



Penola
CATHOLIC COLLEGE
EST. 1995

Parent Handbook



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1. General Information

Principal – **Mr Christopher Caldow**

Deputy Principal: Head of Campus (Broadmeadows) – **Mr Ernie Pisani**

Deputy Principal: Head of Campus (Glenroy) – **Mr Stuart Harrison**

Deputy Principal: Teaching and Learning – **Miss Nicole Allan**

Acting Deputy Principal: Faith & Mission – **Mr Robert Dullard**

Business Manager – **Mrs Jennifer Vinten**

Human Resources Manager – **Mrs Monica Kacela**

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Years 7-8 Glenroy Campus

35 William Street, Glenroy, Facsimile: (03) 9301 7885

Office Hours: 8.00 am – 4.00 pm

Starting/Finishing Times: 8.35 am – 3.10 pm

Years 9-12 Broadmeadows Campus

29 Gibson Street, Broadmeadows, Facsimile: (03) 9301 2770

Office Hours: 8.00 am – 4.00 pm

Starting/Finishing Times: 8.35 am – 3.10 pm

1.1. Term Dates

Term One

Friday 1st Feb –
Friday 5th April

Term Two

Monday 23rd April –
Friday 28 June

Term Three

Monday 15th July –
Friday 20th September

Term Four

Monday 7th October –
Thursday 5th December

1.2 Bell Times

Broadmeadows	
08.35 – 08.50	HOMEROOM
08.53 – 09.43	Period 1
09.46 – 10.35	Period 2
10.35 – 10.59	RECESS
11.02 – 11.51	Period 3
11.54 – 12.43	Period 4
12.43 – 01.26	LUNCH
01.29 – 02.18	Period 5
02.21 – 03.10	Period 6

Glenroy	
08.35 – 08.50	HOMEROOM
08.52 – 09.42	Period 1
09.44 – 10.34	Period 2
10.34 – 10.58	RECESS
11.01 – 11.51	Period 3
11.53 – 12.43	Period 4
12.43 – 01.25	LUNCH
01.28 – 02.18	Period 5
02.20 – 03.10	Period 6

1.3 Absent/Late Student Mailbox

When a student is unable to attend the College, parents are asked to telephone the **Student Absentee Line 9301 2727** before 10.00am on the day of absence. If no phone call has been received by the College by 10.00am, then every effort will be made to contact the parents. Students are required to bring a note from their parents explaining their absence upon their return to school.

1.4 Arrival to and departure from the College

Transport

All students travelling to and from the College on public transport are required to behave in a manner which respects the dignity and safety of all travellers and does not bring the College into disrepute. In addition, students must follow directions given by members of the Public Transport Commission (PTC) and behave in such a way as to ensure the safety and comfort of all passengers.

Buses

All bus travellers are required to:

Wait inside the College grounds until buses arrive, or wait at officially designated bus stops. Where there are difficulties regarding the bus, parents should contact the Co-ordinator of Students (Broadmeadows) and the Head of Campus (Glenroy).

The College reserves the right to suspend students from travelling on the bus when their behaviour is unacceptable.

Bicycles & Skateboards

Although bike racks are available, students who bring bicycles to the College do so at their own risk. The College cannot be responsible for the safety of bicycles which should always be secured with an extra strong bike chain and lock. In compliance with road regulations, students are required to wear a **helmet**. It is recommended that students riding skateboards also take safety precautions by wearing a **helmet** to and from school.

1.5 Attendance

Students are expected to attend all classes including morning Home group and to be on the College premises during school hours. All students are expected to be ready for morning Home group by 8.35am. All school days are compulsory days, including Activity Days, when no classes are scheduled. On these days a medical certificate is required for absence.

These days include: Athletics Day, Mary MacKillop Day, Special Pastoral Days (Inc. Retreats), half school days, College Assemblies and Pastoral lessons. Students will be required to make up the time missed.

Late Arrival

Students arriving late to College will be required to sign in at the Campus Office or Reception. Parents/Guardians are asked to send a note with the student explaining the reason for the late arrival. Persistent lateness is a serious breach of College expectations and will incur consequences as per the Behaviour Management Plan.

Early Departure

All students who wish to leave the College early will need to provide a note from their parents/guardians explaining why the student needs to leave and transport arrangements. The student will be required to sign out from the Campus office before leaving the College. Only under exceptional circumstances will students be called out of class.

Non-Attendance

When a student is unable to attend the College, parents are asked to telephone the **Student Absentee Line 9301 2727** before 10.00 a.m. on the day of the absence. If no phone call has been received by the College by 10.00 a.m, then every effort will be made to contact the parents. Students will be required to bring a note from their parents explaining the absence as soon as they return to the College.

1.6 Homework

Homework is an essential part of the learning program and there is an expectation that all students will spend some time in home study on a regular basis. Homework helps to reinforce the learning which occurs at school during the day. It promotes good organisational skills and encourages self-discipline. Homework also contributes to young people's intellectual and skill development. Finally, homework gives parents the opportunity to monitor their child's program of study and to become more involved in their child's schooling. A College Homework policy and guidelines exists which makes the following recommendations regarding the minimum number of hours of home study for each year level per day.

Years 7 & 8 1 to 1½ hours per day **Year 11** 2 to 2½ hours per day; 3–4 hours each weekend
Years 9 & 10 1½ to 2 hours per day **Year 12** 2½ to 3 hours per day; 4–6 hours each weekend.

A voluntary Homework Club operates on both campuses on designated afternoons, offering students a quiet study environment with assistance as requested from supervising teachers.

1.7 Students and Part-Time work

Penola Catholic College views students taking on part-time work as a positive activity which will assist them in developing their understanding of the world of work. However, the College believes that the amount of part-time work hours undertaken by a student must be maintained at a moderate level so as not to interfere with studies. **The College recommends that students take on no more than ten (10) hours per week in part-time work.** It should be remembered that the students' priority must be their school studies and the College will not make any allowances for submission of overdue work or homework due to part-time work commitments. All part-time work must be organised in out of school hours. However, where a clash occurs between school commitments such as camps or performance evenings and part-time work, school commitments must come first.

1.8 Visitors to the College

Both campuses of the College are private property and visitors may only be on site with permission. All visitors must report to Reception. Visitors permitted on the campus must wear a visitor's pass obtainable from Reception. **Students may not invite their friends to visit the College.**

1.9 Privacy

The College has a Privacy Policy which can be accessed via the College website at www.penola.vic.edu.au

1.10 Accident or Sickness at the College

In the event of a student being ill or suffering an injury at the College, every effort will be made to contact the parents so that the student can be taken home. In the event of an accident, medical condition or medical emergency the College must provide a duty of care to students. An ambulance will be called if necessary regardless of whether a family has ambulance cover. As the College is not liable for the expense incurred for a child who requires an ambulance due to illness, it is recommended that families have a current ambulance subscription. If an ambulance is required due to an accident at the College, then the College insurance will cover the cost of the ambulance.

Medication for Students

It is College policy that the administering of any form of medication is the sole responsibility of students. Students are welcome to leave their medication at the Campus Office for safe keeping. It is also College policy not to supply any medication, such as Panadol, Aspirin, etc. to students. If these are required they must be brought from home.

Asthma/Anaphylaxis

Students with asthma/anaphylaxis should always carry, or have available in the College, appropriate medication. Parents/guardians are responsible for ensuring that their son/daughter has an adequate supply of appropriate medication at the College. Parents/guardians are also responsible for ensuring that the College has a written copy of their son/daughter's Asthma Management Plan filled out by their family doctor or paediatrician. Students diagnosed with anaphylaxis are required to bring an epipen to school for storage in the Campus Office. A second epipen should be kept by the students on them.

1.11 Insurance

It is highly recommended that parents take out both medical insurance for their family and ambulance cover as well as school purchased laptop through their home and contents insurance.

1.12 Property

The College reminds all parents that student property brought to the college by students is not covered by college insurance.

Whilst care is exercised, no responsibility can be taken for the loss or damage to personal property brought onto the College site. The College advises that personal cover should be taken out by those bringing personal property to the College. All items of clothing and all personal possessions brought to the College must be clearly labelled with the owner's name and year level.

Lockers

Every student is provided with a locker. Students at Year 7 to 12 must purchase a lock from the College. Lockers must be kept locked at all times. Students may only go to their lockers at the following times:

- Before morning homeroom
- During the first ten minutes of lunchtime
- During the first five minutes of recess
- During the last five minutes of lunchtime
- During the last five minutes of recess
- Post dismissal

The College reserves the right to inspect students' lockers.

Bags

All bags must be locked in lockers at the beginning of the day and **must not be removed** from the locker area until dismissal time.

Money and Valuables

Valuables and large sums of money should not be brought to the College. Should extraordinary circumstances arise which necessitate these being brought to the College, students must take the items to the Campus Office immediately on arrival at the College for safekeeping.

Lost Property

The Lost Property box is located in each Campus Office. Only property with the student's name on it can be claimed.

Care and Respect for Property

Students are expected to care for their own property and to show respect for the property of others. This includes respect for the furniture, rooms and grounds of the College. All students are responsible for ensuring the cleanliness of rooms and for keeping the grounds free of litter.

Students will be required to pay for any damage they do to College property.

NOTE: Surveillance cameras operate on College grounds and in some classrooms.

1.13 Student ID Cards

All students are issued with a photo ID card. Students **must carry their ID card with them at all times when wearing the College uniform and/or involved in a College related event.** ID Cards are required during exams. Students must produce their ID card at the request of any College staff member. Damaged or lost ID cards need to be replaced immediately by students at their own expense.

1.14 Posters and Notices

Students are reminded that only notices and posters relating to Penola Catholic College activities may be displayed on the noticeboards or around the College. Special permission must be obtained from the Head of Campus before notices regarding outside events may be displayed

1.15 Extreme Weather

On very cold or wet days, students may be permitted to eat their lunches in designated areas on both campuses. Students using these areas have the responsibility of ensuring that they are left in a clean state.

No sporting activities are permitted in these areas on these days.

There is no requirement for schools to dismiss students because of exceptionally hot weather. If parents feel that their son/daughter will not cope on a hot day, the student should not attend the College on the day. Students will not be dismissed during the day unless parents come to collect them.

1.16 Use of College Name and Telephone Number

These may not be used without permission from the College Administration.

1.17 Messages

Students should advise family and friends that Penola Catholic College does not have the personnel to take messages to students or to call students to the telephone. Only in cases of extreme emergency will messages be given to students.

1.18 Emergency Procedures

- There will be an emergency siren or bell and your teacher will be in charge of your group.
- Your teacher will ask you to move in an orderly fashion to the Assembly Point. Please do exactly as requested.
- When you have reached the assembly point, line up in your Homegroup in alphabetical order. Your teacher will mark the roll.
- Please stay in line quietly until further instructions are given.
- If you are not in class when the bell goes, please go to the nearest staff member or group and move with them to the assembly point. Once at the assembly point move to your designated homeroom area.

1.19 Exiting the College

Students must inform the College immediately, complete a College Exit Form and arrange for a Transfer Form if leaving Penola Catholic College.

2. Mission Values and Vision

Penola Catholic College is a co-educational College serving the needs of the people of the north-western suburbs of Melbourne.

We are a Catholic co-educational community, committed to the students in our care. The very extensive curriculum provided by the College enables all students to reach their potential in an environment that is encouraging and supportive.



Penola
CATHOLIC COLLEGE
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OUR SHARED VISION

Our belief in Jesus Christ guides us in building a **FAITH** and learning **COMMUNITY**, actively pursuing **EXCELLENCE**.



Guided by St. Mary of the Cross MacKillop, every member is encouraged to personally journey in **FAITH**, being inspired to act for good in the world.

As a Josephite **COMMUNITY** we recognise the dignity of all people, encouraging mutual respect through fostering partnerships and global awareness.

We strive to achieve **EXCELLENCE** in heart and mind by maximising the God-given potential of every student: spiritually, physically, emotionally and academically.

3. Communicating with Parents Policy

Penola Catholic College works in an educational partnership with parents for the benefit of all students. On entering into this partnership, families assume a number of important responsibilities, which include: loyalty to the College community, a commitment to the College Mission statement and support of all College policies and expectations.

It is acknowledged that there may be occasions when parents wish to express concerns / make complaints regarding College matters. Parents are always encouraged to communicate with the relevant College personnel to discuss their concerns.

The College is always available to assist parents through discussion in developing a clearer understanding of College expectations in all areas.

Parents are required to express their concerns in a calm and respectful manner towards all staff who may be involved. On presenting the concern the family must be able to be identified. Any anonymous concerns or complaints cannot be satisfactorily addressed as the College would be unable to confirm them as genuine.

In having specific concerns / complaints addressed we recommend that initial contact be made with the relevant College personnel in the order below:

Curriculum Matters	Subject Teacher, Head of Learning, Deputy Principal - Head of Teaching & Learning
Student's Academic Progress	Subject Teacher, Year level Co-ordinator, Deputy Principal - Head of Campus
Student Welfare Matters	Homeroom Teacher, Year Level Co-ordinator, Head of Student Services, Co-ordinator of Students (B/M), Deputy Principal - Head of Campus
General Student Behaviour	Homeroom Teacher, Year Level Co-ordinator, Co-ordinator of Students (B/M), Deputy Principal - Head of Campus
Greenvale Bus Transport Matters	Transport Co-ordinator (G),
College Policies	Executive Team
Staff	Deputy Principal – Head of Campus
Off Campus Incidents (in & out of School Hours)	Deputy Principal - Head of Campus
Uniform	Homeroom Teacher, Year Level Co-ordinator, Co-ordinator of Students, Deputy Principal - Head of Campus
Financial	Business Manager
Privacy Laws / Act	Principal

In all cases where the matter cannot be satisfactorily resolved, parents are encouraged to contact the College Principal:

Broadmeadows Campus: 9301 2777
Glenroy Campus: 9301 7800

Email: principal@penola.vic.edu.au

4. Wellbeing and Personal Responsibility Policy

Aims and Values of the College

The College strives to provide an atmosphere of loving service and welcoming support in which students can develop their full potential. We aim to foster critical awareness, resilience, self-discipline and self-esteem, being conscious of the rights of each member of this Christian community as they grow towards full personal responsibility and true freedom.

Such personal development requires that each student regularly experience:

- High and realistic expectations;
- Consistent involvement and participation;
- Recognition of effort and achievement;
- Positive personal relationships;
- Clear management and discipline procedures.

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College staff strive to provide these experiences at all levels of school life: within the classroom, the Homeroom and Co-Curricular groups; in participation in Year Level and House events; as a member of the total College community.

Restorative Practices

Penola Catholic College follows the Restorative Justice philosophy, which underpins our Pastoral Care policies and procedures. Restorative Practices embraces a discipline that encompasses clear expectations, limits and consequences, responsibility and accountability for one's actions and a high degree of support and nurturing. We view quality relationships as pivotal to good teaching and learning, and that the relationship between the teacher, student and parent is paramount to positive change. The purpose of our Wellbeing and Personal Responsibility Policy is to create an environment in which young people come to acknowledge, reflect on and understand the value of being men and women of competence, conscience and compassion.

Affective Questions

1. What happened?
2. How did it happen?
3. How did you act in this situation?
4. Who do you think was affected?
5. How were they affected?
6. How were you affected?
7. What needs to happen to make things right?
8. If the same situation happens again, how could you behave differently?

Rights

Because we hold these values, students and staff enjoy RIGHTS at Penola Catholic College. Students have the following rights:

1. To be treated justly and to be valued as individuals;
2. To a curriculum which is challenging, meaningful and appropriate to individual and collective needs;
3. To a safe, clean and attractive College environment;
4. To have all property respected;
5. To be informed of all relevant College policies and procedures;
6. To have all work expectations made clear and to be informed regularly about their progress;
7. To participate in appropriate decision-making.

Responsibilities

Individual and communal rights can be enjoyed only when other members of the College community are behaving responsibly and fairly. Students have the following responsibilities:

1. To treat all members of the College community fairly and with respect;
2.
 - a. To take full advantage of learning opportunities provided;
 - b. To be punctual to all classes and assemblies;
 - c. To bring the necessary books and equipment to class;
3. To help maintain a safe, clean and attractive school environment;
4. To respect both personal and school property;
5. To be aware of and to follow College policies and procedures;
6. To meet work requirements and respond positively to feedback on work;
7. To participate in decision-making processes and to express opinions in appropriate and constructive ways.

Non-Negotiable College Rules

College RULES are the means by which limits are set by the community so that rights can be protected and responsibility and accountability can be practised.

The following behaviours are unacceptable:

1.
 - a. Physical or verbal aggression is unacceptable.
 - b. Harassment is unacceptable.
 - c. All staff are to be treated with respect.
2.
 - a. Deliberate or continuing disturbance in class is unacceptable.
 - b. Absence from a class or College organised gathering without legitimate reason is unacceptable.
3.
 - a. Alcohol or illegal drugs brought onto or consumed on the College premises/camps/excursions are unacceptable.
 - b. Chewing gum on College premises is unacceptable.
 - c. Smoking on the College premises or whilst in uniform is unacceptable.
4.
 - a. Damage to College, staff, student or guest's property is unacceptable.
 - b. Theft is unacceptable.
5. Not wearing College uniform according to uniform guidelines is unacceptable.
6. Use of written or spoken language or visual material which can be anticipated to offend is unacceptable. Penola Catholic College reserves the right to determine what is acceptable and unacceptable language and visual material.

Five Stages of Consequences

In the normal course of events, staff will follow the **Five Stages of Consequences** for misbehaviour. However, serious misbehaviour may warrant immediately applying a more severe consequence.

The **Five Stages of Consequences** are:

Stage 1 involves the teacher dealing with the student by assisting him/her to acknowledge the College rule and take responsibility for the behaviour.

Stage 2 is where the Homeroom teacher becomes involved because a student's behaviour is disturbing or becoming consistently inappropriate.

Stage 3 is where the Year Level Co-ordinator is involved because there has been little response from the student or their behaviour puts other's learning or safety at risk. Year Level Co-ordinators may involve parents at this stage.

Stage 4

(a) is where the Co-ordinator of Students on the Senior Campus is involved because a student has persistently broken College rules or placed students' learning or safety in serious jeopardy.

(b) is where the Head of Campus is involved because the student has resisted all the strategies of the process and is therefore at a point where his/her position at the College is put in question.

Stage 5 is where the Principal is involved and with the Head of Campus recommendations determine the status of the student's enrolment.

Expectations of Students

As members of the College community students are expected to exercise appropriate self-discipline and follow the established non-negotiable College rules and classroom rules in exercising their rights and meeting their responsibilities. Where a student does not respect their own or others' rights and responsibilities, teachers will exercise their right and obligation to assume the authority bestowed on them to apply disciplinary measures to assist the student to be responsible for his/her behaviour.

The College holds after school detention classes. Detention is one of the consequences applied when students breach school expectations. Parents are notified in advance and it is the expectation that students attend. Saturday morning detentions are also scheduled on a regular basis.

5. Penola Catholic College Harassment Policy

All members of the College community are entitled to a pleasant environment which ensures their physical, spiritual, emotional and intellectual well-being. We are dedicated to a holistic education which considers the needs of the individual so each will grow in freedom, responsibility and critical awareness.

We believe this will occur in a College community recognised especially by its commitment to hospitality, service, justice and collaboration. We value respect for the dignity God gives each person. We expect College members to treat each other with dignity, compassion and respect for social and cultural differences.

Encouraging responsible behaviour involves education about our community's Christian values and expectations. It includes protecting those persons whose rights have been infringed. It also includes responding with justice to those persons who perpetrate such behaviour and instituting clear, known and reasonable consequences. **HARASSMENT** is one such behaviour which infringes the rights of others and demeans the dignity of the person to whom such behaviour is directed.

Harassment is considered to be any intentional or unintentional physical or verbal conduct which may be anticipated to offend, humiliate or intimidate another person. Harassment often involves ridiculing the characteristics of another person's identity, such as their race, creed, ethnicity, physical features, gender or sexual orientation in order to achieve power over them. Penola Catholic College considers any form of harassment as unacceptable behaviour which will not be tolerated.

Forms of Harassment:

Bullying

Bullying is recognised as a behaviour which, by the exertion of power over others, seeks to do violence to another person. College bullying is generally considered to include intimidation, abuse, threats, assault, purposeful exclusion from groups or social events and deliberate property damage. Typically, bullying is not restricted to one incident and a threat of recurrence over time is implied.

Penola Catholic College considers any form of bullying as unacceptable behaviour which will not be tolerated. Bullying can be verbal, physical or psychological in nature and includes the following types:

- Physical Bullying – pushing, shoving, fighting, pinching;
- Verbal Bullying – put downs (your mother, etc.), teasing;
- Gesture Bullying – intimidation - (the look, etc.) rejection/contempt - physical gestures;
- Extortion Bullying – bullying others to provide food, money, College work;
- Exclusion Bullying – being left out, frozen out on purpose, rumour-mongering;
- Telephone Bullying – repeatedly phoning victim's home to cause discomfort;
- Cyber Bullying – using internet, email or use of other mediums (e.g. msn, SMS, MySpace, Facebook, YouTube) with intent to offend or cause discomfort. This includes inflammatory comments, inappropriate language, sexting, inappropriate use of photos, racial vilification and gossip pages.

Sexual Harassment

Sexual harassment is any verbal or physical sexual conduct that is unwelcomed and offensive. It has nothing to do with mutual attraction or genuine affection between people.

Penola Catholic College considers sexual harassment an unacceptable form of behaviour which will not be tolerated under any circumstances. Strategies for the prevention of sexual harassment are an integral part of the curriculum at Penola Catholic College. This Policy supports the three Acts of Parliament which state that sexual harassment is illegal: The Victorian Equal Opportunity Act (1995) and the Commonwealth Sex Discrimination Act (1984) and Enhancing Online Safety for Children Act (2015). Serious infringements of our Harassment Policy may be referred to the Office of the Children's eSafety Commission.

If any forms of harassment occur students and/or their parents are encouraged to speak to the Homegroup Teacher or Year Level Co-Ordinator

6. Acceptable use of Information and Communications

Technology Policy

Responsible Behaviours

- Personal Digital Devices should be switched off and kept out of sight during classroom lessons and College activities such as excursions and sporting events. Exceptions are permitted only when teachers direct the students to use them as a teaching and learning tool. As such, they will be confiscated if seen in class or on the way to class or in between classes.
- Personal Digital Devices must be turned off immediately if a student is instructed to do so by a College Staff member. A College Staff member may confiscate a PDD from a student at any time if used inappropriately. Staff may also check PDDs if there is a concern about inappropriate usage.
- Personal Digital Devices must not be used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the College.
- Unless express permission is granted, Personal Digital Devices should not be used to make calls, send SMS messages, surf the internet, take photos, play music and movies or use any other application for social networking, during school lessons and other school activities, such as assemblies and sporting events.
- Students and parents are asked not to contact each other during class time using Personal Digital Devices. In case of emergency or illness, the Campus Office remains the only vital and appropriate point of contact and can ensure students are reached quickly and assisted appropriately.
- Personal Digital Devices must not disrupt classroom lessons with ringtones or beeping.
- Using Personal Digital Devices to bully or threaten other students is not considered safe or responsible behaviour and is therefore unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.
- It is forbidden for students to use any Digital Devices to photograph or film any students, staff or visitors without their consent. It is a criminal offence to use a Digital Device to menace, harass or offend another person. Calls, text messages and emails can be traced.
- Personal Digital Devices are not to be used in changing rooms or toilets at any time.
- Personal Digital Devices used inappropriately will be confiscated.
- Should there be repeated disruptions to lessons caused by a Personal Digital Device, the students may face further disciplinary actions as sanctioned by the College.
- Personal Digital Devices are not permitted during examinations or assessments. Students in breach of this policy will face disciplinary action as sanctioned by the College and the Victorian Curriculum and Assessment Authority.
- Students are not to use vulgar, derogatory, or obscene language while communicating through any Digital Device or they will face disciplinary action as sanctioned by the College.

Consequences of misuse of Personal Digital Devices:

First breach: A verbal warning by the teacher that further breaches will result in the phone being confiscated.

Second breach: Confiscated by the teacher and returned to the student at the end of the lesson. Campus Office (CO) staff to be informed of the confiscation so it can be recorded.

Third breach: Confiscated by the teacher and handed to CO to record and return to the student at the end of day. Students will then hand the phone to the office at the start of the next day and collect at the end of that day. YLC will be notified and the CO staff will text parent/s to advise of the breach and warn of the upcoming sanctions should further breaches be recorded.

Fourth breach: Handed to the CO, recorded and returned to the student at the end of day; but student hands it back to the CO on the next 3 days/mornings. **An after school detention is issued and a warning that the next breach will incur a possible overnight confiscation.**

Fifth breach: Confiscated for the day. A phone call is made to the parent and a choice of a Saturday Detention for defiance or an overnight confiscation is applied (Student and/or parent to choose).

Consequences of misuse which breach the Privacy Act and the College Bullying & Harassment Policy

It is a criminal offence to use a Personal Digital Device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

The College policies and guidelines on Bullying and Harassment are clear and will be followed.

In some cases, misuse of PDDs can constitute a criminal offence and will be referred to the Police.

7. Student Dress Code

Authority

The Dress Code is a detailed written statement of the expectations that the College Board holds with regard to student appearance.

The Dress Code applies during College hours (including travelling to and from the College) and when students are engaged in College activities out of College hours, or personal activities whilst wearing the College uniform (medical appointments, shopping, etc.).

Purpose

The Penola Catholic College Dress Code aims to:

1. Accurately reflect the values of the Penola Catholic College community
2. Create a sense of collective and individual pride in students and their identification with Penola Catholic College
3. Promote a positive College image within the wider community

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Uniform Requirements

All students are required to own and wear the prescribed Penola Catholic College uniform.

Uniforms should be kept clean, pressed and mended, and shoes must be kept clean and polished. Frayed trouser / tracksuit hems are not permitted.

All items of clothing, including shoes, should be clearly named.

The new College uniform has been phased in over a number of years; with all students required to be wearing the new uniform for the commencement of the 2019 school year. The navy blazer is compulsory for all Year 10 students in 2019 and beyond.

Only regulation items of clothing purchased from the authorised College supplier may be worn at the College - (No non College approved garments are to be worn.

Uniform Changeover Period

The College has designated particular uniform changeover periods during the year.

During the following changeover period, students may wear **either** full summer **or** full winter uniform:

- *23rd April – 26th April*
- *7th October – 11th October*

These arrangements may be varied by the College in cases of unseasonal weather.

Girls Uniform

Girls Uniform (Summer)	Girls Uniform (Winter)
<p align="center">Compulsory Items for Summer and Winter</p> <p align="center">College Blazer Maroon (Years 7 – 9) Navy (Years 10 - 12) <i>*Navy blazer compulsory for Year 10 in 2019.</i></p> <p align="center">Shoes <i>Plain black leather uppers, flat soles, low heels, lace up style or T bar shoes (Flat ballet shoes are not permitted)</i></p>	
<p>Summer Dress (to the middle of the knee – when standing)</p> <p>Blouse – White short sleeved overlay shirt with College emblem (optional)</p> <p>Shorts – Navy tailored (optional)</p> <p>Socks – Above the ankle, white cotton / nylon or Knee-hi's, white</p> <p>V Neck Jumper with College emblem (optional) Maroon (Years 7 - 9) Navy (Years 10 - 12)</p> <p>Navy Rain Jacket with College emblem (optional – to be worn over the blazer) – in wet weather only</p> <p>College navy cap / bucket hat* *All students are urged to wear this item outdoors in summer months to give protection against the sun. Students are encouraged to own an umbrella for wet weather.</p>	<p>V Neck Jumper with College emblem (optional) Maroon (Years 7 - 9) Navy (Years 10 - 12)</p> <p>Winter Skirt (to the middle of the knee – when standing)</p> <p>Navy or black Opaque Stockings / navy or black tights (NO Socks permitted under or over tights)</p> <p align="center">OR</p> <p>Slacks - Navy tailored pleated pants with side pockets</p> <p>Belt – Black</p> <p>Socks - Black or navy</p> <p>Blouse – White with College emblem</p> <p>College Tie (Navy with College logo)</p> <p>Navy Rain Jacket with College emblem (optional – to be worn over the blazer) – in wet weather only</p> <p>Scarf - Navy with College emblem (optional)</p> <p>Gloves - Plain navy (optional)</p>

Boys Uniform

Boys Uniform (Summer)	Boys Uniform (Winter)
<p align="center">Compulsory Items for Summer and Winter</p> <p align="center">College Blazer Maroon (Years 7 – 9) Navy (Years 10 - 12) <i>*Navy blazer compulsory for Year 10 in 2019.</i></p> <p align="center">Shoes <i>Plain black leather uppers, flat soles, low heels, lace up style</i></p>	
<p>V Neck Jumper with College emblem (optional) Maroon (Years 7 - 9) Navy (Years 10 - 12)</p> <p>Trousers – Grey - tailored pleated pants</p> <p align="center">OR</p> <p>College Shorts, grey tailor waisted – ALL trousers/shorts are embroidered with PCC</p> <p>Shirt – White, short sleeve, open neck style, soft collar with College emblem OR white short sleeve overlay shirt with College emblem</p> <p>Shoes – Plain black leather uppers, flat soles, low heels, lace up style</p> <p>Socks – grey (above the ankle or walk socks to be worn with shorts)</p> <p>Belt – Black College Blazer</p> <p>Navy Rain Jacket with College emblem (optional – to be worn over the blazer) – in wet weather only</p> <p>College navy cap / bucket hat* <i>*All students are urged to wear this item outdoors in summer months to give protection against the sun. Students are encouraged to own an umbrella for wet weather.</i></p>	<p>V Neck Jumper with College emblem (optional) Maroon (Years 7 - 9) Navy (Years 10 - 12)</p> <p>Trousers, grey tailored, pleated pants</p> <p align="center">OR</p> <p>College Shorts, grey tailor waisted <i>(ALL trousers/shorts are embroidered with PCC)</i></p> <p>Shirt – White, long sleeve (to be tucked into the trousers)</p> <p>College Tie Navy with College logo</p> <p>Socks – Grey or black - above the ankle</p> <p>Belt – Black</p> <p>Navy Rain Jacket with College emblem (optional – to be worn over the blazer) – in wet weather only</p> <p>Scarf - Navy with College emblem (optional)</p> <p>Gloves - Plain navy (optional)</p>

Girls and Boys SPORT Uniform

Girls and Boys SPORT Uniform

Students are not permitted to wear the PE uniform on non PE days.

Rugby Top – Vertical stripe

Polo Top – Navy with House colour panels

Shorts - Navy with maroon trim

Tracksuit - Track pants & top with maroon trim

College Bathers (optional) – (Compulsory for members of the College swimming squad)

College Rash top (optional)

PE Fleecy Lined Jacket (optional) – Navy & Maroon with College emblem – to be worn only with Sports Uniform, over the Tracksuit Top, Rugby Top or Polo top

Socks - White or College - above the ankle socks

College navy baseball cap or bucket hat*

Footwear – Cross trainer or running shoes – appropriate to the activity

Navy Rain Jacket with College emblem (optional – to be worn over the blazer or on allocated PE days over the Tracksuit or Rugby Top) – in wet weather only

At no stage does the PE jacket replace the College blazer.

Senior Students: Students who are undertaking studies in Physical Education, VCAL, CommRec or Outdoor & Environmental Studies are required to possess the full College sports uniform.

Please ensure that footwear worn with the College sports uniform is appropriate to the activity and is in keeping with the College Student Dress Code. For health and safety reasons students need to be wearing runners / cross trainers that support their feet, not Futsal shoes or slip on canvas shoes.

Please refer to the pictures before purchasing footwear items

College Blazer

This garment must be worn by all students in Terms 2 – 3 to and from the College. Students will also be required to wear the blazer for formal occasions such as assemblies, Masses, school photos, excursions etc. If the forecast temperature by the Bureau of Meteorology is 28° or above the blazer is not required and will be communicated to students prior to the conclusion of the day

College Pin

Every student new to the College will be presented with a College Pin. This is to be worn on the left lapel of the College Blazer. The only other pins that can be worn with the College Pin are ones **authorised** by the College.

School Bag

All students must have the navy blue Penola Catholic College back pack with the College emblem. The College bag may only be purchased at the College.

Hair / Grooming

The College expects students' hair to be neat and tidy. Students' hair should be off the face, shoulder length or longer needs to be tied back, as specified by the subject teacher.

Flamboyant hairstyles or unnatural hair colouring are not permitted. Students **are not permitted** to shave their heads. A number 1 haircut is the shortest permitted. Boys are required to be clean shaven. Sideburns to the bottom of the ear lobe are permitted.

The College reserves the right to determine what constitutes a 'flamboyant' hairstyle or 'unnatural' hair colouring.

Other Permitted Items

- Hair ribbons - single colour: navy or maroon
- Headbands - navy or maroon - *girls only*
- Hair combs / clips / hair ties - to match hair colour
- Wristwatch
- One pair small ear studs or sleepers – gold or silver – to be worn one per ear lobe
- Small silver or gold cross (30mm max) on a matching chain
- Items purchased as a result of fundraising may only be worn during the appropriate week. ***No other items of jewellery will be permitted*** - unauthorised items will be confiscated until the end of term.

General Requirements

- For outdoor activities, students are required to comply with the College Sun Smart Policy.
The sports uniform is to be worn on days when students have a double period P.E. If the College sports uniform cannot be worn; students must attend school wearing the College Uniform
- *The Summer Uniform is worn from February – April 23 and from October 7 - December. (See changeover period information)*
- *The Winter Uniform is worn from the beginning of Term Two until September 20 (See changeover period information)*

Students not in full uniform and without a uniform pass, will incur a detention. Repeated offences will result in the student being sent home to change.

Items Not Permitted

- Skivvies, T-shirts, etc. which can be seen though the white shirt or at the collar
- Jewellery (except as listed in permitted items)
- Nose rings or studs
- Any facial piercing including clear inserts etc.
- Visible body piercing (even if covered)
- Make-up, coloured nail polish (including French polish) and false / acrylic nails
- Hair colouring / styles designed to draw attention to the student (e.g. flamboyant, shaved stripes, Mohawk looks, checkerboard looks, tails, etc.)
- Visible tattoos
- Coloured contact lenses
- Caps / beanies – other than prescribed College Cap
- Eyelash extensions / fake eyelashes

- Aerosols - The usage of any type of aerosol product is banned at the College, Sporting events and all events where students are in confined spaces. Aerosol sprays have been proven to act as a trigger to an (often) serious asthma attack or severe migraine. These allergies can lead to life threatening anaphylaxis.

Breaches Of The Code Of Dress

Students are expected to wear the correct, prescribed items of uniform at all times. Breaches of the dress code will incur disciplinary consequences consistent with the Student Wellbeing and Personal Responsibility Policy.

If, in emergency situations, a student is unable to be in uniform, a dated note signed by the parent/guardian, stating the emergency reason and requesting a **uniform pass** must be provided to the Year Level co-ordinator before home group. Emergency items of secondhand uniform may be available for use temporarily by students out of uniform.

Special Circumstances

In special circumstances some students may find difficulty meeting the uniform requirements. In these cases, the Principal's Secretary should be contacted for an appointment with the Principal to discuss the circumstances and possible assistance. Please visit our website www.penola.vic.edu.au to view photos of the College Uniform

8. Student Laptop Program

All students from Years 7–12 now have access to their own laptops. The following information is a summary of the guidelines as set out in Student Laptop Program.

1. Students are responsible for the care of their laptops.
2. Laptops must not be left in classrooms and must be placed in the student's locker and locked when not in use.
3. Laptops are not to be left in lockers overnight.
4. Laptops are to be brought to school every day and taken to each class, unless explicitly told NOT to.
5. Students are expected to use their laptops to check their email daily, and access digital content required for learning.
6. Basic maintenance and backups are to be performed each semester.
7. File Management and backing up is the students' responsibility.
8. All school related documents are to be saved and backed up on the students' One Drive account.
9. USB drives can be used as a backup for important files.
10. Students will be requested to provide their laptops for reimaging or to be checked by ICT Services as required.
11. Students must ensure their laptop battery is well maintained by fully charging it each night.
12. The AC adapter should only be used for your own laptop and must be brought to school each day.
13. When moving between classes the laptop will be closed and placed in the protective bag.
14. At the end of the school day, laptops should ALWAYS be shut down and switched off completely.
15. When using the laptop at home it must be shut down and switched off completely before coming to school.
16. When travelling to and from school the laptop is to be stored in its protective bag in the school backpack.
17. Students will not poke, prod, push or slam the LCD screen, nor carry the laptop by the LCD screen.

College Network: Access to the College network is via a student username and password. Students are to ensure that their password details are kept secure. No downloading of illegal material including but not limited to software, music, movies, etc. Students found using the College network for illegal activities will be sanctioned and may also be referred to the police.

Internet: Students have access to wireless internet while at school and have a download limit of 2.5GB per day. If this limit is exceeded, students will be required to purchase further bytes from the ERC.

Email: All students have a school email account. Students are able to access mail via Outlook, both at school and at home.

Printing: Each student is allocated \$10 of printing credits to use on various printers around the school. Students can 'top up' their printing account by buying more credit from the ERC.

The above information is a summary of the Acceptable Use of ICT Policy and the Student Laptop Program. This information is further explained within the ICT Handbook given to all students. Parents and students are committed to abide by the Terms of the Policy when signing the Agreement.

9. Selection of Sports Teams Policy

Introduction

The Penola Catholic College Sports program reinforces our commitment to developing the whole person as stated in our College vision statement. The Penola Sports Program exists as a co-curricular part of College life. Students are strongly encouraged to be involved in sporting endeavours as much as possible.

Guidelines

Students are predominantly selected based upon their attendance and performance at training sessions that occur both prior and during competition. Students and staff are required to follow the selection criteria and selection process to ensure there is fairness when selecting sports teams.

Selection Criteria

Selection in sporting teams to represent the College is dependent upon a range of areas that include:

- General student behaviour and a demonstration of respect for all members and elements of the Penola Catholic College community and its facilities.
- Being up to date with all appropriate learning and assessment tasks in each respective subject area as well as being organised with reasonable notice in advance to teachers of potential to miss assessment dates.
- Meeting the required attendance of 80% in all classes and not dropping below this requirement as a student of Penola Catholic College.
- Attendance at sporting team trials/trainings and/or communication with relevant coaches in relation to attendance or inability to attend with reasonable notice in advance.
- Demonstration of skill/ability level to be a part of the strongest team to represent the College at the best possible standard.
- Selection of teams to represent Penola Catholic College at major carnivals such as swimming, cross country and athletics will be based predominantly on the results from Penola Catholic College House Carnivals as this is a qualifying stage for interschool level. Where there are gaps, other students may then be offered an opportunity.
- Appropriate conduct representing Penola Catholic College as per the SACCSS Code of conduct and/or in a manner of sportsmanship and pride. If any of these areas is deemed to be not of a satisfactory standard, then the student's selection to represent Penola Catholic College may be withdrawn in some capacity. This decision will be made at the discretion of the Head of Sport in conjunction with the Coordinator of Students for Years 9 to 12 and the Head of Campus for Years 7 and 8, based on information from the appropriate Year Level Coordinators and classroom teachers.

Selection Process

- Coaches publish training sessions to all students.
- All students are given the opportunity to try out for the teams.
- Once a squad is selected, students must be committed to attend training sessions.
- Team lists are published as soon as practical well before the first match to enable any staff concerns about players to be communicated and addressed to ensure students understand the academic and attendance requirements

10. Assessment of Work for Years 7-12

Years 7 – 10

Due Dates

Teachers will give you a clear indication of when your work is due. This will be provided in writing or you will be instructed to write it in your Planner.

Homework and submitting tasks for assessment

All homework and assessment tasks should be completed and submitted by due dates to ensure you keep up to date and that you are successful in your learning.

Seeking extension

An extension must be sought before the due date and a letter from home is required detailing why you require an extension. If your teacher accepts that there is sufficient reason, an extension will be granted. An extension is usually for one week or less depending on the nature of the task. In Year 10, you must apply for an extension using the **College Extension Request Form** available from the Year Level Co-ordinators.

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Satisfactory completion of an Assessment Task

- To satisfactorily complete an Assessment Task a student must achieve a minimum of a **D grade (50%)** or higher.
- Students that have made a reasonable first attempt at the task, including those who did not achieve the minimum D grade (50%) can apply for a resubmission via email to the subject teacher, within a week of receiving the grade. The approval of the resubmission is at the subject teacher's discretion based on whether it is believed a reasonable attempt was made the first time. The subject teacher will reply to the student via email within 48 hours.
- If the student achieves at least 50% on the resubmission, then the task will be graded **DR (R=Resubmission) (50%)**.
- If the student achieves less than 50% on the resubmission, then the task will be awarded the higher grade.
- Examinations contribute between 20% – 33% to the overall grade in Years 9 & 10

Due date for Assessment Tasks

- If the Assessment Task is **not submitted** by the due date, the maximum possible result is **DL (L=Late) (50%)**

Work not submitted by the extension date

- If a student fails to submit an Assessment Task by the extension date, the task will be assessed **NA (Not Assessed)**. This will result in a lower overall grade for the unit.

Students absent on a submission/completion date

- If a student is absent from school for a valid reason on the completion date, then the student must complete the task at an after school Resubmission Session without penalty. A note from parent/guardian or a medical certificate explaining the reason for the absence must be provided.
- Tasks will be graded **NR (Not Required)** in exceptional cases of extended approved absence/illness granted by the Year Level Co-ordinator (for Years 7 – 10 only).
- Tasks will be graded **NA (Not Assessed)** if not completed or submitted at all. This will be recorded as a zero score and will lower the overall grade.
- This also applies to students who miss assessment tasks due to extended family holidays.

Years 11 & 12

Requirements regarding the completion and submission of work at the senior level are detailed in the Curriculum Policy and the VCE/VCAL Policy & Procedures Handbook. Students undertaking Senior Studies (VCE, VET, VCAL) are expected to become familiar with and follow these requirements.

Year 11

- To satisfactorily complete a subject a student must achieve an **S** for **each** Outcome.
- To satisfactorily complete an Assessment Task a student must achieve a minimum of **D (50%)** or higher.
- Tasks will be graded **NA** (Not Assessed) if not completed or submitted at all and will lower the students' overall grade for the semester.
- Examinations contribute 40% to the Year 11 overall grade.

Year 12

- To satisfactorily complete a subject a student must achieve an **S** for **each** Outcome.
- To satisfactorily complete a subject a student must achieve at least an **E grade 40%** or higher for each Assessment Task.

10. Semester Examinations

Expectations of Students

1. Students must have their “**school identification card**” with them for all examinations. They are to be placed on the right hand side of the table that they are working from. If a replacement ID Card is required, it must be purchased before the examination period begins from the ERC at the student’s expense.
2. Students must obey and observe all instructions or directions given by an examination supervisor.
3. Students are required to be in the examination room **for the entire duration of the examination.**
4. Students may bring into the examination room, only those items needed for the examination: rulers, pens, erasers, and, if permitted, calculators and dictionaries. Students are not permitted to borrow any item. Folders or objects of a similar nature are not permitted for resting paper on. Students should have at least two black or blue pens, in case one runs out.
5. Students must NOT bring any Personal Digital Devices (mobile phones or any other electronic devices) into the examination room. A box will be made available to collect any devices prior to entering the examination centre. If a phone rings, or any other breach occurs during the examination, serious consequences will apply (see point 8).
6. A reading time will be set for each examination. During these time students are not permitted to write.
7. If the assistance of a supervisor is required, students must raise their hand and wait in silence.
8. Students are not permitted to communicate with, cause any nuisance, annoyance or interference to any other students. A student must not cheat or assist another to cheat. Students should clearly understand that once an exam begins it is not permissible to talk, move about, use personal digital devices or share equipment.

Failure to comply with these expectations will be considered as a breach of examination rules and the consequences will be:

- **The exam will not be assessed. This NA will result in a lower overall grade for the Unit**
- **Disciplinary action as applied by the Year Level Co-ordinators**

9. Students are expected to be in correct school uniform when attending the College for examinations. Blazers will not be permitted in the examination room; they must be left in student lockers. No scarves or gloves are to be worn during examinations. Students not in uniform will incur a consequence from their Year Level Co-ordinators.
10. Food or drinks will not be permitted in examination rooms, except under special circumstances with approval granted in advance by the Year Level Co-ordinators. Clear water bottles with NO labels are permitted.
11. At the end of an examination, students must remain seated and in silence, until all materials have been collected and they have been instructed to leave the examination room by the supervisor.

12. Students who are unable to attend an examination must contact the College **before the** examination begins.

13. Students should **arrive 20 minutes before starting time**.

14. Students arriving late will incur a consequence from the Year Level Co-ordinator.

15. Bags are not permitted in the examination room. Students should leave their bags in their lockers.

16. VCE students are permitted to leave the College once they have finished an examination.

At no stage are Years 7 - 10 students permitted to leave the College between examinations unless approved by the College.

Contribution of Semester Examinations to the Overall Score:

- Year 7-10 examinations contribute 20-25%
- Year 11 examinations contribute 40%

Please Note: If there is a clash on the examination timetable, students must arrange to re-schedule with their subject teachers. This will occur after the scheduled examination time.

Exam Result

Students who do not reasonably attempt their exams and score below 50% may be required to re-sit their exam on a student free day as determined by the College.

11. The Educational Resource Centre (ERC)

The Educational Resource Centre is a versatile learning and creative space where students and staff can access a range of print and digital resources. Our ERC catalogue and online resources are available 24/7 anywhere, anytime via My Penola.

Hours of Opening

Glenroy Campus:

- 7.45 am – 4.00 pm
- recess and lunchtime

Hours of Opening

Broadmeadows Campus:

- 7.45 am – 4.30 pm
- recess and lunchtime

The ERC at the Broadmeadows Campus is open during both weeks of the holidays from 8.30 am to 3.30 pm.

Visiting the ERC during Class Time

To visit the ERC during class time you must have your planner or note, signed by your teacher.

