ST MARY'S
Catholic College

STUDENT
EXPECTATIONS

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MISSION STATEMENT

St Mary's Catholic College Vision

Faithful to the mission of Jesus, we partner with families to empower our students to realise their full potential so that they can **make a difference** in our world.

At St Mary's Catholic College, we grow graduates to be:

- Discerning believers

- Reflective and creative thinkers

- Effective communicators

- Self-directed and life-long learners

- Collaborative contributors

- Caring family members

- Responsible citizens

St Mary's Catholic College Mission

Through FAITH, HOPE and LOVE, we make a difference in our world.
"In short, there are three things that last: Faith, Hope and Love". Corinthians 13:13

Mary, the mother of God

The College is named after our Patron Saint – Mary, the mother of God. One of our distinctive features is to model the courage of Mary – the courage to say 'yes'.

We honour Mary at the College in several ways, including one of her many feast days. The Feast of the Assumption of Our Lady occurs on the 15th of August, and celebrates when according to our faith, the Holy Mother, "having completed her course of her earthly life, was assumed body and soul into heavenly glory".

Each year we celebrate this Feast as a whole College, with a day dedicated to reflection, fun, and community. The day begins with a whole College Mass that reflects on the life of St Mary and her courage to say "yes." Students wear their house shirts and spend the day enjoying activities and fun, organised by dedicated teachers who give regular count-down updates to such a huge celebration. The day ends with a show that highlights the talents of students and teachers.

This is a wonderful day, where both staff and students create memories of their time at the College. The date is published each year, and all families are most welcome to attend.

Additionally, we honour Mary with the naming of our sports precinct - the Nazareth Pavilion. Nazareth is the town where it is written that the Angel appeared to Mary to announce she would become the mother of God. Nazareth is also believed to be the childhood home of Jesus. Art and sculptures of Mary also appear in the College in many places.

STUDENT PROTECTION

The protection of young people is fundamental to education at our College and to a healthy society. As a student, you should feel that your school environment is safe, and that you will be supported if there is an ALLEGATION OF HARM OF ANY KIND, such as:

- Harm to you by a member of the school staff.
- Harm to you by another student.
- Harm by a volunteer at the school.
- Harm by someone away from the school community such as a parent, a relative, a family friend, a stranger.
- Harm by self.

If you report harm to a staff member or if a staff member has a concern about you regarding harm, that staff member may need to go to what is called a Student Protection Contact and/or the Assistant Principal of Student Wellbeing who will follow up further. The Student Protection Contact Officers are displayed on posters throughout the College buildings.

Student Protection Contact Officers can be contacted before and after school and during breaks in their respective staffrooms. As well the student counsellor can be contacted at any time at the College. However, any teacher will listen to you and take your words seriously. Depending on the circumstances of harm allegation there may be a need to notify the appropriate authorities whose role it is to investigate and assess the need for further intervention and support. There also may or may not be a need to inform parents.

STUDENT AND PARENT PORTALS

Students and parents should access the College portals to obtain information about the College. The portals can be accessed from the College website www.smcc.qld.edu.au

- Student portal found at Our College ➜ Our Students then click the Student Portal button.
- Parent portal found at Community Life ➜ Parent Portal.
- Registered emails used for usernames and passwords are provided.

PARENTAL CODE OF CONDUCT

The College expects that Parents abide by the Parental Code of Conduct as expected by Catholic Education Services. The code of conduct document is available on the CES website. The key point in the code of conduct is to conduct oneself respectfully to all staff, students, parents and other community members. Parents/Carers do need to support all College policies and procedures, including those pertaining to behaviour management. Concerns are always addressed, and parents are asked to directly contact relevant classroom teachers before seeking assistance from Heads of Years, Heads of Departments, Assistant Principals, and the Principal.

COLLEGE EXPECTATIONS

To demonstrate engagement in learning for ourselves and others in our community, students accept the following expectations:

- Punctual to school and class.

- Follow instructions as directed by staff.

- Wear the College uniform appropriately within and outside the College grounds.

- Adhere to the mobile device policy. Devices are to be secured and stored in the student locker during the school day.

- Present to class to engage in learning activities with all correct equipment.

- Graffiti and vandalism will not be tolerated.

- Physical contact is not permitted with another student, staff member or visitor to the College or a College event.

- Inappropriate language is not permitted at the College.

- Attendance at College Events is compulsory (e.g. whole College masses, retreats, camps, sporting and/or other significant cultural events etc.)

- Students are encouraged to voice/report any bullying or harassment concerns to a staff member: e.g. Pastoral Mentor, Head of Year, Classroom Teacher

- Meet assessment requirements as outlined in the school assessment guidelines and/or classroom teacher.

- Valuables should not be brought to school. Personal equipment should be stored in a locker to remain secure.

- Use the College diary as a communication and organizational device for students, parents, and teachers.

- Report to student reception for illness or need to contact home.

- The use/possession of drugs, alcohol or dangerous items is not permitted at the College, or when representing the College at organized events.

- Bikes and scooters are to be walked within the school grounds when arriving and departing for the school day. Normal road rules apply when using these devices.

- School lockers are to be locked, clean and only used before/after, and during school recess breaks.

This list is not exhaustive and is designed to provide students with a general guide for College expectations. The Principal is the final arbiter in areas of dispute

BULLYING AND HARASSMENT

Bullying and/or harassment is when a person or group of people use physical, verbal or other behaviours to intimidate, put down or hurt another person or group of people. There must be a **power imbalance**, for example, a bully has a strong influence over other peers, and the behaviours must be **ongoing** to be classified as bullying. St Mary's Catholic College has a 'Zero Tolerance' policy when it comes to bullying and students are constantly encouraged to report incidences of bullying.

To report bullying, students and parents may contact any teacher, a Head of Year, Assistant Principal Junior/Senior Secondary or email 'Bullymail' at bullymail@smcc.qld.edu.au, which is checked regularly.

It takes time to investigate allegations of bullying and to determine and implement the best and most fair response. Each allegation of bullying is a unique case and so a strict timeline cannot be set for College responses.

For additional information on bullying/harassment please access the Bullying/Harassment Guidelines.

UNIFORMS

The specific uniform requirements outlined within this policy, have been discussed at length and agreed upon by the St Mary's Catholic College (SMCC) Board and College Leadership Team. By outlining the precise uniform guidelines, we aim to ensure consistency across the entire SMCC community, reflecting our commitment to delivering a conducive learning environment where every student feels equal. Our uniform policy aims to foster a greater sense of unity and pride within our College community, whilst eliminating any uncertainty regarding uniform expectations for students and staff, as well as parents and carers alike.

At SMCC, uniforms must be worn **neatly, completely, and correctly** by every student enrolled at our College. Correctly wearing of the uniform, together with modest but high standards of **personal grooming,** demonstrates pride in the College, respect for oneself, and respect for others. It is the responsibility of every parent and student to ensure that the College is represented well within our community and to adhere to the uniform policy.

Uniforms must always be worn completely and correctly during school hours and when travelling to and from school. Students have a **Formal Uniform,** which must be worn most school days. However, a student should wear the St Mary's **Sport Uniform** on days where a student has a practical sport lesson and **only** on such days. Students are also required to wear a **House Shirt** with their sports uniforms on various community days and carnivals throughout the year.

All uniforms are available at the College Uniform Shop. Students in Years 7, 8, and 9 must wear the junior formal uniform and students in Years 10, 11, and 12 must wear the senior formal uniform. The uniform requirements are detailed below.

Girls Formal Uniform

Junior Girls Blouse	Plain light green fitted blouse with piping on sleeve and pocket. Cross-over tie to attach from under the collar. College crest on pocket.
Junior Girls Skirt	Bottle green gabardine skirt with right side pocket with zip. To be worn not more than 8 cm above the knee when kneeling.
Junior Girls Culotte	Bottle green gabardine culotte with right side pocket with zip. Similar look to junior girls skirt. To be worn at knee length.
Senior Girls Blouse	White fitted ladies' blouse with plaid piping on sleeve cuff, set-in sleeve and pocket. Permanent pre-tied Windsor knot tie that is removable with button attachment under collar.
Senior Girls Skirt	Bottle green plaid 'A-line' mid-calf length skirt with front pleats. Girls formal socks White socks which cover the ankles when folded down.

Boys Formal Uniform

Junior shirt	Tweed green shirt with buttoned front and collar. Bottle green trims to pocket and sleeves. College crest on pocket.
Senior shirt	Green shirt with a buttoned front, bottle green trims to inner dress collar stand, pocket and sleeves. College crest on pocket.
Senior tie	Green striped tie with College crest.
Shorts	Dress bottle green shorts. Optional elastic addition available (not visible, hidden under the belt). Socks Bottle green long socks with 2 tweed green stripes.
Belt	Plain black leather or vinyl belt with simple buckle to be worn with formal uniform at all times.
Senior Trousers	Optional formal black trousers to be worn with belt.

Unisex Sports Uniform

Sports shirt	Bottle green and maroon garment with raglan sleeve in breathable square waffle sports microfibre. Silkscreen print on the back and fully embroidered College crest on the front. Available in unisex and female cut.
Sports shorts	Bottle green shorts in lightweight, quick dry and colourfast microfibre pongee fabric. Side pockets with embroidered College branding on left leg. Available in unisex and female cut.
House shirt	House coloured shirts with raglan sleeves. Embroidered College crest on the front. To be worn on specified community days only.
Sport socks	White ankle socks with green soles and College branding on both sides. To be worn with sports uniform only.
Sport shoes	Low cut, supportive, lace-up, all-purpose sport shoes for running with suitable grip. Colour should be discrete. Skate shoes and other flat-soled shoes are not acceptable.

General Uniform Items (Unisex)

Hat	Bottle green with maroon edges with embroidered crest and logo.
Cap	Bottle green cap with maroon trim and embroidered crest and logo. Strap back with an adjustable embossed SMCC buckle. The cap may be worn with sport and formal uniforms.
Knitted jumper	Bottle Green classic fit knitted jumper with fully embroidered crest. Jumper is an optional item and may be worn with sports and formal uniforms.
Jacket	Bottle green jacket in lightweight pongee microfibre fabric. Waterproof with inner lining. May be worn with sport and formal uniforms.
Formal shoes	All black polishable leather, lace-up, low-cut with distinctive heel.

Uniform Expectations

- Formal and sport uniform cannot be mixed.

- Boys' formal shirts are to be tucked in and socks are to be pulled up at all times.

- Every student must wear a St Mary's hat when outdoors.

- Year 12 students may wear a senior shirt and/or a senior jersey as part of their sport uniform only.

- T-shirts may be worn under uniforms as long as they are not visible in any way.

- School blazers and formal hats are available for borrowing for approved occasions.

- All block exams must be undertaken in formal school uniform.

- School tour uniforms are only to be worn under the direction of the College principal.

Alterations to the College Uniform

- A medical certificate is required to wear the College uniform in a way that does not meet these expectations.

College Bags

- All students must use the St Mary's Catholic College bag.

- St Mary's Catholic College drawstring bags are an optional extra.

Jewellery

- Jewellery is to be discreet, meaning not particularly noticeable, and is limited to:
  o One watch.
  o One silver or gold simple necklace with a religious medallion or cross only worn under the College uniform not visible.
  o One small silver or gold sleeper/stud in each earlobe only no larger than 5 mm.

- Visible piercings other than earrings as described above must be removed while in school uniform, this includes clear or thin coloured piercings.

- Braclets and rings do not form part of the College uniform and are not to be worn by students.

Personal Grooming

- Make-up, nail polish and cosmetic accessories such as acrylic nails and eyelash extensions are not acceptable. Eyebrows are to be natural and discreet (e.g. similar to natural hair colour).

- Hair is to be of conventional style, neat and of a natural colour, shade and tone. Examples of unacceptable styles include but are not limited to mullets, undercuts, shaved patterns, steps, lines, dreadlocks, cornrows, marked contrasts of length, and crewcuts less than number 3 comb length. Given changing fashions, the College reserves the right to determine what is considered acceptable at any time.

- Students are to be clean-shaven. Cultural exemptions must be approved through consultation with the Principal.

- Visible tattoos are not permitted at St Mary's Catholic College.

Hair Length

- Hair that is the same/similar length beyond the collar must be tied back at all times with discreet hair accessories that are black or one of the College colours: white, maroon or dark green. Hair must be kept out of the face and eyes.

ELECTRONIC EQUIPMENT AT ST MARY'S CATHOLIC COLLEGE

From 2024, all Year 7 students will be provided with a St Mary's Catholic College (SMCC) laptop for use at school and home. Students who commenced at SMCC before 2024, are required to bring their own laptop, as per previous years.

When at school, laptops and personal electronic equipment are to be used for school-related purposes only. Both students and parents/carers must agree to the Electronic Equipment 'Conditions of Use' policy, which includes the following key points:

- Security of SMCC laptops or personal electronic equipment is the student's responsibility; unattended devices must be stored in a locker at all times.

- Any SMCC laptop that is lost, stolen or damaged, must be immediately reported to the College IT department.

- Students using an SMCC laptop must carry their device in the laptop sleeve provided.

- Laptops must be taken to school on every standard school day, and taken home again every afternoon, to be charged for the next day. Laptops are not required on community days such as athletics or swimming carnivals.

- Students are to protect the integrity of all usernames and passwords for their devices and accounts.

- SMCC staff have the right to inspect all content on any device taken to school. This includes both SMCC laptops and all personal electronic equipment, purchased by students.

- SMCC is not responsible for any damage, loss, or theft of personal electronic equipment brought onto College grounds.

- SMCC strongly encourages parents/carers to insure any personal electronic equipment for accidental damage.

- If a student misuses their SMCC laptop or personal electronic equipment, or if it is deemed that a device has become a security concern, the device may be confiscated pending an investigation.

SMCC expects that all electronic equipment will be used as per the following:
- Electronic equipment may only be used in class with the teacher's permission between 8:30 am and the end of the school day.
- Mobile devices are not to be seen or used on the school grounds or in classrooms, this expectation extends to wearable technologies, which must be offline. The following two points are the only exceptions to this rule:
    1. Students are allowed dedicated 'mobile device access' at their allocated lockers, for 10 minutes at the start of each recess and lunch break. After this time, students must secure their devices back in their lockers at the sound of the second recess bell, which marks the end of device access time.
    2. Students in Years 10, 11, and 12 may access laptops and tablets in the library during recess and lunch to study under supervision School Provided Software

The following software is made available to all College students at no extra cost:

- Google for Education
- Microsoft Office 365 – Students are entitled to 5 free copies
- Adobe Creative Cloud Suite

If your child is studying a subject that requires a specific piece of software, the class teacher will advise how to download it on to their device.

Printer Usage

St Mary's Catholic College provides a printing facility through the Paper Cut Mobility Pint service which enables students to print and collect their work from any of the five student printers around the College. All students are encouraged to minimise their reliance on printing to reduce paper usage at St Mary's Catholic College. A term limit of $20.00 for both colour and black and white prints will apply to each student.

Internet Usage

St Mary's Catholic College provides Internet access via a high-speed fiber optic connection to Catholic Education Services. No other access to personal networks is allowed on the College Campus, such as mobile hotspots, VPN services or any other third-party internet service.

GENERAL INFORMATION

Excursions

All excursions are completed in formal uniform unless otherwise specified.

Absentees/Lates

If a student is absent from school, confirmation of this by a parent/guardian is required before 8.30 am on the day of the absence. Students not able to be at their pastoral group by 8.30 am, must report to Student reception to sign in. Students must have their ID cards with them for processing. Repeated late arrival will require intervention from the College pastoral team with the student and family.

Valuables

Students should not bring valuables or large amounts of money to school. ALL personal property brought to school should be clearly labelled. Valuables may be left at the College office and should not be left in bags or in unlocked lockers.

Permission to Leave School Grounds

If a student is required to leave the school grounds, a note explaining the reason for his/her leaving the school must be presented to his/her Pastoral Mentor. After the Pastoral Mentor has signed the note, the student is required to present the note to the office at the time of signing out.

STUDENT PASTORAL SUPPORT SYSTEMS

Our Beliefs about Pastoral Care

St Mary's beliefs about teaching and learning socially at school, student behaviour supports, and responding to students to meet their needs, unify us and direct our actions.

At St Mary's we believe in the inherent dignity of each person.

We also believe:

1. Reconciliation and restorative justice practices are founded on the Gospel values promoted by Jesus Christ.

2. Each person in the school community is valued and treated with respect.

3. Education is a collaborative venture with the school, family, parish and wider community.

4. Just and fair processes are used to guide and develop the ability of all members of the community to make sound and moral decisions.

5. Inclusive, supportive and respectful relationships enhance the wellbeing and learning capabilities of all in our community.

Our Whole-School Approach; a Multi-tiered Systems of Support (MTSS)

Multi-tiered Systems of Support (MTSS) is a framework (Diagram 1) for schools that use a systematic approach to positive behaviour support for all students. The aim of implementing the framework is to achieve increased academic and social progress and achievement for all students by using evidence-based practices. One of the focus areas is explicit teaching of behaviours that assists students to access learning – academically and socially - at all stages of development throughout their education.
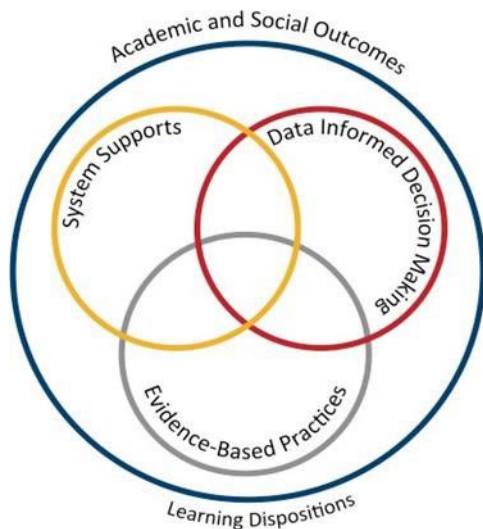

Diagram 1: Adapted from *School-wide Positive Behaviour Support: implementers' blueprint and Self-Assessment,* by OSEP Centre On Positive Behavioural Interventions and Supports, 2004, Eugene OR: Lewis

Continuum of Support and Key Features

An important component of MTSS is the adoption of a continuum of behavioural supports (Diagram 2) that, like academic instruction, acknowledges that students will need differing levels of behavioural interventions and supports to be successful at school. Within the continuum there are three levels of support.
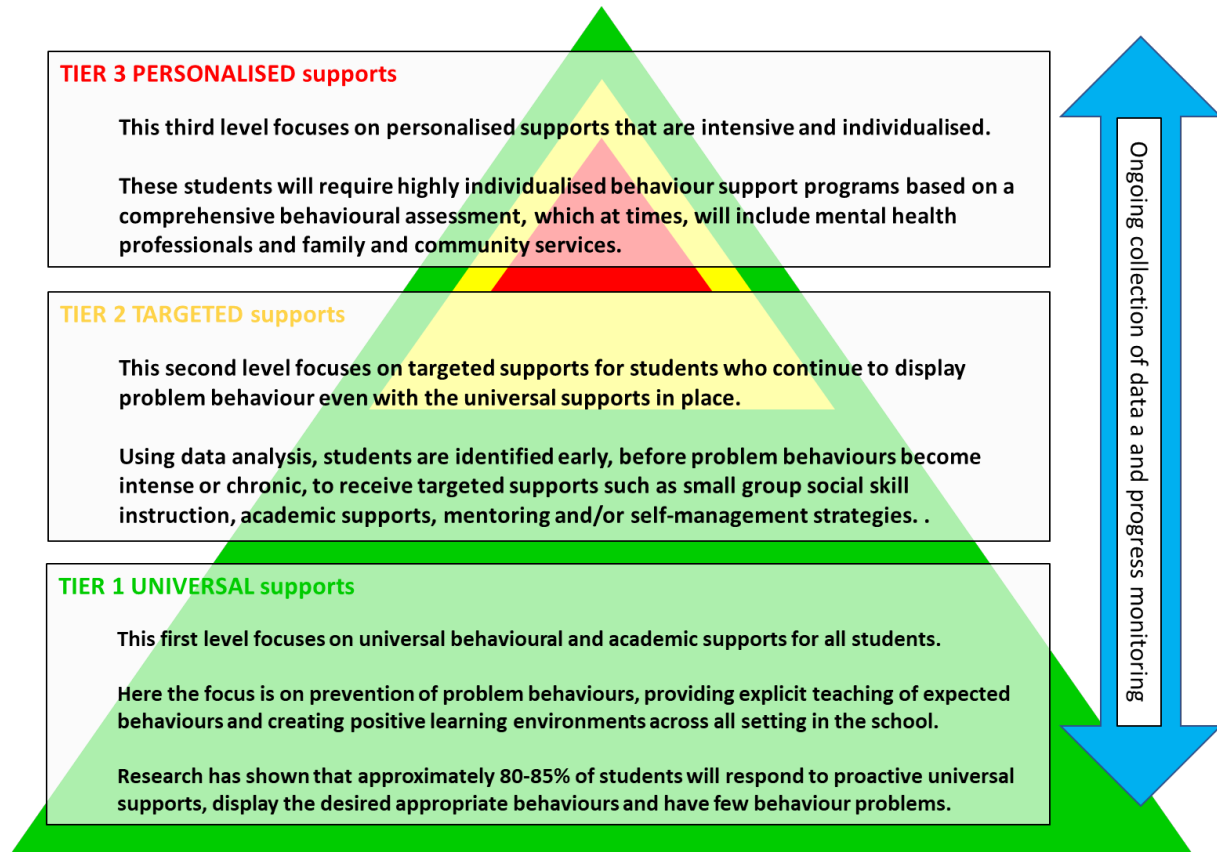
TIER 3 PERSONALISED supports

This third level focuses on personalised supports that are intensive and individualised.

These students will require highly individualised behaviour support programs based on a comprehensive behavioural assessment, which at times, will include mental health professionals and family and community services.

TIER 2 TARGETED supports

This second level focuses on targeted supports for students who continue to display problem behaviour even with the universal supports in place.

Using data analysis, students are identified early, before problem behaviours become intense or chronic, to receive targeted supports such as small group social skill instruction, academic supports, mentoring and/or self-management strategies. .

TIER 1 UNIVERSAL supports

This first level focuses on universal behavioural and academic supports for all students.

Here the focus is on prevention of problem behaviours, providing explicit teaching of expected behaviours and creating positive learning environments across all setting in the school.

Research has shown that approximately 80-85% of students will respond to proactive universal supports, display the desired appropriate behaviours and have few behaviour problems.

Ongoing collection of data a and progress monitoring

Diagram 2: Multi-Tiered Systems of Support (MTSS)

By building a connected continuum, everyone in the school is aware of how each level of support is connected to the universal systems i.e., every targeted and individualised intervention uses the universal set of behavioural expectations to increase the likelihood of maintenance and generalisation to other contexts. Responses are indicative of the behaviour presented and level of support required.

Student Behaviour Support Leadership & Professional Learning for School Staff

All staff at St Mary's Catholic College work with all members of our school community to enable all students to experience the fullness of life.

Key staff include, but are not limited to College Principal, Deputy Principal, Assistant Principal – Junior Secondary, Assistant Principal – Senior Secondary, Assistant Principal – Mission, Assistant Principal – Teaching and Learning, Heads of Years, Guidance Counsellors/Phycologists, Student Support Officer and the DLMT.

Staff regularly engage in professional learning to ensure universal behavioural and academic supports can be implemented for all students. This includes, but is not limited to professional development in Mental Health First Aide, mandatory training, Child Protection, Pastoral Processes sessions, Responsible Thinking Processes, Shared Classroom Expectations, Powerful Partnerships, Essential Skills of Classroom Management, QCAA, professional reading (e.g. UPP: Thrive), PERMA, and BI training to enhance skills, knowledge and understanding in order to enhance student learning outcomes.

Student Counselling

Appointments can be made with the student counsellors during class time, before and after school, at recess and lunch breaks, through the front office or directly with the counsellor in person or by phone (School office 4044 4200). If appropriate, referrals can also be made to other agencies for more specialised assistance.

Students are always encouraged to seek help for themselves, the following contacts may prove useful: www.headspace.org.au and Kidshelpline 1800 55 1800.

Student Support Room

St Mary's Catholic College uses a Student Support Room as part of its wellbeing program. The process is used during the teaching and learning environment where students who exhibit behaviours that disrupt the learning of others, are given an opportunity to change their behaviour with teacher managed intervention. However, should the behaviour continue a student will be referred to the students support room for reflection.

If a student is referred to the Student Support Room, parents will be alerted via email of the time, lesson and classroom teacher issuing the referral. Parents are encouraged to contact the classroom teacher to discuss. While in the Student Support Room, students are given time to reflect upon the reasons for their referral and commence a plan to return to the classroom which must include a negotiation with the classroom teacher. Students will be referred back to the Student Support Room if they fail to successfully negotiate with the teacher before the next lesson. The Student Support Teacher and Pastoral Leaders will assist students with the process as required.

Merit System

St Mary's Catholic College uses a positive behaviour recognition merit system as part of its pastoral care supports. Students who exhibit consistent or noteworthy positive behaviour may be issued a merit certificate by a teacher. In the interest of promoting this form of positive recognition, students are encouraged to discuss behaviours with teachers who may agree with a student's reasoning to be issued with a merit certificate or may engage in forming an agreement in the circumstances that a merit certificate may be awarded.

When a student collects **four** merit certificates, he or she will be acknowledged and awarded a Head of Year certificate. The same process occurs when a student receives four Head of Year certificates upgrading these to a Principals Certificate awarded at a College Assembly. These certificates are collated at the commencement of a student's enrolment at the College.

Detention System

Detentions are consequences that occupy a student's time outside of normal class time and involve some action or chore that helps the student reflect to some extent about his/her choice and be unpleasant enough so that the student would prefer not to do the detention if given the choice. Motivation to avoid a detention increases the likelihood that a student will make future choices that align with College Expectations and help develop more respectful and successful students. Completing a detention provides a student with a sense of finality allowing the student to move forward after a poor choice.

Students may receive **Lunchtime Detentions** for minor infringements against College expectations such as failing to complete set homework or being unprepared for a lesson. These detentions form part of the classroom management plan and may take the form of completing work with a teacher at break times or attending the detention room managed by a Head of Year. Should a student receive three lunch detentions over the term on the fourth detention they will be required to complete an after-school detention. Students who fail to complete a lunch detention will be given another opportunity. However, should this continue an after-school detention will be issued for non-compliance of teacher instruction.

After-School Detentions are set for more serious infringements against College expectations such as failing to complete lunchtime detentions, truanting a lesson, swearing during lunchtime or continuing more minor infringements. These detentions are set to be completed on **Tuesday** afternoons from **3:20 pm to 4:20 pm**. Heads of Year will inform the student and email parents about the reason for the detention and the date to be completed. Afterschool detentions are normally set the week following the notification to allow parents/carers to make arrangements if required. If a student fails to complete an afterschool detention, they will receive further consequences.

YEAR 7–10 SCHOOL ASSESSMENT PROCEDURES

The below is an extract from the St Mary's Catholic College **Year 7-10 Assessment Planner Guidelines**. This Assessment Procedure applies the expectation of **on or before** the due date.

Extensions

A student may request an extension before the due date. Such extensions will be given, only, when a student demonstrates that the work in question cannot be handed in on time for reasons beyond his/her control (illness or misadventure). Suitable documentation will need to be provided.

Extensions will not be granted for:

- Matters that the student could have avoided.

- Matters of the student's or parent/carer's own choosing (eg: family holidays) Any extensions must be approved by the relevant Head of Department (HOD).

DUE DATES for drafts/ evidence of work collection and final copy should be part of the conditions for each assessment task and need to be articulated to students prior to their commencement of the task.

Expectations on Due Date

Assessment is to be submitted as per the conditions outlined on the task sheet. The teacher is to clearly state this on the task sheet (eg: written hard copy; uploaded to online file; spoken presentation; recorded oral presentation etc or a combination of these).

Assessments that are submitted (including emails and hard copies) after the stated due date and time, will be treated as a non-submit and a grade awarded on evidence of work available at the time (draft). The default time on any given due date (if not specified on the task sheet by teacher) is 3.30pm.

If illness or misadventure apply and it directly impacts on assessment due dates, the following is required:

- An email from the parent/carer to the Subject HOD requesting an extension (usual absence notification processes to the office also apply) providing an explanation for the absence.

In the case of an adequate reason being provided, an alternative arrangement will be made for access to assessment to occur at a time convenient to the subject teacher.

Absenteeism Due on Holidays

Teachers are not required to make up nor offer alternative arrangements for classwork and/or assessment missed due to holidays or unexplained absences. All teachers make themselves available during term time for lessons to be taught – it is not an expectation of SMCC that teachers provide work for students in these instances. Alternative exam times will not be provided.

Lateness of Assessment

Management of late submissions of assessment requires positive proactive strategies –

- That are thought out in advance.

- That encourage participation and engagement.

- That involve staged or interim completion of tasks prior to the final due date.

Judgements of student assessment should be made against the relevant standard descriptors on the criteria sheet.

Non-Submission of Assessment

The judgement of a student's achievement for an area of learning is informed by what that student knows and can demonstrate in terms of criteria and standards applied to a body of evidence. If, through non-submission of assessment, a student does not provide the evidence to demonstrate the descriptors stated in the ACARA standards, a judgement cannot be made. It follows then that a standard can only be awarded where evidence has been demonstrated and documented. That is, an "E" standard for an assessment cannot be awarded where there is no physical evidence for it. In this case, the assessment piece will be awarded an NR (Not Rated).

In the case of frequent non-submission of student work, consideration needs to be given to whether a level of achievement can be awarded for a course, or unit of study, if substantive requirements of a syllabus have not been completed. This may mean that the students will not obtain a grade for that semester of study.

Marking and Return of Assessment Tasks

Assessment tasks will be graded and returned to students as soon as possible after collection. Feedback is to be provided to all students in a timely manner. Feedback can be written and or verbal and should be used by students to improve their assessment practices.

Authentication of Student Work/Academic Misconduct

Ensuring student authorship of responses to assessment tasks is required in all subjects.

Many subjects require students to undertake work outside of the classroom, on a variety of assessment tasks, which may well raise the issue of authorship and ownership of responses. St Mary's Catholic College, therefore, will develop and implement procedures that enable students to establish their authorship and ownership of the responses that they submit for assessment.

If a teacher/HOD/Assistant Principal Teaching and Learning has reasonable concerns that a student's actions could be dealt with as a case of academic misconduct, the teacher/HOD may require the student to authenticate their learning. The authentication process must provide the student with an opportunity to demonstrate their competence or knowledge in the subject matter of the assessment item in question, in a manner that is appropriate to the nature of the assessment item

SENIOR SCHOOL ASSESSMENT POLICY

This policy provides information for teachers, students and parents/carers about roles, responsibilities, processes and procedures to ensure the integrity of assessment that contributes to the Queensland Certificate of Education (QCE). The framework for the policy is developed from the *QCE and QCIA policy and procedures handbook* available from https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/7-the-assessment-system/7.3-assessment-requirements and applies to Applied, Applied (Essential), General, General (Extension) subjects, and Short Courses across all faculties.

It is available on the Parent and Student portals and the School website. Senior students should refer to this policy when completing assessment tasks.

SENIOR SCHOOL ACADEMIC INTEGRITY POLICY

This policy provides information for teachers, students and parents/carers about the key principles associated with academic integrity. Academic integrity is how a person approaches their academic responsibilities in an honest, moral and ethical way (Queensland Certificate of Education and Queensland Certificate of Individual Achievement Policy and Procedures Handbook). At St Mary's Catholic College, we are committed to promoting the understanding and practice of academic integrity. Examples of academic misconduct are included in the Year 7–10 assessment procedures.

All senior students will complete an online Academic Integrity course, prepared by QCAA.

It is available on the Parent and Student portals and the School https://www.smcc.qld.edu.au/. Senior students should refer to this policy when completing assessment tasks.

CORRECT USE OF DIARY

The Student Diary is used to be an effective learning and planning tool that assists students in their learning, organisation and time management. At the back of the student diary a movement log is used for classroom teachers to allow students to leave the classroom for bathroom and drink breaks, printing, library access, IT support, SSR referrals and meetings with teachers or counsellors. The key elements that students need should use:

- Recording of Homework / Study.

- Recording Assessment Deadlines.

- Important College Events.

- Movement during class time around the College.

- Permission notes for incorrect uniform / early departure / late arrival.

- Communication from parent to classroom teacher.

Other key things to remember:
- If you are absent from school for any period, it is your responsibility to find out what learning has been missed and needs to be caught up on.
- Homework should be entered at the end of each lesson – not the end of the day or during a break.
- The diary is one of our important communication tools between students, parents and teachers.
- Diary use (and homework/study) are learning habits. The more you do them, the better you get, and the easier learning becomes.

STUDY HABITS

Homework **MAY** include the following:

- Consolidating class learning via relevant independent practise and revision.

- Completing work which was not done in class.

- Required reading for class.

- Research for, and drafting of, assignments.

- Developing practical assessments or skills out of class time.

- Study or extra reading, determined by the student, to extend learning.

IMPORTANT to note:
- Secondary students will always have something they can be working on at home; they need to manage their time to avoid 'busy times'.

- Use the ***Assessment Planner***, uploaded to website each term, as a guide when planning and completing future assessments.

- Each assessment task will outline the conditions of the task, including timelines. Class time will be used to introduce, provide feedback and check progress. It is expected that homework time will be used to ensure timely completion of tasks.

- ***Drafting*** is the most effective means of receiving contextual feedback on an assessment piece. All students should hand in a completed task on the draft due date to ensure they are taking advantage of full and complete feedback. Please note: feedback provided on a draft does not guarantee an 'A'. The feedback on a draft is provided on the evidence in front of the teacher at the time; it is not the teachers responsibility to extensively edit to bring a piece to an 'A' standard. It is advice provided for improvement on the current piece of work and will identify a range of key gaps/errors, based on the task requirements, for the student to action.

- Students are responsible for proactively following up on issues identified when completing homework or assessment.

Students P

Trade Training Centre

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G

D

E

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C

A

St Gerard Majella Primary School

Oval

Nazareth Pavilion

Hugh O'Brien Center

Staff P

Teepee

P