of Pedagogy	Carlo Trimboli
Leader of Careers / TVET / Student Welfare Services	Frances Stegeman

Leaders of Learning

English	Charmaine Vella-Fox
Mathematics	Adam Barron
Science	Matthew Hall
HSIE	Tom Nethery
TAS	Karen Parker
Creative Arts	Wendy Peterson
PDHPE	Chris Morrison
Librarian	Colleen Waide

Leaders of Pastoral Care

Year 7	Louise McLaughlin
Year 8	Mark Williams
Year 9	Mark Yager
Year 10	Damien Quinn
Year 11	Guy Davoren
Year 12	Peta Lyon

General Coordinators

Coordinator of Sport	Madeline Ilic
Learning Support Coordinator	Angela Finkel
Leader of Technology	Georgia James
Leader of Literacy & Numeracy	Justin Jones
Leader of Gifted & Talented	Fiona Murray
Leader of VET / SBats	Jesse Carroll
Assistant to Leader of School Evangelisation	Teneille De Luca
Assistant to Leader of Learning – PDHPE	Sara Reynolds
WH&S Coordinators	Tom Nethery & Wendy Peterson

PRAYER

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

- at the beginning of assembly
- during morning homeroom
- 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 Leader of School Evangelisation.

Year 11 Leadership Camp: 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.

Senior Retreat: Students are given the opportunity to explore their own spirituality through a reflective retreat model.

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

REPORTING TO PARENTS

- **Semester Reports:**

Plain language student reports (Semester) will be made available to parents and carers twice a year. These reports will include subjects studied, an assessment against achievement levels (A-E) for each subject in the years required as well as attendance and award details.

Students with disabilities will receive reports written against the child's individual learning program.

- **Student/Parent/Teacher Interviews:**

Opportunities are provided following each Semester Reporting period for parents to make appointments to discuss their child's progress with the relevant staff.

- **Interim Reports (SEAAR)**

SEAAR is a system designed to provide feedback to students and parents on a regular basis (every five weeks) as well as inform staff members on student performance. It is also a means to promote and recognize positive student behaviour and engagement.

Every five weeks class teachers award each student a grade from 5 down to 1 based on their behaviour, organisation, effort and application, homework, punctuality and respectful relationships.

At the end of a cycle parents will have access to their child's subject and the grade average for that cycle via the Parent Portal.

- **Parent/Teacher Initiated Reports**

These reports can be requested at any time throughout the year by a teacher or parent carer. These progress reports are coordinated by the Year Coordinator.

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.

S

SCHOOL HOURS

Office hours: 8:00am – 4:00pm

School hours: 8:45am – 3:10pm

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

SKOOLBAG

This mobile app is an easy way for parents and carers to keep up to date with everything you need to know about school news, newsletters, events, cancellations, notices and more. From the Apple or Android app store search St Joseph's College Banora Point.

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. Vapour pens, electronic cigarettes and vials for their use (whether containing nicotine or not) are not permitted.

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
- Inter School and Representative Sport
- Drama Performances
- Eisteddfods
- Sport
- Talent Quest
- College Musical

SUN SAFETY

Students are required to wear College caps whilst at sport or on the ovals. Students shall be allowed, year-round, to use sunscreen and/or sun-protective lip balm. Sun screen is available from the student reception. When students are outdoors they shall be allowed, year-round, to wear sunglasses that protect the eyes from UV rays. Students will be informed prior to any carnival of the sun safe dress requirements and on the day sun screen will be made available to students and staff.

Year 7 students complete a unit entitled, "Summer Fun", which relates to skin cancer, including information about the harmful effects of UV rays and recommended practices for preventing skin cancer.

T

TELEPHONE CALLS AND/OR MESSAGES

Students are not permitted to take telephone calls. We request that telephone messages be restricted to urgent matters only. Students are not permitted to use mobile phones for communication whilst at school. Parents please do not text or call your child directly whilst they are at school.

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, unless engaged in active participation at school on ovals or quad area, eg. handball (boys whose shirts come out whilst playing active games are to fix their attire at the conclusion of the game). For girls the socks are not to be worn as ankle socks (the stripes must be visible). Caps are to be free from graffiti.

Homeroom teachers check daily that the uniform is neat and clean and complete. Class teachers are responsible for checking uniform standards.

A College backpack is a compulsory aspect of the uniform.

Students who are not correctly attired must have a note with them from their parents explaining the reason for not wearing the proper uniform, and when the problem will be resolved. This is to be shown to the homeroom teacher. If there is no note a lunchtime uniform detention is issued. 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.
- Medical alert bracelets are permitted.
- Body Ornaments: A maximum of two earrings in each ear (small, simple studs or sleepers). One simple ring may be worn. For neck jewellery, only a fine gold or silver chain with a small

cross/cruciform/religious medal may be worn. Ankle and wristbands are not permitted. Tattoos etc. are not permitted. No other visible body piercing is acceptable. All other piercings to be left empty whilst in College uniform. All staff have the prerogative to confiscate jewellery.

- Hair should be neat, clean and tidy at all times. No extreme styles or colourings are permitted. It is the prerogative of the Year Coordinator to determine whether or not a hairstyle is unacceptable. If any doubt exists, parents should contact the College beforehand. Hair accessories are to be in College colours. Long hair is to be tied back and off the face and out of the eyes.
- Extremes of fashion, hair, body piercing may result in suspension from school until the matter is resolved.
- Every student is to own a College cap and to have it with him/her each day.

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.
- Black, polishable, leather, lace-up shoes. 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 (Note: commemorative jackets or tops are not substitutes).
- Boys are to be clean shaven.

GIRLS

- White shirt with maroon piping (juniors) grey piping (seniors) and College crest
- College skirt – knee length or below – waistbands are not to be rolled
- College tie
- Short white College socks
- Black, polishable, leather, lace-up shoes. 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 (Note: commemorative jackets or tops are not substitutes).
- Flesh/Grey coloured tights [winter optional]
- Make-up (including foundation and eye shadow) is not to be worn. Only clear nail polish is acceptable; no false nails, shellac or French tips.

SPORT [Sports days only] - BOYS & GIRLS

Grey and maroon polo top.

Plain maroon shorts (shorts to be worn correctly, not rolled) or netball skirt.

White College sport socks.

Runners [traditional lace-up style].

Skate shoes, canvas style including Dunlop Volleys are NOT acceptable.

Tracksuit [optional].

UNIFORM SHOP

Please refer the College website for current pricings. The hours of operation are as follows (please note that these times are subject to change):



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 school property 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 eg. not to drive to sport, excursions etc.

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 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.

- Speed limit on school premises is 10kph. All car park areas are out of bounds from 8:35am to 3:20pm to all students.
- Student drivers needing 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 behind 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.