
ST FRANCIS XAVIER COLLEGE



BE MERCIFUL

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STUDENT DETAILS

Name: Pastoral:

Pastoral Teacher: Room:

SAINT FRANCIS XAVIER COLLEGE SCHOOLWIDE PEDAGOGY VISION



To live the truth, we:

- Are Christ present to others
- Trust and respect each other
- Listen and show empathy
- Accept and embrace diversity

To lead with courage, we:

- Make learning meaningful and significant
- Create an inclusive environment where everyone can learn
- Build deep knowledge and deep understanding
- Offer a wide range of opportunities

To learn for life, we:

- Work together
- Build on prior knowledge
- Are actively responsible for our learning
- Think creatively about the future
- Take risks and challenge ourselves

OUR COLLEGE RULES

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

2015

ST FRANCIS XAVIER COLLEGE

DAILY ORGANISATION

The College timetable runs on a ten day cycle.

A Personal Development and Christian Values (PDCV) lesson is scheduled weekly.

Lesson times are as follows:		
	Juniors	Seniors
Pastoral	8.28 am	8.28 am
Period 1	8.40 am	8.40 am
Period 2	9.40 am	9.40 am
Recess	10.40am	10.40am
Period 3	11.10 am	11.10 am
Period 4	12.10pm	12.10pm
Lunch	1.10pm	1.25pm (M-Th) & 1.10pm (F)
Period 5	1.55pm	1.55pm
End of day	2.55pm	3.25pm (M-Th) & 2.55pm (F)

TERM DATES 2016

- Term 1** Monday 1 February to Friday 8 April
Term 2 Tuesday 26 April to Friday 1 July
Term 3 Monday 18 July to Friday 23 September
Term 4 Monday 10 October to Friday 9 December



SPECIAL DATES 2016

- 9 Feb Academic Awards Ceremony 9am
12 Feb College Community Day
10 Feb Ash Wednesday
19 Feb Opening Mass 9am
22 Feb Year 7 Welcoming Evening & Parent Information Session 6pm – 8pm
1 Mar Moderation Day (Pupil free day)
28 Apr Parent Teacher Afternoon 3.30pm – 7pm
3 May Parent Teacher Afternoon 3.30pm – 7pm
19 May College Athletics Carnival
27 Jul Academic Awards Ceremony 9am
11 Aug Moderation Day (Pupil free day)
13 Sep Parent Teacher Afternoon 3.30pm – 7pm
4 Nov SFX Day – End of Year Mass 9am
7 Nov College Sport Presentation Evening 7pm

ST FRANCIS XAVIER COLLEGE

COLLEGE UNIFORM

Uniform must be worn correctly at all times.

JUNIOR GIRLS	JUNIOR BOYS
<p>SUMMER:</p> <ul style="list-style-type: none"> SFX College dress (length: to the knee) or SFX College skirt (length: to the knee) or SFX College pants (SCAGS W121, SCAGS W191 or Midford style 7400) with SFX logo or SFX College Shorts with SFX logo SFX College blue blouse Midford Style 5047 Plain white socks (must cover ankle) Traditional style black polishable leather laceup shoes (platforms, raised heels, boots, ballet flats or sport shoes are NOT acceptable) <p>WINTER:</p> <ul style="list-style-type: none"> SFX College skirt (length: to the knee) or SFX College slacks (SCAGS W121, SCAGS W191 or Midford style 7400) with SFX logo SFX College blue blouse Midford Style 5047 SFX College royal blue jumper or vest SFX College jacket (Kea brand) Navy stockings or plain white socks (must cover ankle) TRADITIONAL STYLE black polishable leather lace-up shoes (platforms, raised heels, boots, ballet flats or sport shoes are NOT acceptable) 	<p>SUMMER: As for Winter or</p> <ul style="list-style-type: none"> Grey Wash and Wear College shorts (Midford 9904M or Hard Yakka 15306) SFX College blue shirt Midford style 1038C Plain grey or plain white socks (Must cover ankle) TRADITIONAL STYLE black polishable leather laceup shoes (boots, skate shoes or sport shoes are NOT acceptable) <p>WINTER:</p> <ul style="list-style-type: none"> Grey melange trousers SFX blue shirt Midford style 1038C SFX royal blue jumper or vest SFX jacket (Kea brand) Plain grey or plain white socks (must cover ankle) TRADITIONAL STYLE black polishable leather lace up shoes (boots, skate shoes or sport shoes are NOT acceptable) Black belt 
SENIOR GIRLS	SENIOR BOYS
<ul style="list-style-type: none"> SFX College skirt (length: to the knee) or SFX College slacks (SCAGS W121, SCAGS W191 or Midford style 7400) with SFX logo or SFX College Shorts with SFX logo SFX College white blouse Midford Style 5047 SFX College navy jumper, vest or cardigan SFX College jacket (Kea brand) College blazer optional Navy stockings or plain white socks (must cover ankle) TRADITIONAL STYLE black polishable leather laceup shoes (platforms, raised heels, boots, ballet flats or sport shoes are NOT acceptable) 	<ul style="list-style-type: none"> Navy trousers (Hard Yakka, Colour 438; Style 12379) Navy shorts (Midford 9904M or Hard Yakka 15306) SFX College white shirt Midford style 1038C SFX College navy jumper, vest or cardigan SFX College jacket (Kea brand) SFX Blazer and tie are optional items Plain navy or plain white socks (must cover ankle) TRADITIONAL STYLE black polishable leather laceup shoes (boots, skate shoes or sport shoes are NOT acceptable) Black belt
SPORTS UNIFORM	
<ul style="list-style-type: none"> Navy blue shorts with SFX logo St Francis Xavier PE shirt with SFX logo Plain white socks (must cover ankle) 	<ul style="list-style-type: none"> Sport shoes SFX tracksuit (optional) or Plain navy blue tracksuit – no stripes or coloured trim
ACCESSORIES	
<ul style="list-style-type: none"> Blue or white hair accessories only Navy blue gloves and blue or white scarves 	<ul style="list-style-type: none"> Plain white t-shirts may be worn under shirts but should not be visible below the hem or sleeve line Headwear may not be worn inside. Belts are not to be worn with the girls' uniform
All items must be clearly marked with student's name	

ST FRANCIS XAVIER COLLEGE

PERSONAL APPEARANCE

Hair is to be tidy at all times and of a natural colour. Extreme styles or colour changes or colour combinations are not permitted. All male students are to be clean shaven.

Make-up and **nail polish** are not permitted.

Jewellery – students may wear plain ear stud/sleepers (one per ear), chain with a small cross or crucifix worn around the neck. **Facial piercings of any kind are not permitted.** No other items or piercings are permitted (including spacers, extenders, or extreme earrings or results of where such jewellery has been worn). **Plastic covers or bandaids are not acceptable to cover piercings.** No visible tattoos are permitted.

The Assistant Principal Student Wellbeing has the final say on what is, or is not acceptable in regards to all of the above.

UNIFORM FREE DAYS

Uniform Free Days are held occasionally at the College.

The College expects that all students will dress appropriately on these days and that all necessary books and equipment are brought to College. Appropriate footwear should be bought for lessons in Workshops/Kitchens/Laboratories and Physical Education (uniform required for practical PE).

Inappropriate clothing/accessories include such items as:

- midriff tops/plunging/low/inappropriate necklines
- inappropriate slogans on clothing or bags
- excessive jewellery including earrings and facial piercings
- any clothing deemed inappropriate by the College

COLLEGE REGULATIONS

The expectations of St Francis Xavier College regarding student behaviour are clearly outlined in the Student Expectations form signed by all parents on acceptance of enrolment. **This provides support for the College's high standards for:**

- behaviour, dress and self discipline
- application to course work and study
- participation in College activities
- respect for property and people through observance of the school's rules.

Regulations are made for the safety and wellbeing of all members of the College community. The following standards of conduct are expected of all students:

1. Show courtesy and respect for staff and fellow-students by:

- Speaking politely to all staff, visitors, other students, canteen staff, etc.
- Allowing all college activities to progress in a way that is fair to all.

2. Behave in ways which allow all community members to feel safe at all times.

At St Francis Xavier we have a HANDS-OFF policy, which means that we:

- Avoid actions that could cause mental and physical harm to others such as harassing, teasing, fighting and bullying.
- Avoid any action which could harm others such as fighting, throwing objects, playing dangerous games.
- Avoid inappropriate displays of affection.

3. Co-operate in the school's program by:

- Arriving punctually to College and class.
- If a student arrives late to school, a late slip must be obtained from the Student Office.
- This slip is taken home for a parent/guardian to sign. Penalties for continued lateness may include making up time with the classroom teacher or Year Coordinator.
- Participating in all Sports Carnivals, House and Year group activities.
- Working diligently in class.
- Submitting punctually all assignments and homework.

ST FRANCIS XAVIER COLLEGE

COLLEGE REGULATIONS CONTINUED

4. Show respect for safety, good health, the environment and property by:

- Taking proper care of personal, College and public property.
- Alcohol, cigarettes and other drugs are not permitted at school or while students are in school uniform, or engaged in school activities. Prescription medication (and instructions for use) must be left at the Student Office.
- Not smoking on school grounds, at any school function or at any time while in school uniform; not bringing the materials for smoking to school, or remaining in a group where others are smoking.
- Not having any dangerous substances, objects or fire lighting equipment.
- **Not using or having aerosol spray at College.**
- Remaining within the defined areas during College hours.
- Walking in the building.
- Use appropriate bins provided for recyclable materials.
- Not eating and drinking in corridors, foyers, theatre, HUB, gym or on the oval. **(Chewing gum and bubble gum are not permitted at the College).**
- Not speaking with visitors to the College unless arrangements have been made with the Student Office.
- Informing a teacher of illness/injury. Reporting to Sick Bay. College staff will contact parents when necessary regarding illness at school.
- **Energy drinks and caffeine drinks are not permitted at school.**



MOBILE PHONES and ELECTRONIC EQUIPMENT

1. The College recognises that students may need to bring a mobile phone to school. However, while at the College, mobile phones and other electronic devices should not interfere with classroom practices, and should not jeopardise staff and student rights to privacy. Parents and students should ensure that phones are properly and adequately insured.
2. Phones are not to be used in corridors, the Student Services Hub, café or canteen, in Year group meetings, at whole school gatherings or on any of the playing areas around the College. Headphones should also not be visible in any of these areas. The school cannot accept any responsibility for theft, loss, damage of personal property, including mobile phones. Students will be permitted to check for messages at the beginning of recess and lunch, but this must be done in their Pastoral locker bay.
3. Senior students have the additional privilege of using mobile phones in the senior common room and senior car park.
4. Mobile phones and electronic devices should not be left in PE change rooms – rather they should be secured in the student locker. If this is not possible, students are encouraged to lodge the device at the Student Office for safekeeping. In accordance with the College Safe School Policy, use of a mobile phone to harass, annoy or upset another person will result in appropriate consequences.

Students are not to use mobile phones to film other students or staff at school. Using mobile phones to video playground incidents will be treated as a serious breach of conduct.
5. Students are not to use mobile phones to send or display offensive messages or pictures. Students should not have inappropriate or offensive images or material on their phones or devices. It is a criminal offence to use a mobile phone to menace, harass or offend another person.

These rules apply at Carnivals and Community Days.

Special arrangements may apply on school excursions. Students will be informed by the supervising teacher.

In the teaching areas of the College (Resource Centre, classrooms), individual teachers may enable the use of mobile phones for educational purposes or for access to music while students are working individually. This is at the individual teacher's discretion.

Breach of the College Mobile Phone and Use of Electronic and Digital Equipment Policy

1. Equipment being confiscated will be logged in at the Student Office.
2. If it is the first confiscation of the equipment, the Student Office will issue the student with a greenslip and the equipment will be returned at the end of the school day.
3. On the second offence the Student Office will issue the student with an AP Community Service detention and the equipment will be held at the Student Office until a parent is able to collect it.
4. On the third offence the Student Office will issue the student with a Friday detention and the equipment will be held at the Student Office until a parent is able to collect it.

SKATEBOARDS/SCOOTERS are not to be brought to the College.

BUYING, SELLING & TRADING - Students must not sell, buy, trade or bring to school items which are intended for such purposes. Requests for fundraising should be made to the Assistant Principal Student Wellbeing.

ST FRANCIS XAVIER COLLEGE

COLLEGE REGULATIONS CONTINUED

LOCKS & LOCKERS - It is a requirement that all lockers are secured by a substantial lock at all times. Year 7 students are provided with a combination lock at the beginning of the school year. Regular checks will be held and unlocked lockers will be secured by a padlock supplied by the College and paid for by the student. The cost of this will appear on the next fees statement.

SCHOOL FACILITIES & EQUIPMENT - must only be used when permission is given by a teacher, and only when students are supervised by a staff member. Students should not use classrooms, theatre, gym or music rooms for practising or rehearsing when not supervised. Any equipment used must be used properly, and returned immediately after students have finished using it.

FOOD & DRINK must not be taken into the Hub, Resource Centre, classrooms, or consumed in corridors, classrooms, computer rooms, theatre, gym, music room or oval.

TRAVELLING TO AND FROM THE COLLEGE

- Conduct when travelling reflects the student's self respect and respect for the College.
- On public transport, students should be courteous, quietly-spoken and seated when possible. They should not lean out of windows or doors.
- Students who ride bicycles or walk to school are expected to abide by the road rules, e.g. wearing helmets, riding single file, crossing at designated crossings, walking bikes on pedestrian crossings etc.
- Students who are reported for their poor behaviour when travelling will be dealt with as per College Behaviour Management guidelines. Parents should be advised that they may have to find alternative transport for their child if they persistently breach the ACT or NSW Transport code of conduct for public transport.
- If uniform is being worn to and from school, it needs to be worn correctly, as per College guidelines.

DISCIPLINARY MEASURES

1. Normally classroom teachers or supervising teachers deal with minor breaches of College regulations. Teachers may choose to issue GREEN SLIPS, which require students to spend some time at recess or lunchtime cleaning in the College grounds. These slips are signed by the supervising teacher, and returned by students to the issuing teacher.
2. Should a student's application or behaviour be unsatisfactory the matter will be brought to the attention of the Studies Co-ordinator and the Pastoral Leader by the teacher.
3. The student may receive a RED DETENTION slip. On receiving such a slip, students must report to the detention room at the beginning of lunch on the date shown.
4. For more serious offences, students may be required to attend a FRIDAY DETENTION between 3 and 4 pm.
5. The students who fail to meet assessment deadlines will serve a lunchtime detention to complete the work and parents will be e-mailed.
6. Students who disturb the learning of others may be removed from class for a lesson or lessons. Parents will be informed of "time-out" measures.
7. Smoking, carrying the materials for smoking, or remaining in a group where others are smoking will attract a Friday detention for the first offence and suspension for a second offence. A subsequent offence will jeopardise continued enrolment.
8. Students:
 - who are irresponsible
 - who ignore the rights of others in a serious way
 - who are constantly failing the course requirements
 - whose unsatisfactory attitude persists
 - who exhibit dangerous or aggressive behaviourmay be suspended for a time or, if there is no improvement after several warnings, may be asked to leave the College.

Suspension means that a student's enrolment at the College is suspended until a satisfactory resolution is reached.

Such resolution includes a meeting with the Principal, the student's parents and the student. This may result in exclusion from the College or a Conditional Enrolment.

- Students who deliberately break school rules regarding violence, drugs and alcohol may have their enrolment cancelled.

Parents are notified and a permission slip is provided prior to all activities outside normal school hours.

ST FRANCIS XAVIER COLLEGE

SICKNESS AND MEDICATION

- Any student leaving class or absenting himself/herself from class because of sickness must report to the Subject Teacher before reporting to the Student Office. The Student Office personnel will record the necessary details.
- Parents will be notified of their child's illness and arrangements will then be made by the Student Office for the student to return home. **The Sick Room is used only for temporary accommodation while the student is waiting to go home. If a student is too ill to be in class, he/she is ill enough to go home.**
- **It is essential that the name and phone number of an available person and an address where he/she may go is on record in the college office, in case of illness. Students are not to come to college or remain at college, if they are ill.**

MEDICATIONS AT COLLEGE/COLLEGE EXCURSION/COLLEGE CAMP

If it is absolutely necessary for a student to bring any form of medication to College or any College activity, he/she must have a completed form from his/her parents giving full details of: the type of medication, the dosage required and the time that the medication needs to be administered. This note and the medication must be presented to the Student Office (or the Teacher on a Camp or Excursion). The only medication that can be in the possession of the students (at College or on a College camp or Excursion) is emergency medication that must be carried at all times by the individual (e.g. asthma or allergy medication). Students found disobeying this rule will have the medication confiscated until their parents have been notified.

SENIOR STUDENT ATTENDANCE AND BEHAVIOUR

In addition to the previous regulations for all students, there are different expectations and responsibilities in relation to Senior students. These are listed in detail in the Senior Handbook and in summary below:

UNIFORM:

- Correct and complete uniform is to be worn at all times.
- Make up is to be discreet. Nail polish is to be of a neutral shade.
- All hair and jewellery rules apply as stated in the section on Personal Appearance.

ATTENDANCE:

- Students are expected to attend all classes, to behave appropriately and to be punctual.
- All students are to attend all PDCV classes, Assemblies and whole College events.
- Students are required to attend Pastoral every day.
- Students who miss an assessment task must provide a Doctor's Certificate.
- Any student who misses a class must provide a note of explanation. If a note is not received or the reason given is not acceptable, an 'unexplained absence' will be recorded.
- Students must sign out when leaving the College and sign in when arriving or returning.

BEHAVIOUR:

- A student whose behaviour impedes the learning of others will be asked to leave the classroom and will have an 'unexplained absence' recorded.

IF DRIVING TO SCHOOL:

- Use the Student Carpark and display student parking permit.
- The Student Carpark is out of bounds except when arriving at or departing from the College.
- A student has 5 minutes grace between signing out and exiting the carpark.
- The Staff Carpark is out of bounds.
- Accept responsibility for any damage caused while in control of a car.
- Obey the speed limits around the College.
- Carry as passengers only those students who have parental permission to be in the car.
- Students are not permitted to drive other students on College excursions.

ST FRANCIS XAVIER COLLEGE

SAFE SCHOOL POLICY

At St Francis Xavier College we have a **safe school** policy and a hands-off rule. We insist on respect for the dignity of the human person. Our College values justice, love, integrity and truth.

Through the policy and our actions we aim to:

- help adults and students to make our school a safe place
- ensure that all members of the school community understand and accept their rights and responsibilities
- enable people affected by harassment or bullying to receive support
- change the behaviour of those who bully or harass by supporting students who exhibit bullying behaviour to attempt to develop more effective social relationship skills as per the College Behaviour Management Policy.

Harassment or bullying is any behaviour which makes people (of any age) feel humiliated, intimidated, offended or unsafe.

Harassment can be verbal or non-verbal, emotional, psychological, physical, sexual, religious or racial.

It can include:

- physical contact (pushing, hitting, tripping, kicking, unwanted touching)
- teasing
- damage to personal belongings
- gossiping
- theft of personal property
- disclosing personal information
- abusive or insulting comments (personal, racist, sexist, familyrelated)
- graffiti
- rude gestures
- stealing, hiding, damaging property or threatening to do so.
- spreading rumours
- staring
- deliberate exclusion
- threats
- unwanted phone calls, text messages, email chatting pictures
- swearing, offensive language
- following or stalking
- offensive or insulting notes, letters or email
- daring or forcing people to do dangerous or embarrassing things

If you are concerned about bullying or harassment, make sure you speak to a teacher, your parents, your Pastoral Leader, Year Co-ordinator or the School Counsellor.

YOU HAVE THE RIGHT TO BE SAFE AND A RESPONSIBILITY TO KEEP OUR SCHOOL A SAFE PLACE

STUDENTS

All students are urged to:

- tell a member of staff if they are being bullied;
- tell a member of staff if they see or know of a bullying incident;
- take some positive action to stop the bullying if they observe an incident;
- remember that doing nothing to stop known bullying implies involvement in the bullying behaviour;
- participate in school activities designed to promote positive peer relations.
- participate in counselling.

PARENTS

Parents play a key role in responding to bullying behaviour. They should work in partnership with the College in all aspects of the process.

All parents are urged to:

- contact the College if they know or suspect that their child is being bullied or is involved in bullying behaviour,
- listen to your child and take their feelings seriously,
- avoid advice such as 'not to worry', 'forget it', or 'toughen up',
- help your child develop strategies to deal with the bullying behaviours (including communication skills and assertiveness).
- be aware of your own reactions to avoid conveying mixed messages,
- avoid the urge to personally intervene in the situation unless absolutely necessary, as this will make your child feel less in control,
- help your child feel good about the other things in their life. Build their self esteem,
- recognise the seriousness of the issue and support the school in implementing this policy, when it is clear that your own child is the bully.



ST FRANCIS XAVIER COLLEGE

SAFE SCHOOL POLICY CONTINUED

STAFF

All staff must support our culture of caring for each other, acknowledge the worth and contribution of all members of the community and model appropriate positive behaviours at all times. Staff should treat any report seriously, listen to the student and reassure them that they have acted correctly in reporting the bullying behaviour.

All Staff should:

- first ensure that all students involved are safe,
- make a brief written summary of the incident, pass it on to the Year Coordinator,
- ensure that the incident has been followed up by the Coordinator,
- develop a common understanding of unacceptable bullying behaviours and the effect these have on students,
- participate in ongoing professional development in this area.

PROCEDURES FOR RESPONDING TO BULLYING BEHAVIOUR

1. An initial written summary is received by the relevant Coordinator.
2. An assessment is then made as to the level of severity of the incident and an appropriate response is set in place. (This along with outcomes is to be recorded and placed on file).

Aspects of this response will usually include:

- interview all parties and mediate
 - contact parents
 - negotiate a commitment for change and resolution
 - inform all involved of agreed behaviour now expected
 - evaluate effectiveness of resolution processes
 - refer to School Counsellors and possibly outside agencies
3. In most cases, disciplinary measures may include detention, behaviour contract, removal of privileges, exclusion from excursions, adjustments to individual timetables, isolation during breaks and suspension.
 4. If a student continues to engage in bullying behaviour, they will be required to attend a formal interview in the presence of their parents with the Assistant Principal (Student Welfare), Year Coordinator and the Principal. At this stage major sanctions can be imposed.



USEFUL CONTACTS

Kids Helpline www.kidshelp.com.au
 Reach Out www.reachout.com
 Headspace www.headspace.org.au
 Lifeline www.act.lifeline.or.au
 ACT Community Services www.communityservices.act.gov.au

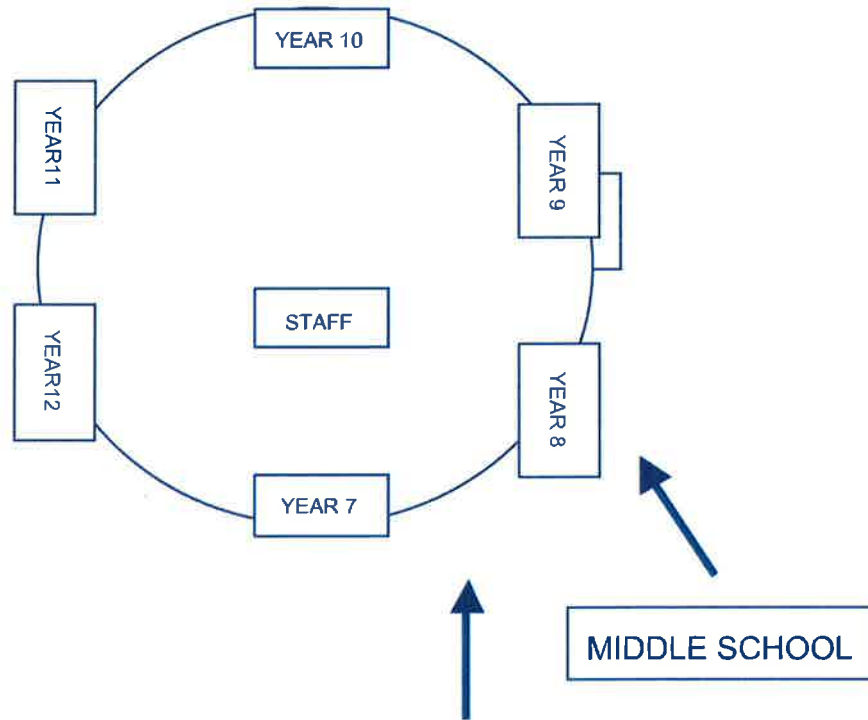
WEBSITES TO CHECK OUT:

www.bullyingnoway.com.au
www.health.act.gov.au/c/health
www.reachout.com.au
www.ybblue.com.au
www.youthbeyondblue.com
www.cybersmartkids.com.au



ST FRANCIS XAVIER COLLEGE

EMERGENCY EVACUATION PROCEDURES



WHEN A CONTINUOUS ALARM SOUNDS

- Stop whatever you are doing
- Leave the building using the nearest exit, lock classrooms and staff rooms if possible
- Walk slowly, listening to any instructions you may be given
- Go immediately to the oval

STUDENTS

- Meet your Pastoral Leader in the designated area
- Line up in alphabetical order with your Pastoral group
- Remain seated with your Pastoral group until further directions are given

STAFF

- Pastoral Leaders go immediately to Assembly area; meet Pastoral; Pastoral Leader to stand towards the **centre of the oval**
- Mark roll, give information to Year Coordinator.
- Other staff report to Assembly area in the central area of the oval.

ST FRANCIS XAVIER COLLEGE

PASTORAL CARE AND HOUSE SYSTEM

At St Francis Xavier College each student belongs to a small Pastoral Care group which meets daily and enables students to receive and extend the care and support necessary in a large and busy community. Each school day begins with Pastoral, when students, in groups of about twenty from the same year group and House, meet their Pastoral Leader for prayer, roll call, information sharing and discussion. Pastoral groups also meet regularly for an extended Personal Development and Christian Values program.

Each student and staff member belong to one of five Houses.

Dullugal	Pindari	Irin-Irin	Gariwang	Koorilla
North	High	West	East	South
Blue	White	Gold	Green	Red

The **Houses** were named using the Ngunnawal language, reminding us of our connection with the local environment and its original inhabitants. **House activities**, including celebrations, competitions, Community Day and athletics carnivals enable students to identify with their House, and to form strong bonds of support and encouragement with students in other Year groups.

Student leaders are elected from each House, and form part of the College's leadership team.

The House Points system rewards students for positive contributions to the daily life of the school. Students who receive House Points from staff deposit them in their House box in the wall near the chapel. The points are tallied each week; totals are published in the daily Pastoral Notices, and each Monday a lucky draw is conducted for each Year group. Each winner receives a canteen voucher. At the end of each term the House with the largest number of House Points receives a special reward.

The House Spirit Cup is awarded annually to the House displaying positive community spirit across a range of areas, including sports, cultural and arts activities, volunteering, and fundraising.

SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT

St Francis Xavier College is committed to providing a positive learning environment for all students through:

- The development of a simpler, clearer and more consistent set of schoolwide behaviour expectations linked to our Behaviour Management Policy for Students.
- The development of simple and clear context-specific behaviour expectations.
- A greatly increased focus on defining and explicitly teaching behaviour expectations and skills to all students.
- An increased focus on developing procedures, environments and staff actions that acknowledge and encourage positive student behaviours.
- An increased array of services for students displaying challenging behaviours.
- An increased use of behaviour incident data and related evidence to inform decision making.
- A recognition of the need to develop and maintain evidence-driven discouraging processes for inappropriate student behaviour.
- Increased behaviour support professional development available to all school community members.
- Focus on three College rules that encompass and underpin our Gospel values – Be Respectful, Be Responsible, Be Safe.

ST FRANCIS XAVIER COLLEGE

TECHNOLOGY

Studywiz



Studywiz is the College's Learning Management Software. When you login to Studywiz you will find access to each of your classes. This is where you will find unit outlines, assessment documents and other resources.

E-Locker

E-Locker is part of Studywiz that allows you to upload your work to the network. All files that are stored in your E-Locker are backed up nightly by the Network Administrators.

You can upload to E-Locker from a USB, CD-Rom DVD and external hard drive. There is also a shared E-locker for each of your classes, where you can submit (upload) assignments.

Outlook (Email/Calendar/Timetable)

Microsoft Outlook is the email package that staff and students use. Students will also find their timetable in the calendar function of Outlook. It is important that students check their email accounts regularly as this is how important information is disseminated.

IMPORTANT

It is important that your school work is saved (uploaded) to your E-Locker, it is accessible over the internet and is backed up every night. USB Thumb Drives are unreliable and can be lost easily.

Equipment

The Resource Centre has a range of equipment that can be borrowed for use for assessment purposes. These include digital still cameras, video cameras, headphones, and External CD-rom drives. Students with school issued laptops are expected to comply with the guidelines set out in the Student Laptop Policy, which can be found on Studywiz.

Oliver (Library Catalogue)

Oliver is the online library catalogue used to search and access the print and digital resources in our collection. It is accessible at school and at home through the Resource Centre on the College web site www.sfx.act.edu.au.

DATABASES AVAILABLE THROUGH STUDYWIZ AND OLIVER

Points of View

Differing points of view on many current topics. Perfect for Ethics and RE.

Issues & Controversies

More than 800 hot topics in business, politics, government, education, and popular culture. Perfect for Ethics and RE.

Bloom's Literary Reference Online

Examines great writers, important works, memorable characters and influential movements and events in world literature.

Health Reference Centre

Examines all aspects of health and disease

Science Online

A broad range of scientific disciplines through extensive definitions, essays, diagrams, biographies, and experiments.

The World Almanac® for Kids Online

Resources for homework, reports, general information.

Modern World History Online

American History Online

World Geography and Culture Online

Weblinks

Thousands of teacher-reviewed approved and annotated websites.

EBSCO Science Reference Centr

Curriculum Video On Demand

Infobase eBooks

Non-Fiction, curriculum related ebooks

World Book Online

The online version of the World Book Encyclopedia, covering a wide range of topics.

Ancient and Medieval History Online

National Geographic Archive

World Religions Online

Papal Encyclicals Online

Letters from the Pope

Australian National University - Italian Studies

ST FRANCIS XAVIER COLLEGE

REFERENCING HARVARD STYLE

Why reference?

When you use the ideas of another person in your work, you must acknowledge this. Referencing allows the reader to find the same sources of information that you did, to enable them to read more on the topic or to check your interpretation. Referencing makes it clear when you are drawing your own conclusions from the evidence presented, or where you are quoting or paraphrasing from another person's work. Most importantly, by referencing you avoid plagiarism.

Plagiarism

Plagiarism is to pretend that ideas or language of other people are your own. In your assignments, you imply that all of the ideas and language are your own, unless you explicitly indicate otherwise. If you fail to make clear that sections of your work are not your own, then you are guilty of plagiarism. Plagiarism is stealing, and is a very serious offence.

When to reference

You must reference when:

- quoting the exact words of another writer
- paraphrasing - putting the work of another writer into your own words
- summarising - using ideas or material directly based on the work of another writer

Where to reference

Referencing involves:

- **In-Text Referencing or Footnotes** (i.e., identifying and acknowledging your sources) within your essay
- Reference List or **Bibliography** at the end of your assignment

IN TEXT REFERENCING AND BIBLIOGRAPHIES

At the point in your assignment you mention another writer's work, you must reference it. This is called In-Text Referencing. Usually this happens at the end of the sentence or paragraph attributed to that writer.

The pattern is as follows:

Author, Year, Page number (if applicable)

Bibliographies come at the end of the assignment and are a list of the full details of the resources used. The following is the standard for the 2 main types of bibliographies:

Book

Author, Year, Title (in italics), Publisher, Place of Publication

Website

Author, Year, Title (in italics), Date viewed, URL

Specific examples of in-text referencing and bibliographies are set out on the following page.

More in-depth details about referencing a variety of subjects can be obtained from the Resource Centre web page, Bibliography Booklets in the Resource Centre, and the Resource Centre staff.

Students are encouraged to use the Online Referencing Generator also located on the Resource Centre web page

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QUICK REFERENCING GUIDE

Resource	Examples of In-text referencing	Examples of a Bibliography at the end of an assignment
Book - 1 author	The population of France in 1780s was 28 million (Barber 2004 p.4)	Barber, N 2004, <i>The French Revolution</i> , Hodder Wayland, London.
Book - 2 authors	In 2008, Rugby League celebrates its centenary (Collis and Whiticker 2008 p.281)	Collis, I & Whiticker, A 2008, <i>Rugby League: 100 Years in Pictures</i> , New Holland, Sydney.
Website	NASA says that Pluto is no longer considered a planet (Arnett 2009)	Arnett, B 2009, <i>The Nine Planets</i> , viewed 28 July 2009, www.nineplanets.org (A company or organisation can be an author if there is no specific author)
Website - No author	Gold was discovered in Bathurst NSW in 1851 (The Australian Gold Rush 2007)	<i>The Australian Gold Rush</i> , 2007, viewed 28 July 2009, www.cultureandcreation.gov.au/articles/goldrush (When there is no author, put the title first)
Website - no date	Guide Dogs Queensland was established in 1960 (Guide Dogs QLD n.d.)	Guide Dogs Queensland, n.d. viewed 20 September 2012, http://www.guidedogsqld.com.au/ (When there is no date, use n.d. in place of the date)
Magazine or newspaper article	(Gorman and Park 2002)	<i>Gorman, C & Park, A 2002, 'The new science of headaches', Time, no.39, October 7, p. 48-54.</i>
Bible	The Ten Commandments (Exodus 20:1-17 NIV)	<i>You do not put the Bible into the bibliography. You include the Book, Chapter, Verse and Bible version within the text of your assignment.</i>
Catechism	(CCC 124) (CCC 2242)	<i>The Catechism of the Catholic Church</i> , 2000, 2nd. edn., St. Paul's Publications, Strathfield, NSW.
Catechism - Online	(CCC 124) (CCC 2242)	<i>The Catechism of the Catholic Church</i> , 1997, 2nd. edn., viewed 30 July 2009, www.scborromeo.org/index2.htm
Encyclicals - Online	(Caritas in Veritate 2009)	Benedict XVI, Pope, 2009, <i>Caritas in Veritate: On integral human development in charity and truth</i> , viewed 29 July 2009, www.vatican.va/holy_father/benedict_xvi/encyclicals