ST JOSEPH’S COLLEGE

Enright Campus 154 Twelfth Street, Mildura 3500
Mercy Campus and Mercy Theatre Eleventh Street Mildura
Phone 5018 8000
Fax: 5021 2702
Website: www.sjcnda.vic.edu.au
Mercy Secondary Education Inc. A0035660B

Principal: Mrs Marg Blythman
Deputy Principal Teaching and Learning: Mr Greg Kluske
Deputy Principal Community: Dr Tony Finn

Head of Year 8: Mr Marcus Parker
Head of Middle School (Years 7, 9 & 10): Mrs Fiona Pike
Head of Senior School (Years 11 & 12): Mr George Paolucci

ST JOSEPH’S COLLEGE IS A CATHOLIC COLLEGE
IN THE MERCY TRADITION

PERSONAL DETAILS

NAME: ___________________________ YEAR LEVEL: ___________________________
HOUSE: ___________________________ HOMEROOM: ___________________________
HOMEROOM TEACHER: ___________________________ HOUSE LEADER: ___________________________

YEARS 7,9,10,11,12: Enright Campus: 154 Twelfth Street, Mildura 3500
YEAR 8: Mercy Campus: Corner Riverside Ave and Eleventh Street Mildura
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2017 IMPORTANT CALENDAR DATES

NB: These dates may be subject to change. Please check the fortnightly Newsletter.

TERM ONE

30th January – 31st March
Teachers resume ........................................................................................................... 30th January
Students resume: Years 7, Unit 3, Senior VCAL .......................................................... 31st January
Students resume: Years 8, 9, 10, 11 ........................................................................... 1st February
I.D. School Photos .................................................................................................... 8th February
SJC Swimming Sports ............................................................................................... 14th February
Year 7 Homeroom Teacher/Student/Parent Interviews ............................................. 22nd February
SJC Opening Mass at the Mercy Campus ................................................................. 24th February
Ash Wednesday ....................................................................................................... 1st March
Labour Day Holiday ................................................................................................. 1st March
SJC Open Evening ................................................................................................... 21st March

TERM TWO

18th April – 30th June
St Joseph the Worker Mass ....................................................................................... 28th April
SJC Cross Country and St Joseph’s Day ................................................................. 1st May
Teacher/Student/Parent Interviews ....................................................................... 2nd May
Year 8 Camp .............................................................................................................. 8th - 12th May
NAPLAN ................................................................................................................... 9th - 11th May
Portrait Photo Day ................................................................................................ 17th May
Queen’s Birthday holiday ......................................................................................... 12th June
GAT ............................................................................................................................ 14th June
Year 12 Retreat ........................................................................................................ 26th - 30th June
Year 9,10,11 Exams ................................................................................................ 26th - 30th June

TERM THREE

17th July – 22nd September
Debutante Balls .................................................................................................... 22nd and 29th July
VO/VCE/VCAL/VET Information Evening ......................................................... 26th July
SJC Production ........................................................................................................ 3rd - 5th August
VCE/VCAL/VET Teacher/Student/Parent Interviews ............................................ 1st August
Year 9 Discovery Program ....................................................................................... 7th - 9th August
SJC Athletics Carnival ............................................................................................ 10th August
Year 10 Camp .......................................................................................................... 14th - 18th August
SJC College Ball – Years 9-12 ............................................................................... 15th September
Mercy Feast Day Mass ............................................................................................ 19th September

TERM FOUR

9th October – 22nd December
Final Day Year 12 .................................................................................................... 24th October
Melbourne Cup Day Holiday ................................................................................... 7th November
Year 11 Exams ........................................................................................................ 13th – 17th November
Head Start – Unit 3 and 4 Students/Senior VCAL 2018 .................................... 20th November – 1st December
End of Year Mass/Year 12 Graduation Dinner .................................................... 30th November
VO Exams ............................................................................................................... 29th November – 5th December
Carols on Cleadon ................................................................................................. 6th December
Last Day Years 7 and 8 .......................................................................................... 8th December
SJC Awards Night ................................................................................................... 14th December
SJC Office Closes .................................................................................................. 20th December
BELL TIMES - 2017

BELL TIMES
Monday,
Tuesday,
Wednesday,
Friday

NORMAL
8.45am  Walking Music
8.48 – 8.57am  Homeroom
9.00 – 9.45am  Period 1 (single)
9.50 – 10.35am  Period 2
10.35 – 11.20am  Period 3
11.22 – 11.38am  Recess
11.38am  Walking Music
11.40 – 12.25pm  Period 4
12.25 – 1.10pm  Period 5
1.10 – 1.46pm  Lunch
1.46pm  Walking Music
1.50 – 2.35pm  Period 6
2.35 – 3.20pm  Period 7
3.20pm  Dismissal

THURSDAY
(Pastoral Care)
8.45am  Walking Music
8.48 – 8.57am  Homeroom
9.00 – 9.40am  Period 1 (single)
9.45 – 10.25am  Period 2
10.25 – 11.05am  Period 3
11.07 – 11.23am  Recess
11.23am  Walking Music
11.25 – 12.05pm  Period 4
12.05 – 12.45pm  Period 5
12.45 – 1.20pm  Pastoral Care
1.20 – 1.56pm  Walking Music
2.00 – 2.40pm  Period 6
2.40 – 3.20pm  Period 7
3.20pm  Dismissal

END OF TERM
1,2,3
8.45am  Walking Music
8.48 – 8.57am  Homeroom
9.00 – 9.45am  Period 1 (single)
9.45 – 10.25am  Period 2
10.25 – 11.05am  Period 3
11.07 – 11.23am  Recess
11.23am  Walking Music
11.25 – 12.05pm  Period 4
12.05 – 12.45pm  Period 5
12.45 – 1.20pm  Pastoral Care
1.20 – 1.56pm  Walking Music
2.00 – 2.40pm  Period 6
2.40 – 3.20pm  Period 7
3.20pm  Dismissal

TERM DATES - 2017

Term 1  30 January - 31 March
Term 2  18 April - 30 June
Term 3  17 July - 22 September
Term 4  9 October - 22 December

TERM DATES - 2018

Term 1  29 January (school teachers start) to 29 March
Term 2  16 April - 29 June
Term 3  16 July - 21 September
Term 4  8 October - 21 December

St Joseph's College Student Handbook 2017  Page 4
PRAYERS

ST JOSEPH’S COLLEGE PRAYER

Loving God We pray that St Joseph’s College Mildura will always be a place of learning, discovery and diversity.
Empower us to always strive for success and to respect all members of our College community.
Enable us to fully develop our skills and values so that we may reach our full potential.
Help us to demonstrate our Mercy Core Values of Spirituality, Excellence, Compassion, Hospitality, Justice, Community and Service.
In all that we do may we follow the example set by Catherine McAuley and the Sisters of Mercy.
Amen.

Prayer is a central component of the Catholic religious tradition. As such, prayer is given prominence in our daily College life. There is a daily prayer on the bulletin to be proclaimed in each homeroom each day. This changes to suit the time of the year and employs themes relevant to student life. Many of these prayers are written by students in Religious Education classes. Every meeting contains prayer to remind staff of the key purpose of the College. The following are prayers that may be used for special gatherings or by individuals in their personal prayer life.

For Excellence
Lord, we pray that we will be able to make use of our time and opportunities to fully develop our skills, knowledge and values so that we can achieve to our potential. Amen

For Compassion
We pray that we will always be sensitive to the needs of others in the way that we speak and act towards them. May we be moved with compassion to respond to their needs with generosity and kindness. Amen

For Justice
We pray that we will have courage to stand up for what is right. May we, like Christ, defend those who are unable to secure their own justice. In the spirit of mercy we pray. Amen

For Hospitality
Lord, we pray that our College and we ourselves will always be people of hospitality who are sensitive to the obstacles facing the acceptance of others. May we be people of welcome, with open hearts to new comers and to those continue to build up our community. Amen
For Community
Lord, we give thanks for our College community. May we always be aware of our role of supporting others and making sure that each person is acknowledged. May the dignity of each person be at the front of our thoughts. Amen

For Service
Jesus, you lived a life of service to others. Help us to live in a like-minded way; with open eyes to see the needs of others; with an open heart to respond to the needs; with open hands to act on the needs. Amen

OUR FATHER
Our Father, who are in heaven
Hallowed be your name
Your kingdom come, you will be done
On earth as it is in heaven.
Give us this day our daily bread
And forgive us our trespasses
As we forgive those who trespass against us.
And lead us not into temptation
But deliver us from evil.
Amen

DAILY PRAYER
God help us to change
To change ourselves
To know the need for it
To deal with the pain of it
To feel the joy of it
To undertake the journey
Without understanding the destination
The arena of gentle revolution
Amen

PRAYER BEFORE STUDY
Lord, I ask You to be with me today as I go about my tasks. Help me to be kind and considerate, to work to the best of my ability and to thank you for Your love.
Amen.

PRAYER OF ST FRANCIS
Lord make me an instrument of Your peace
Where there is hatred, let me show love
Where there is injury, pardon
Where there is despair, hope.
O Divine Master! Grant that I may not so much seek to be consoled as to console;
To be understood as to understand
To be loved as to love.
Amen

HAIL MARY
Hail Mary full of grace
The Lord is with you
Blessed are you among women
And blessed is the fruit of your womb
Holy Mary mother of God
Pray for us sinners
Now and at the hour of our death
Amen

LORD GIVE ME COURAGE TO CHANGE
Lord, grant me the serenity to accept the things I cannot change
Courage to change the things I can and
Wisdom to know the difference
Amen
Quotes from our founder Catherine McAuley

- We can never say, “it is enough”
- The poor need help today not next week!
- It is for God that we serve the poor, and not for thanks.
- Prayer will do more than all the money in the Bank of Ireland. Let us pray well and never grow weary.
- If the love of God really reigns in your heart, it will quickly show itself in the exterior.
- Try to meet all with peace and ease.
- Will you tell the Sisters to get a good cup of tea ... when I am gone and to comfort one another.
- Keep patience at your side, you’ll want it for a constant guide.
- You should remember that not to advance is to back.
- Be ever ready to praise, to encourage, to stimulate, but slow to censure, and still more slow to condemn.
MISSION

St Joseph’s College Mildura is a co-educational College in the tradition of the Sisters of Mercy. We aim for the education of the whole person in an inclusive Catholic community where dignity and respect for the individual complements the fulfilment of potential in all of our endeavours. Our school is a Child Safe School where all students enrolled have, and any visiting child has, the right to feel safe and to be safe.

VISION

St Joseph’s College aspires to be a living sign of faith, hope and love as we build a welcoming learning community for students, staff and families. In the spirit of Catherine McAuley, our College provides opportunities for students to be empowered through:

- The development of a faith response in individuals and as a Catholic community.
- The education of the whole person - spiritually, physically, emotionally, artistically, intellectually, socially.
- Building a desire within students to be life-long learners who fully use their God-given talents.
- Experiencing a learning community which offers a just and inclusive environment where students can find respect for diverse and passionate educational pursuits.
- The encouragement of global citizens committed to a Christ-centred vision of a united world, where social justice is a key focus in policy and practice.
- Our first priority is the wellbeing of children in our care. There will be zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any impediments to their safety.

MERCY CORE VALUES

| SPIRITUALITY | ‘A spiritual person ... is able to judge the value of everything.’ [1Corinthians 2:15] Nurturing in the individual and the community a sense of being connected to God |
| EXCELLENCE | ‘And some seed fell into good soil ... and yielded thirty, sixty, even a hundredfold’ [Matthew 13:8] Encouraging and celebrating the development of excellence within the College community |
| COMPASSION | ‘Do to others whatever you would have them do to you...’ [Matthew 7:12] Seeking to empathise with and respond to others in a spirit of Mercy |
| JUSTICE | ‘Judge not and you will not be judged, forgive and you will be forgiven.’ [Luke 6:37] Promoting justice, opportunity and equity through the awareness of the rights and responsibilities of all |
| HOSPITALITY | ‘I was a stranger and you welcomed me’ [Matthew 25:35] Welcoming all within a friendly Catholic environment |
| COMMUNITY | ‘The whole group of believers was united, heart and soul... None of their members was ever in want’ [Acts 4:32-34]. Enabling belonging, respect, support and commitment as partnerships develop |
| SERVICE | ‘I was hungry and you gave me food.’ [Matthew 25:35] Seeking and providing a Mercy mission within and beyond the St Joseph’s College community |
SECTIONS FOR STUDENTS AND PARENTS TO SIGN:

1. Student and Parent Agreement to support St Joseph’s College Uniform Policy and Procedures.
2. Student and Parent Agreement to support St Joseph’s College Parent Guidelines.
4. Student and Parent Agreement to support St Joseph’s College Mobile Phone Policy and Procedures.

Student and Parent Agreement to support St Joseph’s College Uniform Policy and Procedures.
I/We have read the College Uniform section and agree that ......................... will abide by the College Uniform Requirements as per Pages 15-18.
Parent Signature: ............................................ Date: .........................
Student Signature: ............................................ Date: .........................

Student and Parent Agreement to support St Joseph’s College Parent Guidelines.
I/We have read the College Parent Guidelines section and agree that we will support the College Guidelines as per Pages 25-30.
Parent Signature: ............................................ Date: .........................
Student Signature: ............................................ Date: .........................

Student and Parent Agreement to support St Joseph’s College Computer Network Guidelines.
I/We have read the College Parent Guidelines section and agree that we will support the College Guidelines as per Pages 30-31.
Parent Signature: ............................................ Date: .........................
Student Signature: ............................................ Date: .........................

Student and Parent Agreement to support St Joseph’s College Mobile Phone Policy and Procedures.
I/We have read the College Mobile Phone Policy and Procedures and agree that we will support the College Policy as per Pages 27-29.
Parent Signature: ............................................ Date: .........................
Student Signature: ............................................ Date: .........................
### 2017 YEAR PLANNER

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## 2017 YEAR PLANNER

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St Joseph's College Student Handbook 2017  Page 13
ST JOSEPH’S COLLEGE STUDENT PLANNER USE POLICY

St Joseph’s College encourages the achievement of excellence in student studies and pastoral care practices. It is the view of the College that organisational, planning and prioritising skills are not inherent but must be learnt and developed in each individual.

Organisational Practice

The Student Planner is a valuable working tool and contains important information about the College and provides students with an opportunity to plan effectively for their studies. We encourage students to develop organisational practices to enable them to operate effectively in a College environment and provide skills of lifelong benefit.

Communication and Support

The planner provides additional opportunities for parents, homeroom teachers and subject teachers to communicate, monitor and support their students’ academic, homework and general progress at the College. Positive communication between parents and teachers needs to be a feature of the College planner. Personal or confidential information should not be included.

Student Expectations

Students in year 7 to 10 are expected to:

1. Maintain the Student Planner in good condition. It is a working document and must be free of graffiti, photographs, pictures etc. Pages must not be removed. Abuse of the planner will require a student to replace it immediately upon request of homeroom or house leader.
2. Students are expected to take their planner to Homeroom, all classes and home each evening.
3. Students are to record in the Yearly Overview section, College calendar information including term dates, exams, sporting dates, academic competitions, cultural and extra curricula items of relevance. These can then be transferred as required into the relevant weekly sections.
4. Students are to have a copy of their timetable in the rear of their planner.
5. Students are to bring the planner to all classes and record an entry into their planner at the end of each lesson at the discretion of the teacher. This would include homework or revision tasks for the evening.
6. Students in Year 7-10 are expected to have the planner signed each week by a parent.

Senior Students in Years 10 to 12 are strongly encouraged to follow the above process. It is not an expectation that Senior students have their planner signed by a parent unless requested to do so by the Homeroom Teacher or House Leader.
COLLEGE UNIFORM

7-10 Girls Summer Uniform
7-10 Winter Uniform

Winter Jacket

VCE Summer Uniform
VCE Winter Uniform

VCE Winter Uniform

PE Uniform
Tracksuit

VCAL Uniform
The wearing of College uniform is compulsory and all items must be labelled with the student’s name. All items must be identical to those sold in the uniform shop. Shirts, jumpers, shorts and trousers are embossed with the College logo. Students not in correct uniform may be sent home or excluded from the yard at recess and lunch time.

**SUMMER UNIFORM** (worn from the first day of Term 4 until the first Monday of May)

In line with SunSmart guidelines, all students should wear a St Joseph’s College hat in Terms 1 and 4 during recess, lunch and outdoor sports. Students are also encouraged to wear sunscreen.

- **Girls (Years 7 to 10)**
  - St Joseph’s College summer dress (knee length) or
  - St Joseph’s College blue shirt and navy dress shorts (at least mid-thigh length and loose fitting) or navy tailored slacks.
  - St Joseph’s College navy jumper
  - Plain white ankle socks
  - Plain leather black flat heeled shoes, lace up or Mary Jane style with cross over strap (No Vans or canvas shoes permitted)

- **Girls (Years 11 to 12)**
  - St Joseph’s College white polo or St Joseph’s College white shirt with navy dress shorts (at least mid-thigh length and loose fitting) or navy tailored slacks or
  - St Joseph’s College summer dress (knee length)
  - St Joseph’s College maroon jumper
  - Plain white ankle socks
  - Plain leather black flat-heeled shoes, lace up or Mary Jane style with cross over strap (No Vans or canvas shoes permitted)
  - St Joseph’s College Blazer (Optional)

- **Boys (Years 7 to 10)**
  - St Joseph’s College grey shorts or
  - St Joseph’s College grey trousers
  - St Joseph’s College blue shirt – short or long sleeve (not rolled up)
  - St Joseph’s College navy jumper
  - Plain grey or white ankle socks
  - Plain White T shirts can be worn under the College uniform
  - Plain black leather flat-heeled shoes (No Vans or canvas shoes permitted)

- **Boys (Years 11-12)**
  - St Joseph’s College white polo or shirt - short or long sleeve (not rolled up) - SunSmart
  - St Joseph’s College grey shorts or
  - St Joseph’s College grey trousers
  - St Joseph’s College maroon jumper
  - Plain white or grey ankle socks
  - Plain black leather flat-heeled shoes (No Vans or canvas shoes permitted)
  - Plain White T shirts can be worn under the College uniform
  - St Joseph’s College Blazer (Optional)

**WINTER UNIFORM** (worn from the first Monday of May until the last day of Term 3)

- **Girls (Years 7 to 10)**
  - St Joseph’s College tartan skirt knee length or
  - navy tailored slacks with navy socks
  - St Joseph’s College blue shirt tucked in, long or short sleeve
  - St Joseph’s College tie
  - St Joseph’s College navy jumper
  - St Joseph’s College Ski Jacket or track suit jacket may be worn over jumper as a coat
Navy knee socks or stockings 70 Denier worn with skirt
Plain black leather flat-heeled shoes, lace up or Mary Jane style with cross-over strap

**Girls (Years 11 - 12)**
- St Joseph's College tartan skirt - (knee-length) or navy tailored slacks
- St Joseph's College white shirt tuck in (long or short sleeve)
- St Joseph's College tie / Year 12 tie
- St Joseph's College maroon jumper
- Gloves and scarves in College colours may be worn.
- Navy knee socks or stockings 70 Denier worn with skirt
- Plain black leather flat-heeled shoes, lace up or Mary Jane style with cross-over strap
- St Joseph’s College Ski Jacket or track suit jacket may be worn over jumper as a coat
- St Joseph’s College Blazer (Optional)

**Boys (Years 7 to 10)**
- St Joseph's College grey trousers
- St Joseph's College blue shirt tucked in (long or short sleeve)
- St Joseph's College tie
- St Joseph's College navy jumper
- St Joseph’s College Ski Jacket or track suit jacket may be worn over jumper as a coat
- Plain black leather flat-heeled shoes (No Vans or canvas shoes permitted)
- Socks – grey, white or black - no logos

**Boys (Year 11 - 12)**
- St Joseph's College grey trousers
- St Joseph's College white shirt tucked in (long or short sleeve)
- St Joseph's College tie / Year 12 tie
- St Joseph's College maroon jumper
- Plain leather black shoes (No Vans or canvas shoes permitted)
- St Joseph’s College Ski Jacket or track suit jacket may be worn over jumper as a coat
- St Joseph’s College Blazer (Optional)
- Socks – grey, white or black - no logos

**PHYSICAL EDUCATION/SPORTS UNIFORM (Years 7 to 12)**
- St Joseph’s College navy polo top
- St Joseph’s College navy sports shorts
- White sports socks (no logos)
- Sports shoes with laces (no Vans or canvas shoes)
- St Joseph's College track top or rugby jumper
- St Joseph's College track pants
- St Joseph's College navy hat

Students may wear PE/sports uniform to and from the College on days that they have a prac PE, Dance or Drama lesson.

**VCAL PRAC DAY UNIFORM**
- St Joseph’s College VCAL Hi-Viz (yellow) shirt
- St Joseph’s College VCAL navy work shorts or PE shorts
- St Joseph’s College rugby jumper
- Tan or Black safety work boots (no sneakers permitted in the Work Shed)
- St Joseph’s College navy hat
On non-practical days students are expected to wear the appropriate full St Joseph’s College Uniform for the season at that time.

**RIVERSIDE TRADE TRAINING CENTRE UNIFORM**

Students are expected to wear the appropriate uniform supplied by the Riverside Trade Training Centre.

No thongs or open footwear permitted

**COLLEGE BAG**

College bag – navy with logo (recommended).

Plain navy backpacks available in Uniform Shop.

**GENERAL POLICIES**

- Sneakers, sports shoes and boots are not acceptable with summer or winter uniform.
- Hair should be neat and tidy. Long hair is to be tied back. Navy, white or maroon ribbons may be worn.
- Gloves, and scarf should be: plain navy or maroon.
- Unnatural hair colour is not permitted and boys are to be clean-shaven.
- Extreme styles are not permitted including undercuts, dreadlocks or rat-tails.
- No facial piercings including clear studs or visible Tattoos.
- Cosmetics including excessive foundation, eye-liner and mascara, coloured nail polish, nail extensions or lip stick are not to be worn.
- Jewellery is to be kept to a minimum
  - one chain with a religious symbol - no other visible chains, cords or necklaces
  - no rings
  - one sleeper / stud only to be worn in each earlobe – no gemstones or pearls
  - wrist watch allowed

**ZERO TOLERANCE POLICY**

St Joseph’s College has a Zero Tolerance Policy which ensures that all breaches of correct uniform are addressed with students and parents/guardians. The student will be required to rectify the uniform issue as soon as possible, with parents/guardians notified and an arrangement agreed upon. If the situation is not addressed by families, the student may be removed from the yard at recess and lunch time or asked to remain at home until such time as the uniform issues are resolved. St Joseph’s College will always work constructively with families to assist with uniform issues, including assisting families to purchase items of uniform if required.

**ST JOSEPH’S COLLEGE UNIFORM SHOP**

St Joseph’s College operates a large well organized Uniform Shop. All uniform requirements are available for purchase. The Uniform Shop also has a section of second-hand items.

Proceeds from the sale of uniforms benefit the College.

The St Joseph’s College Uniform Shop is located - Nash Lane between Lime and Pine Avenue (behind Elder’s building Lime Avenue). Open Hours during the School Term:

Monday 3.00pm – 4.30pm     Wednesday 1.00pm-4.30 pm     Thursday 8.30am – 9.30am
First Saturday of the Month 9.30 - 11.00 am
Ph: 50188095     Email: uniformshop@sjcmda.vic.edu.au

**CASUAL CLOTHES DAY**

Students and parents are notified by the College newsletter when casual clothes days are to occur. Normally these days occur four times per year and students give a gold coin donation that is forwarded to a charity. On these days students are to wear appropriate clothing. Shoulders should be covered and for safety reasons, closed shoes should be worn (no thongs or open footwear). Bare midriffs or printed T-shirts that display inappropriate language or messages are not permitted.
PASTORAL CARE

“I have come that you may have life and have it to the full” (John 10:10)

Pastoral Care at St Joseph’s College is concerned with the dignity and integral growth of the person. We are made in the image of God and at the core of Catholic belief and practice is a deep respect for the innate dignity and uniqueness of individual persons.

As a Catholic College, St Joseph’s receives and educates its students with respect and love. In a community that provides a strong sense of wellbeing, belonging and security, students are given every opportunity to be affirmed in their dignity and worth, confirmed in their personhood, and assisted to grow to the fullness of their potential.

It is essential that Pastoral Care for all concerned is at the heart of all processes for student behaviour management. Student behaviour management processes shall be age-appropriate, special-needs responsive, and formative not punitive in nature. Pastoral Care at St. Joseph’s is concerned with formation of self-discipline and responsibility.

The following dimensions and features of Pastoral Care are current practice in St Joseph’s College. They reflect fidelity and commitment to the Christian vision of Pastoral Care and include:

- Quality of relationships
- Formation in self-discipline and responsibility
- Pastoral programs
- Comprehensive and inclusive approaches to teaching and learning
- Support College/family relationships
- Effective networks of care
- Co-ordinated and supportive organisational structures.

HOUSE SYSTEM

St Joseph’s College runs a vertical system of Homeroom groups. Each homeroom has students from Years 7 to 12 who stay together as a group for the six years that a student stays at the College.

The aims of this system are to:

1. Allow students the opportunity to develop a significant partnership with their pastoral leader/homeroom teacher.
2. Develop leadership opportunities for all students through mentoring in homerooms.
3. Allow interaction across all year levels and throughout the College.
4. Provide small homeroom sizes and involve more teachers in pastoral care responsibilities.
5. Strengthen the House system so students have a real pride in the College community. Students participate in a range of activities in their house including masses, assemblies, feast days and sporting events.
6. Allow the progress of the student to be mentored throughout their whole College life so that effective career, subject and personal counselling can be given.
7. Allow teachers to develop a close relationship with the families of the students in the homeroom.
THE FIVE HOUSES IN THE HOUSE SYSTEM

Chisholm
Motto: “Standing Together in Strength”
This House is named for the woman who has left a reputation as probably Australia’s most outstanding female pioneer. Caroline Chisholm (1808-1877) was the wife of Archibald Chisholm, an officer in the British army. They decided to come to Australia in 1838 when Sydney was still a convict town. Caroline was shocked by what she saw and worked tirelessly using her own money in welfare work with young female immigrants. Her remarkable record includes setting up a home for female immigrants, an employment office, a loan plan to help bring poor children and families to Australia and the arrangement of free trips so that families of convicts could join them. Caroline Chisholm’s face has appeared on stamps and on a bank note.
Our House celebration is on 30th May.

McAuley
Motto: “Respect All, Fear None”
Catherine McAuley (1778-1841) was the founder of the Sisters of Mercy. Catherine was a remarkable Irish woman who used her own resources to establish Colleges and nursing services for the poor in Dublin. Her work however quickly spread to other parts of Ireland and to the English speaking world. The first home she built for the poor is still in use in Baggot Street, Dublin. Sisters of Mercy came to Western Australia in 1847 and to Victoria in 1857. Today the Sisters of Mercy work in many places around the world including Papua New Guinea, Pakistan and Africa. Our House celebration is on 11th November.

Padua
Motto: “Passion and Power”
This Italian city near Venice, gained its greatest fame from St Anthony of Padua (1195-1231). Anthony was born in Portugal, became a Franciscan priest, travelled throughout North Africa, France and Italy, preaching and bringing people back to God. He died in Padua. Many miracles have been attributed to him and he is specially called on to find lost property. He was said to be an eloquent preacher with a loud and clear voice, a winning smile, a wonderful memory and profound learning. Our House celebration is on 24th.

MacKillop
Motto: “Dare To Dream”
St Mary MacKillop (1842-1909) also known as Saint Mary of the Cross was the first Australian Saint. She was a remarkable Australian woman of great courage, compassion and resourcefulness who inspired great dedication to the less fortunate in the new colonies of Australia. Mary opened the first Saint Joseph’s College using a disused stable in Penola, 1866. Many young women came to join her and so the Congregation of the Sisters of St Joseph was founded. She also opened orphanages, providences to care for the homeless and destitute, and refuges for ex-prisoners. Mary’s legacy has extended well and truly beyond the beginnings in Penola. Today the Sisters of St Joseph are working in Australia, New Zealand, East Timor, Ireland, Peru and Brazil. Our House celebration is on the 8th August.

Xavier
Motto: “Courage Under Fire”
St Francis Xavier (1506 – 1552) was born in Spain and as a boy was ambitious and fond of sport, but he had a largeness of heart and generosity of nature which made him capable of heroic love and endurance. He met Ignatius of Loyola at university and became one of the first members of the Society of Jesus. Francis was sent to India and worked there for many years. He travelled extensively in that
part of the world and in 1549 set out for Japan. He died in 1552 in Macau, vainly seeking to obtain entrance to China. Wherever he went, he left behind him a flourishing church which has lasted to the present day. He is the patron saint of all the missions of the Church. Our House celebration is on 3rd December.

**PASTORAL CARE ACTIVITIES**

Pastoral care activities focus on providing students with the knowledge, skills and behaviours to be successful, positive learners both at College and throughout their lives. The learning of students is enhanced when they are supported to develop intentional strategies that promote learning. Hence students need to be encouraged and supported to take greater responsibility for their own learning. The College supports the development of autonomous learners, with a positive sense of themselves as learners, by providing all learners with the knowledge, skills and behaviours to develop an understanding of their strengths and potential. Students are encouraged to seek and respond appropriately to feedback from their teachers, peers and other members of the community. Students will develop skills of goal setting, efficient use of time and resource management. This will assist them to manage their own learning and growth by monitoring their learning, and setting and reflecting on their learning goals.

Belonging to a Homeroom also allows students to develop a significant partnership with their Homeroom teacher and peers. It allows for leadership opportunities, fosters interaction and positive relationships across all year levels of the College, consistent with Christian values. It strengthens pride in the College whilst developing individual responsibility in the student. In this way the **AUSVELs Domain of Interpersonal Development** is met in terms of **Building Social Relationships** and **Working in Teams**. These areas will form part of the Homeroom Report.

**COMMUNITY RESPONSIBILITIES**

1. Take pride in your College and appearance by wearing your correct College uniform every day.
2. To bring credit to yourself and our College, behave in a responsible manner at all times.
3. Show respect and courtesy to staff and fellow students by using polite and appropriate language.
4. Exercise self-discipline instead of engaging in actions that are likely to result in injury or cause damage to property.
5. To maintain the cleanliness and tidiness of our College environment, place all your litter in the rubbish bins provided and use College property with due care.
6. To promote efficient usage of learning time, your movement between classes should be carried out quickly and quietly.
7. Display a responsible and mature attitude by keeping your College environment free from illegal substances, cigarettes, alcohol and chewing gum.
8. Advise visitors to our College that it is necessary to gain permission from the office before access to other areas and personnel of our College is possible. A special card signed by the Principal or her nominee will be issued to the visitor.
9. Your relationship with teachers and students should be characterised by Consideration, Courtesy, Co-operation, Common sense.

Always consider the rights and feelings of others before you act. Be courteous, well mannered, kind and well spoken. You expect teachers and fellow students to co-operate with you – be sure you
always co-operate with them. Above all else, be known for your good common sense. Use stairs and paths sensibly and safely with no running or jumping on stairs or structures. Allow others to use spaces safely.

**STUDENT MANAGEMENT/DISCIPLINE POLICY**

1. The most essential element of a secure College life is that no student has the right to disrupt the learning of another. The College Student Management policy is designed to maximise classroom learning. After due warning, any student who continues to negatively influence the safety or learning in class may be removed from the learning area, and sent to work under the supervision of a designated staff member. If this course of action is taken, students are required to attend a restorative meeting with the teacher involved the following lunchtime. This is designed to build positive relationships and productive work habits.

   In line with its Core values, the College encourages Restorative Practices when dealing with indiscretions. This approach enables individual members to restore a harmonious situation by taking responsibility for their actions and facing consequences appropriate to the situation. Corporal punishment is inappropriate and has no place in a restorative environment.

   A College Detention may result if, after being warned, students continue to disrupt the safety or learning of others and/or seriously transgress clearly articulated College rules.

2. A high standard of courtesy is expected from all students, extending to staff, visitors and fellow students. This means to respect:
   
   (a) The rights of both Staff and Students
   
   (b) The gifts that each has and to encourage their expression
   
   (c) The fact that because we are all human, mistakes will be made.

   Therefore we accept from, and offer, forgiveness to one another.

3. Student Commendations are awarded to students for such things as thoughtful and courteous behaviour, being generous and helpful, showing good College spirit, improved work sustained quality outcomes and exceptional work.

4. After correct procedures have been applied to fully investigate serious student behavioural issues, students may be required to complete a School Detention for one hour after school on Thursday or they may be suspended for an appropriate length of time after discussions with the Deputy Principal Community or Principal. Parents/guardians will be involved in the process of suspension and may be required to attend the College to collect the student. If a student is suspended, the student and the parent/guardian will be required to attend a meeting to arrange for satisfactory conditions to be met before the student is permitted to re-enter classes at the College. The safety of students and their opportunities to engage productively in class are fundamental to all actions taken.

**SAFE COLLEGE / HARASSMENT POLICY**

At St Joseph’s College, we are concerned with the dignity and growth of each student and staff member. Courtesy, consideration and co-operation all help to foster values of mutual respect, responsibility and service within the College Community.

All students have the right to feel safe. Any form of harassment is against what we believe and strive to attain. Harassment is the exertion of power by one person over another – often presenting as
bullish behaviour – which makes another person feel embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry. It is unwelcome, unreciprocated, uninvited and usually repeated. It is behaviour that breaches proper and professional conduct. Anger, embarrassment, fear, loss of self-confidence and humiliation are some of the effects on a person who suffers from harassment. The individual’s ability to concentrate may be hampered and this limits the person’s ability to work effectively and to achieve his or her potential. Every person has the right to attend College and feel safe and secure. All students have equal rights, opportunities and responsibilities.

Some examples of harassment include:

- hitting, punching, jostling, spitting and frightening others by these actions
- hiding, damaging or destroying the property of others
- using offensive names, putting others down, or paying others out
- using abusive language to others
- making degrading comments and/or actions about another’s cultural, religious or social background
- ridiculing a person or making unkind and hurtful remarks about his/her body or personal appearance
- writing mean or spiteful graffiti about others
- making rude or unpleasant notes or drawings to or about one another
- spreading rumours about people or their families or belittling their abilities and achievements
- making degrading comments about another’s gender
- making suggestive comments, or other forms of sexual abuse
- leaving computers with obscene or abusive material displayed
- sending an abusive or offensive e-mail or text message

COURSES OF ACTION IF EXPERIENCING HARASSMENT

1. Speak to your parents about the situation and / or
2. Report the matter directly to a person of responsibility e.g. Homeroom Teacher, House Leader, Wellbeing or other staff member you trust. Make a plan with them to deal with the problem. Allow them to take action to stop the harassment.

IF THE HARASSMENT CONTINUES

Go with the responsible person (chosen above) to the Head of School or Deputy Principal. Allow these people to take the action they see as necessary eg. Contacting parents.

IT IS RIGHT FOR YOU TO TELL SOMEONE IF EITHER YOU OR YOUR FRIENDS ARE BEING HARASSED

IT IS RESPONSIBLE FOR PERSONS WITNESSING ACTS OF HARASSMENT TO REPORT SUCH ACTS TO A PERSON IN AUTHORITY AS SOON AS POSSIBLE.

CONSEQUENCES FOR THE HARASSER -

IN DEALING WITH THE SITUATION THE COLLEGE WILL ENSURE STUDENTS HARMED AND CAUSING HARM WILL BE RESPECTED IN A FORMAL PROCESS.

This process has as its aim the promotion of resilience in the one harmed and the one causing harm. This process will help students learn from their mistakes, grow in self-discipline, take responsibility for their actions, recognise the impact of their actions on others, and reconcile and resolve conflict with others.
STUDENT APPOINTMENTS WITH WELLBEING STAFF

1.1 Our Wellbeing Centre is available to all staff, students and families of the College. From 2014, access to these services will be primarily by appointment. This can be done by email, phone or direct contact with Wellbeing staff.

1.2 Students
- Once you have made a booking the counsellor you have requested to see will place a paper pass in your Homeroom roll on the day of your appointment.
- Please present this pass to your classroom teacher when it is time for your appointment.
Only the person whose name is on the pass may attend the appointment. If you do not have an appointment and need to urgently see a counsellor please contact your Homeroom teacher/House Leader or the First Aid Officer on duty.

1.3 Students should only be in the Wellbeing Centre at their scheduled appointment time, students are expected to be in your scheduled lessons at all other times.

1.4 The counsellor that sees the student will place an electronic pass on SIMON to record their attendance.

LATE WORK POLICY - YEARS 7 to 10

In keeping with the St Joseph’s College vision of educating the whole person with an overarching goal to foster excellence in relation to the completion of all designated Assessment Tasks, the Late Work Policy aims to:

- Provide a supportive learning environment that will provide opportunity for students to complete and submit all Assessment Tasks on time, along with the students being able to access specific assistance as needed; and
- Foster the development of personal responsibility and accountability.

1.1 Assessment Tasks (or Summative Tasks that will be on End of Semester Reports) that are not handed in on the specified due date will follow the academic support process.

1.2 If an Assessment Task is not handed in on the due date, and an extension was not requested before the due date, the Subject Teacher will Track the student on Simon to notify the following people: The Academic Support Program Coordinator, the Homeroom/Pastoral Care Teacher, the House Leader and the Head of School. (Choose Level 1 Tracking Incident: Assessment Task Not Submitted by Due Date’). And a Late Work SMS will be sent to notify the parent/guardian.

1.3 Work (Assessment Tasks) handed in late, within one week of the due date, will be graded but with a 15% reduction. Students will be instructed to attend at least one of ten Academic Support Sessions within the week to assist them to complete the Assessment Task. This session will be agreed upon by both the student & teacher.

1.4 Assessment Tasks submitted after one week but within two weeks of the due date will be marked as ‘Late’. A late work letter will be issued.

1.5 Non-submission or work submitted two weeks after the due date of the Assessment Task will receive ‘NS’ = Not submitted.
1.6 Work of a poor quality [below an E+ standard (less than 42%)] or incomplete work, will be marked accordingly and may require additional work to be completed in order to satisfy the task.

**PARENT/STUDENT GUIDELINES: WHAT SHOULD I DO WHEN...?**

**IF YOU ARE ABSENT FROM COLLEGE**
Whenever a student is absent from College, a parent/guardian should telephone the Student Office on 5018 8051 or email studentoffice@sjcmda.vic.edu.au before 11am, but preferably before 9am. After 11am, an SMS message will be sent to notify parents/guardians of an unexplained absence. Students who miss class due to absence are expected to catch up on work missed.

**YOU ARRIVE LATE OR WISH TO LEAVE EARLY**
Students arriving late to College (after morning Homeroom) must report to the Student Office with a note from their parent/guardian and receive a Late Pass. Students leaving the College premises must be signed out through the Student Office. A note signed by a parent/guardian should be given to the Homeroom Teacher at morning Homeroom.

**FIRST AID: YOU FEEL SICK / HAVE AN ACCIDENT / INJURE YOURSELF**
If you feel sick or are injured, let your teacher know, receive a pass and report to the First Aid Office or the Student Office for assistance. All reasonable care will be given to ill or injured students. In the event of a student becoming ill during the day, the First Aid Officer will notify parents/guardians and request to arrange for the student to be taken home. If a student is required to have medication at school, it is the student’s own responsibility. Such medication is to always be handed to the First Aid Office for safe keeping and the Homeroom Teacher is to be notified. If alternative special arrangements are required, please contact the Homeroom Teacher or First Aid Officer at the College.

**IF I DO NOT FEEL SAFE...**
Speak to your Homeroom Teacher, Subject Teacher or House Leader. Talk to your parents/guardians and they will contact your Homeroom Teacher or House Leader. All harassment issues are treated seriously by College staff.

**YOU LOSE SOME PROPERTY (CLOTHING, BOOKS, ETC)**
Check the lost property basket outside the Student Office or ask at the Student Office if the item has been handed in. Enter a lost property item on the student bulletin.
YOU FIND LOST PROPERTY
Take it to the Student Office.

YOU HAVE AN EXTERNAL APPOINTMENT DURING COLLEGE TIME
If medical appointments, etc. are in College hours, the medical appointment card or letter, signed by a parent/guardian, must be presented to the Homeroom Teacher. Students must sign out at the Student Office when they leave and when they return. Whenever possible, it is advisable to make appointments after College hours.

YOU ARE UNABLE TO WEAR THE FULL COLLEGE UNIFORM
Students are asked to wear correct uniform to and from College. Students not in the correct uniform must have a note signed by parents or guardians. Students not wearing correct uniform or not adhering to expectations of general presentation, may be excluded from yard as per the Zero Tolerance Policy in the Uniform Section.

RESPECTFUL LANGUAGE
Students are asked to speak to all teachers, other staff and students using respectful language.

BOTTLED WATER
Students are encouraged to bring water in refillable containers to class, particularly in hot weather.

PUNCTUALITY
Punctuality in arriving at College and classes is required. If students are late for College they are to report to the Student Office to sign in. Truancy is considered a serious matter by the College.

SMOKING and ALCOHOL
Students smoking and using (or under the influence of) alcohol pose very serious health risks and are not permitted on College grounds. Students associating with other students who are smoking or consuming alcohol are also considered to be a breach of College rules. Students smoking or consuming alcohol while in College uniform outside the College grounds also breach College regulations. Cases of smoking and alcohol use at school will result in significant disciplinary actions.

EXTREME WEATHER
If the weather is very hot, very cold or very wet an announcement will be made before recess and lunch time and some rooms will be opened for students:

VEHICLES
The College does not encourage students to drive private vehicles to College. Students who drive to and from College may not use vehicles during the day unless leaving the College with a pass. Students are not permitted under any circumstances to transport other students in private cars in connection with any College program or function whether held during normal College hours or at other times. Cars driven to College by students are not to be parked in the Sacred Heart Parish car park.

VISITORS
All visitors are required to report to the front office before entering College grounds.

HOME STUDY – Guidelines for Parents/Care Givers
Homework is valuable for life-long learning as it encourages independence by helping the students to take responsibility for their own learning.
As a guide, our College policy recommends the following:
Year 7 & 8 - 30 to 45 minutes per night, Year 9 & 10 - 45 to 90 minutes per night, VCE students - 1 to 3 hours per night.

The following suggestions are offered to Parents/Care Givers:

- Ask your son/daughter/child about their homework and College progress generally and acknowledge their success.
- Attend College events that your child is involved in – we do this really well with our primary age children and our teenagers similarly appreciate our involvement (despite what they say!).
- Try to establish routine. Encourage your son/daughter/child to set aside a regular time each night for reading and homework and help them to maintain a balance between homework, TV, computers, sport and paid work.
- Set an example by reading yourself and consider reading the texts set by teachers for your son/daughter/child.
- Insist that your son/daughter/child uses a homework diary – the College Planner. Not only can this be a record of homework, it is an ideal means of communication between Parents/Care Givers and teachers.
- Try to create an environment conducive to homework. This is difficult in a busy home, but is it surprising that a teenager struggles to focus on homework when the rest of the household is enjoying a favourite TV show? Is it possible to have a “quiet half hour” each night in your home?
- Contact the Homeroom Teacher or subject teacher if you have any concerns about homework.

MONEY/VALUABLES/ MOBILE PHONES/ IPODS
Students should avoid bringing valuables to College including such things as mobile phones, skateboards, Ipods, cameras, game boys and other electronic devices. The use of mobile phones at the College can disrupt the climate in which others learn. They may also block communication with others. The College will not take any responsibility for these items if they are stolen or lost whilst in the student’s possession. Large sums of money should not be brought to College. Due to privacy laws, cameras are not to be used at the College unless permission has been given by a teacher. Inappropriate use of electronic items will result in confiscation.

STUDENT MOBILE PHONE POLICY
1. INTRODUCTION
1.1 As a Catholic College in the Mercy tradition, St Joseph’s College expects that all students will act in a manner which respects the dignity of others and which is in accord with the policies of the College.
1.2 This policy has been revised to reflect the need to assist students to build awareness that a more limited use of mobile phone technology can positively affect their learning, their self-esteem and their relationships.
1.3 Students are expected to use Mobile Phone Technology for appropriate purposes that complement the educational purposes of the College.
1.4 All students are to abstain from the inappropriate use of Personal Mobile Phone Technology whilst engaged in the classroom or while on other educational activities. Inappropriate use is deemed to be use that is of a personal nature that is not a direct part of the educational activity at that time. This includes answering personal phone calls, reading or replying to personal emails or text messages, playing electronic games or engaging with social media on the phone during classes or during other supervised educational activities.
1.5 Students in Years 7 to 10 may not use Mobile Phones before school, during recess and lunch breaks or after school while on the College grounds as this activity often inhibits other social interactions with peers.

1.6 Students in Years 11 and 12 may use mobile phones in and near the VCE Common Room during their lunch break only to listen to music. They may not use them in other parts of the College.

1.7 Students in Years 11 and 12 may use their mobile phones for music purposes while studying in the Library - Senior Students’ Area. Students must use earphones, music/sound must not be able to be heard by other students.

2. DEFINITIONS
2.1 Mobile Phone – Personal Mobile Phone/Personal Communication Device belonging to a student of the College used for the purposes of voice, video, photo or text messages.

3. PURPOSE
3.1 The purpose of this policy is to set standards of behaviour for the use of Mobile Phones that are consistent with the broader values and expectations of the St Joseph’s College community.

3.2 This policy is designed to prepare students for life in the workforce where workplace standards regarding the use of mobile phones affect the employability of employees.

4. SCOPE
4.1 This policy applies to all St Joseph’s College students.

5. RIGHTS AND RESPONSIBILITIES
5.1 Students are not to use Mobile Phones in class for any purpose, unless they have been specifically directed to do so by a teacher and where this activity is set out clearly in the unit planning for that subject. This will be the exception and must be approved by the Domain Leader for that subject. This includes listening to music, playing games, texting, creating videos, photos or sound recordings.

5.2 Students are expected to show respect to others, including all members of the College community. Students are also expected to give due respect to the tasks in which they are engaged and to avoid allowing Mobile Phones to limit the effectiveness of the teaching and learning opportunities available to them. This policy covers activities conducted on or off campus during the school day.

5.3 Students are not to use Mobile Phones to take photos or videos of staff or students in classrooms, in the vicinity of the College or in public places without the express permission of the staff or students involved. These actions may be illegal and police involvement may be initiated. This policy also includes answering personal phone calls, reading or replying to personal emails or text messages, playing electronic games or engaging with social media on the phone during classes or during other supervised educational activities.

5.4 The College takes no responsibility for phones brought onto the College grounds. This includes damage or theft incurred while on College grounds or while engaged in educational activities. Students bring phones to school at their own risk.

5.5 Students are not to answer phone calls or text messages from parents while in class. Emergency messages will be relayed to the student via the Student Office.

5.6 The use of mobile phones on excursions, camps and retreats is to limited to specific activities where the use of the phone is directly relevant to the activity being undertaken. This will usually be as an emergency contact device only. On overnight excursions or camps students will be allocated specific times when they may be able to contact home. Inappropriate use of phones on camps and excursions will result in the phone being given to staff until the end of the camp or excursion.
6. **BREACH OF THIS POLICY**

6.1 A breach of this policy may also involve a breach of other policies and expectations, such as the classroom expectations of students as agreed upon by teachers and students.

6.2 Any breach of this policy will be considered by the Subject Teacher who will require the student to surrender the phone to the teacher.

6.3 If a phone is used inappropriately in class, the phone will be collected by the teacher and taken to the Student Office. The student can collect the phone at the end of the school day. Parents will be contacted and the student will receive a School Service.

6.4 The Homeroom Teacher/Pastoral Care Teacher (Yr 8) will monitor the breaches of this policy. If the Homeroom Teacher/Pastoral Care Teacher (Yr 8) becomes aware of more than one breach, parents will be contacted and a meeting arranged to discuss a Behaviour Management Plan for the student.

6.5 If a student breaches the conditions of this policy and refuses to hand the phone to the teacher, the student will be removed from the class and parents will be requested to collect the student from the College. A meeting with the Homeroom Teacher/Pastoral Care Teacher (Yr 8), House Leader, student and parent/guardian/care giver will be required before re-entry to the College. At this meeting, the student must agree to follow the conditions of this policy for re-entry to classes.

6.6 In all cases of breach of this policy, the actions and consequences will be tracked for reference in the student records on SIMON. This will be done by the teacher in whose class or activity the breach occurs. Parents will be notified by a text message from the College if a mobile phone is taken from a student.

**LEAVING THE COLLEGE PERMANENTLY**

Parents/guardians must notify the College in advance when their child is leaving College permanently, giving the reason and destination eg. going to employment, transferring to another school. Students must obtain a Clearance Form from the Enrolment Office and complete this before leaving the College.

**LOCKERS**

A locker is provided for each student in the College. Students must provide a lock. It is suggested that a spare locker key be given to the Homeroom Teacher. Lockers should be kept tidy and locked. Lockers must not be damaged or misused in any way. The College is not responsible for property stored in lockers. Lockers may be secured by the College if there is no lock attached.

**PARENT QUESTIONS**

From time to time, parents/guardians may have questions they want answered or they may wish to speak to a teacher about their child’s progress. Please telephone the College (50188000) to arrange an appropriate appointment or make contact with the appropriate staff member via email e.g. asmith@sjcmda.vic.edu.au.

In most cases contact should first be made with the Homeroom Teacher. When parents visit the College they must first go to the College Office where their needs will be addressed.

**BUSES**

Students must display good behaviour whilst travelling to and from the College. Improper or unsatisfactory behaviour on buses may result in suspension from travel.
CARE OF PROPERTY
Students are expected to care for the property of the College and respect the property of others. The cost incurred as a result of any damage will be met by the student responsible. Students are expected to contribute to the cleanliness and neatness of the College classrooms and yard. Steel rulers damage furniture and must not be used. Chewing gum and white-out are not permitted at the College as it may damage College property. Any damage should be reported immediately to a staff member.

COLLEGE RECORDS
It is important that the College records contain up-to-date information. The College should be notified of any change of address or phone numbers including Mobile numbers or emergency contact phone numbers. Notification of change of doctor is also important.

NEWSLETTER
The College Newsletter is produced fortnightly and distributed via email to all families. Any family that requires a printed copy of the Newsletter is asked to contact the College to arrange for this to occur. The Newsletter is the main channel of communication between the College and families and contains a current calendar and important messages from the Principal and staff. The Newsletter is available on the College website and Schoolbag App.

VCE LATE ARRIVAL/EARLY DEPARTURE
VCE students may apply for late arrival to College and early departure from College. This process is to enable senior students to plan their “optimal” study program and use resources in the community. Students must sign in and out through the Student Office. Failure to do so will result in this privilege being removed. When College Assemblies and Masses are held senior students must attend.

ORDERING LUNCH
Lunch may be ordered from the Canteen. Students are to place their orders before Homeroom commences.

TELEPHONE
The Student Office telephone may be used by students for emergencies only.

STUDENT COMPUTER ACCEPTABLE USE AGREEMENT
This policy refers to all electronic devices. A ‘device’ means any device including but not restricted to computers, laptops, tablets, MP3 players and mobile phones. Students must use all electronic devices carefully and follow all teacher instructions about how and when to use them while in a College setting.

Use of equipment
When using electronic devices on the College network or within the College grounds:

I agree to:
- Take full responsibility for all devices, using them in a safe and respectful manner without intentionally damaging or disrupting equipment or software.
- Maintain the security of usernames and passwords. Acknowledging that claiming someone else accessed your account due to your mismanagement is not an acceptable excuse.
- Only access files or internet sites which are relevant to the classroom curriculum.
- Comply with a teachers request to put away, shut down or close the screen on the device without argument.
- Acknowledge that the College's network filters will be applied to the internet and will not attempt to bypass them.
- Carefully consider the content that I upload or post online knowing that this content can be viewed by anybody.
- Use the College email account for College related purposes only. Email may not be used in class time without teacher consent.

I agree NOT to:
- Share my password with another student or access the account of another student or teacher.
- Use the device for non-instructional purposes, such as making phone calls, messaging or accessing social media.
- Record, transmit or post photographic images or video of a person(s) in the College setting unless for educational purposes as instructed by the teacher.
- Use the device to engage in threatening, cyber bullying, make unreasonable demands or use harassing materials or any other behaviour which is abusive or otherwise offensive.
- Use or download unauthorised programs/apps, including games, during College hours or while on the College system.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action.

1:1 Device Usage
In 2017 students in Year 8, 9, 11, 12 at St Joseph’s College Mildura are required to have their previously book-listed device (Microsoft Surface or Dell Inspiron laptop). Students in Year 7 & 10 are required to bring their school provided Dell laptop. Students are not to bring any other device other than those previously listed. It is important that students and parents are familiar with the terms under which these devices can be used within the College environment.

Portable Technologies are a valuable teaching resource and their appropriate use in promoting learning is encouraged. They are often excellent sources of information or portray places, people, events and emotions that otherwise would be difficult to capture in the classroom setting. Portable Technologies provide a window into a wider world; they challenge students to greater understanding of issues and demand well-considered responses. They are part of an active learning program.

Students are responsible for ensuring that:
- They bring the device fully charged to College each day.
- The device is fully functioning at all times. It is the students responsibly to seek assistance from the library staff in the event of a non-functioning device.
- They take it to every class, unless instructed otherwise by a teacher.
- The device is used in accordance with College rules, policies and procedures as well as expected standards.
- There is always space on the device for the storage of College related files.
- The device has all the required applications installed and texts available.
- Only educational and teacher approved applications and files are accessed during College hours.
- The device is secured in a padlocked locker when not in use in the classroom.
- Must be in silent mode while on the College grounds.
- Devices and accounts are secured using a relevant password.
- Any damage to any device be it student or school owned is reported the library staff immediately.
**Data Backup**
The student is responsible for the backup of any files stored on their device, and the College is not liable for any lost files. Documents saved on the College network drive will however, be backed up on the College servers. Students often use devices to access and store information; as a result data will be stored local but may also be stored on servers that are located outside of Australia. Students should take measures to protect their privacy and stay safe online.

**VCE STUDENTS**

**SENIOR STUDENTS SUBMISSION OF SCHOOL ASSESSED COURSEWORK**

All studies (except Studio Arts) have a range of School Assessed Coursework spaced throughout each Semester. All students must follow the College Policies and Procedures with regard to these.

**DESCRIPTION**
Details of each SAC will be distributed to students. An indication of outcomes, content, presentation, resources, length, method of working, process to be followed etc. will be given.

What is required for a satisfactory completion will be clearly identified. A due date will be specified.

**SUBMITTING WORK**
All submitted SAC’s and SAT’s are to be handed DIRECTLY to your subject teacher (not put on desks or in pigeon holes) by the time and date set by your subject teacher. To assist in identification of student work, students are required to include their name, homeroom and VCAA number on their work before submitting it to their teacher.

**AUTHENTICATION OF STUDENT WORK**
It is essential that students show evidence of progressing towards task completion since the teacher must be satisfied that the work is the authentic work of the student before awarding an “S” for the Outcome or SAT task. It is the responsibility of the student to keep and demonstrate evidence that will assist in the authentication of work not undertaken with teacher supervision e.g. drafts, research notes etc.

Should these rules be breached, the Principal has the authority to penalise the student on the basis of the evidence. If the breach is serious, the teacher may refuse acceptance of the work and an “N” will be awarded for the Outcome.

**LATE WORK**
Students are to submit assessable work by the deadlines set by the subject teacher. Not meeting the deadline will result in an “N” being awarded. This may be redeemed to an “S” through the redemption process. Students unable to meet these deadlines due to illness or important commitments need to lodge a Special Provisions Form to the Deputy Principal or Head of Senior School for approval. This should occur prior to the date for important commitments and within a week of returning to College for illness. Late work will not be scored without an approved Special Provisions Form.
LOST OR DAMAGED WORK
The teacher or student who has lost work or who has had work damaged will need to complete a written statement describing the circumstances. This does not apply to work lost due to computer malfunction. The statement must be signed and dated. Colleges must keep a record of the loss or damage.
The Deputy Principal, through the Head of Senior School and acting on advice from the subject teacher, shall determine the unit result for the student.
It is recommended where practicable that students keep a copy of all class work submitted for assessment.

REDEMPTION
Redemption is a process for students who have not satisfactorily completed assessable work. This may include not meeting the work deadline, and/or producing work that is ungradable. Students must use the redemption process to achieve an “S” for the unit. They may not use the process to improve a score in a task that has already been completed. The teacher will complete the redemption form in consultation with the student and notify the student of the conditions necessary to satisfy the task.

Students have one calendar month (or up to the last day of the semester, whichever comes first) from the notification of an “N” result to redeem any unsatisfactory outcomes.

ATTENDANCE
St Joseph’s College attendance requirements:
• Students are expected to attend all scheduled classes. Students who miss College on a regular basis generally handicap themselves severely.
• VCAA requires the College to establish a minimum attendance requirement and to publish this requirement. The minimum attendance requirement at St. Joseph’s College is 95%. This excludes authorised absence due to important commitments verified by the Head of Senior School and absence due to illness where a Doctor’s certificate is produced.
• Substantive breaches of the rules regarding attendance can result in an “N” being awarded for the unit.

What does this mean in terms of actual class attendance?
Given that the maximum number of classes possible in one semester is about; 80 in 1st Semester and 75 in 2nd semester. (This does not allow for classes lost due to public holidays or College events)
The maximum number of classes that a student can miss per semester would be 4. That is only 2 double periods. Once this level of absence is reached questions will be asked to explain future unexplained absences. After attendance reaches this level, students can potentially receive an “N” result for that unit and ultimately their VCE based on a lack of attendance.

ABSENCE DURING SACs and SATs
Absence during periods where assessment activities are to be completed is problematic and to be strictly avoided if possible. Not only do students miss the opportunity to undertake the work, issues of authenticity will also need to be considered by the teacher. Students who miss a SAC or SAT due to illness or important commitment, must lodge a Special Provision application (along with evidence to support their application) within a week of returning to College, in order to qualify for Special Provision for that task. If an absence is known in advance it should be applied for, in advance. Special Provision applications are available from the Head of Senior School. Failure to apply for Special Provision in the given timeframe may result in an “N” being awarded for that task. This task will then only be able to be redeemed via the redemption process mentioned above.
PROLONGED ABSENCES FROM COLLEGE
Students who have extensive absences may be required to provide documentary evidence from a health professional, at the discretion of the Deputy Principal Teaching and Learning. A student who is absent from College for a prolonged period and who has been considered not to have suffered significant hardship, is not eligible for consideration of disadvantage according to VCAA policy.

TEACHER RECORDS
Teachers will maintain a roll of every scheduled class as confirmation that minimum attendance standards have been met.

SPECIAL PROVISION
Special Provision is designed to allow students who are experiencing significant hardship the maximum possible opportunity to demonstrate both what they know and what they can do.
The Deputy Principal Teaching and Learning and Head of Senior School are responsible for establishing procedures for and approval of Special Provision within the College. Special Provision will generally take the form of College-level strategies. Where a student is unable to complete a scheduled Coursework task or whose achievement on a Coursework task is affected by illness or other factors, the College may:

- Allow the student to undertake the task at a later date.
- Grant an extension of time to complete the task.
- Assess the same outcome(s) by setting a substitute task of similar scope and demand.
- Determine a score based on other tasks that the student may have completed which address the same outcome(s)
HAENEN LIBRARY

**Hours:**  
Monday – Thursday  8.00 am – 6.00 pm  
Friday  8.00 am – 5.00 pm  
School Holidays  8.30 am – 4.30 pm

**Loans:**  
Most materials are borrowed for 2 weeks, although resources in high demand can be limited to overnight loan. Class texts are borrowed for the term or semester according to arrangements with the subject teacher.

Number of items students may borrow at a time:

- Years 7/8 – 6 items  
- Years 9/10 – 8 items  
- VCE – 10 items

**Catalogue:**  
Integrated computer network enables students to access the catalogue, Internet and intranet throughout the school via individual student login. Students can also access the intranet and catalogue from home by logging into the school webpage at [www.sjcmda.vic.edu.au](http://www.sjcmda.vic.edu.au).

**Internet:**  
Students pay a basic fee for Internet access through their levies.

Various information brochures are available in the Library to help you obtain maximum benefit from the Library and network resources. Enquiries regarding computer access from home and using SJC Bay to buy and sell textbooks second hand can be directed to Library staff on 50188017.

The Haenen Library offers an excellent location and resource for students to study independently with computer resources and a variety of physical resources available. There is a separate VCE section for students to complete study tasks. The expectation is that students use this space quietly, with respect to the study needs of other students.
SOME STRATEGIES FOR THINKING AT DIFFERENT LEVELS

### HOMEWORK/STUDY TIMETABLE

Sample Timetable. Fill in the blank copy over page.

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Study Planner
1. Fill in your before and after school commitments
2. Fill in the spots where you have time to study
3. Fill in time to eat and have a rest
4. Fill in term events and major assessments
5. Stick to it and be more organised and successful

Weekly Timetable

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Think about it

Read all of it

Highlight key words

Clarify key ideas

Check Criteria

Add detail

Complete it

Get feedback

Submit on time

Reflect upon it

Term Planner

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GUIDELINES FOR SITTING EXAMS

Practical Advice
This is the time when you need to bring all your work together for the exams.

- On the night before the exam you should have everything organised – pens, paper, calculator, extra batteries, water and identification.
- It is preferable not to study new information before the exam.
- Make sure you get a good night’s sleep and a good breakfast in the morning. If your exam is in the morning, do not eat too heavily.
- Try to exercise, stretch, breathe and centre yourself.
- Do some “brain gym”. Run through your mental rehearsal again, setting the scene for a positive outcome. Visualise, affirm and seed your thoughts right up to the point of leaving the exam room.
- Think of nervousness as static excitement. If you are feeling nervous, smile and tell yourself “it is OK to feel nervous – it is really OK to feel nervous – it is really OK to feel nervous”. This method helps your body/mind accept the emotion and the acceptance of this feeling helps shift it into excitement. You can do it!
- Try to arrive early and preferably do not talk to your friends about the content of the exam. They will be nervous too and this will only increase your own feelings of nervousness. If you are extremely nervous or having an anxiety attack, put your relaxation strategies into practice.
- Ask for help – Whatever your religious or spiritual beliefs, it is at times like this that you could seek spiritual strength. Before the exam starts find a quiet place and pray for clarity of mind or simply seek peace within yourself. Clarity, calmness and confidence will be of great benefit. Use words from your affirmations or whatever you feel is right for you.

Strategize an Exam Plan
- When you get the exam paper, look over it, reading the instructions carefully. How many sections are there? How many questions are there? Which ones will you answer? What is their value and how much time do you have for each one? Work out a plan of attack.
- Look over the longer essay questions, then on a spare sheet of paper, write or sketch any planned information that you have memorised for them. Keep returning to this sheet during the exam as you recall more information. Sometimes, a multi-choice question can trigger something you want to write in the essay.
- Start with multi-choice (if there are any), doing only those that you can answer easily. Come back to others later.
- Check your time. Have you completed this section before or after the time allocated to it? Make a mental note of it. Move on to any short answer questions. Again, complete the ones where the information comes to you easily. Others can be left until later. Check your time again. Are you on time?
- Finally, write your essays from the material that you have placed on your memorised exam sheet. As this is the last section, be particularly aware of the time you have remaining.
- If you need to write two essays and you have one hour left, once you have spent half an hour on the first essay, drop it and start the second. The second essay may take less time, in which case you can come back to the first. You will get more marks for two near completed essays than one complete and one half finished. You can always write your conclusions for all essays last.

Remember – time management is crucial at this stage. Keep checking your time against the percentage value of each exam question. Write the time you need to finish a question on a piece of paper so you know when to stop and move on.
STUDY HABITS

A large number of people mistake reading their textbook or their notes for the act of study. While reading has many virtues, most of what you read does not wind its way into your memory. You must do something to successfully plant information in your mind so that you can use it again later. Below are a few examples of active tasks that will make the study worthwhile. Not all of these ideas are appropriate to all subjects.

Summarise Topics
Every so often you get to the end of a major topic in a subject. An important task (and one that ought to be a regular part of your study pattern) is to make a summary of the whole topic. This has two important benefits.
First, to make the summary in the first place, you will need to think very clearly what the essence of the topic is all about. Your summary must of course be shorter than the original notes or it won’t be a summary. To consider what goes on in the summary has to involve clear thinking.
One way of working out what belongs in the summary is to think of it as a “cheat sheet”. Imagine you are putting together as small amount of information as possible to sneak into a test. Only the absolute essentials should be written down. (Don’t actually use it as a cheat sheet unless this is explicitly stated by the teacher for a specific assessment task.)
The second benefit of doing a summary is that in revising it later you will have a much shorter amount of material to read. Naturally, revision will involve more than just reading summaries.

Practice Examples
In scientific and mathematical circles, it is useful to do a few extra examples of problems. There will always be books in the library where you can find some of these, or you can make some up by substituting slightly different numbers and other details into the examples you already have.
The purpose of doing this is not to bore you out of your mind (although it may do just that), but to allow you to become so familiar with that type of problem that you can’t get it wrong.

Make Definition and Formula Cards
In most subjects there are formal definitions to remember. Some subjects also present you with a vast array of formulae. It can be useful to put them on one side of a small card and its definition on the other. This can also be applied to learning vocabulary in foreign languages. The act of making the cards helps you learn the information and later use of the cards to test yourself.

Practice Drawing Diagrams
Students often cheerfully copy important diagrams and graphs into their notes and then never draw them again until they sit an exam. Then they are drawing that diagram for only the second time. Not surprisingly, bits are missed out or incorrectly labelled. This can be overcome by going over the diagrams a few times. It should be done on scrap paper and thrown away. Rather it is the practice in drawing it a few times that is important.

Say Things Aloud
The people you live with may think that you have finally flipped when you start talking to your text books. But it can help to read out aloud certain passages. It especially helps in learning difficult terms – most notably those which are hard to spell or pronounce.
Go Over Your Assessed Work
When you get an assignment back, it should be possible for you to identify what elements of it did not gain full marks. Use the comments of the marker (if there are any comments) as a guide to study those aspects of the subject that you lost marks. If you can’t tell why you got a certain mark, you should go and talk to the person who marked the work. This includes times when you got a high mark and you’re not really sure how you got it. It’s just as important to work out why you do well as why you do badly. The objective of this is to make sure that next time you are tested on the same information, you are able to do better.

Do Some Active Reading
There are occasions when just reading for its own sake is valuable such as in English Literature or English. Mostly your reading should include some action like taking notes, underlining, highlighting etc.

Do a Daily and Weekly Review
A brief but useful task is to quickly go over the day’s classes to refresh in your mind what you have done.

GENERAL ISSUES

Photocopying/Printing: Students receive credit for printing and photocopying at the beginning of each semester. This is paid through school levies. If a student runs out during the year extra credit can be added via the card machine situated near the library desk. As a Student ID card is required for this, and is also required for photocopying and to check the credit balance, it is suggested that students bring their ID card to school every day. The charge for photocopying/printing is:
- **Black**: A4 10 cents; A3 20 cents;
- **Colour**: A4 50 cents; A3 $1.00

Computer/Internet access: If you are having problems with your student network login, password or have been locked out of your account please come to the library and we will assist you. All Wi-Fi problems either with I.T. devices that are used at school can also be directed to the library.

SJC Bay: This is the College’s second hand book sales website. To access this site from home go to the College webpage and follow the links. Parents/guardians who wish to sell items but don’t have access to their student’s password may email a request for a family login to sjcreception@sjcmda.vic.edu.au
ST JOSEPH’S COLLEGE RECORD OF PARTICIPATION

Record any extra-curricular programs or activities you are involved in during the College year such as SRC, sport, cross country, debates, College Masses, St Joseph’s Day etc.

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