

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

Student yard areas are supervised from 8.20am–3.20pm on normal school days. The bus set down is supervised until all drop offs are completed in the morning and until the last bus has collected students after school – approximately 3.50pm. The College library is open to students and fully supervised Monday–Thursday 8.00am–5.00pm and Friday 8.00am–4.00pm. Outside of these times students will only be supervised whilst participating in school events.

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 11.00am on the day the student is absent. The preferred method is for parents/carers to enter the absence via the Parent Access Module. Alternatively, an SMS can be sent to 0427 687 117. This number will not receive voice calls. The number sending the SMS needs to be a registered contact on our College system.

An automatic SMS will be sent to parents/carers if students are absent or late to school without reason. This occurs each day starting at 11.30am. Parents/Carers are to respond to the text with the reason for the absence.

In order to keep track of student movements, the following passes are required:

Late Pass

If a student arrives late (after 9.00am) he is to report to Reception. A late pass will be stamped and given to the student, this must be shown to the teacher. Parents need to enter a note into the student's diary with the reason he is late. Parents/Carers can enter this on PAM so when the student presents to reception the staff can see the notes on the system.

Day Pass

If a student must leave the school grounds during the day, parents can enter this on PAM and when the student presents to reception staff will see the authority on the system. Alternatively, a note from a parent/carer must be written in the student diary. Then the student can have a day pass filled out (from College Reception). Such a pass is then signed by the Year 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

When students are absent on holiday during regular school term:

- Parents/carers are to write or email 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, unless organised weeks in advance.
- 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 may receive a grade NA (not assessed) for each task, or 'absent'.
- 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 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. Students must attend all College events as a condition of their enrolment.

LOCKERS

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

- Lockers must remain locked at all times.
- The College accepts no responsibility for items stored in lockers.
- Combination lock numbers should be memorised, but not written down. Students who forget their combination number can get this from their Homeroom Teacher. Those who lose their locks will be charged the cost of replacement.
- Under no circumstances should students tell others the combination numbers to their lock.
- Writing, stickers, labels or other similar material must not be attached to lockers.
- The College reserves the right to inspect lockers and their contents at any time.
- Students are responsible for the combination lock issued to them. Those who lose their locks will be charged the cost of replacement.

SCHOOLYARD

- Students are allocated specific areas for games and play at break times:
 - Year 7 – only Aphrasia Oval
 - Year 8 – Carey Oval (lunch only), Quad West, Gym.
 - Year 10 – Quad East, O'Driscoll, Zampatti Oval and Aphrasia Courts
 - Year 11 – Quad East, O'Driscoll, Zampatti Oval and Aphrasia Courts
 - Year 12 – Quad East, O'Driscoll, Zampatti Oval and Aphrasia Courts
- 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:

- Carey Oval bank.
- Classrooms and upstairs verandas during recess and lunch unless supervised
- Around H and B Block and outside the Trade Training Centre.

WET WEATHER DAYS

A range of classrooms are opened up by the teachers in specific areas.

COLLEGE MOBILE PHONE POLICY

The College strongly advises students and parents to be aware of our POLICY 5.9 ACCEPTABLE USE OF MOBILE DEVICES that can be found on our website.

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 unless it is urgent or relating to an emergency. 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 ask you to consider the disruption that the delivery of a message can cause to staff and students. As mobile phone use is not allowed during school hours, we also ask that you do not text your son during school hours.

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.

Bus norms

Whilst travelling on a bus St Joseph's students will adopt the following bus norms:

- Greet the bus driver and scan their valid Myki when boarding and leaving the bus.
- Eat their food and not throw it.
- Keep the bus equipment and furniture in good condition.
- Only push the stop bell when required.
- Avoid using any inappropriate language.
- Keep the volume of noise to a reasonable level.
- Place food and rubbish in bins and not on seats or floors.

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.

BICYCLES

Students who ride bicycles to school must use the bike racks near the canteen 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 in areas where there are marked yellow lines - if you stop your car to allow passengers to exit or enter the vehicle, you are considered parked - and can be fined accordingly. Council Officers regularly patrol the area.

USE OF THE STUDENT DIARY

The student diary is one of the ways of communication between school and home and a major organisational tool for students. It is recommended that the diary is taken to all classes and be used to record homework and assignments and be used for notes between parents and teachers.

The expectations of use are as follows:

- Homework entered for each subject as required
- Diary notes to be signed by parents
- All day to day correspondence between home and school should be either by email or the student diary

No student shall:

- Write in another student's diary
- Remove pages of the diary at any time
- Damage the diary in any way (e.g. by cutting, graffiti, scribbling or use of stickers)

Any student found to be in breach of these expectations will be required to purchase a new diary.

HOMEWORK

Homework consists of specific tasks set by teachers and more informal study which could include personal revision. Even if homework is not formally set or shown in the diary, students should still spend time at home completing study or reading.

PLAGIARISM

The College advises students and parents to be aware of our Academic Integrity policy which can be found on our website.