

Mazenod College - Attendance Process

Source – Mazenod College Attendance Policy Adopted 25/01/2017, College Executive

1. Student attendance is recorded at every class.
2. Absences are recorded in the student's personal record and where appropriate commented upon by the Homeroom Teacher in the student's end of semester report.
3. If a student is absent, the Parent/Guardian must contact the College via reception explaining the nature of the absence (such as illness, family reasons, or an appointment).
4. Parents are notified of unexplained absences electronically by the College's SMS System.
5. An extended absence requires a written note and is dated and signed by the child's parent/guardian, with supporting documents.
6. Repeated absences are monitored by the Year Level Coordinators and reported to the Principal, Deputy Principal of Students' Wellbeing and College Deans.
7. If there is concern for the student's well-being, the Principal, Deputy Principal of Students' Wellbeing and relevant College Dean will liaise with the College Counsellors and act in accordance with the School Refusal Policy.

N.B. As parents will have notified the College of their son's absence, a note IS NOT required upon his return.

Student Welfare (College Rules)

Students have a right to be safe at all times and have the right to learn.

Policies include:

- Anti-Bullying Policy
- Attendance Policy
- Child Safe Policy
- Early Departure and Late Arrival Procedures
- School Refusal Policy
- Uniform Policy
- Responsible Use of Technology and Social Media Policy
- Personal Computer Policy
- Mobile Phone Application
- Permit for Student Driver
- Tutoring Policy
- Drug and Alcohol Policies and Resources

These rules are set out as guidelines for the conduct and spirit of the boys of the College and for the close attention of their parents. They are made from experience, and their aim is to help the life and work of the College to advance happily and efficiently.

True to the full motto of the College: "NIHIL LINQUENDUM INAUSUM UT PROFERETUR IMPERIUM CHRISTI" (Leave Nothing Undared that the Kingdom of Christ may be Advanced), each boy will strive

to live his life at home, at school, at all times, as a young Catholic gentleman - an obedient son to his parents, a pride to his College, and an apostolic man in his Religion.

1. Religious Life

Parents' constancy and example are essential here, a major example being faithfulness to Sunday Mass and the Sacraments. Ample opportunities will be available at school for Mass, frequent Confession, and religious guidance. Students are encouraged to visit the College Chapel daily to honour Christ present in the Eucharist.

Morning Mass

There is Mass at 8.10 a.m. Monday to Friday during School Term. Each day is set aside for one particular Year Level, and the staff and students are strongly urged to attend morning Mass on that day as an expression of their faith in Christ's presence amongst us. All are welcome to attend on any morning.

2. Academic Information

All students are to apply themselves diligently and with constancy to their studies. Homework and special assignments are to be carried out faithfully. Parents should take an active interest in their son's progress, and are to do their best to provide suitable conditions for quiet study and work at home. They may discuss their son's school work with their son's respective subject teacher, homeroom teacher, Year level Coordinator, Dean of Students, Deputy Principal or the Principal when necessary. The first person to contact in most circumstances is their son's Homeroom Teacher or Subject teacher. Appointments can be made through the front office, or contacting the teacher by phone or by email.

3. College Times

<i>Daily Schedule</i>		<i>Assembly Day Schedule</i>		<i>Homeroom Day Schedule</i>	
8.35am	Homeroom	8.35am	Period 1	8.35am	Extended
8.50am	Period 1	9.20am	Period 2		Homeroom
9.40am	Period 2	10.00am	Recess	9.20am	Period 1
10.30am	Recess	10.20am	Period 3	10.05am	Period 2
10.50am	Period 3	11.05am	Period 4	10.50am	Recess
11.45am	Period 4	11.45am	Assembly	11.10am	Period 3
12.35pm	Lunch	12.55pm	Lunch	12.00pm	Period 4
1.25pm	Period 5	1.45pm	Period 5	12.45pm	Lunch
2.25pm	Period 6	2.30pm	Period 6	1.35pm	Period 5
3.10pm	Dismissal	3.10pm	Dismissal	2.25pm	Period 6
				3.10pm	Dismissal

College Office Hours: 8.00am – 5.00pm

Library Hours: 8.00am – 4.30pm

Afterschool Activities include Sports Training, Music Rehearsals, Liturgy meetings, Homework Club, Public Speaking and Debating, Leadership Programmes, Social Justice Activities etc.

Late Arrival at the College

Students who arrive late at the College, but during homeroom, must report to their homeroom teacher. The Homeroom Teacher will note his lateness and record the time the student arrives. They will be marked as present on the LMS.

If homeroom has finished they must report to the student counter before going to class. At the Student Counter they must explain their absence and provide a written note if possible, signed by a parent/guardian, explaining their late arrival. Students who repeatedly arrive late for school will be required to make up the time after school in detention.

A student's absence from homeroom and period 1 will result in an "SMS non arrival at school" notification being texted home unless a parent/guardian has contacted the front office informing them of their son's absence. Parents are asked to contact the College between 8.15am and 9.15am on the day their son will be absent from school. Extended absences will be noted by the office. Any changes to the original notification must be communicated to the front office or SMS messages will be sent stating your son is registered as an unexplained absence.

Early Departures

The student is required to bring a note to school explaining his early departure. He must get the note signed by his homeroom teacher or Year Level Coordinator and register his early departure at the student counter. When he is leaving the College he is to report to the Student Counter and confirm his departure.

Please note that unplanned Early Departures should be avoided unless circumstances are unavoidable and serious.

Health Centre.

The College nurses are employed to assist families when their sons are ill or injured. Boys are welcome to visit the Health Centre when they are ill or injured but the College and families rely on the professional advice of the nurses before parents are contacted to collect their sons. It is unacceptable for boys to call parents to arrange an early departure without first speaking to the nurses and seeking medical advice. Depending on the circumstances the nurses will contact home and they will make a decision with the parents on whether an early departure is necessary.

Absent from the College (refer to the Mazenod College Attendance Policy)

For unexpected illness the College must be notified between 8.15 and 9.15 am on the day of the absence. The College Reception will record absences on the school's Learning Management System.

For planned absences or long term absences notification in writing must be forwarded to the respective Year Level Coordinator. They will contact reception to ensure an "Explained Absence" will be recorded for the stated dates to avoid unnecessary SMS messages.

Students and Parents need to be aware that course outlines and work requirements are detailed on the College Learning Management System and it is the student's responsibility to monitor what tasks are missed and what needs to be completed. For VCE subjects, students who are absent for a SAC must provide a medical certificate when absence is due to illness. These requirements are detailed in the College diary under "Satisfactory Completion of VCE".

S.M.S. Notification

S.M.S. messages are used to inform parents that their son's absence status is "Unexplained". On occasions students do not collect a late pass or are attending a College activity and the teacher or student has not registered their relevant participation at reception. The system is designed to discourage non-attendance at school and ensure parents and the College are aware of a student's whereabouts. On the occasions an SMS is sent unnecessarily please contact the College and the reason for it being sent will be followed up.

Student ID Card.

Students will be given an ID card at the beginning of each school year and they are expected to carry it with them so they can use it when visiting the Library, IT Help desk, Counsellors, Learning Centre, Health Centre, Music Classes and Reception.

The Classroom

Outside of class periods, no-one may enter the classroom without express permission. Eating and drinking are forbidden in the classrooms and corridors. Water bottles are not permitted to be taken into classrooms.

4. Discipline

Discipline needs to be considered in the wider context of the Pastoral care of students. Both concepts are however inseparable and directly related to the aims and ethos of a College such as Mazenod.

We have definite expectations of students. We expect them to:

- at all times be considerate and helpful to other students
- be helpful, courteous and respectful to all College Staff and visitors of the College
- conduct themselves when representing the College on excursions or sporting functions in a manner which reflects the values of the College. Our values come from our belief that at Mazenod all students:
 - should be safe and happy - e.g. free from any form of bullying
 - are treated as individuals
 - respect themselves and the rights of all other members of the Mazenod Community.

Sanctions

Should a student fail to comply with College expectations he may be set an extra work task, assigned a cleaning task, or set a detention.

Students who regularly offend or are involved in a serious breach of College regulations may be given a Saturday morning detention or suspended from class or from the College. Once set, the Saturday morning detention is not negotiable. In Years 7-10, parents will be notified when a student is set a detention. Should a student persist in behaviour which demonstrates an unwillingness to comply with the spirit and ethos of the College, it may be in the student's best interests that parents be asked to arrange a transfer to another school.

Should a student's behaviour be such that he incurs three (3) suspensions from the College, any further serious misbehaviour, in the judgement of the Principal, will result in his parents being asked to transfer him to another school.

Should an offence be judged to be very serious by the Principal, even if it be a first offence, parents will be asked to transfer their son to another school.

Detentions

Homeroom Teacher / Subject Teacher Detention

The homeroom teacher or subject teacher may give a student a detention for not satisfactorily completing a set task or if a student is behaving inappropriately.

This detention will be at recess or lunchtime and supervised by the respective teacher.

Year Level Coordinator's Detentions

Year Level Coordinators will conduct lunchtime and after school detentions.

These detentions are for students who fail to complete set tasks or are behaving inappropriately. It is the Year Level Coordinators discretion whether the detention set is after school or to be completed during lunchtime. The decision is the Year Level Coordinator's and is based on the seriousness of the issue or if it is a repeat offence.

Subject Teachers and Homeroom teachers will on occasions refer a student to the Year Level Coordinator for an afternoon detention.

After school detentions require 24 hour notice and are for a set time (3.15pm – 4.00pm). It is expected a student attends on the scheduled date. In extraordinary circumstances a detention will be moved to another afternoon but communication with a parent/guardian is required for this to take place.

Sport Detentions

These detentions are for students who fail to attend their scheduled sport or are wearing incorrect uniform. The Sports Department distribute and supervise detentions. If a student fails to attend the scheduled detention they will be referred to the respective Year Level Coordinator.

Dean and Deputy Principal Detentions.

The Deans' and Deputy Principals' schedule after school and Saturday Morning Detentions.

After Schools Detentions are given to students who are regularly late to school or breach uniform requirements, especially when travelling to and from school.

Saturday Detention are given for serious breaches of school rules, for repeated misdemeanours or for refusal to complete set academic tasks.

Year Level Coordinators may refer a student to the Dean or Deputy Principal for a Saturday Detention.

VCE Academic Saturday Detentions are for students who do not complete academic tasks to an acceptable level or fail to submit work by the due date. Subject teachers are required to submit names by 4pm Tuesday prior to the Saturday detention. Students in Year 11 and 12 will be notified on Wednesday and consequently have time to inform their employer or sporting coach of their unavailability for Saturday. In the extraordinary case when a student fails to attend a scheduled Saturday detention without notification, he will be removed from classes until the matter is

resolved. Parents will be contacted and if necessary an interview arranged. Students will have the opportunity to complete their work during the detention.

Drugs and Alcohol

It is recognised that drug use is a complex issue and that there may be a variety of contributing factors to student drug use. It is intended, therefore, that the College's student welfare and discipline measures be as comprehensive and flexible as possible, at all times aiming to provide care for individual students and protection for all involved in the College Community.

It is also recognised that, despite opinions to the contrary, drug use may involve legal consequences, particularly regarding trafficking in and/ or possession of certain drugs. Members of the College Community are subject to these laws.

Mazenod College does not permit students to:

- possess or smoke tobacco products
- possess or use e-cigarettes
- possess or consume alcohol
- possess or deliberately inhale solvents
- possess or use drugs not prescribed for them
- possess or use illegal drugs

anywhere on the College premises, while travelling to or from the College or on any official College activity, camp, retreat, excursion, rehearsal or performance or while in College uniform.

Smoking

Consequences for Students

Each time a student is found smoking, in possession of tobacco products, or in the possession of e-cigarettes, the incident will be recorded by the Deputy Principal. Being in the immediate vicinity of smokers will be treated as being a smoker.

First Incident

The first time a student is found smoking he will be fined \$20.00. He will be required to meet with the College Counsellor to discuss the steps that the College will take to assist the student to observe College rules. Counselling will be offered. The student's parents will be informed of his smoking.

Second Incident

The second time a student is found smoking he will again be required to meet with the College Counsellor and to undergo further counselling. An interview with his parents will be arranged. He will incur a \$30 fine. Fines will be sent to a charity.

Subsequent Incidents

Should a student be found smoking again he will be suspended pending an interview with his parents, the Year Level Co-ordinator and the Deputy Principal (S). He will be required to give a firm commitment to uphold College rules in this regard. A formal contract to this effect will be signed. It will state that a further infringement may require his removal from the College.

Should a student break this formal contract it will seriously question his desire to be part of the Mazenod Community.

Consequences for Students using Drugs/Alcohol

Students who are found drinking or in possession of or under the influence of alcohol, or misusing or in possession of or under the influence of solvents, or using or in possession of or under the influence of drugs not prescribed for them, will be suspended from the College pending further discussion with parents.

Students who are found using or in possession of or under the influence of illegal drugs will be suspended from the College pending further discussion with parents and the College will inform the police.

Students who are found distributing/dealing in illegal drugs will be suspended from the College pending further discussion with parents and the College will inform the police.

Students will face a range of consequences depending on the circumstances and whether or not it is a repeated offence.

Consequences may include:

Referral to the College Counsellor

- suspension from classes
- referral to an outside agency
- suspension from the College
- withdrawal from the College.

5. The Student Representative Council

The Mazenod Student Representative Council is a body of students representing each Year Level. It aims to encourage student participation in all areas of school activity and decision making. Further to this, it aims to facilitate a process by which students can make an input on matters affecting Mazenod, promote commitment and responsibility from all students, and work to help bring Mazenod together as a community.

Each Homeroom elects one representative who together with others in their Year Level form the Year Level SRC. Each Year Level SRC will then elect one student who will represent that Year Level on the SRC Executive, together with one House Captain per House, the College Leadership Co-ordinator, School Captain and the Principal.

Year Levels will hold meetings with their Year Level Co-ordinator regularly, and the SRC Executive will also meet once per month to discuss student-related issues and initiatives. Students elected to this executive take on the extra time commitment and responsibility that the office requires. Executive members report back to their Year Level SRC, who in turn will report to their individual Homeroom.

6. Buses

Students are expected to behave in a responsible manner at all times while travelling to and from the College. Appropriate College uniform is to be worn. The travelling public and fellow students are

to be treated with respect. Failure to live up to any of these expectations may result in loss of the privileges of travelling on the bus and/or some other appropriate disciplinary action.

Students are reminded that the reputation of the College travels with them each day and rests upon their actions.

7. Uniform

All boys must wear complete, correct, College uniform whilst travelling to and from school, and at College functions. This applies to both uniforms academic and sporting.

The school blazer is optional in Terms 1 and 4 but the jumper is not to be worn as the outer garment. College shorts may be worn with College socks during Terms 1 and 4. All items of uniform are to be kept clean and worn correctly, and are to be marked clearly and permanently.

There will be no exceptions allowed in regards to the correct College uniform, and no variation in colour or design, however slight, will be permitted. Parents have strict responsibility in this matter.

Black, polished, leather school shoes must be worn with the uniform.

Hair is to be tidy and be above the collar. Undercuts, dyed hair/tips and shaved heads are unacceptable. The No. 2 cut is the shortest permissible. Students who do not comply with these requirements may be suspended from classes or the College until the situation is remedied. Judgement on acceptability of passing fashions will be made by the Principal.

Jewellery is not to be worn.

In wet weather the student is permitted to wear the College rain jacket. The rain jacket is only allowed to be worn inside the buildings when part of the sport uniform.

Cyclists may wear either a safety coloured jacket or the College rain jacket to and from school. They must change to the blazer once they have parked their bicycles.

In Terms 1 and 4 students are expected to wear the College cap when any activity takes them outdoors.

In further support of our sun awareness policy, students are encouraged to wear the College cap when travelling to or from the College and to use sun screen when outdoors.

8. Outdoor Education

Outdoor Education is where students acquire new skills by experiencing them first hand. It will be undertaken through a camp for Year 7 and Year 9. Year 8 will have several Activity days throughout the year including snorkelling, bushwalking, indoor rock climbing and horse riding.

Year 10 will be involved in surf kayaking, mountain bike riding, cross country skiing and driver education.

The most important aspect of the programme is the need for safety and students will be expected to abide by these three basic safety rules on all camps and activities:

- No cigarettes, matches, alcohol or weapons are permitted;
- No student is to leave a camp or activity boundary without a leader's permission;

- No student by his actions is to place any other student or group of students in a dangerous situation.

Failure to observe these three basic rules will result in the student being removed from the camp/activity-and returned to parental supervision at the earliest possible time.

9. College Social Functions

Students are expected to act appropriately at College functions and to be particularly mindful of any guests who may be present. They must also be mindful of their behaviour on the way to and from the function. Appropriate dress standards will be communicated to the students and these must be observed.

10. Sport

All Mazenod students are required to participate in the sporting activities of the College. Where required students will represent the College in the Associated Catholic School Sporting Competitions. Such representation will take priority over other sporting involvements. Students may choose from a wide variety of sports each Term. Students are expected to wear the College tracksuit on sports days and to participate in the uniform as set down for each specific sport.

Mazenod is a member of the Associated Catholic Colleges (ACC). It is a great honour to represent the College in this competition. Sport provides students with the opportunity to develop team and personal skills and to enjoy a rewarding experience. Students chosen to represent the College are to commit themselves to training and to Match day requirements. Training for Mazenod teams is held outside of school hours. If students are absent on a day when they are to represent the College, a phone call to the coach is expected. If a student is unable to attend training he should see his coach personally and provide a note of explanation from his parents. All College sporting commitments are listed in the Diary. The following abbreviations are used:

CBC, St Kilda-STK Parade, Bundoora-PAR Emmanuel, Altona-EMM De La Salle, Malvern-DLS Salesian, Chadstone-SAL St. Joseph's, Geelong-SJG Whitefriars, Donvale-WFD Mazenod-MAZ St. Bede's, Mentone-SBM

11. Fees

Fees are determined by the College Board. They are collected through the College Accounts Office and cheques should be made payable to "Mazenod College". All questions relating to inability to meet full fees, late payments etc., will be dealt with by the Principal and Financial Administrator. There is a reduction for brothers (as per fees).

The College has a Building Fund Levy of \$400 per year and all families are expected to make this contribution.

12. Fund Raising

The College endeavours to keep its fees and levies to the very minimum, and therefore, relies on the goodwill and generosity of all students and parents to support other fund raising activities. In Term 1, the major fund raising activity is geared towards the Oblate Missions. They only survive in their missionary work from the support that they receive from their Oblate bases in Australia. Every family is asked to contribute at least \$50. Some form of Community Service is undertaken by all Year Levels at the College.

13. Property

The College is proud of the facilities it provides and expects students to display the same attitude by the care they show at all times in their use of these facilities. Any damage caused to the College or student property, either by deliberate vandalism or through negligence, will be paid for by those responsible, and the issue will be treated as a serious breach of College discipline. ALL breakages must be immediately reported to the Year Level Co-ordinator and the Business Administrator.

- The following items must NOT be brought to school:

iPods, tablets or other valuable electronic equipment, pocket knives, any weapons, magazines, cigarettes, alcohol, chewing gum, liquid paper and textas. Their use is forbidden at School or at any function at which boys represent the College.

- Valuables must be left in the Office for safe-keeping.
- All lost property should be reported to the Year Level Co-ordinator.

Bicycles

Students who ride bicycles to school must use the bike racks provided. Although every precaution is taken, the College can be in no way responsible for the loss or theft of bicycles. Locks are required.

As required by law, all bike riders must wear an approved Safety Helmet.

14. Library/Resource Centre

Students will be required to produce their I.D. Card to access Library facilities.

It is the student's responsibility to ensure that items borrowed from the Library/Resource Centre are returned on or before the due date.

The student is liable for replacement costs of lost or damaged loan items, i.e. when borrowing an item_ from the Library/Resource Centre, the student assumes responsibility for that item, no matter what mishap might befall it.

Computer Room Rules

Each student has been allocated a user space on the College network for the storage of their school work only. Students are provided with a login name for access to the system and are to use a password for security.

The following actions are unacceptable in the computer rooms:

Tampering with the equipment

- altering software configurations
- introduction of programs, viruses, or other unacceptable material onto the system

Students who fail to co-operate with the above may be required to:

- pay for damage caused to equipment or software
- complete a manual task in the Computer Rooms or College grounds
- be suspended from access to the Computer Rooms

- be suspended from the College or
- parents may be asked to withdraw the student from the College

15. Communication

The College Newsletter is emailed each Friday to build links with parents and keep everyone informed. It can be viewed electronically on the College website: www.mazenod.vic.edu.au

Messages

Parents are requested to keep requests for messages to be passed to their sons to a minimum and only on urgent important matters.

College Office

Normally boys should go to the Student Counter at Recess, Lunch time or After School.

Mobile Phones

Application to use a mobile phone can be obtained from the Student Office or the College Intranet

Permit for Student Driver

If a senior student wishes to drive to school, he must complete the application form which is available from the Deputy Principal (Students) or on the College Intranet.

16. Parents' Associations

As an essential part of College Life, there are established Parents' Associations. The Fathers' Association and Mothers' Auxiliary groups run various social functions to help raise funds for College facilities, and to build a sense of community and support amongst the College parents. These groups give parents a practical and valuable role in the education of their sons and in the advancement of Mazenod College. Their activities in these Associations will be a measure of parents' interest in the formation of their boys, for whom Mazenod College is established. The Fathers' Association meets on the third Tuesday of each month and the Mothers' Auxiliary meets on the second Wednesday of each month during the Term.

17. Whom to See

- Unwell - Report to the Health Centre or to your Homeroom Teacher, or any of your teachers. A nurse is in attendance each day from 8.30 a.m. to 3.30p.m. Do not arrange to go home without speaking to your Year Level Co-ordinator or the Nurses.
- Career Information - visit Careers Room.
- Lost Property - speak to your Homeroom Teacher immediately you lose the item. Lost Property is stored in the Health Centre.
- ☒ Fees - take these promptly to the Student Counter.
- Bullying- talk to any Teacher, especially the Homeroom Teacher or one of our Prefects.

- Worried/Problems - discuss any problems with one of the Priests, your Homeroom Teacher; our Counsellor or the nurses.
- Do not go to the Staffroom except for serious matters. Never enter a Staff Office.
- Students have the right to see the Principal at any time.