



ST JOSEPH'S COLLEGE GEELONG

135 Aphrasia Street, Newtown VICTORIA 3220 / Ph: 03 5226 8100
Fax: 03 5221 6983 / Email: sjcoffice@sjc.vic.edu.au / ABN: 74 114 857 147

EXPECTATIONS AND PROCEDURES

The following procedures have been developed to ensure that the school operates efficiently and is a safe and pleasant learning environment for all.

STUDENT SUPERVISION

Students are supervised between the hours of 8.20am and 3.50pm and should not be at school outside these times unless they are involved in an out of hours activity.

ABSENCE FROM SCHOOL

School attendance is a high priority at St Joseph's. Our duty of care demands that we know where students are during school hours therefore, the College must be informed of student absences before 10:00am on the day the student is absent.

Our preferred method of notification is by SMS #0427 687 117. This number can only be used for SMS messaging. It will not receive voice calls.

The College will notify parents by an SMS on their mobile phones if students are absent or late to school without reason. This occurs each day starting at approximately 11:00am. **Please ensure the College has your current mobile telephone numbers.**

Thank you for your assistance and co-operation. We look forward to improving our communication with you.

For the same reason the following passes are required.

LATE PASS

If a student arrives late (after 8.50am) he is to report to Reception. A Late Pass will be stamped into the Student Diary and this must be shown to the teacher along with a satisfactory explanation or parental note before entry to the class is granted.

DAY PASS

If a student must leave the school grounds during the day, a Day Pass must be filed with Reception. Normally such a Pass is signed by the Level Coordinator. The student retains a section of the Day Pass for identification. Students returning to the College must sign in at Reception. As far as possible, we ask that appointments be made out of school hours.

STUDENTS ON EXTENDED LEAVE

Students absent on holiday during regular school term:

- Parents need to write to the Principal providing details of why and when the student will be absent from school. This correspondence will be acknowledged by the College.
- St Joseph's College teaching staff will not provide work for students who are absent from class and miss teaching/learning due to holidays taken in term time.
- Course outlines will be provided by the subject teacher and available through the school intranet if requested so that parents can deliver/arrange appropriate instruction through a tutor.
- It will be the responsibility of the student to arrange alternative dates for assessment task completion **PRIOR** to his departure.
- If the student does not submit the assessment work **PRIOR** to his departure, he will receive a grade NS (not submitted) for each task.
- If the student is absent for a period longer than two weeks, the assessment of his work will be made on the tasks completed for the period of the semester he has been in attendance at school. These absences may have a detrimental effect in subject areas where sequential learning is important.

ATTENDANCE AT COLLEGE EVENTS

The College schedules a number of religious, sporting and cultural events during the course of each school year e.g. Edmund Rice Day, College swimming and athletic carnivals. These days provide important opportunities for the growth and development of individual students and are critical for the development of and celebration of community. Normal classes do not run on these days and the events are an integral part of the education of each boy enrolled at St Joseph's. **All students are expected to attend College Events.**

GOOD MANNERS AND LANGUAGE

Respect and good manners of students at all times. This means that swearing and offensive language are unacceptable at all times. Good manners dictate that staff and students greet each other and that teachers are to be addressed by their title (Mrs, Miss, Ms, Mr).



ST JOSEPH'S COLLEGE GEELONG

135 Aphrasia Street, Newtown VICTORIA 3220 / Ph: 03 5226 8100
Fax: 03 5221 6983 / Email: sjcoffice@sjc.vic.edu.au / ABN: 74 114 857 147

LOCKERS

Each student is provided with a locker and a combination lock:

- Students will not normally be permitted to attend lockers during class time.
- Under no circumstances should valuables be brought to school.
- The College accepts no responsibility for items stored in lockers.
- Lockers are only to be used for the storage of school books and sports equipment.
- Combination lock numbers should be memorised, but not written down. Students who forget their combination number can get this from the Property Manager's Office. Under no circumstances should students tell others the combination numbers to their lock.
- Lockers must remain locked at all times.
- Stickers, labels or other similar material must not be attached to lockers.
- Writing, of any description, is not permitted on the outside or inside of lockers.
- The College reserves the right to inspect lockers and their contents at any time.
- Any breach of locker security is to be reported immediately to the Deputy Principals.
- Students are responsible for the combination lock issued to them. Those who lose their locks will be charged the cost of replacement.

MOBILE TELEPHONES, IPODS, MP3S AND ELECTRONIC GAMES

The College strongly advises students not to bring these items to school.

Should students choose to bring them to school:

- They must not be used or turned on during school hours including recess and lunchtime.
- The College accepts no responsibility for these items in the event of their loss or damage.
- Students using or having these items turned on during school hours will have them confiscated. They will be returned after 48 hours or after parental discussion.

COLLEGE MOBILE PHONE POLICY

As a condition of enrolment parents agree to accept a range of College policies including the mobile phone policy. As part of this policy parents agree that senior staff may inspect material stored on a mobile phone in the event of it being confiscated from the student. Policies are published annually in the student Diary and are available on the College website.

SCHOOL YARD

- Students are allocated specific areas for games and play:
 - Year 7 only Aphrasia Oval*
 - Years 8 - 9 Carey Oval*
 - Years 9 - 10 O'Driscoll Oval (lunch time only)*
 - Years 11 - 12 Zampatti Oval*
- Contact games are banned as they can lead to serious injury and damage to clothing. Games must not involve 'scragging', pulling or pushing.
- Running around buildings or paved areas is not permitted.
- Bikes are not to be ridden in the College grounds or through the front and back gates immediately before and after school.
- Skateboards must not be brought to school nor ridden in the school grounds.

OUT OF BOUNDS AREAS

Students are not permitted in the following areas:

- Leslie Street Lane, and Carey Oval bank.
- Classrooms and upstairs verandas are out of bounds during recess and lunch.

Exceptions to this are detentions or arrangements by teachers supervising students in various College sporting and cultural activities.

WET WEATHER DAYS

The O S Adams Centre (Gym), some classrooms will be opened when notification of a "wet weather day" is given by a Deputy Principal. A film may be shown in the Peter Canon Centre (PAC).

TRAVEL AND PUBLIC BEHAVIOUR

Responsible behaviour is expected of students at all times. This is particularly important when travelling to and from school on buses. The travelling public and fellow students are to be treated with respect. Failure to meet these expectations may result in the loss of the right to travel on the bus and / or some other appropriate disciplinary action. Students are to follow directions given by staff supervising the bus set down. Appropriate behaviour and correct uniform are also expected of students walking to and from school or travelling by other means of transport. This also applies when students are in a public place e.g. supermarkets / shopping centres. We require parent support in this, as the College is judged by the way students appear and behave in public.



ST JOSEPH'S COLLEGE GEELONG

135 Aphrasia Street, Newtown VICTORIA 3220 / Ph: 03 5226 8100
Fax: 03 5221 6983 / Email: sjcoffice@sjc.vic.edu.au / ABN: 74 114 857 147

BICYCLES

Students who ride bicycles to school must use the bike racks near the VCE building and are required to provide their own lock. **As required by law, all bike riders must wear an approved Safety Helmet.** Students riding bicycles are not required to wear their blazer while riding, but are required to bring it to school in Terms 2 and 3.

CAR

Students travelling by car should be dropped off and collected from near the Queens Road entrance. **Please note that Council Regulations do not permit cars stopping on the school crossing or the yellow lines. Council Officers regularly patrol the area.**

MESSAGES FOR STUDENTS

Parents sometimes call the College asking for a message to be relayed to a student. It is unfair to expect that a message will be delivered to students during the school day. We have a large campus with numerous classrooms and play areas and the College does not have a PA system. Students can be attending any number of activities, classes, excursions, assemblies etc. We will endeavour to deliver an urgent message i.e. relating to an emergency. The College does not deem forgotten equipment, lunch, a change in transport arrangements or an appointment to be an emergency. We ask you to consider the disruption that the delivery of a message can cause to staff and students.

EMERGENCY PROCEDURES

ALL STUDENTS ARE REQUIRED TO KNOW WHAT TO DO IN THE EVENT OF AN **EMERGENCY EVACUATION** OR AN **EMERGENCY LOCKDOWN.**

IF A STUDENT HAS ANY QUESTIONS – HE IS TO ASK HIS HOMEROOM TEACHER.

EMERGENCY LOCKDOWN

ON HEARING A CONTINUOUS **SIREN**

- Make your way to the nearest indoor classroom / building.
- Lock all doors.
- Do not allow anyone to enter or leave the room.
- Close and cover all windows including the door window.
- Move away from the covered windows.
- Remain in lockdown until an all clear is given.

ALL CLEAR

- A staff member will **knock, state their name** and give the **all clear** and **open your door using a key.**
DO NOT OPEN THE DOOR FOR THEM

EMERGENCY EVACUATION

1. Assist anybody in immediate danger.
 2. RAISE THE ALARM
- ON HEARING A CONTINUOUS **BELL**
3. Leave by the nearest safe exit.
 4. Assemble on **Aphrasia Oval** in year level order.
 5. Report injuries or other relevant information to a staff member.

If you hear a **continuous bell** whilst **out of class, during recess or the lunch break**, then make your way independently to **Aphrasia Oval** where you will assemble with your Homeroom teacher.

Remember to crawl low in smoke and if on fire - stop, drop and roll.