



EMMAUS COLLEGE
ROCKHAMPTON

STUDENT HANDBOOK

GUIDELINES FOR MEMBERSHIP

GUIDELINES FOR MEMBERSHIP OF THE EMMAUS COLLEGE COMMUNITY

I CAN EXPECT TO...	I WILL BE EXPECTED TO...
Feel welcome in the Emmaus Christian community and be treated with understanding and compassion.	Respect the religious practices of the school community and be involved in them to the best of my ability, attending religious education classes and retreats. I will make others feel welcome, treating them with understanding and compassion.
Be given opportunities to participate in school activities which can include spiritual, sporting, cultural and social opportunities.	Participate in arranged activities to the best of my ability and engage in at least one co-curricular activity per year, fulfilling my commitments I make.
Be treated honestly, with respect and with politeness by staff and fellow students.	Treat fellow staff and students with respect and politeness. To be honest in my dealings with others.
Be assisted and guided in my learning, be helped to achieve my academic potential, be provided with resources.	Work to the best of my ability in all classes and behave in such a way that others' learning will not be disturbed. Complete all assessment items well. Be punctual to school and classes. Ethically use Information Technology resources. Help others achieve their potential by showing compassion and encouragement, especially to those who need our special consideration.
Be protected and feel safe from danger and harassment and to have my property protected. Be provided with a health promoting environment and to have clean and well maintained school property.	Make the school safe by cooperating in all procedures. Not threaten, harass or hurt anyone in any way. Not promote or engage in smoking, drinking alcohol or consuming illicit drugs. Respect and care for my own property, the property of others and the physical environment.
Be part of a school that works to build community support and respect.	Behave so that the community will respect the school. Wear my uniform with pride and in accordance with school regulations.
To express my concerns about school matters, through the appropriate channels.	Contribute positively to the decisions made about myself, my class, my Year Level and the whole school.

Understanding of the above guidelines is essential for enrolment at Emmaus College. Continuing enrolment at the College is dependent upon the student abiding by these expectations.

COLLEGE INFORMATION

VISION STATEMENT

The Emmaus journey seeks truth, wisdom and justice.

As a community of hope we celebrate God's love and the dignity of each person.

Walk with us and let Christ's fire burn within us.

RELIGIOUS AND SPIRITUAL MISSION STATEMENT

The religious and spiritual mission of the College is to have a clear Catholic identity that is open and inclusive. As part of a wider faith tradition, this mission is enacted through the provision of opportunities for spiritual growth of the community and all of its members.

At Emmaus College we endeavour in all aspects of curriculum to present our students with a view of life that sees religion and spirituality as an integral part of that life.

Students will study Religious Education and are expected to participate in the retreat and liturgical programs offered by the College, as well as share in the prayer life of Emmaus.

Students will be provided with opportunities for Community Service and are strongly encouraged to participate.

THE EMMAUS SONG

(words and music by D. Black, F. Griffin and M.Goves)

Long is the journey, and hard is the ground,
Our weary feet on the highway sound,
Footsteps behind follow close through the night,
Joining us then at the end in the light

Emmaus, Emmaus the journey into life,
You show the way from day to day
through hardship, joy and strife

Welcoming warmth and the breaking of bread,
Firelight glows as a blessing is said
Seen once again, our companion is known
The truth of the prophets of Israel shown.

Take the good news to the city and then,
Take it across the wide seas to all men
The journey has shown us the way and the truth
The life that is offered to Emmaus youth.

EMMAUS PRAYERS

THE SIGN OF THE CROSS

In the name of the Father, and of the Son,
and of the Holy Spirit, Amen.

OUR FATHER

Our Father who art in heaven,
hallowed be thy name.
Thy kingdom come,
Thy will be done on earth, as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses
as we forgive those who trespass against us.
And lead us not into temptation:
but deliver us from evil. Amen.

HAIL MARY

Hail Mary, full of grace,
the Lord is with you.:
Blessed are you among women,
and blessed is the fruit of your womb, Jesus.
Holy Mary, Mother of God,
pray for us sinners,
now and at the hour of our death. Amen.

GLORY BE

Glory be to the Father, and to the Son,
and to the Holy Spirit.
As it was in the beginning is now,
and ever shall be, world without end. Amen.

DIOCESAN STEWARDSHIP PRAYER

Heavenly Father,
we thank you for the gifts you have given us.
You ask us to develop these gifts
and share them with others.
Help us also, to recognize the gifts in others,
so that together, we may respond to the call of
Jesus, to spread the Good News in our
communities.
May your Spirit of Love guide us on our
journey. Amen.

DIOCESAN VISION STATEMENT

As a community of believers we live out the
call of baptism, through personal faith in
Jesus, witnessing together to the Good News
of the Kingdom.

EMMAUS COLLEGE PRAYERS

We walk the road together,
in the company of strangers.
This day and every day of our journey,
may we learn wisdom,
live justly and walk humbly with our God.
In the love we show others
and all we share with them,
God is present in this place.
May our lives be blessed. Amen

We are all God's children,
all God's images,
so let us show respect
wherever God is found.
Amen.

Today is a gift.
Let us use it well.
Amen.

In what we learn
And in how we act,
May God be with us today.
Amen.

God walks beside us
on our way through life.
Today let us open our eyes to see
the gifts God gives us.
Amen

God calls us to live life to the full.
Today is the time to be fully alive.
Now is the moment to be thankful
for the gift of our lives.
In the spirit of God, the giver of life,
Let us be full of life today.
Amen.

PASTORAL MISSION STATEMENT

The pastoral mission of Emmaus College is to be a community of care, which gives witness to the message of Jesus. This mission is enacted through pastoral support that encourages each person to accept responsibility for their choices and to live justly.

IF YOU NEED PASTORAL SUPPORT, WHO SHOULD YOU SEE?

- Tutorial Teacher
- Year Level Coordinator
- Counsellor
- Campus Minister
- Deputy Principal

COUNSELLING SERVICE

Counselling service is available to all students who may need assistance with personal problems. Counselling is a free, confidential service. The counsellors do not tell you what to do, but rather work with you to find solutions that work best for you. Appointments can be made at the office, via teachers, Year Level Coordinators or by stopping by the counsellors' rooms.

STUDENT PROTECTION

All students at Emmaus College should expect to be:

- treated with dignity and respect at school
- able to feel safe at home and in the wider community
- able to learn free from anxiety.

The law protects young people. All adults have a responsibility to ensure that young people are protected. All staff members employed at Emmaus have a special role in protecting students. Emmaus staff are trained to assist you if you have been

harmed or are afraid of being harmed. Whether it be physical abuse, neglect, emotional abuse or sexual abuse, all staff are willing to assist you.

Any student who has been harmed or is afraid of being harmed should SPEAK UP. Any student who knows that another student has been harmed or is afraid of being harmed should SPEAK UP.

Students should speak up regardless of who has caused the harm

- a staff member, a volunteer or someone on the College site
- a family member, visitor or neighbour
- a member of the community e.g. sports coach or bus driver
- another student

WHO SHOULD YOU SPEAK TO?

Any staff member will assist you to speak up. Go to any staff member and say you need to report harm. They will assist you. For legal reasons, two people have been appointed to deal with reports of harm: Student Protection Contacts (Deputy Principals, Mrs Howell and Ms Maher). The Student Protection Contacts will listen to you, take your report seriously, care for you and ensure that the correct procedures are followed to protect you or the students you are concerned about.

BULLYING STATEMENT

Bullying is when someone, or a group of people, who have more power at the time, displays a pattern of upsetting or hurting another person, their property, reputation or social acceptance. The excuse 'It was only a joke' is unacceptable if the other person has not taken it as a joke, and instead is upset by it.

Bullying in any form is not acceptable within the Emmaus Community. Bullying is regarded as a serious matter and may result in temporary or permanent exclusion from the Emmaus community.

TYPES OF BULLYING

There are three broad categories of bullying.

Examples include but are not limited to:

- **Direct physical bullying** e.g. hitting, tripping, and pushing or damaging property
- **Direct verbal bullying** e.g. name calling, insults, sexual or racist remarks, verbal abuse
- **Indirect bullying** – This form of bullying is harder to recognise and often carried out behind the bullied student's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes:
 - lying and spreading rumours
 - playing nasty jokes to embarrass and humiliate
 - mimicking
 - encouraging others to socially exclude someone
 - damaging someone's social reputation and social acceptance.

- **Cyberbullying** – involves the use of technology such as email, text messages, or social media to threaten, humiliate, discredit or distress someone. Cyberbullying also includes the taking of photographs or videoing another person, then using this image to humiliate the person by posting it on the Internet, passing it on or showing it to another.

WHAT BULLYING IS NOT

Many distressing behaviours are not examples of bullying even though they are unpleasant and often require teacher intervention and management.

There are three socially unpleasant situations that are often confused with bullying:

- **Mutual conflict** – In mutual conflict situations, there is an argument or disagreement between students but not an

imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for 'retaliation' in a one-sided way.

- **Social rejection or dislike** – Unless the social rejection is directed toward someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.
- **Single episodes of nastiness** – Single episodes of nastiness or aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion they are not being bullied. Such behaviour should be reported. Nastiness or physical aggression that is directed toward many different students is not the same as bullying.

WHAT CAN STUDENTS DO TO REDUCE BULLYING?

- Students should report all incidents of bullying to a trusted member of the school community by completing a harassment form.
- Where possible, do not respond to any form of bullying, including mobile, phone or emails. Save any evidence such as text messages.
- Ignoring the bully may be helpful, particularly for one-off cases. Bullies are often looking for a reaction from you and often lose interest if they aren't given the satisfaction of getting one.
- Walk away when the bully approaches you.

WHAT CAN STUDENTS DO WHEN SOMEONE ELSE IS GETTING BULLIED?

- Talk to them: Let them know you care and help them feel good about themselves.
- Include the person into your group: Making a special effort to include the person into your group may help to increase the person's confidence.
- Stick up for them: If you see someone is being bullied it may be helpful to stick up for them.
- Speak to someone: Letting someone else know about the situation may help you to solve the problem.

RESPONSIBLE THINKING PROCESS

AT EMMAUS THERE IS AN EXPECTATION THAT ALL INDIVIDUALS WILL:

- Strive to reach their full potential both in their own lives and as part of a community
- Be responsible for their actions and attitudes to the community of Emmaus.

Emmaus College considers the Responsible Thinking Process to be an effective way of increasing productive learning time and reducing disruptions. It also enables staff and students to build respectful relationships while enhancing the student's ability to resolve problems through the creation of effective plans.

When a student disrupts he/she is asked a series of questions to:

1. Allow the student to reflect on the nature of their disruption
2. Establish for the teacher what the student wants to do – remain in class or leave the classroom
3. Give the student a choice (control over his/her destiny)

The questions asked are:

- What are you doing?
- What should you be doing?
- What happens when you break the rules?
- Is this what you want to happen?
- Where do you want to be?
- What will happen if you disrupt again?

If the student disrupts again, then by their behaviour they choose to go to the Planning Room. The Planning Room is a supportive environment to help a student learn how to control their experiences at school in ways that will not disrupt others who are attempting to do the same. Once a student enters the Planning Room, he/she may only communicate with the Planning Room staff.

The Planning Room teacher discusses with the student his/her referral and establishes what the student wishes to do. Once a student indicates a desire to return to class, he/she completes a plan. The plan is then taken to the relevant teacher and they negotiate.

When they agree on the plan it is signed by the student and the teacher and returned to the Planning Room by the student. The student is then invited to resume attending that class.

If a student's plan is unsuccessful in enabling a productive learning environment, they return to the Planning Room to modify their plan or write a new one.

GENERAL RULES AND PROCEDURES

ABSENTEEISM

When a student is absent, parents need to contact the school. It is not permitted to take days off to complete assignments, or to prepare for exams. Students should note that a satisfactory recorded attendance is pre-requisite for the award of a Senior Statement.

LATENESS

All students are expected to be at school by 8.30am. Being on time for tute is vital for roll marking and prayer. Students who arrive late at school should report to Student Reception and sign in the late book. Students are required to bring a note from their parent or carer to explain their lateness. Students will receive a late slip from the office. This slip is to be taken to their scheduled classes.

LEAVING THE GROUNDS DURING SCHOOL HOURS

Any requests to leave school grounds should be directed to your Year Level Coordinator or a member of the Leadership team. Students should have a signed note from their parents/carers explaining the reason for leaving early. This note should be signed by a Year Level Coordinator or a member of the Leadership team by 8.30am. Permission is not automatically granted. Students must sign the In/Out book, located at Student Reception, both on leaving and returning to school.

ILLNESS OR INJURY AT SCHOOL

Students must report to the office for attention to this matter. If students need treatment between classes, permission to go to the office should be sought from the teacher of the next class. Panadol or similar pain killers will not be distributed. If

necessary, in the case of illness, staff will contact parents/guardians. Students should not make initial contact.

MOBILE PHONES

Students who bring mobile phones or other personal electronic communications, recording and storage devices should always display courtesy, consideration and respect to others. The use of the above should not disrupt the learning of individuals or the learning environment. The use of iPods and other similar devices is at the direction of the classroom teacher. Students are responsible for the safe keeping of mobile phones, iPods and similar devices if they bring them to school.

LOST PROPERTY

Enquiries about lost property should be directed through the office staff only. Any suspected theft should be reported to the appropriate Year Coordinator or the Deputy Principal.

ALCOHOL AND OTHER DRUGS

Student use and possession of alcohol, tobacco and illicit drugs is completely unacceptable at school, at any school related activity or prior to any school related activity. A school related activity is defined as being held in school grounds, attended in school uniform, any co-curricular activity, an event at which a group of students representing Emmaus is present, or any school organised socials, camps or excursions. Possession or use of these substances, encouraging the use of these substances, and boasting about the use of these substances are absolutely prohibited. Failure to observe the regulations above regarding alcohol,

tobacco and other drugs may result in suspension or expulsion from the College.

DAILY PROCEDURES

School commences each day with Tutorial class at 8.30am.

TUTORIAL GROUP

During morning tutorial, the roll is marked, the group prays together and students have an opportunity to mix with their peers and Tute teacher. It is essential that students be punctual to tute.

COLLECTION OF BOOKS

At the end of Tutorial, morning tea and lunch, students should collect from lockers all books they require for the next block of lessons, unless otherwise directed.

- not move out of the room until the teacher dismisses them
- pick up all litter
- not pack up until the teacher instructs them to do so

CLASSROOM PROCEDURES

Expectations

Students are expected to:

- be on time
- be fully prepared and ready for work
- work to the best of their ability
- respect the rights of others to learn
- work and behave in a safe manner
- follow the teacher's instructions
- treat each other with respect.

Upon arriving at class students must:

- line up quietly outside
- move in quietly only under teacher direction
- move quietly to a seat designated by the teacher
- not move desks unless directed by the teacher

Upon the conclusion of class students must:

- clean the board
- push chairs in and stand quietly behind them
- help the teacher to turn off lights, fans and air conditioning.

No food is to be eaten in classrooms.

MOVING BETWEEN CLASSES

There is a 5 minute break between most classes to allow students to move. As students have to cross the road for certain subjects, they need to move as quickly as possible to the other campus and follow all road safety rules. Students will be required to move between sites when raining and require appropriate covering (raincoat or umbrella). If junior students were in the classroom for the previous lesson they should line up outside the classroom with all their required books, in two separate lines, waiting for the next teacher to arrive. This is for safety and physical protection, so the students are not in the classroom without supervision.

LOCKERS

Students should be aware that lockers are school property, and so any vandalism or damage should be reported immediately to the office. Because the lockers are large enough for students to store their school bags, there are 'No bag' procedures at Emmaus. This means that students are to store their bags in their lockers during the day, and are to access their lockers only to get out the relevant text books or lunch. Students need to ensure that their lockers are locked. Lockers should be kept clean and tidy, and may be inspected by a member of the Leadership team.

CHEWING GUM

Students are not allowed to chew gum at school because its disposal often results in damage to property.

DRESS CODE

Uniform

Neat wearing of the correct school uniform is part of a student's responsibility in attending Emmaus College. It is seen as a sign of students' willingness to be part of the Emmaus community. No matter where students may be – at school, in shopping centres or travelling to and from school, the uniform must be worn fully and correctly.

<p style="text-align: center;">GIRLS</p> 	<p style="text-align: center;">BOYS</p> 
<p>BLOUSE - Must not be rolled over, needs to be big enough so that arms can be outstretched without coming above the top of the skirt</p> <p>SKIRT – should be long enough to be worn below the knee</p> <p>TIE – worn daily throughout the year</p> <p>JACKET/LONG SLEEVED JUMPER</p> <p>VEST (optional)</p> <p>SCHOOL SOCKS (as purchased from Y's)</p> <p>HAT</p> <p>SPORTS UNIFORM</p> <p>SHOES - black, leather, <u>lace-up</u>, college (not black leather joggers)</p> <p>STOCKINGS – navy (optional);</p> <p>SPORTS SOCKS – white ankle length</p> <p>HAIR RIBBONS – black, white, red or navy</p>	<p>SHIRT – needs to be large enough so that the top button can be done up for the wearing of ties and long enough so as not to become easily untucked.</p> <p>SHORTS</p> <p>TIE - worn in terms 2-3</p> <p>JACKET / LONG SLEEVED JUMPER</p> <p>VEST (optional)</p> <p>SCHOOL SOCKS (need to be worn up)</p> <p>HAT</p> <p>SPORTS UNIFORM</p> <p>BELT – plain, black leather with no extra design or decoration</p> <p>SHOES - black, leather, <u>lace-up</u>, college (not black leather joggers)</p> <p>COLLEGE LONG TROUSERS (Optional)</p> <p>SPORTS SOCKS – white ankle length</p> <p>Boys also need to be clean shaven</p>

blue	
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No makeup or nail polish to be worn

Sports Uniform

The sports uniform must:

- not be worn to and from school
- be worn with sports shoes and white socks
- only be worn for PE practical classes and school representative teams

Time is given during the PE lesson for students to change in and out of their sports uniform. Students may only remain in this uniform if they are playing sport for the school which starts straight after school.

Jewellery

Jewellery can be worn as follows:

- one pair of girls' earrings that are plain gold or silver studs or sleepers worn in the lower ear lobe
- boys are not permitted to wear earrings

- no other visible body piercing or any tattoo is allowed
- watch
- one plain ring
- one plain fine chain or with small religious emblem
- no other jewellery is permitted.

Hairstyles

Hairstyles should be:

- neat and tidy in appearance
- no longer than shoulder length – hair any longer must be tied back
- of no extreme style cut or colour (these include markedly different hair lengths, lurid and bright colourings or multi-coloured hair. This judgement lies with the Deputy Principals).

A student may be referred home to correct any uniform or dress code infringements.

WORKPLACE HEALTH AND SAFETY

As a matter of WHS, no student is allowed to bring aerosol cans, sharp or dangerous objects to school.

OUT OF BOUNDS

Yaamba Road campus

There is no supervision on the Yaamba Road campus until 8.10am every morning. Students should note that:

- The 'out of bounds' areas on the Yaamba Road campus map (available from www.emmaus.qld.edu.au/college-map) indicate areas that fall under this description during the school day. Only when students are legitimately entering or leaving the site should they make use of the gateways and accesses.
- At first break after the 11.20am bell, the football fields nearest to the cemetery may be used.
- Students are not allowed to go to Main Street campus without teacher permission. Upon permission students must sign out before leaving and sign in on return.
- The pool and surrounding areas are out of bounds unless supervised by a teacher.

Main Street campus

There is no supervision on the Main Street campus until 8.10am every morning.

Students should note that:

- The 'out of bounds' areas on the Main Street campus map (available from www.emmaus.qld.edu.au/college-map) indicate areas that fall under this description during the school day.
- Only students who have classes on the Yaamba Road campus are allowed to go there during the day. These students need to ensure that they are at their Yaamba Road classroom in time for the class. If they are early, they are to wait outside the classroom and not wander around the Yaamba Road campus.
- Other students are only allowed to go to the Yaamba Road campus with teacher permission. Upon permission students must sign out before leaving and sign in on return.
- Caltex and BP service stations are out of bounds between 8.20am and 3.00pm. There is to be no loitering at these places at other times.

EDUCATIONAL MISSION STATEMENT

The educational mission of Emmaus College is to provide holistic, relevant, Catholic secondary education to students and families that seek its values. This mission is enacted through a wide variety of learning experiences which are enriching and founded on right relationships.

Emmaus College encourages students to value learning and expects students to perform to the best of their ability, thus achieving positive learning outcomes. To assist with your academic progress the following information is provided.

WHO TO GO TO FOR HELP

Classroom teacher

As soon as you realise you need extra help, speak to your teacher. It is best to seek help earlier rather than later. You may also consider attending tutorial classes after school.

Deputy Principal or Year Coordinator

They can assist you with problems or concerns you may have with your subjects. The Deputy Principal is the person you see if you wish to make changes to your subjects.

Career Counsellor

They are able to assist with career advice, subject selection, work placement and school based apprenticeships and traineeships. Appointments to meet with the counsellor can be made through Student Reception.

STUDY HABITS FOR SUCCESSFUL LEARNING

The Study Environment

- Distractions: Move out of range of the TV, stereo or radio.
- Light: A strong, even light from above or behind your desk will help to keep you alert.

- Furniture: A straight-backed chair and a desk of the correct height for you helps to keep good posture.
- Privacy: Study in a quiet place. This prevents distraction from members of the family moving around.
- Study Space: Make a habit of studying in the same room every day. Routine is important for successful study.

Study Techniques

- Routine: Effective study requires a REGULAR time set aside to do so, and it needs to be stuck to every day. Late afternoon and early evenings are the best times.
- Time Allocation: The further you get into high school, the more time you will need to set aside for study. Be sure to split your time evenly between subjects.
- Planning: Plan your study program carefully. Make sure you keep a record of what you have studied as well as keeping note of homework completed. Make sure you plan to study the subjects you may not like.
- Summarising: It is often helpful to write summaries of what you have just learnt. Keep these for use for revision prior to tests and examinations.

- Understanding: Learning information 'parrot fashion' does not necessarily mean understanding. Try explaining what you have learnt to a friend to gauge how much you understand the content.
- Revision: It is important to revise work within 24 hours of learning it. Constantly assessing your understanding of previous work studied is important.
- Exercise: It is important to incorporate some sort of physical activity into your daily routine. This promotes effective absorption of information. Exercising prior to a test or examination will improve performance.

ACADEMIC EXPECTATIONS AND GUIDELINES

A list of all assignments, exams and tests in each subject and their dates will be published every term and sent home, as well as being made available in the College newsletter and on the website, www.emmaus.qld.edu.au. Any changes to the dates will be communicated through the newsletter. All assignments must be submitted in order to pass a subject. No report grades will be given in any subject with any assignments not submitted. If a student is absent on the day an assignment is due, the assignment will be regarded as late, unless a Doctor's Certificate is provided for any students in Years 11 and 12 and a note from parents for students in Years 8, 9 and 10.

Extensions should be sought at least 4 days before the due date. Students seeking extensions must fill out a Request for Extension form from Student Reception. Extensions can only be granted by the appropriate Head of Faculty, unless special circumstances

occur (such as a number of assignments due at the same time – then need to be directed to the Deputy Principals).

Non-submission of an assignment could mean that no result is awarded for the subject. This is particularly relevant for Year 11 and 12 students because of the possible effect it could have on their OP and QCE eligibility. Parents will be notified if a student has failed to submit assignments. Students may be required to attend school during exam periods to complete assignments. Students must keep a copy of their work in case the assignment is lost or misplaced. Students could also be asked to justify their source of information where plagiarism is suspected.

If last minute computer or printer malfunctions prevent an assignment being submitted by the due date, the student must submit his/her back up disk and rough work (or hand written copy) on the due date as proof of completion. He/she must also see the Head of Faculty or teacher involved to explain the situation and arrange the submission of a final copy, if necessary. Failure to provide sufficient proof may result in a decision that the assignment has not been submitted.

Homework

The Emmaus homework policy states:

Homework is an important learning experience available to students and encouraged by Emmaus College. Students in Years 8, 9 and 10 are given the opportunity of completing homework tasks during first break from 11.00am – 11.20am in a supervised classroom and those students who do not complete homework tasks by the due date will be required to

attend a 'catch up' session during this time

Outline of the Process

The Homework Catch Up process is as follows:

- students who need time to complete homework tasks can simply turn up to the Homework Catch Up Room on any day. It should be noted that all students have opportunities to attend various subject tutorial sessions after school at set times during the week.
- students who do not have set homework completed to show their teacher by the due date will be required to complete that homework in the HCR during the first break immediately following the lesson.
- parents and guardians of students that repeatedly fail to complete homework tasks will be contacted by the subject teacher.
- parents and guardians of students who don't attend the HCR will be notified via a text message.

Suggested homework/study/review times are:

- Year 8: 1 hour per night
- Year 9: 1 ½ hours per night
- Year 10: 2 hours per night
- Year 11 and 12: 18-20 hours per week

EXAMINATIONS

Written, Oral and Practical

An exam timetable will be published prior to exam week. It is the responsibility of each student to note the date and time of your exams and make preparation.

Students may be unable to sit exams due to:

- medical reasons (a Doctor's Certificate is required for Year 11 and 12 students and a letter from parents is needed for students in Years 8, 9 and 10)
- urgent or serious family reasons (holidays do not count)
- selection in state or national representative sports teams
- reasons beyond control

With permission from the Principal, the examination may be taken after the set date. It is at the discretion of the APAR involved as to whether the same exam or a varied exam is set. If a student misses an examination or assessment presentation for reasons which are his/her own fault, the Principal will decide whether the student is eligible to sit for the missed examination or assessment presentation. These requirements also apply to assessment outside the designated exam period.

Examination Instructions

- Each student is responsible for their own equipment. It may not be shared during the exam.
- Mobile phones, electronic music devices, bags or equipment/books (not needed for the examination), will not be permitted into the examination room.
- Upon entry to the examination room students must not communicate with each other in any way.
- You must sit in the place indicated by the teacher. Try to keep your work covered so that other students are not able to see your answers.
- When the exam is complete, do not move from your seat or talk to others until instructed by the supervising teacher.

- If your behaviour suggests that you have cheated on an examination your results will be cancelled.
- If you do not comply with instructions, your examination paper could be cancelled.
- You are not permitted to leave an examination room before the end of the examination time.

Plagiarism

When preparing assignments, if you use ideas and information which have come from someone else or another source, you must indicate that they are not your own by providing the bibliographic citation (that is, stating your own source). If you don't indicate that they are from another source, you have committed an act known as plagiarism. Plagiarism is unacceptable at Emmaus College and at other educational institutions.

If plagiarism is suspected, the student may be asked to show the teacher evidence that the work completed is their own. This evidence could be drafts, note taking or a work log, all of which could be completed in preparation for the writing of the assessment item. Just as it is a good idea to keep a copy of an assignment just in case it is lost or misplaced, it is equally a good idea to keep all the notes you make when preparing to write an assignment.

Depending on the extent of the plagiarism, a student may receive the lowest possible grading and be liable to further consequences. A student may be required to submit an alternative assessment item. If a student permits his or her own work to be copied by another student, then both students are at risk of incurring these penalties.

You may find the following notes on plagiarism helpful. These are from the Regulations and Guidelines Regarding

Plagiarism, St Joseph's College, Gregory Terrace, Brisbane and are used here with permission.

Q – If I paid another person to write part or all of the paper for me, wouldn't I then own the work and therefore not be plagiarising?

A – No matter how much you have paid, it will never be your work and therefore you are still plagiarising. Presenting work that you have paid for is still not your work. Think about it. Every day magazine editors pay freelance writers to write articles. Even though the work has been paid for it is still presented under the name of the writer, not the editor of the magazine.

Q – I came across this essay which really answers the question I have been asked to do. If I change some words here and there, maybe even reorganise the order of paragraphs, surely that won't be plagiarism?

A – Sorry, but even if you changed every word but kept the main ideas and you represented it as your own work it would still be plagiarism.

Q – What if I allow someone to use part of my assignment or to look at my assignment and then they copy it?

A – Sorry, you will be judged as contributing to plagiarism and receive a lowering of your grade.

Q – I didn't deliberately copy, it was an accident. What happened was that I took some notes from a book work for word and then forgot that they were word for word. Surely accidents happen and I can't be accused of plagiarism?

A – Accidents, carelessness and forgetfulness are not excuses. It is up to

you to make sure that you have not plagiarised.

Q – What is the best thing I can do to try and convince my teacher that the work I am presenting is my own?

A – This first thing is of course to make sure that it is your own work. After that, follow all instructions fully. Make sure that you have fully documented your research and have followed appropriate drafting procedures. Properly developed research notes and drafts are good evidence that the work is yours.

LIBRARY

Emmaus College has libraries on each campus. Both libraries provide access to PCs, laptops, electronic databases, print collections, AV equipment and eBooks. Students are encouraged to borrow from library collections for enjoyment and learning.

Opening Hours

Yaamba Road

8.00am – 4.00pm, Monday to Friday

Main Street

8.00am – 4.00pm, Monday to Friday

Students must have their library or ID cards with them to borrow.

The library is a shared space. Please treat other users with respect, courtesy and consideration at all times. As a general guide, students should:

- leave hats, food and drinks outside
- treat furniture, equipment and collections with care
- line up outside and wait for your teacher before entering the library with a class

- always ask if you have any questions, the library staff are happy to help.

Using Databases

Emmaus College Libraries subscribe to a range of electronic databases which are available for access from home or school. These databases hold collections of books, journals, letters, media transcripts, websites and more that have been selected due to their high quality. For many subjects, students will find sufficient information via our databases, without having to waste time trawling through Google results. Instructions for how to access and use databases are available on MySuite Library, or from the librarian. For more information visit www.emmaus.qld.edu.au/library.

Find Information on the web

Online Databases: Emmaus subscribes to a number of these which have been chosen in response to the specific research needs of students at the College. Online databases consist of information and journals compiled by reputable research organisations and are considered in most cases as the most reliable source of information for students.

The online databases can be found on the Library MyClass page in MySuite which is available at the College or from the link on the Emmaus College website:

<http://www.ecnr.rok.catholic.edu.au/myclasses/>

- Enter your username and password
- Click on the Library class page
- Scroll down to find the relevant database

Search Engines: Google, Wikipedia and other like search engines should be used with caution for research purposes. These search engines are good for general facts

or information and can give additional useful search terms to navigate to further reliable website resources.