



CARDIUN  
COLLEGE  
MARCELLIN CAMPUS



PARENT &  
STUDENT  
HANDBOOK



# Vision

Marcellin Campus aims to promote pride and excellence in the teaching, learning and acquisition of trade/technical skills. It aims to ensure that Vocational Education and Training (VET), including commencing an Australian School-based Apprenticeship/Traineeship (ASbA/ SBAT), is a valued and well-recognised pathway choice available to young people.

## Aims and Objectives of the Campus

We aspire to the core values of:

- Excellence in skill development
- Development of a positive attitude to work, education and training
- Cultivating personal attributes and a work ethic that develops employability skills
- Initiating and maintaining personal development that leads to the cultivation of the enterprising person
- Contributing in a positive way to citizenship and the wider community
- Becoming a successful apprentice/ trainee/ worker in a chosen career



Our students' behaviour is governed by the development of personal responsibility. Behaviour management processes are based on the values of justice and reconciliation.

#### **Students will be:**

- Provided with a safe learning environment
- Offered learning opportunities through a practical, relevant, trade-based curriculum
- Exposed to a range of different learning styles
- Treated like young adults transitioning from school to work

#### **Students are expected to:**

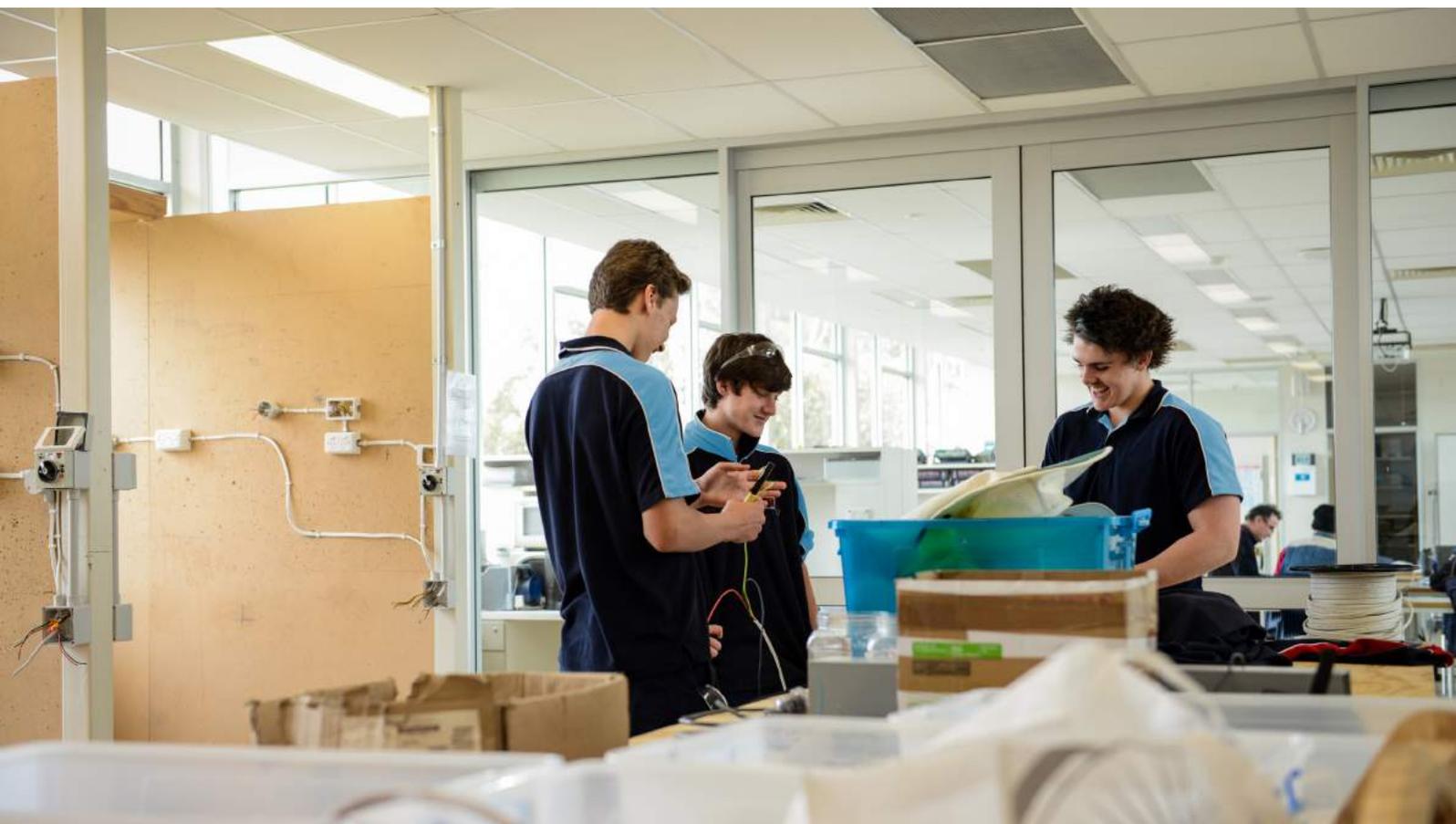
- Be punctual to school, work, training and programmed courses
- Be responsible for their own time management with regard to College, work and their personal life
- Act appropriately and comply with WHS regulations while at the campus and at work
- Respect staff, other students and work colleagues at College and at work
- Respect the campus property
- Make an honest effort to achieve their personal best in all aspects of gaining an apprenticeship and undertaking an ASbA/ SBAT

- Demonstrate a positive attitude and strong work ethic
- Behave responsibly in public and on the job site while wearing the College uniform and be an ambassador of the College
- Wear the full uniform, including safety equipment, as prescribed by the College
- Develop respect, responsibility and open communication as part of their life/skill development
- Not be in possession of, or use, alcohol, tobacco or illicit drugs while at the campus or at the work site

#### **Employer Code of Conduct**

The first and most obvious expectation of an employer is that a student will undertake an appropriate Vocational Education and Training (VET) course and will be dedicated to mastering the skills of that VET course.

The second area is the worksite. Here the employer will expect to see the application of the knowledge and skills the student is acquiring and, most importantly, demonstration of employability skills, a good work ethic and attitude at the work place. Staff will assist the student to meet the expectations of the work environment.





## Pastoral Care

The College has a number of support services to assist all students including:

- Teachers
- Trainers
- School Counsellor
- Student Services Manager
- Director of Students
- Assistant Principal
- Principal

If you have concerns about subjects or training please speak to your teacher or trainer.

## Harassment

Deep respect for one's self and one's neighbour is grounded in an understanding of the sacredness of our humanity, our relationship with God and our connection with the values of the Gospels.

Cardijn College and Marcellin Campus define harassment as inappropriate behaviour towards another person in such a way or in such circumstances that the other person feels victimised, undermined, threatened, offended, humiliated or intimidated. Bullying and cyber bullying are serious forms of harassment. Cyber bullying is bullying which uses technology as a means of victimising others. It is the use of an internet service or mobile technologies – such as email, social media, chat room discussion groups, instant messaging, webpages or SMS (text messaging) with the intention of harming another person.

### ***In accordance with this Marcellin Campus will:***

- Treat all members of the community with equity and dignity, and seek to act according to Gospel values. It is in this context that the bullying and harassment of any person is not tolerated
- Actively seek to make our College a secure and happy place in which to work, for both staff and students
- Ensure that the rights of all individuals are respected
- Ensure that any person who has experienced a form of harassment will be appropriately supported

### **Car park and vehicle usage**

To increase their employability prospects, students will endeavour to obtain their driver's licence as soon as possible.

Parents/caregivers will be required to give written permission for students to travel to and from the campus and the worksite in a car driven by a student. Students will drive sensibly on campus grounds, car parks and to and from the campus or worksites and will ensure that they always abide by road rules when driving.

In order to protect and respect personal property, students will not loiter in the car park facility they share with campus staff and the staff of the Southern Learning Centre.

Students will respect local residents while driving in the local area with regard to the manner in which they drive, speed limits and noise, and understand our campus is part of the local community.

## **Off-site**

Students must understand that any behaviour while representing the College or in uniform reflects the reputation of the College.

### **Leaving the campus during school hours**

Students will not be permitted to use cars or motor bikes during break times. Students are allowed to sign out before official College finish time provided they have teacher and/or trade trainer consent and leave/drive home not to return that day. A specific signed parent consent form is necessary before this can occur and a student must sign out through reception. Students who arrive late to the campus must sign in at reception on arrival.

### **Absences/late to school or work**

At Marcellin we believe that students need to attend school/training regularly and to participate fully in their learning in order to

gain maximum benefit from their schooling/training. Regular attendance enables students to access a full education, providing greater opportunity to reach their full potential. Staff will encourage and emphasise attendance and punctuality.

These procedures are designed to reflect workplace practice and promote a more conscientious approach to study. Students must maintain their attendance. Failure to do so, without adequate explanation, may result in a review of enrolment. An attendance rate of more than 90% is Marcellin's expectation of all students.

Parents/caregivers are required to ring Marcellin on 8186 9700 by 9.00 am on the day of their sons/ daughter's absence.

Absence due to sickness for three days or more must be accompanied by a medical certificate. Any special leave should be applied for in advance.

An absence from School-based Apprenticeship, Traineeship, Training or Work Placement must be communicated to Marcellin AND to the employer by telephone by 9.00 am.

All absences must be verified by a parent/caregiver note. This includes part-absences. Appointments including medical should, wherever possible, be organised outside school hours. Permission to leave the campus grounds for such appointments must be supported with a note from a parent or caregiver.

Failure to adequately account for student absence will result in an 'unexplained absence' entry being recorded in the campus roll.

Students who are in receipt of Youth Allowance are allowed no more than five days of unexplained absence from school in a term. Students in breach of this mutual obligation to Centrelink can incur a loss of entitlements.

# Attendance and Hours

As regular and punctual attendance is a key attribute of employability, students will be expected to demonstrate this throughout their time at Marcellin.

Students will be required at Marcellin between the hours of 8.30am and 2.45pm on days when they have SACE classes, and between the hours of 8.30am and 4.00pm on days when they have training.

Attendance at Marcellin takes priority over part-time work commitments at all times. Given the more practical approaches to learning that are a feature of the campus, students will also be regularly required to attend training or undertake learning away from the campus. Parents will be advised of such requirements and a general consent will be sought to cover this activity. Please note that no student is permitted to transport other students without formal advice to the College.



## Late to school

Report to the reception. The student's name will be marked off on the absentee list. Students who arrive to the College three times late in a term will be issued with an after school detention.

## Leaving school early

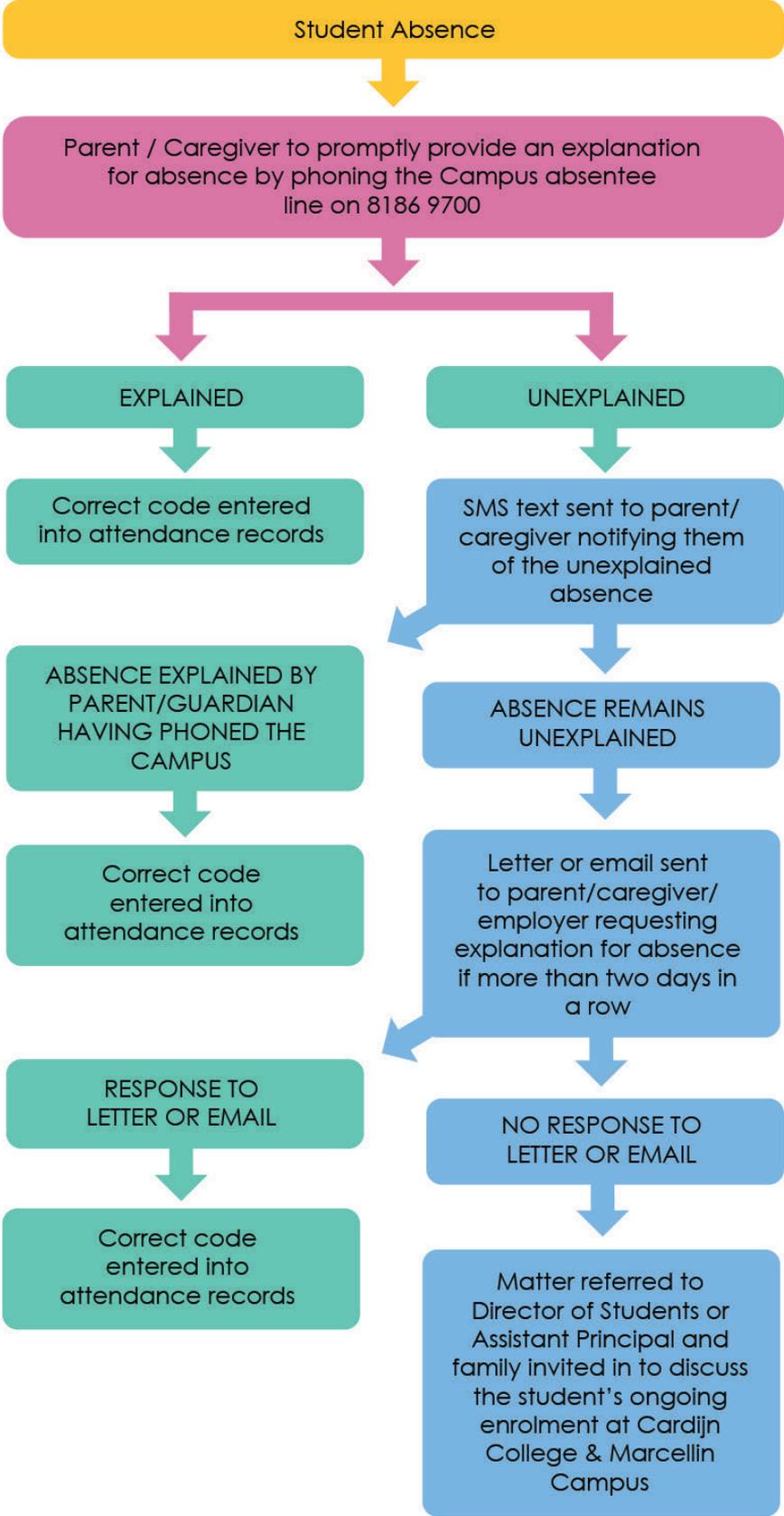
Students are not permitted to leave the campus premises during school hours without written permission from a parent/caregiver explaining the reason and expected length of absence for an appointment. The student must present this note to reception and will be issued with an early dismissal slip.

At the start of the lesson or training session from which the student will be leaving, you must show the early dismissal slip to the teacher or trainer and on leaving, they must return the note to the front office, and sign the leave book. Students who return later in the day must sign back into Marcellin at the reception.



# Student Absence Procedures

The following flowchart provides an overview of the campus procedure for student absences.



# First Aid and Occupational Health and Safety

Qualified trade trainers will outline health and safety procedures to all students in the workshops prior to the use of machines and equipment.

In the event of an accident happening in the workshop or around the College, the injured person will be directed to the First Aid area situated in the administration block. A designated First Aid Officer will assess the injury and make decisions about further treatment. An injured person who requires hospital treatment will be transported either by ambulance or by a designated work vehicle, depending on the severity of the injury.



## Feeling Sick

Students are to report to their teacher or trainer before going to sick bay.

## Lockers

Lockers are provided for security outside the learning areas. Student's bags are to be placed in lockers and kept there during the duration of the school/training day. Students are to provide their own padlocks or combination locks. They may leave a spare key or the code in an envelope with Reception/Administration staff if they wish to do so.

# Sport

Sport, recreation and other extra-curricular activities will be encouraged and supported by Marcellin to maintain a life balance in an adult learning environment.

The participation level will differ from a typical secondary school due to the delivery model of education and training. Marcellin is a member of the South Australian Secondary Schools Sports Association and will enter team competitions such as Basketball, Football and Soccer. These events are played mid-week and are of a knock-out nature.



As one College, Marcellin Campus students are also encouraged to participate in the Cardijn College extra-curricular program.



# Information Communications Technology including Internet Use

ICT refers to, and is not limited to, the following;

- Computers (desktop, laptops)
- Storage devices (USB, CDs, DVDs, portable hard drives, cameras (such as video, digital webcams), IPODs, IPADs, MP3 players)
- All types of mobile phones
- Video and audio players and receivers (such as portable CD and DVD players)
- Gaming consoles and any other, similar technologies as they come into use.

All students must agree to use the Internet and email at Marcellin Campus, in a responsible manner for purposes stated by their teacher or trainer. Students will not use the Internet or networks at Marcellin to access web pages, computer files, newsgroups, chat groups or other materials that would be considered offensive in the judgement of the College.

Students will be courteous and use appropriate language when communicating on the Internet, and will report to teachers or trainers any instances of inappropriate communication.

Students also are NOT allowed to publish inappropriate photographs of themselves wearing Campus uniform or if there is a logo/name of the Campus in the photograph.

The student will:

1. Recognise that ICT is neither private nor secret. Therefore, they may be liable for what is communicated (written word, spoken word, image and/or other) or stored in any form of ICT
2. Immediately notify a teacher and delete any inappropriate ICT material received either by intention or by accident
3. Only disclose personal information of another with proper permission
4. Not intentionally modify files or passwords belonging to other persons, or representing others, without express authority
5. Ensure all copyright laws are adhered to

6. Accept responsibility in regard to copyright protected material and plagiarism. Students will not download and redistribute software, games, music, graphics, videos or text unless authorised to do so by the copyright owner, and will not attempt to present someone else's work as their own
7. Be familiar with, understand and be committed to, this ICT Policy, as well as that contained under Bullying and Harassment
8. Make every effort to ensure that ICT equipment is maintained appropriately and any damage is to be reported immediately

Students will not use ICT for the following purposes:

1. To abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, race, disability, religion, national origin or other)
2. To send, receive or store obscene,
3. offensive or pornographic material
4. To discuss or comment on the physical appearance of other persons (whether they receive the message or not)
5. To injure the reputation of the Campus and or the Church in a manner that may cause embarrassment
6. To offend the ethos and values of Catholic teachings
7. To perform any other unlawful or inappropriate act

## **Breaches**

Any breach of these policies will be taken seriously and will result in disciplinary action being taken.

Examples of possible consequences range from loss or restriction of access to ICT resources, to formal disciplinary action for breach of School Behaviour Management Policy (students) or Code of Conduct (staff). Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

## Social Media

Cardijn College and Marcellin Campus is a Catholic school which seeks to establish a culture of respect, transparency, trust, and integrity in all aspects of College life. As a Catholic organisation we model to our students a love of neighbour and self, expecting our students, parents and staff to use social media in a way that promotes our values. Students will be held accountable for their actions in and outside of school hours where their actions have a negative impact on the wellbeing of other students or staff of the College.

## Role of Students

- Follow the ICT Acceptable Use Policy and Social Media Policy of the College.
- Avoid any involvement with material or activities that could put at risk personal safety, or the privacy, safety or security of the school or other members of the College community.
- Ensure that published material does not contain 'inappropriate content' and is not offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, or is otherwise unlawful.

## Role of Parents

- Support this policy, guidelines and procedures
- Maintain open and supportive levels of communication with teachers and other College staff when addressing issues
- Use appropriate channels of communication in resolving all issues
- Seek to model respectful relationships in all dealings with College staff, parents and students

## Examples of Inappropriate Content on Social Media

Inappropriate content may include, but is not limited to:

- Pornographic material/ images
- Abusive, offensive language or threats
- Bullying, harassing, defamatory comments
- Offensive comments regarding race, religion, sexual orientation, physical characteristics, gender, ability, disability, and economic status
- Personal and/or cultural attacks or insults
- Content that promotes hate of any kind
- Libelous or defamatory comments
- Unauthorised copyright material
- Impersonating by using another person's online profile to access social networking or creating an alias
- Content that is detrimental in any way

## Mobile Phone and Electronic Equipment Usage

- Student mobile phone use is to be appropriate to a work environment.
- Students can call and send texts during their own time only (which will be before school, morning tea, lunch or after school).
- During study, training or work, mobile phones will be turned off or in silent mode.
- Students need to understand appropriate uses of their mobile phone may include using it as a calculator, taking pictures of work, audio or video recording of interviews for assessment purposes. However, they must seek permission from their teacher or trainer before using the device for these purposes.
- Parents and employers are encouraged to ring reception on 8186 9700 if they need to contact a student during school hours.
- Students will not use their phone or mp3 player to listen to music during study, training or work time, unless they have been given permission by their teacher or trainer.

## Student Identification Cards

Within the first month of attending the campus and as part of orientation week, students will be photographed for their Student ID cards. They will be distributed to students shortly after this. Student ID cards will also be required for use on public transport and personal use. The cost of the Student ID cards will be incorporated into college fees. If a student requires a replacement card it will be at a cost of \$10.



# WORK COMPLETION PROCEDURE

Marcellin Campus aims to develop creative, discerning and critical thinkers who work both independently and in collaboration with others. At Marcellin, every student is expected to fulfil their potential and graduate with the knowledge, skills, behaviours and dispositions to be successful in the modern world and to contribute positively to society. The Marcellin Campus Work Completion Procedure aims to assist in the development of these attributes and effectively prepare students for life beyond school.

The teacher will set a due date for a summative task in consultation and negotiation with students. This due date is to be put on SEQTA at least 2-weeks in advance.

Students are expected to utilise their organisation skills and the resources provided (time, support, independent learning opportunities) to complete the task by the due date.

Students can apply for an extension for a set assessment by doing so in advance of the assessment due date (see Request for Extension Notice). In doing so students will be required to show evidence of their current progress.

If a student fails to meet a due date, the subject teacher informs the parent/caregiver and notes this on SEQTA. The student is given 48 hours to produce the work. If completed within 48 hours, the teacher will mark this submission based on normal performance standards so that the student receives feedback on their work. However, students can receive no higher than a C grade for their late submission.

If a student fails to produce the work in this 48-hour timeframe, the subject teacher informs the Director of Students or a member of Extended Leadership who will issue an Academic Detention on Wednesday or Thursday afternoon to complete the work. The student will remain on Academic Detention until such time that the work is completed. Once completed, this work will be awarded a maximum of a C grade.

If a student does not attend the Academic Detention they may be issued with a Saturday Detention by the Director of Students or a member of Extended Leadership.

If a student does not attend a Saturday detention or if their completion of work is a consistent issue across their subjects they and their family will be asked to meet with the Director of Students or a member of Extended Leadership to review their academic progress.

# Uniform Guidelines

- The uniform is to be worn in its complete and approved form
- If students are unable to wear the correct uniform a note must be signed by the parent /caregiver explaining the problem. This must be presented during morning administration time to the teacher or trainer
- Hair must be neat, clean and tidy at all times for both males and females. Hair must not be styled in an extreme or exaggerated fashion and within a normal colour range for people. Haircuts such as mullets and dreadlocks are not permitted. Any students with hair longer than shoulder length must tie it back.
- All students are expected to be clean shaven
- Visible body piercing or tattoos are not permitted

Due to the type of industries that College students/apprentices will work and train in, it is imperative from a safety perspective that students wear the correct uniform, including correct work boots as required.



## The uniform comprises the following items:

### Shirt

College polo with the Cardijn logo embroidered on front. Students in engineering must wear a long sleeve yellow hi-vis cotton work shirt

### Pants

Navy work trousers\*  
Navy work shorts\*  
Navy dress trousers\*  
Cardijn College Physical Education shorts (Shorts may only be worn in Term 1 and 4)

### Jumper

Navy Marcellin Campus fleece or Marcellin Campus Year 12 jumper

### Jacket

Navy College jacket with the Cardijn logo on front

Students have the option of purchasing either the College navy jacket or College polar fleece jumper

### Shoes

Tan steel-capped work boots\* are to be worn with navy work shorts **or** black leather school shoes\* which are to be worn with navy dress trousers. Students wearing Cardijn Physical Education shorts may wear sports shoes

### Socks

Black\*

*\*Families are welcome to purchase these items from a supplier of their choice as they do not require a logo*



**Marcellin Polo**



**Hi-Vis Work Shirt**



**Steel-Capped Boots**



**Work Trousers**



**Work Trousers**

***On days when students are in trade training:***

**Shirt**

College polo with the Cardijn logo embroidered on front

***Cert II Engineering***

Students in engineering must wear a long sleeve yellow hi-vis cotton work shirt

***Hairdressing or Cosmetics***

Clip Joint / Cardijn logo black t-shirt, black pants, black shoes

**Trousers**

Navy dress trousers (Shorts may only be worn in Term 1 and 4)

***Engineering***

Students must wear navy work trousers

***Hairdressing or Cosmetics***

Black or white (or combination of two). No denim, fade, rips or casual. Skirts / dresses must be accompanied with leggings or stockings

**On days when students are in trade training, Skills Practical or any workshop programmed time**

Students must be wearing work pants / shorts and steel-capped boots

**Jumper**

Navy Marcellin fleece or the Campus Year 12 jumper

**Jacket**

Navy College jacket with the Cardijn logo on front

**Shoes**

Tan steel-capped work boots\* or black leather school shoes\*

**Socks**

Black\*

**Uniform ordering process**

All orders are to be placed and paid through the suppliers

**Uniforms**

LOWES

Colonnades Shopping Centre

Beach Road

Noarlunga Centre

Phone: 8326 2528

**Opening hours**

Mon-Wed 9.00am – 5.30pm

Thur 9.00am – 9.00pm

Fri 9.00am – 5.30pm

Sat 9.00am – 5.00pm

Sun 11.00am – 5.00pm

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**Tan steel-capped boots**

BOC Lonsdale

22 O'Sullivan Beach Road

Lonsdale

Phone: 8326 6755

**Opening hours**

Monday to Friday | 8am - 5pm

Saturday | 8.30am - 11.30am



## Visitors to the Campus

All visitors must report to Reception to sign in and, for clear identification, be issued with a visitor's badge.

## Privacy and Copyright Consent Form

It is important that you sign a Privacy and Copyright Consent Form. To keep records about activities at the College or for marketing and promotion purposes, we regularly take photographs and videos of students and teacher /trade trainers.

## Contacts

For all telephone enquiries at the Campus, please contact Reception on **8186 9700** where you will be transferred to the appropriate staff member.



CARDINAL  
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Phone: 08 8186 9700

Email: [info@marcellin.catholic.edu.au](mailto:info@marcellin.catholic.edu.au)

Or visit our website

[www.marcellin.catholic.edu.au](http://www.marcellin.catholic.edu.au)

Postal address

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Corner of Beach and Mander Roads,  
Christie Downs, SA 5164