



St Michael's
COLLEGE

Year 11

Student Handbook

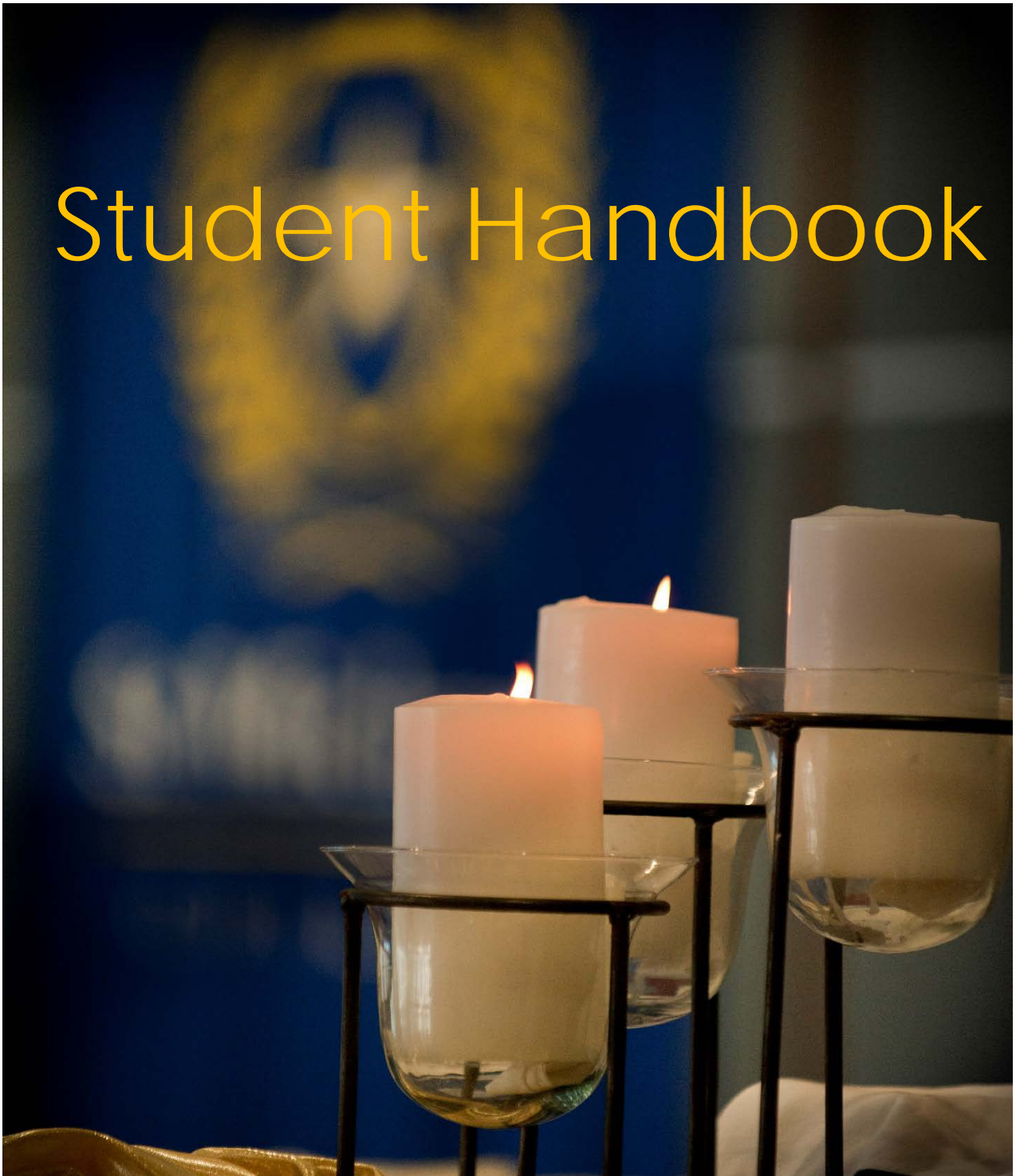
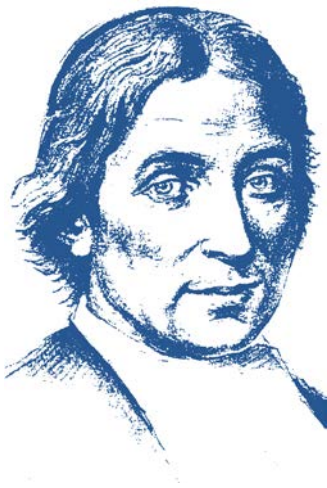


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VISION STATEMENT



“To touch the Hearts of your pupils and
inspire them with the Christian Spirit
is the greatest miracle you can perform”

St John Baptist De La Salle

St Michael's College is a Catholic school committed to a vision of Lasallian education and as such aspires to:

- present Jesus Christ as its model for growth
- recognise and develop the gifts of each individual
- cultivate a community of spiritual, cultural, physical and academic vitality
- work in partnership with parents and students in the pursuit of excellence.

THE UNDERTAKING



Welcome to Year 11 at St Michael's College,

Year 11 is a time of transition. You have entered the final years of your school life. This year you are continuing your SACE and with this comes the responsibility to complete Years 11 and 12 to gain your certificate. What you achieve this year provides the grounding for your Year 12 studies and beyond school.

This year many of you will undertake part-time work and gain your driver's licence, it is a period where you begin to feel independent but this also brings responsibilities. It is most important that you are able to establish a balance between good study habits and your sporting and social commitments.

Hopefully you have selected subjects which interest you. Again, this brings responsibility, as teachers expect a high level of commitment to your study. You are required to meet deadlines and complete all assessment tasks.

We ask you to accept the challenge of the year ahead in a mature and positive manner. Realise that the effort you give to your Year 11 subjects is the measurement that will provide you success at the end of the year. Such an aim is achievable for every student. Take up the challenge and work to the best of your ability. "Be the best you can be."

Good luck for 2018.

Mr Aldo Calo
Year 11 Director

Mrs Anna Haracic
Assistant Year 11 Director

SECONDARY LEADERSHIP

Principal: Mr John Foley

Deputy Principal - Learning & Teaching Excellence: Mrs Teresa Cimmino

Deputy Principal - Pastoral: Mr John Lambert

Business Manager: Mr Dominic Lo Basso

Director of Curriculum and Assessment: Ms Bron Kemp

Director of Pastoral: Mr Sam Kitchke

Director of Mission: Mr Robert Dempsey

COORDINATORS

Co-curricular Coordinator (Boys): Mr Jordan Young

Co-curricular Coordinator (Girls): Ms Leanne Burton

Gifted & Talented Coordinator: Mr Stratos Karnas

Learning Support Coordinator: Mr Michael Balic

SACE Coordinator: Mr Rocco Schirripa

HEADS OF DEPARTMENT/SUBJECT CO-ORDINATORS

Business: Mr Hamish Redden

Design & Technology: Mr Greg Cloy

Digital Technologies: Mrs Maria Cardillo

Director of Music: Mr Tim Donovan / Mr James Musci (Term 1)

Drama: Ms Giselle Becker

English: Mrs Jane Sykes

Health & Physical Education: Mrs Sally Nicholson

History: Mr Matthew Muscat

Humanities: Ms Catherine Pearce

Italian: Mrs Angela Benedetti

Mathematics: Mrs Anne Finlay

PLP Coordinator: Ms Susanne Oliver-Dearman

Religious Education: Mr Angelo Spadavecchia

Research Project Coordinator: Mr Lachlan Chatterton

Science: Mr Gavin O'Reilly

Visual Arts: Mrs Nicole LeRay-Warren

STUDENT SERVICES

Student Counsellors: Ms Sarah Davies, Ms Ida-Marie Tullio, Mr Anthony Vizaniaris

Career Counsellors: Ms Rose Coorey, Mr Anthony Vizaniaris

Pastoral Support Worker: Sr Nithya

VET Coordinator: Mr Kevin Woolford

Admin Assistants: Mrs Lynda White, Mrs Bonita Dorian, and Mrs Cris Gargiulo

PASTORAL TEACHER & ROOM NUMBERS

11PC1	Mr Pike	6L
11PC2	Ms Newman Mrs Pepe Micholos	7L
11PC3	Mr Kildea	8L
11PC4	Mr Galpin	11L
11PC5	Mrs Gatt	10L
11PC6	Mr Pezos	9
11PC7	Ms Papuc	17G
11PC8	Mr Muscat & Mrs Cardillo	18G
11PC9	Mr Sturman	19G
11PC10	Mr Rosman	20G

IMPORTANT DATES FOR YEAR 11, 2018 (Subject to change)

Term 1

29	January	Classes Resume (Years 7, 8, 12)
30	January	Classes resume (Years 9, 10, 11)
30	January	Year 8 – 12 Welcome Assembly
1	February	LYL Assembly (Mackillop Centre)
7	February	Year 8 – 12 Mass 9:00 am
7	February	Parent Evening 7:00 pm (Founders Hall)
14	February	Academic Assembly
16	February	LYL Formation Day
21	February	Assembly (SammyD Foundation – Mackillop Centre)
26	February	Sports Day
1	March	Mad Launch
12	March	Adelaide Cup (Public Holiday)
14	March	Mass
21-22	March	Business Week
6	April	Mission Action Day
13	April	Classes conclude - Early Dismissal 12:45 pm

Term 2

30	April	Classes Resume
2	May	Parent Teacher Interviews Years 8 – 12. Early Dismissal 12.45pm
3	May	Caica Cup
4 – 6	May	Generations of Jazz - Mt Gambier
8	May	Parent Teacher Interviews Years 8 – 12. Early Dismissal 12.45pm
9	May	Academic Assembly Years 11 & 12)
11	May	Whole College Mass Henley Campus 2:10 pm - Feast of St John Baptist De La Salle
25	May	MAD Quiz Night
29	May	MFS "RAP" Presentation
6	June	Breakfast
8	June	Staff Professional Development – NO CLASSES
11	June	Queen's Birthday Holiday
13	June	Mass
27	June – 4 July	Exams
2	July	NAIDOC Week
5	July	Choicez Seminar (Christian Centre Frederick Road)
6	July	Subject Selection 2018 Expo - Early Dismissal 12:45 pm

Term 3

23	July	Classes Resume
25	July	Mass
1	August	Academic Assembly (Years 10 – 12)
6	August	SACE Evening 7:00 pm (Year 12, 2018)
6	August	Careers Night 6:00 – 8:00 pm
8	August	Lasallian Reflection Day
15	August	Assembly (Subject Selection Year, 12 2018 (Mackillop))
29	August	Leadership Assembly (Year 12, 2018)
30	August	Formal
31	September	Staff Professional Development – NO CLASSES
5	September	SAPOL "Fatal 5" Presentation
5	September	Pulse Concert 7.00pm
10	September	Parent/ teacher interviews Years 8 – 11. Early Dismissal 12.45 pm
12	September	Mass
27	September	Achilles Cup
28	September	De La Salle Day – Classes conclude. Early Dismissal 12.45 pm

Term 4

15	October	Classes Resume
17	October	Academic Assembly (Years 10 & 11)
24	October	Assembly (House Captain 2017 information)
31	November	ID Photos
9	November	Assembly House Captains Presentation
9	November	Remembrance Day Ceremony 11:00 am
14	November	Mass
10	November	Classes Conclude - Early Dismissal 12:45 pm
19-26	November	Exams

THE COLLEGE DAY - SECONDARY CAMPUS

Movement Bell	8:40 am
Pastoral	8:45 am
Lesson 1	9:00 am
Lesson 2	9:40 am
Lesson 3	10:20 am
RECESS	11:00 am
Movement Bell	11:20 am
Lesson 4	11:25 am
Lesson 5	12:05 pm
Lesson 6	12:45 pm
LUNCH 1	1:25 pm
LUNCH 2	1:45 pm
Movement Bell	2:05 pm
Lesson 7	2:10 pm
Lesson 8	2:50 pm
DISMISSAL	3:30 pm

PASTORAL PROGRAM

The Year 11 Pastoral program is based on building community spirit and providing information for students to make informed lifestyle and academic choices. The program is presented mainly on Wednesday in lesson 1 but some activities involve off campus days. There is an expectation that students will participate in all activities and appointments should not be made during this time.

Leadership in Year 11

Opportunities for leadership experience is provided for students who volunteer to join the LYL (Lasallian Youth Leaders) group. Students are required to make a commitment to the group by participating in the LYL formation day on 16 February and being actively involved in at least three events.

LYL activities cover the Lasallian ethos of faith, service, and community. Students help to run retreat days, De La Salle day, assist Pastoral Teachers and have opportunities to work in the wider community. Participation in this group is often a pathway to College Leadership in Year 12 however it is open to all students.

GENERAL

Year 11 students are required to be ready to start Pastoral Care by 8.40 am. Bags must be stored in lockers. No large school bags are to be carried during the day.

DO NOT BRING VALUABLE ITEMS TO SCHOOL. Mobile phones should be stored safely, but they may not be used during school hours. Students who are found using their phone may have them confiscated.

Be aware that students are responsible for items such as Laptops, USBs and Graphic Calculators. These items should at all times be in your possession. Do not leave them lying around. It is recommended that all possessions, uniform included, are clearly labelled with full name.

Students are expected to adhere to the standards of dress as described in the College Diary.

ATTENDANCE / PUNCTUALITY

Year 11 students are required to be at school by 8.40am each day. All absences must be accounted for and **parents/caregivers are expected to phone absences to the Absentee Line 8150 2323 by 9.30 am.** Parents/Caregivers of absent students will be sent text messages by the Administration Office.

For students who have an extended absence from school either due to holidays or other events, please refer to the College's Extended Absence from School Policy. While teachers try to adjust assessment tasks the onus remains with the student to negotiate the work missed with their individual teacher.

Prolonged absences due to illness should be accompanied by a doctor's certificate and the Year Level Director contacted so work required can be forwarded. The doctor's certificate allows for assessment changes as required by the SACE Board.

If you are late to school, scan your ID Card through the Front Office and provide a written explanation from a parent/caregiver.

DIARY

The diary provides important rules and policies. Please read it carefully and sign the pages concerning Computer Use and Rules and Regulations.

VET STUDENTS

Students undertaking VET subjects will be absent from school on average for one day per week. They are to ensure they know the work they have missed.

Please note:

If students cannot attend their VET course, **they must notify that institution as well as the College.**

COMPUTER USE

Students are provided with access to the internet and email facilities. You are reminded these are for educational purposes only. Any misuse of these facilities will result in computing rights being denied and in some circumstances further detentions or suspension from school could result. Random checks of laptops will occur throughout the year, so be responsible in your use of the equipment.

Computer Discs/USBs

Some students attempt to claim computer malfunction and the like as reasons for late submission of work. Please be aware that St Michael's has means by which it can analyse and authenticate material lodged on discs and that the onus rests with the student in ensuring work is submitted correctly and on time.

Students should remember to save work not only on OneDrive but also on a USB. Do not rely on one saving device.

HOME STUDY

Home study is a generic term implying work done at home. This may involve:

- set work;
- assignment and projects;
- revision and study

or, a combination of all three.

It is difficult to establish a required time each night; however, research suggests that there is a high correlation between the volume of time given to study and completion of work to the true realisation of ability.

DRIVING

Please note that there is no parking available on school grounds for students. If parking on the roadway, please be aware of the needs of residents and respect their privacy and act courteously at all time. There are also council restrictions in some areas.

You must complete a Driving to School form which will be provided to you via your Pastoral Care Teacher. All forms must be returned the Year Level Director.

If you are travelling to school in a vehicle driven by another student, the appropriate form must also be completed and returned to the Year Level Director.

LEAVING SCHOOL

Students are not permitted to leave the school grounds without signed permission from their parent/caregiver, Pastoral Teacher and Year Level Director. Students must also scan out with their ID Card via the Administration Office.

THE SOUTH AUSTRALIAN CERTIFICATE OF EDUCATION

The South Australian Certificate of Education (SACE) is an internationally recognised credential awarded to students who successfully complete Stage 1 and Stage 2 (usually Years 11 and 12).

The aim of the SACE is to enable more young people to gain the skills and values they need to achieve their best in the future.

The Senior Secondary Assessment Board of South Australia provides information concerning SACE online:

SACE information on the website: www.sace.sa.edu.au

SUBJECT CHANGES

Any student who wishes to change a subject must see **Ms Bron Kemp**, Director of Curriculum and Assessment.

This must be done early in the Semester as changes later than two weeks disadvantage the student and the class.

ASSESSMENT REQUIREMENTS

At the beginning of each semester, an assessment plan for each subject will be published in the SEQTA Learning Portal which will cover the entirety of the assessment period. The assessment plan will include the approximate date of assessment tasks together with the weighting applied to that task. This plan helps you monitor the work to be completed. Marks for assessment tasks will also be released in SEQTA for students and parents.

Drafts

Where drafts are specified for assignments and essays, they must be submitted to the teacher for approval by the due date. Even when drafts are not formally required, they should be standard procedure and retained should verification of your work be required. Drafting is recommended as one means of ensuring optimal results.

Submission of assessments

Work must be submitted electronically through SEQTA along with any other teacher requirements, e.g. directly to the teacher concerned or via the Library.

In the case of work submitted to the Library, SACE Stage 1 students may submit work between 3.20 pm and 4.00 pm on or before, the due date. Students are advised to present their school diary where a Library stamp will verify the submission of work.

A general principle to remember is that the onus to substantiate work, or submission of work, lies with the student!

DEADLINE POLICY

Purpose

To help students and teachers to manage workloads, and school-set deadlines for assessment tasks.

Scope

This policy applies to all teachers and students and requires parental support.

Definitions:

Deadlines

The latest time or date by which an assessment task is to be completed and submitted to the teacher.

Policy Position

For assessment tasks that are completed over an extended period of time, a number of dates are generally set at various stages of the development of the assessment task (CHECKPOINTS).

Procedure

In these cases there is an expectation that:

- *the students* will provide evidence of their learning to their teacher or follow a procedure outlined by their teacher;
- *the teacher* will monitor the progress of the student during this period.

Extensions

There are occasions when an extension of an assessment deadline can be approved for a valid reason. Acceptable grounds for the extension are determined by the teacher.

- *Students* are expected to negotiate the extension with the Subject Teacher **before** the deadline and submit a completed "Request for Extension Form".
- *Teachers* are expected to follow the Work Completion Session Process when work is not presented according to school-set deadlines and where there is not a valid reason - as outlined above.

Special Provisions

In terms of special provisions, the school makes its decisions with reference to the SACE *Special Provisions in Curriculum and Assessment Policy*.

Should you have any questions about Special Provisions, please contact the Year 11 Director, Mr Rocco Schirripa, SACE Coordinator, or Ms Bron Kemp, Director of Curriculum and Assessment.

CONSEQUENCES for non-completion of work

Non-completion of Summative Assessment Tasks by the deadline and without negotiated extension

1. Students who do not meet deadlines, including CHECKPOINT deadlines, and have not negotiated an extension with the subject teacher will be given an after-school WORK COMPLETION SESSION the next school day.
2. During the WORK COMPLETION SESSION, the student will be expected to complete the set task in order to meet requirements.
3. If the task is not completed during this supervised time, the student will be assigned further WORK COMPLETION SESSIONS (including Saturday in some cases) until the assessment task is completed to a satisfactory standard.
4. However, if the task is not completed after 3 WORK COMPLETION SESSIONS there will be a meeting with the student/parents/subject teacher(s)/Year Level Director and/or Head of Department.
This meeting may result in an Internal Suspension.
5. If a student is repeatedly required to attend WORK COMPLETION SESSIONS (i.e. 3 or more across a number of subjects in one term) there will be a meeting with the student/parents/subject teacher(s)/ Year Level Director. This meeting may result in an Internal Suspension.

The consequence of not doing the work is.....DOING THE WORK

Concerns

Teachers aim to ensure that an excessive number of assessment items do not fall due on the same date. Generally, they also aim to return marked material within a week.

Should concerns arise regarding these or any other areas of assessment please pass them on to your Pastoral Teacher or Year 11 Director.

PLAGIARISM - A POLICY

Plagiarism in any form is a violation of the College's fundamental principles. This may be defined as the 'appropriation of another's ideas or works, in order to pass them off as one's own'.

Examples of this practice may include:

- **copying** of any sources that are not acknowledged in the work;
- **excessive** use of, and failure to cite, printed texts such as articles and books;
- **unfair** use of, and reliance upon, other students' work.

In sum, it may be regarded as an action which is intended to delude and deceive a teacher that the work being presented and assessed is the student's own, when in fact it is not. Of particular concern to the St Michael's College community is cheating. It deludes the school and staff who attempt to assess the effectiveness of teaching and learning; it discriminates against other students who work honestly for their rewards and may in competitive situations miss out on opportunities because of another's dishonesty; it misinforms the parents who operate on the assumption that the report they receive is an accurate representation of honest effort; and it erroneously grades the student who does not learn to be proud of genuine effort and whose character and learning development are stunted.

The full policy can be found in the school diary and on the College Web Site and should be read by all students and parents.

SUMMARY

Should you have any concerns about subjects, procedures, or study, please approach your Pastoral Care Teacher or the Year Level Director.

The best way to deal with a problem is to deal with it early. Seek help - don't let pressures build.

We welcome you to Year 11 and your study for the South Australian Certificate of Education.

Be aware that there will be some difficulties to overcome but every teacher is there to assist.

We encourage you to be the best person you can be and fulfil your potential.

***Year 11 Pastoral Team
St Michael's College***

“May you be strengthened by the knowledge that you do not work alone, but that you are bound across many nations and languages by the common vision, practices and traditions of the Lasallian Heritage.”

Brother John Johnston. (A shared Mission: 1997)