

STUDENT INFORMATION BOOKLET



GUIDELINES FOR MEMBERSHIP OF THE EMMAUS COLLEGE COMMUNITY

I can expect to	I will be expected to
<p>Be offered opportunities to be part of the Emmaus Christian Community.</p> <p>Be welcomed at Emmaus.</p> <p>Be treated with understanding and compassion.</p>	<p>Respect the religious practices of the College, be involved in them to the best of my ability and attend my religious education classes, retreat days and community days.</p> <p>Make others feel welcome.</p> <p>Treat others with understanding and compassion.</p> <p>Help others achieve their potential especially by supporting those who need our special consideration.</p>
<p>Be given opportunities to participate in College activities, which can include spiritual, sporting, cultural and social opportunities.</p>	<p>Participate in arranged activities to the best of my ability and engage in at least one co-curricular activity per year.</p> <p>Fulfil any commitments I make regarding participation in activities.</p> <p>Be punctual to all College activities.</p>
<p>Be treated honestly and with respect and politeness by staff and fellow students.</p>	<p>Treat staff and fellow students with respect and politeness.</p> <p>Be honest in my dealings with others.</p> <p>Ethically use Information Technology resources.</p>
<p>Be provided with high quality learning experiences.</p> <p>Be assisted and guided in my learning.</p> <p>Be helped to achieve my academic and personal potential.</p>	<p>Bring my personal best effort to each subject in which I enrol.</p> <p>Produce the best quality work of which I am capable, for assessment and in daily work.</p> <p>Persist in my work, both in class and at home.</p> <p>Take personal responsibility for correcting promptly, any inadequate</p>

<p>Be assessed appropriately and fairly.</p> <p>Be provided with relevant and effective resources.</p>	<p>classroom behaviour, effort or assessment work.</p> <p>Respond to assessment with work that is my own, properly acknowledging any sources.</p> <p>Behave in such a way that others' learning will not be disturbed.</p>
<p>Be protected and feel safe from danger and harassment and have my property protected.</p> <p>Be provided with a health promoting environment.</p> <p>Have clean and well maintained College property.</p>	<p>Make the College safe by co-operating in all procedures.</p> <p>Not threaten, harass or hurt anyone in any way.</p> <p>Not promote or engage in smoking, drinking alcohol or consuming illicit drugs at school, in college uniform or before, after or at College-related activities.</p> <p>Respect and care for my own property, the property of others and the physical environment.</p>
<p>Be part of a College that works to build community support and respect.</p> <p>Behave so that the community will respect the College.</p>	<p>Wear my uniform with pride and in accordance with college regulations.</p>
<p>Express my concerns about College matters, through the appropriate channels.</p>	<p>Contribute positively to decisions made about me, my class, my Year Level or the whole College.</p>

THE EMMAUS STORY (LUKE 24:13-35)

Now, that same day two of them were travelling to a village named Emmaus, about seven miles from Jerusalem. They were engaged in conversation about all that had taken place. And it so happened, during the course of their discussion, that Jesus himself approached and began to walk along with them. But they couldn't recognize him.

He said to them, "What were you discussing as you walked along?" Then they paused, looking depressed. One of them, named Cleopas, said to him in reply, "Are you the only visitor to Jerusalem who doesn't know what's happened there these last few days?"

And he said to them, "What are you talking about?"

And they said to him, "About Jesus of Nazareth, who was a prophet powerful in word and deed in the eyes of God and all the people, and about how our ranking priests and rulers turned him in to be sentenced to death, and crucified him. We were hoping that he would be the one who was going to ransom Israel. And as if this weren't enough, it's been three days now since all this happened. Meanwhile, some women from our group gave us quite a shock. They were at the tomb early this morning and didn't find his body. They came back claiming even to have seen a vision of heavenly messengers, who said that he was alive. Some of those with us went to the tomb and found it exactly as the women had described; but nobody saw him."

And he said to them, "You people are so slow-witted, so reluctant to trust everything the prophets have said! Wasn't the Anointed One destined to undergo these things and enter into his glory?"

Then, starting with Moses and all the prophets, he interpreted for them every passage of scripture that referred to himself.

They had gotten close to the village to which they were going, and he acted as if he were going on. But they entreated him, saying, "Stay with us; it's almost evening, the day is practically over."

So he went in to stay with them.

And so, as soon as he took his place at table with them, he took a loaf, and gave a blessing, broke it, and started passing it out to them. Then their eyes were opened and they recognized him; and he vanished from their sight.

They said to each other, "Weren't our hearts burning (within us) while he was talking to us on the road, and explaining the scriptures to us?"

And they got up at once and returned to Jerusalem. And when they found the eleven and those with them gathered together, they said, "The Lord really has been raised, and has appeared to Simon!"

Then they described what had happened on the road, and how they came to recognize him in the breaking of the bread.

College Motto

“Light My Way”

Emmaus’ motto draws inspiration from the theme of journey that is woven into the fabric of our college’s life. Christ’s role as “light of the world” and the capacity of learning to enlighten our lives are called upon to illuminate the journey.

Vision and Mission Statements

Educational Mission Statement

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

Educational Mission Words: Respect, Relationships, Integrity, Empowerment

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 provides care and encourages each person to accept responsibility for their choices and to live justly.

Pastoral Mission Words: Support, Nurture, Justice, Belonging

Religious/Spiritual Mission Statement

The religious/spiritual mission of Emmaus 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 its members.

Religious Spiritual Mission Words: Faith, Compassion

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.

COUNSELLING SERVICE

The college 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, emailing the counsellors or by stopping by the counsellor's room.

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 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 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.

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 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 we hold the belief that respect is an essential element of any community and in the classroom this means that all should respect the teacher's right to teach and a student's right to learn. The behaviour management program implemented at Emmaus, the Responsible Thinking Process (RTP), is based on this principle. RTP is consistent with the Catholic mission of the College; it is focused on respecting the dignity of each person, acting in a just manner, while challenging all students to be responsible for their own actions and attitudes to the community.

When a student disrupts in a classroom, 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).

If a student chooses to go to the Planning Room, his/her teacher completes a referral form. 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. The Planning Room is a supportive environment to help students to learn how to control their experiences at school in ways that will not disrupt and/or disturb others who are attempting to do the same. Parents/Carers will receive a text message when their child is referred to the Planning Room.

Once a student indicates a desire that they want to return to class, he/she completes a plan. The plan is then taken to the relevant teacher and they negotiate the plan. 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.

Parents/Carers may contact either the Head of RTP or relevant teacher to discuss their child's plan. In some circumstances a student maybe referred home. This is to give the student the opportunity to reflect on what has happened away from the school. The student will be required to complete a plan at home. To return to school the student is required to have a re-entry interview with his/her parent/carer and the Head of Year. In this interview the plan will be discussed.

GENERAL INFORMATION AND PROCEDURES

LATE ARRIVAL

All students are expected to be at school by 8.25am ready to start Period 1 class at 8.30am. Students who arrive late at school should report to Student Reception and sign in. 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 Head of Year, Director of Campus 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 Head of Year, Director of Campus or a member of the Leadership team by 8.30am. Permission is not automatically granted. Students must sign the In/Out using the in/out laptop at student reception.

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/carers. Students should not make initial contact.

MOBILE PHONES & ELECTRONIC DEVICES

Students who bring mobile phones to school must have them turned off and stored in their allocated locker. Parent/Carer's who need to contact their child during school hours can do so through the Office.

LOST PROPERTY

Enquiries about lost property should be directed through the office staff only. Any suspected theft should be reported to the appropriate Head of Year or the Director of Campus.

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 at 8.30am. The first bell on Yaamba Rd will ring at 8.25am. This is the time students should organise their books and equipment for the next three lessons.

TUTORIAL GROUP

Tutorial groups meet each day with their Tute teacher during Prayer & Reading. Prayer & Reading is at 11.15am each day. During Prayer & Reading – prayer is said and there is a period of silent reading.

COLLECTION OF BOOKS

At the start, end of first and second breaks, students should collect from their locker all books they require for the next block of lessons, unless otherwise directed.

MOVING BETWEEN CLASSES

There is a 5 minute break between most classes to allow students to move, check timetable. As students have to cross the road for certain subjects, they need to move as quickly as possible to the other campus and cross using the overpass. Students will be required to move between sites when raining and require appropriate covering (raincoat or umbrella).

LOCKERS

Students should be aware that lockers are College 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.

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:

- Not pack up until the teacher instructs them to do so
- Push chairs in and stand quietly behind them
- Not move out of the room until the teacher dismisses them
- Pick up all litter
- Help the teacher to turn off lights, fans and air conditioning.

HOMEWORK CATCH UP ROOM (HCR)

It is a requirement that all students complete set homework or assignment tasks. Students who do not complete this work may be referred by their teacher to HCR. Students wishing a space to complete their homework may also access this room. A teacher supervises this room and is available if a student needs help with their homework. Located in the Library classrooms on either campus and operates from 10.35 – 10.55am.

LAPTOPS

All students are expected, when using their laptop, follow ICT expectations and code of use. Students are required to bring their laptop to school charged and carry their laptop in the bag provided by the school. The IT desk, located in Yaamba Rd library, is open 8am - 4pm.

CHEWING GUM

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

AEROSOL CANS

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

DANGEROUS ITEMS

Any weapon or instrument that could be used to cause harm is prohibited at any school sanctioned activity. Students breaching this requirement may face serious consequences including suspension and the termination of their enrolment. The matter may be reported to the police.

OUT OF BOUNDS YAAMBA ROAD CAMPUS

There is no supervision on the Yaamba Road campus until 8.10am every morning.

Students should note that:

- Only when students are legitimately entering or leaving the site should they make use of the gateways and accesses.
- At first break after the 10:55am bell, the football fields nearest to the cemetery may be used, but only by students actually playing sport.
- 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.

SURVEILLANCE CAMERA

Camera surveillance (CCTV) is in operation at Emmaus College to ensure college and public safety and for the investigation and prosecution of criminal offences. Footage will only be accessed by persons authorised to do so. Should an incident occur, footage may be provided to the Queensland Police Service for law enforcement purposes. Your information will not be given to any other person or agency unless authorised or required by law. If you or your parents have any questions about the use of CCTVs please contact the College Administration.

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 might be – at school, in shopping centres or traveling to and from school, the uniform must be worn fully and correctly.

Parents/Carers enrolling their students in this College do so in the knowledge that Emmaus College has a uniform standard and that the uniform standard is monitored and acted upon.

GENERAL INFORMATION REGARDING UNIFORM

The PE uniform should not be worn to or from school. Time is provided in the PE lesson to change into or out of the PE uniform.

Shoes must be black leather lace up shoes. Buckled, jogger or slip on style shoes or variations of these, are not suitable for school. If you have any questions about what is allowed, please contact the office. Students who for medical reasons are unable to wear the required school shoes are asked to bring a letter from their doctor indicating the nature of suitable footwear for the student.

Hats are compulsory and must always be carried and worn when in the sun. The sun safety message is very clear. Overexposure to ultraviolet radiation (UVR) from the sun during childhood and adolescence is known to be a major cause of skin cancer. All students need to have a school hat and clearly mark their name inside the hat, not on the brim. When writing their name inside the hat we suggest (1) using white out and (2) avoiding the label.

Hairstyles should be neat and tidy in appearance, and hair longer than shoulder length must be tied back. Hair should be brushed back from the face. Extremes in style, cut or colour are not acceptable while at school. Extremes in style, cut or colour include markedly different hair lengths, lurid and bright colourings or multi-coloured hair.

Jewellery - The following jewellery is permitted as part of the College uniform:

- One plain ring
- Watch
- One fine chain or fine chain with small religious emblem
- Earrings: 1 pair only of small studs or sleepers to be worn in the lower ear lobe (female) no earrings (male)
- No other visible body piercing or visible tattooing is allowed
- No makeup
- No fake nails/nail polish
- Sunglasses are permitted when outdoors

Middle School Campus

362 Yaamba Road

Phone: (07) 4923 5700

Absentee: (07) 4923 5741

Senior School Campus

185 Main Street

Phone: (07) 4923 5700

Absentee: (07) 4923 5740

Office

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