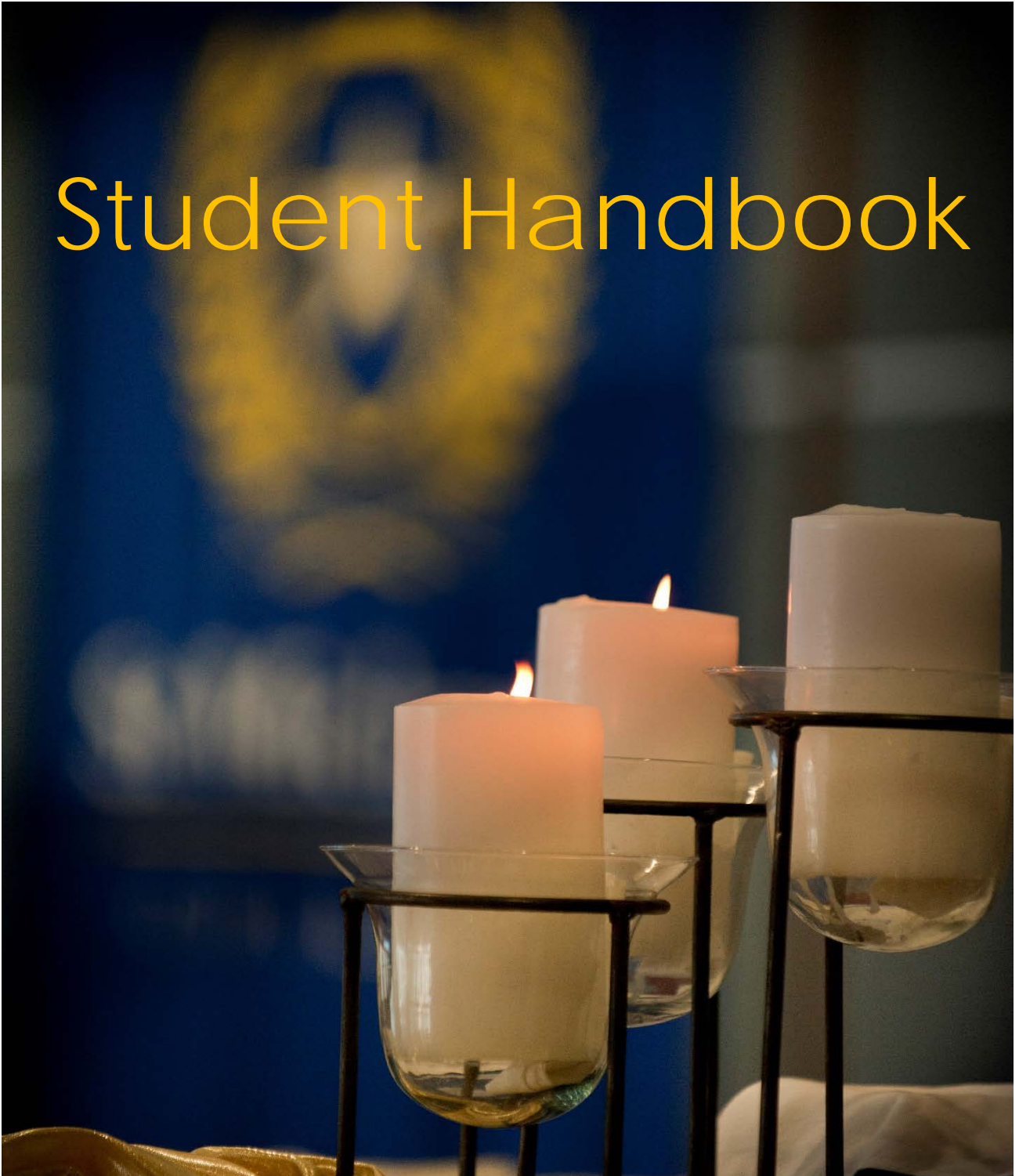




St Michael's
COLLEGE

Year 10

Student Handbook



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AIMS OF PASTORAL CARE

St Michael's College is a Catholic school committed to the Lasallian Vision of education. It is a learning community which engages those confided to its care with learning that is overtly religious, inclusive, student centered, planned, practical and contemporary, forming the basis for just and responsible stewardship in the broader community.

The Pastoral Care of students at St Michael's has four aims.

Develop a sense of Community

To educate students in the qualities of charity, justice, peace, faith, service, tolerance, mutual support and sensitivity in a safe, stable and caring environment.

To develop an environment in which there is mutual trust and respect.

Develop Self Discipline & Personal Growth

To develop a sense of respect for oneself, the College community and its surroundings through self-discipline and developing a sense of personal responsibility.

Develop an appreciation for Worship & Religious Experiences

To provide students with a range of opportunities for worship and participation in the Christian nature of the College in the Catholic tradition.

Develop a sense of Social Justice

To provide students with a range of opportunities to develop a sense of social justice in accordance with Lasallian principles and to apply them in the community.

STAFF

Principal:	Mr John Foley
Deputy Principal – Learning & Teaching Excellence:	Mrs Teresa Cimmino
Deputy Principal – Pastoral:	Mr John Lambert
Director of Curriculum & Assessment:	Ms Bron Kemp
Director of Pastoral:	Mr Sam Kitschke
Head of Campus Ministry:	Mr Robert Dempsey

CO-ORDINATORS

Gifted and Talented Coordinator:	Mr Stratos Karnas
Boys Co-curricular Coordinator:	Mr Jordan Young
Acting Girls Co-curricular Coordinator:	Ms Leanne Burton
Learning Support Co-Ordinator:	Mr Michael Balic
SACE Coordinator	Mr Rocco Schirripa

HEADS OF DEPARTMENT/SUBJECT CO-ORDINATORS

Business:	Mr Hamish Redden
English:	Mrs Jane Sykes
Health and PE:	Mrs Sally Nicholson
History:	Mr Matthew Muscat
Information Technology:	Mrs Maria Cardillo
Mathematics:	Mrs Anne Finlay
Science:	Mr Gavin O'Reilly
Design and Technology:	Mr Greg Cloy
Visual Arts:	Mrs Nicolle LeRay-Warren
Humanities:	Ms Catherine Pearce
Italian:	Ms Angela Benedetti
Acting Director of Music:	Mr James Musci
Drama:	Mrs Giselle Becker
Religion:	Mr Angelo Spadavecchia

STUDENT SERVICES

Student Counsellors:	Ms Sarah Davies, Ms Ida-Marie Tullio, Mr Anthony Vizaniaris
Career Counsellors:	Ms Rose Coorey, Mr Anthony Vizaniaris
College Chaplain:	Sr Nithya
VET Coordinator:	Mr Kevin Woolford
Administration Assistants:	Mrs Lynda White, Mrs Bonita Dorian & Mrs Cris Gargiulo

YEAR 10 PASTORAL STAFF

Year Level Director:	Mr Tony Healy
Assistant Year Level Director:	Ms Tess Morcom

Pastoral Teachers and Pastoral Rooms:

10PC-1	Mr Anthony Blencowe	Rm 27
10PC-2	Mr Anthony Feleppa	Rm 28
10PC-3	Ms Anne Finlay / Ms Lydia Calio	Rm 29
10PC-4	Mr Dylan Hicks / Mr Mark Winston	Rm 31
10PC-5	Mr Stratos Karnas	Rm 32
10PC-6	Mr Gianni Monti	Rm 33
10PC-7	Ms Bev Coleman / Mr Matthew Anderson	Rm 34
10PC-8	Mr Reinhard Schwidder	Rm 35
10PC-9	Mr Hamish Redden / Mr Justin Emerson	Rm 36
10PC-10	Mr Grant Turner	Rm 37
10PC-11	Mr Mark Stephens	Rm 38

IMPORTANT DATES FOR YEAR 10 – 2018 (Subject to change)

Term 1

30	January	Classes Resume
30	January*	Yr 8 – 12 Welcome Assembly
31	January	Yr 10 Parent Evening
7	February*	Yr 7 – 12 Mass 9:00am
14	February	2017 Academic Assembly Ash Wednesday
16	February	Yr 10 & Yr 11 LYL Formation Day 8.40am-3.00pm
26	February*	Sports Day
6	March	Yr 10 English performance (Monty Pryor 2.10pm-3.10pm) Yr 10, 11 Drama Excursion Evening
7	March	Yr 10 Mass
12	March	Adelaide Cup (Public Holiday)
13	March	Yr 10 Brain Bee Challenge
14	March	Yr 10 Assembly – Cyber Safety
22	March	Yr 10 Guest Speaker – Carly Ryan Foundation (L1 & L2)
28	March	Yr 10 History World War II Guest Speaker (L4-6)
29	March	Easter Prayer Service Yr 7-12
4	April	Yr 10 Assembly
6	April	Mission Action Day
11	April	Yr 10 Mass
13	April	Classes conclude 12.45pm

Term 2

30	April	Classes Resume
2	May	Parent Teacher Interviews Yrs7-9. Early dismissal 12:45 pm
4-6	May	Generations in Jazz - Mt Gambier
8	May	Parent Teacher Interviews Yr 10-12. Early dismissal 12:45 pm
9	May	Yr 10, 11 & 12 Academic Assembly
11	May*	Whole College Mass Henley Campus 9.00am - Feast of St John Baptist De La Salle
16	May	Yr 10 Mass
23	May	Year 10 Assembly
25	May	MAD Quiz Night
29	May	Yr 10 Shakespeare Performance
1	June	College Campus Tour 9.15am
4	June	Yr 10 History Excursion Grp 1
5	June	Yr 10 History Excursion Grp 2
7	June	Photos Yrs 10 - 12 & Families State Cross Country - Oatbank
8	June	Staff Professional Development – NO CLASSES
11	June	Queen’s Birthday Holiday
12	June	Photos Catch up day
13	June	Yr 10 CAD/RAD Assembly
19	June	Instrumental Music Night #1
20-21	June	Yr 10 CAD/RAD
22	June	Sports & Co-curricular Photos
26	June	Yr 10 Italian Food Industry Tour
27	June	Yr 10 Breakfast
27-28	June	Yr 10 Drama Production 7pm
29	June	Year 10 (Yr 11 2019) Future Pathways Day
3	July	NAIDOC Week
6	July	Classes Conclude – Early Dismissal 12:45 pm

Term 3

23	July	Classes Resume
26	July	Yrs 7-11 Australian Maths Competition
30	July	Parent Teacher Interviews Yr 12 – Early dismissal 12:45 pm
31	July	Yr 10 (2019 Yr11) SACE Information Evening 7pm
1	August*	Yr 10-12 Academic Assembly Yr 10-12 Drama Excursion Evening
8	August	Yr 10 (Year 11 2019) Subject Selection Assembly
15	August	Yr 10 Mass
17	August	College Campus Tour 9.15am
21	August	PE Week
22	August	Yr 10 Assembly
22-24	August	Adelaide Schools Band Festival
27	August	Yr 10 (Yr 11, 2019) Counselling 9.00am- 8.30pm – No Yr 10 Classes
31	August	Staff Professional Development – NO CLASSES Royal Show commences
6	September	Yr 10/11 Drama Excursion
7	September	Student Memorial Service 9.00am
10-13	September	Catholic Schools Music Festival
10	September	Year 7 – 11 Parent Teacher Interviews. Early dismissal 12:45 pm
12	September	Year 10 Assembly
13	September	Yr 10 Activities Day (Cleland Conservation Park)
19	September	Year 10 Assembly (Police Driver Ed)
20	September	Yr 10/12 History world War II Guest Speaker
25	September	Paul Dillon Yr 10-12 Presentations & Parent Session 7.00pm
26	September	Year 10 Mass
27	September	Achilles Cup
28	September	De La Salle Day – Early Dismissal Classes conclude

Term 4

15	October	Classes Resume
17	October	Year 10-11 Academic Assembly
29-30	October	Year 10 Kayaking Camps Grp 1
31	October	Year 10 Assembly Yr 10 Geography Excursion (L2-8)
1-2	November	Year 10 Kayaking Camps Grp 2
7	November	Year 10 ID Photos
7-8	November	Yr 10 Drama Production 7.00pm
12	November	Yrs 10-11 2019 Sports Day Nominations
13	November	Yr 10 History Excursion Grp 1
14	November	Year 10 Breakfast
15	November	Yr 10 History Excursion Grp 2
21	November	Year 10 Mass
23	November	Year 10 Clean up and text book returns L6 Early Dismissal 1.25pm
26	November	Year 10 Study Day (no classes)
27	November	Year 10 English and Mathematics Exams
27-28	November	Yrs 8-10 Dance Performance 7.00pm

NB – Events indicated by * are designated community events. Full participation in these events is an expectation at St Michael's College. Participation in SMC community events is recorded on your reports at the end of each semester and on your School Leavers Statement at the end of Year 12.

THE COLLEGE DAY

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

ARRIVING AT SCHOOL

- You are required to be in your **Pastoral Care classroom** no later than **8:45 am** with required books for your first two lessons.
- If you arrive after 9:00am you must **report to the Front Office** to sign in **as soon as you arrive** at school and your parents must contact the College via a **phone call or a diary note giving your reasons for lateness**.
- You are to be **correctly dressed in your school uniform** (refer to the policy set out in the Diary).
- **Large College bags** must be **stored in lockers**.
- **Large bags** are **not to be carried** at any time of the school day.

EXTENDED ABSENCES

- If, due to illness, you are absent for a long period, or you miss a College community event, you need to produce a doctor's certificate.
- For extended absence, contact your Subject Teachers and refer to SEQTA to ensure that you do not miss out on any work. Unless it is serious, illness should not be an excuse to get out of completing work.
- If, during the school term, you are to be absent on holiday, sport or something similar, you need to bring a note from your parents or guardians well in advance of the time of absence, have it signed by your Pastoral Teacher, Year Level Director and your teachers, and show the signed diary note at the Front Office so that your absence may be recorded.

SHORT TERM ABSENCES

- If you are absent for a short time, or through unforeseen circumstances, your parent or guardian must telephone the College to report your absence by 9:30am that morning, if possible.
- A diary note written by your parent or guardian explaining your absence is necessary and is to be shown to your Pastoral Care teacher on your return to school.

LEAVING SCHOOL FOR APPOINTMENTS

- You are not permitted to leave the College grounds during school hours without specific permission.
- You must have a signed and dated diary note from your parent or guardian granting permission to leave.
- You must have that diary note signed and dated by your Pastoral Care teacher and signed by the Year Level Director or Assistant Year Level Director **during Pastoral Care time**. If you need to leave part way through a lesson, the subject teacher's signature is also required.
- You must leave the College via the Front Office where your departure will be recorded after you have presented the signed note.

THE COLLEGE DIARY

- The College policies and rules are set out in the front of your College diary.
- You are to read these carefully. Then both you and your parents or guardians are to sign the page set aside for that purpose. Return the signed form to your Pastoral Teacher.
- The diary is to be used:
 - To record homework
 - As a means of communication between your parents and your teachers
 - A means of keeping an accurate record of all your assignment and test results
 - To keep track of due dates for assignments
- The diary is to be taken to Pastoral Care and to all lessons each day.
- The diary is to be signed by your parent or guardian each week and will be regularly inspected by your Pastoral Teacher.
- Diaries are NOT for tags, graffiti or the displaying of improper photographs or drawings.
- Diaries are to be kept neat and clean at all times.
- Students will be expected to replace their diaries at their own expense if these guidelines are not followed.

RESPECTFUL INTERACTIONS

- Respect is acknowledging that someone or something has value.
- All members of the College Community are to be respectful of others and the resources available to them.
- The College does not accept any form of bullying and harassment. This includes bullying of a physical, verbal, psychological, social, sexual or cyber nature. Please refer to the College Diary for more information.

VALUABLES

- **Leave valuable items at home.**
- **You are entirely responsible for** the safe keeping of all valuables, including **USBs, portable hard drives, headphones, mobile phones, personal laptops and graphic calculators etc.** Never leave such items lying around – they should always be in your possession or secured in your locker.
- Secure your locker using the required College issue combination lock, properly fastened. Do not share your combination code.
- Make sure that you clearly and indelibly label all of your possessions, including uniform items.
- If you should lose any valuable item make your own checks of places you have recently been and enquire at Lost Property before you report the loss to the Year Level Director or another staff member.

PHONES, IPODs AND OTHER ELECTRONIC DEVICES

- Mobile phones, i-pods and other electronic devices should be left home.
- If you must bring them to school they are to be switched off and secure at all times once you come onto the property.
- You are not permitted to use them during school hours for any purpose.
- If you need to contact your parents you are to do so through the College Administration Office.
- Similarly, if your parents need to contact you they should do so by ringing the College Administration Office. A message will be delivered from there to you.

COMPUTER USE

- You must use College computers, including your tablet/laptop, only for legitimate educational purposes.
- You may not use College computers and your tablet/laptop for game playing or download games, videos, video clips, music or anything that is not part of your course work.
- You must treat College computers and your tablet/laptop with the utmost respect ensuring that no damage is done to them.
- You must abide by the College Policy on Computer Use as outlined in your diary in all circumstances.

YEAR 10 MASS AND CHAPEL

- All Year 10 students attend scheduled Masses and Chapel Liturgies for the year level.
- Chapel Liturgies for Year 10 take place most Thursday mornings. Students must meet their Pastoral Teacher outside the Chapel at 8:40 am, with the required books for morning lessons.
- All Year 10 students participate in up to two Year 10 Masses per term.
- Punctuality to these gatherings is imperative.

PERSONAL PRESENTATION

- You are ambassadors of the College and therefore need to be mindful of enhancing the College's reputation.
- You must be dressed in the correct College uniform for the season from when you leave home in the morning until you return home in the afternoon. The correct uniform is set out clearly in the College diary.
- You are to keep your hair neatly presented at all times with no extremes of style. Students with long hair – it is to be tied back while you are at school.
- Adequate standards of hygiene are to be maintained at all times. If you are unsure what this means discuss it with your Pastoral Teacher/Year Level Director.
- Boys - You will probably begin to shave at some time during the year if you have not started to do so already. You are to come to school clean shaven each day. If shaving presents any kind of problem you should discuss this with your Pastoral Teacher/Year Level Director.
- The wearing of jewellery is not encouraged but, if you choose to do so, you must comply with the rules laid out in the College diary. Again, if you are uncertain about this requirement, speak with your Pastoral Teacher/Year Level Director.

ALWAYS REMEMBER TO BE THE BEST YOU CAN BE AND TO TREAT OTHERS IN THE SAME WAY YOU WOULD HAVE THEM TREAT YOU.

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*.

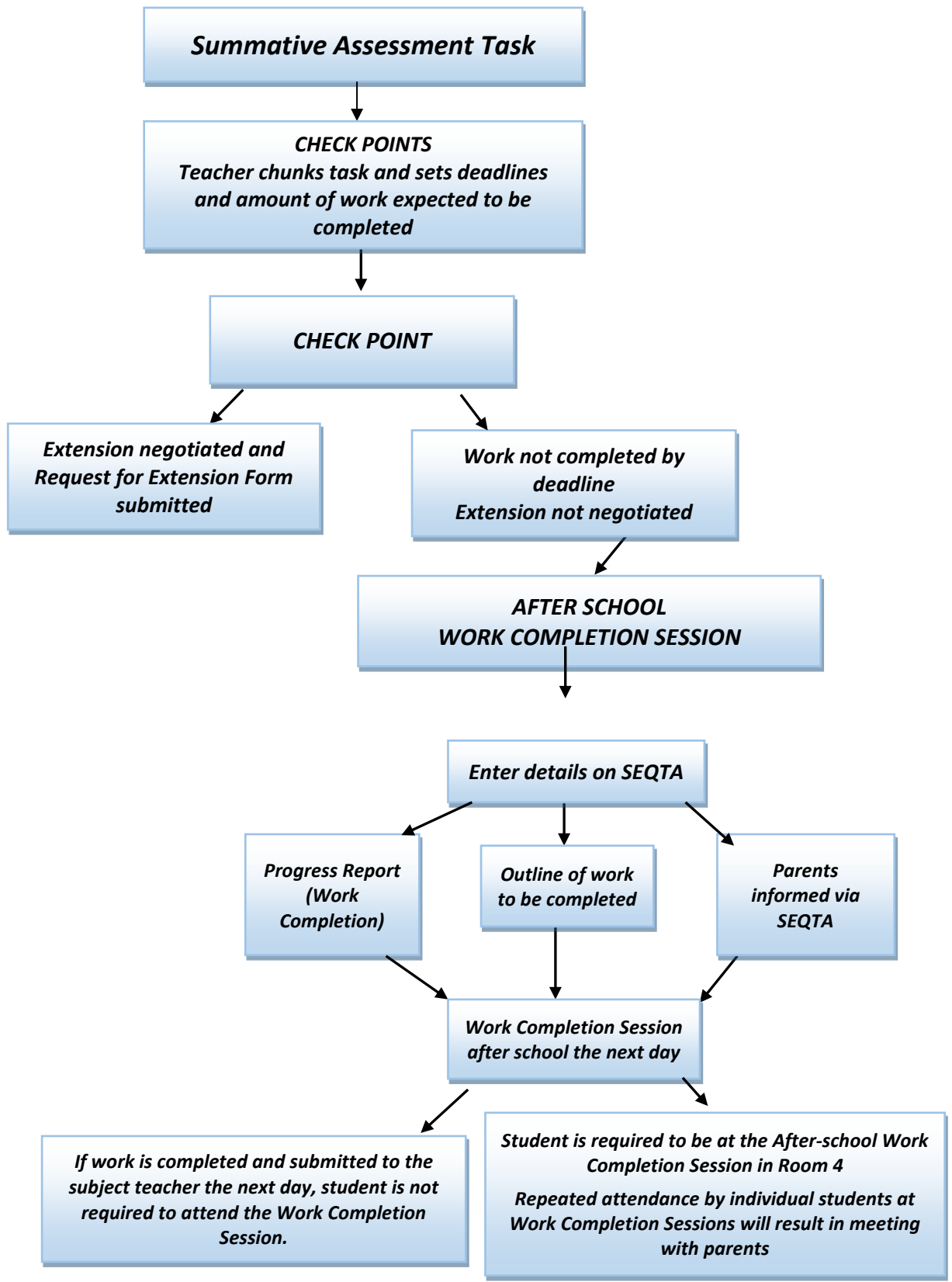
CONSEQUENCES for non completion of work

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

WORK COMPLETION PROCESS – FLOWCHART



Years 11 and 12 students failing to submit work by the final due date will have their Home Study privileges revoked

REQUEST FOR EXTENSION FORM

1. *Negotiate an extension date with the subject teacher BEFORE the deadline*
2. *Submit this form to the subject teacher BEFORE the deadline*
3. *A Medical Certificate may be required in some circumstances*

STUDENT'S NAME	
SUBJECT	
SUBJECT TEACHER	
ASSIGNMENT DETAILS	
ORIGINAL DUE DATE	
NEGOTIATED DATE	
REASON FOR EXTENSION	

PARENT/CAREGIVER'S SIGNATURE: _____

I hereby agree to the negotiated date, being aware that failure to complete the work by this date will result in WORK COMPLETION SESSIONS until the required work is completed to a satisfactory standard.

STUDENT'S SIGNATURE: _____

SUBJECT TEACHER'S SIGNATURE: _____