

2018 SCHOOL PROCEDURES INFORMATION FOR PARENTS AND STUDENTS

Absence - General	<p>All students are expected to attend every school day unless there is a good reason for absence - i.e. illness or pressing family need. Dentist, doctor and other appointments should be made outside school time.</p> <p>If you are unable to attend school due to illness or any other significant reason, a phone call from your parent/carer is expected to the school office by 8.30 am.</p> <p>You are responsible for catching up on any work missed during your absence. You should ask your class teachers for assistance.</p> <p>If it is absolutely unavoidable and you must take leave during the school term, or to extend term holidays or weekends, your parent/carer must seek approval from the Principal, in writing four weeks in advance of the requested leave.</p> <p>On your return to school after any absence, you will need to present a completed absence note/documents to your Learning Advisor.</p> <p>Letters of Recorded Absence: At the midpoint and end of a school term, a mandatory letter that is required to inform parents of your absence this term will be sent home. This is a requirement of the government agencies, and this letter will be sent home when your attendance levels reach, 90%, 80%, 70% and 60%. These letters also include tallies for days that were approved by the Principal (in previous years these days did not count).</p>
During the day (see also Early Departure)	<p>You must remain within the school grounds during the day. If you have to leave during the day, you need to bring a permission note from your parents, obtain permission from your Leader of Year and sign out through the Front Office.</p> <p>Students leaving school during the day must be accompanied by a parent or the parent's delegate.</p> <p>The parent's nominated delegate must be prepared to provide proof of identification which may need to be confirmed with the child's parent/carer.</p>
From specific activity days (e.g. excursions/carnivals)	<p>Extra-curricular days (e.g. excursions, sports carnivals and camps) are essential parts of the school curriculum. Attendance is mandatory. If leave is unavoidable on a school activity day, parents/carers are asked to ring the School and leave a message for the Leader of Year regarding the reason for your absence. Your parents/carers may be contacted during the day if this message is not received. On your return to school, you will need to present a completed absence note.</p>
Accident or Illness	<p>Students who become ill during the day must have their planner signed by the class teacher and take themselves to the Office. Minor injuries are treated at school. If necessary, an ambulance or doctor will be called. Staff will contact parents/carers if students need to go home. Students are not to contact parents directly. All contact should be made via the Office.</p> <p>Students should not use mobile phones during the school day.</p>
After-School Activities	<p>Parents will receive notification of any after-school activities which requires their child's attendance. Parents are requested to provide written approval for attendance.</p>
After-School Detention	<ul style="list-style-type: none"> • Students should take home the afternoon detention letter on the day it is received. A parent/carer should sign and return the note on the next school day. • Students are to return the slip to the issuing leader before the scheduled detention • Students are to report to B6 before 2:40 on the day of the detention with appropriate work and equipment to complete • Students are to work in silence until the end of the detention and follow all instructions given by the supervising teacher • If your child is unable to attend the detention on the scheduled date, please contact the school office before the detention <p>If a student does not attend a scheduled detention without a valid reason the consequence may be escalated.</p> <p>YOUR PARENTS/CARERS AND YOU ARE RESPONSIBLE FOR YOUR TRANSPORT HOME.</p>

Afternoon Departure	<ul style="list-style-type: none"> • At the conclusion of afternoon classes, students who are to catch a bus home are to make their way to the Town Square and wait until their bus is announced. All other areas of the school grounds are out of bounds at this time. • When leaving the school, students are only to use the front gates. • Students who are to be picked up by car must wait inside the school gates. Students who leave school grounds may not be permitted to return onto school grounds to catch a school bus/attend after school activity e.g. standing at the front of the school or going to the shops. • Students who walk home must exit the front gate and cross the road (if necessary) using the pedestrian crossing. • Students at sporting venues are to return to school before departing for home. • Students must travel directly to and from school, not stop/loiter at shops, parks, etc.
Arrival	<p>Students are expected to arrive by 8:15 am each day and be in Learning Group by 8:18 am. If you are not in class by the commencement of Learning Group (8:18am), present your planner at the Administration Office for signing in, and then proceed to where you are scheduled to be. Show your sign in slip to the appropriate person: class - Class teacher, roll call - Learning Advisor.</p>
Bags	<p>The official school backpack is the black Spartan brand St Clare's backpack. No other form of school bag is permitted. The official school bag manufactured by Spartan is Chiropractic approved, and should be carried using both shoulder straps, and the waist belt.</p>
Bicycles	<p>Students who travel to and from school by bike are required to wear an Australian Standard approved helmet and to obey the road rules associated with cycling. Any student found travelling to and from school without a helmet will have to make alternative arrangements for their travel home as their bike will be impounded by the school until a helmet is produced or the bike is collected from the school by a parent/carer.</p>
Bullying and Harassment	<p>The school has a zero tolerance policy towards bullying and harassment.</p> <p>At St Clare's Catholic High School we base our relationships on the teachings of Jesus: <i>"Whatever you do to the least of my brothers and sisters you do unto me."</i> We believe that all members of the community have the right to a learning and work environment free from intimidation, humiliation and hurt. We all share a responsibility to create a culture of caring which will not tolerate bullying. We believe in a safe, secure and welcoming place which ensures everyone is treated with dignity and respect. All instances of bullying should be reported to a teacher or leader.</p>

Bus Travel	<ul style="list-style-type: none"> ● Students must travel by the most direct service/route to and from school. ● At all times students are to conduct themselves in a way that complies with school expectations concerning appropriate behaviour. ● Students must, at all times, comply with bus company policy concerning bus travel by: <ul style="list-style-type: none"> - behaving safely at all times, - respecting the needs and comfort of other passengers - always following instructions about safety on the bus - showing their OPAL Card to the driver on boarding and when requested - not distracting the driver except in an emergency - not smoking, eating, or drinking on the bus - not allowing any part of their body to protrude from the bus - not altering, defacing, misusing or fraudulently obtaining an OPAL Card - not giving, lending or transferring their OPAL Card to another student - giving up seats to all adults and any passengers with disabilities - obeying reasonable directions from the driver (e.g. where to sit or to remain in the bus) - reporting any vandalism, e.g. graffiti and window etching - complying with any instruction given by the bus driver/conductor ● When in possession of an OPAL Card, students must: <ul style="list-style-type: none"> - show it to the driver when requested - tap their OPAL Card on the reader - travel on the designated school bus route ● Consequences for breaching the Code of Conduct: <ul style="list-style-type: none"> - depending on the gravity of the offence, students may be required to give up their student OPAL Card or may be refused travel on the bus for a period of time determined by the bus operator - heavier penalties may apply to students involved in group misbehavior - School Principals have the right to take additional disciplinary action against a student under the school's Student Management policy for any breach of the Code of Conduct ● Students have the responsibility to prevent any misconduct by other students. ● In the event of any misconduct occurring while travelling on buses, students have the responsibility to report the incident to their Leader of Year.
Canteen	<ul style="list-style-type: none"> ● At Recess and Lunch, students must line up in single lines in the designated aisles. ● Be polite and courteous to Canteen staff at all times. ● Students are not permitted to congregate on the paved area near the Canteen unless purchasing food. ● The Canteen closes when the first bell sounds. ● The Canteen is not available for use during lesson times.
Change of Family Details	<p>If your child has a change of family details (e.g. address, phone number, contact details, email address) parents are asked to advise the School Office in writing as soon as possible.</p>
Chewing Gum	<p>Chewing gum causes an enormous amount of damage to uniforms and school property. For this reason it is prohibited on the school grounds Students who eat/bring chewing gum onto school grounds will be issued an automatic detention.</p>
Classrooms	<ul style="list-style-type: none"> ● Students are not permitted to be in classrooms at any time unless accompanied by a teacher. ● The sounding of the second bell at the end of Recess and Lunch time signals time for students to be lined up outside of classrooms for the teacher direction. ● Students are to wait quietly outside the classroom until the teacher arrives. Designated line-up areas exist for each classroom. ● At both the start and conclusion of each lesson, students are to stand at their desk, greet or farewell the teacher and await teacher directions. ● Student punctuality to classes is monitored closely at all times. Students are to be punctual for each class. Lateness to class may result in a consequence being issued. ● Every student is expected to work with diligence, follow teacher instructions and be attentive at all times. ● Distracting or disruptive behaviour in lesson time will not be tolerated. ● No student may exempt themselves from class without the permission of the classroom teacher.

Cleanliness and Maintenance of St Clare's	<ul style="list-style-type: none"> • It is the responsibility of every student to keep the school premises clean and tidy. • Wilful damage of school property and graffiti will not be tolerated. • Damaged or broken school property must be reported by the student to the Leader of Year. • Students responsible for wilful damage, graffiti, will be required to help cover the cost of labour and materials etc at the discretion of the Principal. • Each student is responsible for the daily cleanliness of the school. Students may be requested to assist in cleaning a designated area
Conflict Management	<p>What to do if you think you have treated unfairly.</p> <p>If a student is facing a consequence and they believe that there are circumstances that should be considered, or that they have been unfairly treated, follow these steps:</p> <ul style="list-style-type: none"> • REMAIN CALM - getting aggressive and being disrespectful will only escalate the issue and is never excused. • There are serious consequences for aggressive and disrespectful behaviour and/or language to staff, peers, guests or members of the extended school community solve a problem regardless of the initial issue. For procedural justice, all sides of the story will be listened to before decisions are made by the teacher. • All staff member's will follow the School's Student Management Policy when resolving issues and/or issuing consequences • Students may request to calmly discuss the issue with the staff member to further discuss the facts • If a student disagrees with decision, they may discuss the issue with the appropriate Leader of Learning/Leader of Year
Counsellor	<p>St Clare's Catholic High School has a Counsellor for the support of students. Students are able to access the Counsellor throughout the school day. Confidentiality is always maintained by the Counsellor, unless a student is considered to be at risk to themselves, to others or by others. St Clare's Catholic High School is committed to providing support for students.</p> <p>Students can access the Counsellor in a number of ways:</p> <ul style="list-style-type: none"> • by approaching the Counsellor directly to make an appointment through the front office • by contacting their Leader of Year or a teacher. <p>Parents can ring the Counsellor and discuss any concerns they may have. Students may access the counselling service to discuss a range of issues, including managing a new school environment, getting on with others, issues relating to balancing academic with social life, family change, challenges in adolescence and so on.</p>
Discontinuation of Enrolment	<ul style="list-style-type: none"> • If circumstances arise where discontinuation of enrolment is necessary, notification in writing should be made to the Principal at least ten weeks in advance of the student's final day. An appointment with the Principal is required. <p>Students will be issued with a Discontinuation of Enrolment form (Leavers Form) for completion aligning prior to termination.</p>
Drugs/Alcohol/Illegal substances/implements	<p>While at school or at school-sanctioned events, students are not allowed to:</p> <ul style="list-style-type: none"> • be in possession of or drink alcoholic beverages • misuse prescribed or over-the-counter medicines • be in possession of, sell, supply or exchange any drugs • represent a substance as a illicit drug <p>The School reserves the right to take the most severe disciplinary action with any student who uses or possesses these items.</p> <p>The Principal has the authority to search a student's bag with or without the student's consent, where they have reasonable ground to believe that a student is in possession of a dangerous or illegal substance or implement.</p>

Early Departure	<p>Whenever possible, parents should avoid making appointments for children during the school day or holidays/travel during the term.</p> <ul style="list-style-type: none"> • Requests for students to be granted leave for part of a day must be made in writing and signed by the parent/guardian. The note must be given to the Learning Advisor on the morning of the day concerned. • After signing the note, the Learning Advisor will return the note to the student. • The student is to present the note to the classroom teacher and then to the Administration Office staff at the time of departure • Students should not contact parents/carers directly for pick up from school. See guidelines regarding illness during the school day <p>STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUND UNLESS YOU HAVE A NOTE AND A PARENT SIGNS YOU OUT.</p>
Electronic Equipment	<p>The School does not permit the use of mobile phones, iPads, etc, during class time unless classroom teacher requests their use. The School accepts no responsibility for any loss or damage to electronic equipment, and students are therefore advised to take good care of electronic equipment brought to school. At all times students should know where their device is.</p> <p>While the school understands that mobile phones are issued by parents to their children for emergency purposes they must be turned off during classes.</p> <p>If parents need to contact their child during the school day, it should to be done by phone through the School Office.</p>
External Fundraising	<p>While at school or at school-sanctioned events, students are not allowed to sell fundraising goods for any club/agent (e.g. external sporting team/dance studio) not directly associated with the School.</p>
Grooming	<p>Any student who does not meet the requirements of the School's Grooming Policy will not be permitted to attend class. Parents will be contacted to collect their child. Re-entry will be permitted once the breach has been rectified to a standard deemed suitable by the Principal.</p>
ID cards	<p>All Year 7 students and new students are issued with a ID card on the commencement of their first school year. If a student starts after the ID photo day, they will be issued with an ID card in the following year. Students must keep their ID with them at all times. ID cards are required to sign in/out of School when arriving late or leaving early and also for Library borrowing purposes.</p>
Information & Communications Technology (ICT Acceptable Use Policy)	<p>The Internet service is currently available to student at St Clare's Catholic High School. The purpose is to promote excellence in our school via access to information which is of value to their learning. The use of this service is considered to be a privilege and not a right and it is unacceptable for students to abuse the use of the Internet. Violation of the rules outlined within this agreement will call for immediate loss of privilege of Internet access and involve the School's Student Management Policy.</p>
Leave (Requests for)	<p>Where a student's absence for more than one day is anticipated e.g. for hospital stay, family commitment, etc. a request for leave should be made using the Application for Exemption from Attendance at School form which is available at the office or may be downloaded from the school website.</p> <p>The Application for Exemption from Attendance at School must be submitted to the Principal no less than 4 weeks prior to departure.</p> <p>Approval for all such requests will be at the discretion of the Principal.</p>
Library	<p>Library times are each Recess and Lunch except Thursday lunch and occasional other times when students will be notified.</p> <p>Students will require their School ID cards for borrowing. Resources include fiction and nonfiction books, reference materials, periodicals, and newspapers, on network. Services available include internet, work processing and photocopying.</p>
Loss of Opal Card	<p>If they are misplaced or damaged go to website www.opal.com.au.</p>
Loss Property	<p>Lost property is stored in a cupboard in the Front Office. Any unlabelled item will be placed in the donated items register/disposed of at the end of each calendar month. Parents are asked to ensure that all clothing/personal items are adequately labelled.</p>

Medical Alert	If your child has a medical condition that may require urgent attention, parents are asked to complete a 'Medical Alert' (available from the Administration Office). This information will allow staff to take the necessary action to care for your child in the event of an emergency. Please note that such information is kept in a discreet area for access by teachers only.
Medication	For students requiring medication to be administered within school time, parents/carers must contact the School Office to organise details for its dispensing. A written consent from parents/carers outlining the details of dispensing is obligatory. No medications can be dispensed at school without written consent. The School does not supply any medication for pain relief.
Money	It is unadvisable for students to carry large sums of money unnecessarily. If unavoidable please give to School Office for safe keeping until end of day collection by student. Change of money cannot be issued through the School Office.
Mufti	From time to time, students will be given the opportunity to wear Mufti in exchange for a donation e.g. Gold coin, non-perishable food for school fundraising/charitable purposes. <ul style="list-style-type: none"> • Parents will receive advance notification of Mufti days. • The School's grooming expectations will still apply on such days: <ul style="list-style-type: none"> • Clothing appropriate for the school day • Neat and tidy clothing • Closed in shoes are essential (no thongs or sandals) • Boys are to be clean-shaven • Girls' hair is to be tied back • Jewellery/make up restrictions will apply • No transparent/revealing clothing, singlets or ripped clothing • No offensive/inappropriate comments/images on the clothing • No midriff tops
The Principal's Bulletin	The Principal's Bulletin is distributed online (website, facebook and Skoolbag mobile app.) at regular intervals. This Newsletter forms a vital communication link between School and home as it contains items of relevance for students and parents.
Out of Bounds Areas: <i>Before School, During Recess and Lunchtime</i>	The following areas are designated out-of-bounds: <ul style="list-style-type: none"> • All classroom blocks, classrooms and gym, unless accompanied by a teacher. • The front of the school between the Passive Area fence, front office, front gate, the breezeway area and the pathway leading to the car park. On arrival to school, students are not to congregate at the front gate and are asked to move to the Town Square immediately on arrival to school. • TAS St beyond the broken yellow line before school, recess and lunch time • The area behind P1 room and the back gate. • All school car parks. • The Basketball/multi-purpose courts except when open to students and supervised by a teacher. • The road area behind T block. • The Field area except when open to students during recess and/or lunch. • The Passive Area <p><i>For various reasons changes to these areas may occur throughout the year. Students will be advised should this occur.</i></p> <p>Remember "Out of sight is out of bounds"</p>
Prohibited Items	Students must not be in possession of or use any dangerous or illegal items whilst travelling to and from school, at school or on organised school activities. This includes tobacco products, drugs, alcohol, dangerous substances (or equipment related to their use), fireworks, and any weapon (including replicas), dangerous objects, steel rulers or inappropriate or offensive media. The school reserves the right to take the most severe disciplinary action with any student who uses or possesses these items. Other items are also prohibited due to the damage they can cause to the environment. These include aerosol cans, liquid paper, permanent markers/textas and chewing gum. The Principal has the authority to search a student's bag with or without consent, where they have reasonable grounds to believe that a student is in possession of a dangerous implement or an illegal substance.

Publications	From time to time, publications from the Catholic Education Office and external parties may be distributed through the School. They are given to the eldest child in each family.
Reports	Semester Reports are published and distributed at the end of terms two and four respectively. Parents will be given the opportunity to discuss their child's progress at Parent/Teacher interviews.
School shoes	The students are to wear traditional black polishable lace-up school shoes on normal school days. The solid heel is not to exceed 3cm in height. There should be no buckles or straps (<i>ie no Mary Jane style for girls</i>).
Scooters/Skateboards	Scooters and skateboards are banned at St Clare's. Students are not permitted to travel to and from school on skateboards or scooters.
Sport/Activities	All students are expected to take part in the sporting activity program of the School. When unable to participate, students must: <ul style="list-style-type: none"> • Have a parent write a note in your planner giving the reason. • Show the note to the Sports Coordinator at Recess on Thursday. • At the start of Sport, report to the place the Sports Coordinator tells you.
Sport Shoes	Low cut, lace-up supportive athletic shoes suitable for athletic activity. Flat soled walking/skating and canvas shoes must not be worn.
Supervision	Staff supervision of students commences at 8:05 am. After-school supervision continues until the departure of the last bus at approximately 3:00pm.
Swearing	Swearing or inappropriate language will not be tolerated in any class or directed to any teacher or member of the School community. Any student swearing will be placed on a suspension and will be required to attend an interview to discuss enrolment.
Teacher contact	Students may contact teachers during lunch. They are to report to the School Office and ask politely to see the teacher. Whenever possible, it is best for the student to organise a time and location to meet a teacher ahead of time. Parents/carers may contact the School Office to speak to a teacher. If the teacher is unavailable, an emailed message is sent to the teacher notifying them of your contact. Parents/carers are advised to make an appointment by calling the School Office before attending the school to ensure the teacher/leader is available to meet with them.
Telephone - incoming calls/messages	Only messages from parents/carers can be passed on directly to students. Due to proximity constraints (e.g. students on external sports/off-site events) there is no guarantee that messages received after 2:00pm will reach students before the end of the day. Parents/carers are discouraged from requesting to speak to their child using the phone during school hours as this interrupts the learning of the student/s.
Telephone - outgoing calls	Students who need to call a parents/carers during the normal school day are asked to make this call via the School office. Parents/carers are discouraged from requesting to speak/send messages to their child using the phone during school hours as this interrupts the learning of the student/s.
Uniform	Students are required to be in full school uniform as noted in the Student Planner as follows: Term 1 and 4 - Summer uniform Term 2 and 3 - Winter uniform. Blazers must be worn as the outermost garment during Term 2 & 3. Sport uniform (jacket, track pants, t shirt and shorts) should only be worn on Thursdays. For PE practical lessons, students must change into their sport uniform at school. If you are unavoidably out of uniform, please bring a parental note detailing any variation from the usual school uniform. Hand this note to your Learning Advisor or Leader of Year.
Uniform Shop	Hours: Tuesdays 8:00am - 1:30pm; Thursdays 12:00pm - 3:00pm. Entry is via Colebee Crescent carpark.
Website	Visit the School website at www.clarehassallgrove.catholic.edu.au to see the latest school news, a calendar of upcoming events, curriculum updates, and the most up to date school policies.