



ST KEVIN'S
COLLEGE • TOORAK



STUDENT HANDBOOK



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LUCEAT LUX VESTRA
(Let your light shine)

The year 2013 will be an exciting one. There will be many changes and experiences that are unique to Waterford. This booklet has been designed to answer some of the questions you may have about the expectations, processes and challenges offered at your new campus Waterford.

Our Guiding Tenants

Deriving from the College Mission Statement the following are important tenants for your Waterford year.

- **Learn**

Year 9 is a very important year. It is a year of academic and personal development in which the foundations of a successful VCE are laid. Students should come to Waterford prepared to avail themselves of all opportunities and challenges offered to them. In 2012 the strong emphasis in our learning is one in which students will be required to reflect on themselves as learners and thus examine ways to enhance the learning process.

- **Respect Ourselves**

'I have come so that they may have life and have it to the full.' John 10:10

Respect of ourselves is central to any respect for others. Respect for ourselves involves positively addressing the way we look at ourselves as people, wear our uniform, conduct ourselves in and out of school and generally live our lives.

- **Respect Others**

Each of us, as a part of the Waterford community, has a responsibility to care for, support and encourage each member of our community. All members of our community have a right, and therefore a responsibility, to actively promote a welcoming, happy, secure, supportive and compassionate environment for all members of our community. Globally our community also values commitment to alleviate the suffering experienced by the world's poor and marginalised.

- **Respect the Environment**

Respect for our environment is both a local community and global responsibility. Locally we are entrusted with the stewardship of buildings, grounds and surrounds that are of great historical, environmental and religious significance. We are also called upon to be individually responsible for ensuring that our activity respects the Richmond community, the global environment and the value of all life.

Tutor Groups

The Tutor Groups at Waterford are named after famous Australians.

You will be a member of: Bonner, Callinan, Chang, Chisholm, Dunlop, Dyer, Hollows, MacKillop, Mannix, Santamaria, Treacy or Yunupingu.

PRAYER FOR THE WATERFORD COMMUNITY

Bless, O Lord this community.

Guide our actions, show us what we must do, so that all things in our lives may be pleasing to You. Inspired by Your sacrifice and the love of Blessed Edmund Rice, may our light shine and enable us to glorify You, as we provide for the needs of our Waterford community.

St Kevin pray for us,

Blessed Edmund Rice pray for us,

St Mary of the Cross pray for us.

Amen

PROCEDURES and EXPECTATIONS

Morning Procedure

- Students are invited to enter the Tutor room from 8.30 onwards
- Tutors are encouraged to be in the classroom before Tutor period commences at 8.40 a.m.
- A warning bell will be rung at 8.40. Those students not already in Tutor Room will be expected to move immediately to their lockers
- Tutor period will commence at 8.45
- Students will be expected to have the materials required for the first three periods of the day, as well as their diary, on their desk
- There should be no food or drink in the classroom at any time
- Students need to stay out of other Tutor rooms at this time

Stationery

- Students are reminded to label all their equipment, especially textbooks, pencil cases and calculators. They should also have their name on their blazer.
- White out and steel rulers are items that are banned and not to be brought to school
- The system suggested to assist students with their organizational skills is that all the materials for a particular subject are filed in either a large zipped pocket or a plastic box and labelled with the subject name. For example in English, the novel, display folders and binder books are grouped in the one container. All core subjects should be treated in this way
- Pencil cases should contain all the necessary stationery items, as it is expected that students will be self-sufficient and not continually borrowing items

Electronic Equipment

- I-pods may be used whilst travelling to and from the Campus but on arrival at school they must be stored in the student's locker.
- Failure to do so will result in confiscation of the item
- Likewise mobile phones are not to be on students during the day. If parents need to make contact they can ring the office and leave a message
- Students with phones on their person, whilst at school, will have the phone confiscated and repeated infractions will result in an hour detention.
- It is also expected that laptops, whilst not in use will be stored securely in lockers.

End of Day Procedure

- The bell will be rung at 3.15 signalling the end of the day's lessons
- Students will be dismissed at the end of Period 7
- Chairs will be placed on tables, windows closed and the room cleaned
- Uniform should be checked before students leave
- Only when the teacher of Period 7 is satisfied will students proceed to their lockers, pack their bags and exit the Campus
- Students will ensure the corridor and top of the lockers are clean

Diary

- Students must have their diary for every academic class
- For each day of the week students should write the subjects to be undertaken on that day, on the left hand side of the allocated space. The set work should be written on the right hand side. Due dates for Work Requirements should be recorded well in advance
- It is not a scribble pad – graffiti is not appropriate on any part of the diary
- Notes to parents will be written in the diary by teachers e.g. failure to bring necessary equipment to class or to complete set tasks or homework
- The diary is the first point of contact with parents and should be signed by them on a weekly basis
- It will be checked and signed weekly by the Tutor, noting neatness, recording of work, completion of tasks and any staff comments.
- For students who are disorganized their diary may be checked at the end of each the day, until they become independent in its use

Tutor Duties

As a member of your Tutor group you will be requested to participate in the following duties on a rotational basis.

- Read the morning prayer
- Read the memo
- Be responsible for the classroom cleanup – end of day (windows, floor mess, chairs, clean white board)
- Clean the corridor- each Tutor Group is responsible for the area outside their Tutor room
- Be responsible for the cleanliness of an area of the Campus grounds.

Lockers

- Lockers are situated outside the Tutor room
- Students will be allocated a numbered locker outside their Tutor room
- All lockers must be locked with the regulation school lock
- If students do not have a lock, a new one can be purchased from the front office
- All electronic equipment must be locked securely in the student's allocated locker
- Student name, locker number and their lock code should be supplied to the Tutor for future reference
- All bags are kept in student lockers not in the classroom
- Sports bags only may be stored on top of the locker

Absences

If absent from school, parents must call the Waterford Office (94214319) that morning, otherwise the Office Staff will ring home. If parents are not contacted the student must bring a note to explain their absence.

Exiting the Campus

To exit the Campus students must obtain, in the morning, an exit slip from the Office. A note, signed by a parent, explaining the reason for leaving the Campus must be presented to the Secretary. The exit slip must then be presented to the classroom teacher on departure from a class and the Tutor should be informed during Tutor period of the need for an early dismissal. The student must report to the office before leaving the school grounds.

Assessment Calendars

Each semester students will receive an Assessment Calendar which outlines the assessment items, in each subject, for the semester. A copy should be placed in the diary and another kept in an obvious place at home.

'Let Your Light Shine' Opportunities

Waterford offers a plethora of activities, all of which aim to challenge students by demanding they step outside their comfort zone and try something new. In many instances, community service and becoming 'a man for others' will be central to these experiences.

The following are examples of such activities:

- | | |
|--------------------------------|----------------------|
| St Vincent de Paul Society | Waterford Enterprise |
| St Ignatius Food Bank | Open Day Guides |
| Pied Pipers Good Friday Appeal | Debating |
| Tutoring at Glendalough | Book Club |
| 40 Hour Famine Appeal | Waterford FM |
| Charity Soccer Game | Usher at Musicals |
| IT Committee | Presenting at Forum |
| Media Group | AV Club |

Waterford Vase Insignia

The insignia is awarded to students who by their involvement and actions are viewed as contributing to the life of the Waterford Community, as well as the community at large. The top twenty percent of students in the year level will be awarded either a green or gold insignia which will be worn with pride and embroidered on their blazer pocket.



YEAR 9 WORK REQUIREMENT SUBMISSION POLICY

Throughout the course of the year, you will complete a variety of tasks, which will be assessed. Even though classes may complete different types of tasks, it is important that a uniform Submission Policy is adhered to by staff and students. Your teacher will explain this Work Requirement Submission Policy in class.

Read through this document carefully and keep this handout in your folder.

EXTENSIONS

- Extensions must be negotiated with your teacher and will not be granted lightly. You must have an important and seriously valid reason.
- If students require extensions they need to be applied for 48 hours prior to the due date. Extended leave **must** be obtained from the Principal.
- An extension application needs to be obtained from your teacher and approved by him/her.

ABSENCE ON THE DAY OF THE DUE DATE

- If the student is absent on the day the Work Requirement is due, a parent must ring the Waterford School Office.

FAILURE TO SUBMIT THE COMMON ASSESSMENT TASK

This is considered to be a very serious matter.

If a student does not submit the Work Requirement by the due date:

- The Work Requirement must still be submitted
- For each day late 25% of the grade will be deducted
- The task does not receive the benefit of detailed feedback
- It is noted on the report that the task was submitted late
- If the task is not submitted within a week, the student will attend a Friday detention, until the task has been satisfactorily completed.

COMPUTER FAILURE

Read the following CAREFULLY!

Computer failure is not an acceptable excuse for failure to submit a Work Requirement.

You must:

- **Print a copy BEFORE classes commence and SUBMIT it at the beginning of the appropriate class on the stated day**
- **Keep a paper copy and an electronic copy**

Student signature _____

Parent signature _____

What is Plagiarism

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like '*copying*' and '*borrowing*' can disguise the seriousness of the offense:

According to the *Merriam-Webster Online Dictionary*, to '*plagiarise*' means

1. To steal and pass off (the ideas or words of another) as one's own
2. To use (another's production) without crediting the source
3. To commit literary theft
4. To present as new and original, an idea or product derived from an existing source

In other words, plagiarism is an act of **fraud**. It involves **stealing** someone else's work and **lying** about it afterwards.

But can words and ideas really be stolen?

According to the law, the answer is yes. In Australia and many other countries, the expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some media (such as a book or a computer file).

All of the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Remember! **Changing the words of an original source is *not* sufficient to prevent plagiarism.** If you have retained the essential idea of an original source and have not cited it, then no matter how drastically you may have altered its content or presentation, ***you have still plagiarised.***

Most cases of plagiarism can be avoided; however, by **citing** sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

Preventing Plagiarism: Student Resources

In an assignment or research paper, you have to develop your own original ideas, while at the same time using work that has already been written by others. But how can you tell where their ideas end and you own begin? What's the proper way to include sources in your paper? If you change some of what an author said, do you still have to cite that person?

Strategies

Plan your paper

Planning your paper well is the first and most important step you can take towards preventing plagiarism. If you know you are going to use other sources of information, you need to **plan** how you are going to include them in your paper. This means working out a balance between the ideas you have taken from other sources and you own, original ideas.

Take effective notes

One of the best ways to prepare for a research paper is by taking thorough notes from all of your sources, so that you have much of the information organized before you begin writing. On the other hand, poor note-taking can lead to many problems – including improper citations and misquotations, both of which are forms of plagiarism.

To avoid confusion about your sources, try using different coloured fonts, pens or pencils for each source and make sure you clearly distinguish your own ideas from those found elsewhere.

Also, get into the habit of marking page numbers and make sure that you record bibliographic information or web addresses for every source right away – finding them again later when you are trying to finish your paper can be a nightmare!

When in doubt, cite sources

Naturally you wish to gain credit for your own ideas, and you do not want your teacher to think that you obtained all your information from somewhere else. But if it is unclear whether an idea in your paper is really yours, or whether you obtained it from somewhere else and just changed it a little, **you should always cite your source.**

Instead of weakening your paper and making it seem like you have fewer original ideas, this will actually strengthen your assignment by:

1. Showing that you are not just copying other ideas but are processing and adding to them
2. Lending outside and often expert support to ideas that are completely yours
3. Highlighting the originality of your ideas by making clear distinctions between them and ideas that you have sourced elsewhere.

Know how to paraphrase

A paraphrase is a restatement, **in your own words, of someone else's ideas**. Changing a few words of the original sentences does **not** make your writing a legitimate paraphrase.

You must change **both** the **words** and the **sentence structure** of the original, **without** changing the content. Also, you should keep in mind that paraphrased passages **still require citation** because the ideas came from another source, even though you are putting them in your own words.

What is quoting?

Taking the exact words from an original source is called **quoting**. You should quote material when you believe the way the original author expresses an idea is the most effective means of communicating the point you wish to make.

Eg.

Milan Kundera, in his book *The Art of the Novel*, suggests that "if the novel should really disappear, it would do so not because it has exhausted its powers but because it exists in a world alien to it."

Citation

A **citation** is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again. It includes:

- Information about the author
- The title of the work
- The name and location of the company that published your copy of the source
- The date your copy was published
- The page numbers of the material you are sourcing

REPERCUSSIONS AND PENALTIES FOR PLAGIARISING

Infringements include:

1. Failure to acknowledge sources
2. Direct copying of another student's work

Consequences:

- Parents are contacted
- A detention is served
- The student who copied or plagiarised is awarded a zero and must re-submit the Work Requirement
- If the work was copied from another student, with their knowledge, the original author's submission is lowered by 50%
- A second offence incurs an interview with the Curriculum Convenor

How to Set out a Bibliography

List the items alphabetically by the author's surname or by the title, if no author is known.

Each item should be generally arranged as follows:

Author, Date, Title, Publisher, Place. **OR**
Author, Date, *Title*, Publisher, Place.

Capitalise the first letter of the first word of the title and for other words except prepositions and conjunctions e.g., and, in, to, an, etc.

Underline the title of the book, magazine or encyclopedia. Alternatively, the title can be in italics.

When recording the place of publication always list an Australian source if available.

When more than one Australian place is given, cite the first place listed.

When recording the place of publication always cite the latest edition. Ignore reprint dates, as a reprint is an identical copy of the edition.

Book with One Author

Holden, A, 1988, Olivier, Widenfeld & Nicholson, London.

Book with Two Authors

Downie, S. and Redi, F., 1990, *Economics: issues and systems*, McGraw-Hill, New York.

Book with Multiple Authors

Cameron, S et al, 2006, *Cookery the Australian Way*, Macmillan, South Melbourne.

Book with an Editor

Walker, R (ed.) 2009, *Cricket's Greatest Moments*, Jacaranda, Melbourne.

No Author (enter by title first)

The Centenary Collection: sport in old Australia, 2010, Five Mile Press, Noble Park.

Article in a Newspaper

Smith, K, 2011, "Is the Carbon Tax right for Australia?", *The Age*, 15th July, p12.

Article in an Encyclopedia

"Mary Mackillop, 2008, *The World Book Encyclopedia*, Field Enterprises Corp., Chicago, V.3, p. 190.

Article in a Magazine

Hay, A, 2011, "A City Under Siege", *Australian Geographic*, issue no. 104, pp54-69.

Film

Gattaca, 1997, motion picture, United States, Columbia Pictures.

Internet (with an author)

Stokes, B, 2011, *Majorca: must see places*, online, retrieved on 30th October, 2011, <http://www.majorcamustseeplaces.com>

Internet (without an author)

Department of Geological Sciences, 2011, *How Volcanoes Work*, online, retrieved on 14th November, 2011, http://www.geology.sdsu.edu/how_volcanoes_work/

“How the Ancient Chinese Lived”, 2011, British Museum, online, retrieved on 14th November, 2011, <http://britishmuseum.org.uk/ancientchina>

WORK REQUIREMENT STRATEGIES

Work Requirements usually take the form of:

- Tests
- Essays
- Assignments

STRATEGIES

TESTS

The majority of the content for TESTS is completed during class, over a number of lessons

Remember to REVISE regularly; the night after each lesson is preferable.

Final revision can occur the night before but DO NOT expect to leave all your study until the night before the test.

ASSIGNMENTS

Assignments are usually set well before the due date to allow for research, planning, writing and editing. A criteria sheet should accompany them and direct you to what is required.

Divide the assignment into sections and use a timeline to keep you on task. Aim to complete all sections before the due date, so that you can proof-read and add final touches to your assignment.

DO NOT EXPECT TO COMPLETE ASSIGNMENTS AT THE LAST MINUTE

ESSAYS

Essays are allocated at least a week before the due date. Most of the preparation will have occurred in class, with detailed study of the content required for your response.

Time should be allocated to the task consistently across the week.

Remember to plan, draft and proof-read your essay before submitting your final copy. **DO NOT** expect to write your essay the night before it is due.

SUCCESS depends on sound organizational skills.

- Appropriate use of the diary
- Developing an effective study timetable
- A disciplined approach to homework

If you fail to plan, you plan to fail