

RONCALLI
COLLEGE

*Student Directory
Information Handbook*

2008

Important Phone Numbers

School Office	Telephone	688 6003 extension 801
	Fax	688 6002
	Email	office@roncalli.school.nz
	Website:	http://www.roncalli.school.nz
Library	Telephone	688 6003 extension 814
Counsellor	Telephone	688 6003 extension 811
Sports Coordinator	Telephone	688 6003 extension 808
Arts Coordinator	Telephone	688 6003 extension 815
Executive Officer	Telephone	688 6003 extension 805
Property Manager	Telephone	688 6003 extension 830
Gateway	Cellphone	027 739 8570

School Map

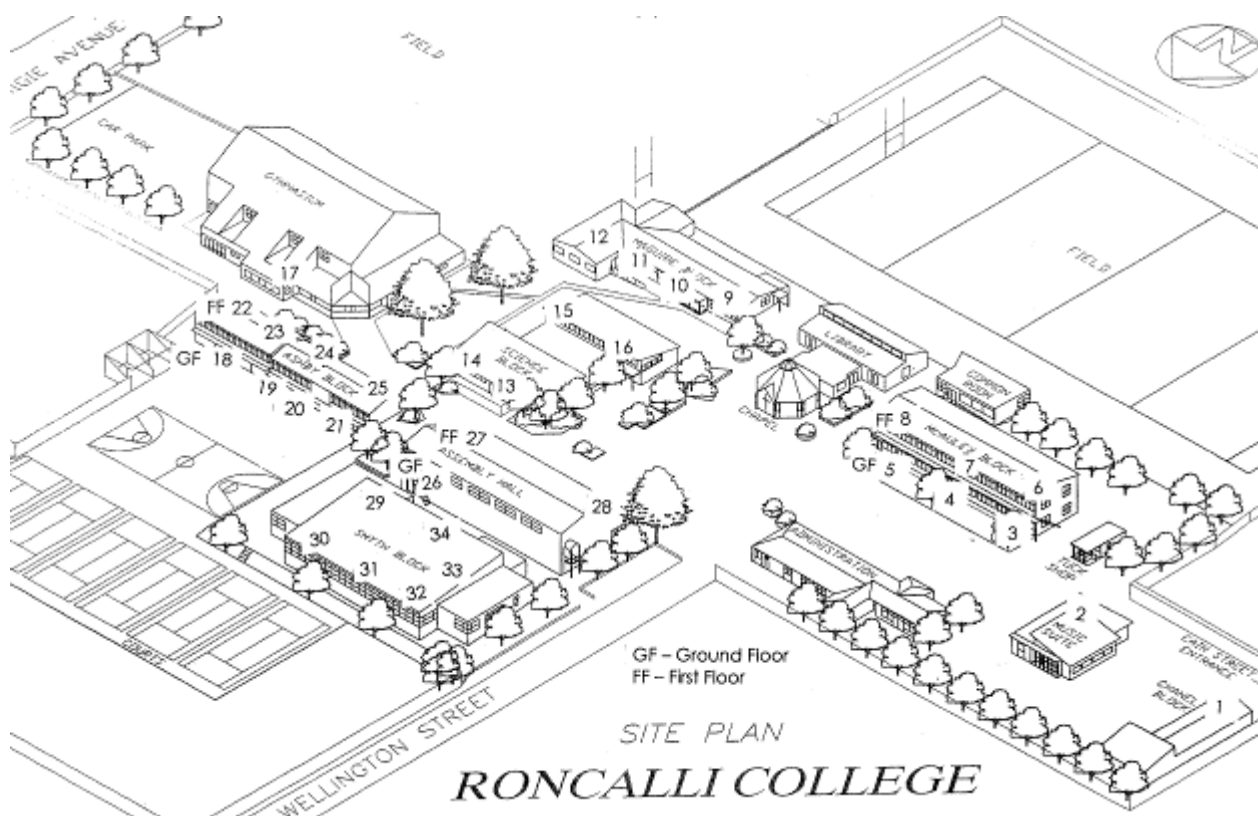


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Absences

If you are absent your parent/guardian must send a written note to your House Group teacher on the day you return to school to explain your absence. As well, parents are encouraged to ring the school in the morning on the day you are absent. The office appreciates it if parents ring anytime before 8.30am and leave a message on the answerphone, otherwise any time before 10am would be appreciated.

Address Changes

Any change of address or phone number should be notified to the College Office as soon as possible.

Appointments

Parents are asked to avoid appointments in school time if at all possible. Students will be given leave on production of an appointment card at the College Office. They must sign in and out of the office as well.

Board of Trustees

Mr James Blackstock (Student Rep)
Ms Carmel Brosnahan (Chairperson)
Mrs Anne Bruce
Mr Peter Burt
Mrs Amanda Clapham
Mrs Marilyn Douglas (Secretary)
Mr Malcolm Eadie
Mr Nigel Gormack
Fr Geoff Gray
Mr Grant Hamel
Ms Jane Hill (Staff Rep)
Mr John Hogue
Mr Gerard Scott

Bursaries and Allowances / Financial Assistance

Any student who may be disadvantaged by course costs and/or other school related expenses can apply to the Principal for financial assistance. This includes Attendance Dues.

Buses – Timaru Town Bus

There are 2 afternoon school buses leaving from Cain Street.

If you **don't** live in the Timaru Schools Bus route between Roncalli College and Benmore Street and you want to get home quicker, then catch the Express bus (40 seat) outside the school.

If you **do** live in the Timaru Schools Bus route between Roncalli College and Benmore Street, then catch the small bus (25 seat) outside the school.

Cultural Activities

A Whanau group meets on an irregular basis during the year. Contact the Principal or Puhi Karaka for further information.

College drama and musical practices have a proud tradition at the College, Music is offered in the curriculum up to Year 13 and every student in the College has the opportunity of tuition in musical instruments involved in singing and or choir.

Deans

These staff have responsibility for Pastoral care of Year groups. The Deans for 2008 are:

Year 9	Robyn Gillies and Aaron Everett
Year 10	Karin Cockroft and Simon Fuller
Year 11	Penny McCosh and Eric Sharples
Year 12	Robyn Brien and Rob King
Year 13	David Mills

Development Foundation Trust

Roncalli College operates a Development Foundation Trust. It's purpose is to facilitate a capital development fund for the future of the College. The members are:

Jane Coughlan
Simone Greig
Mark Heneghan
John Hogue (Principal)
Mick Laming
John McBeth
Tony McCleary
Gerard Scott
Peter Scott (Chairperson)
Dale Walden

Discipline

Code of Conduct and Discipline Procedures

WHAT IS IMPORTANT FOR US AT RONCALLI?

- We are part of a Catholic school community. In other words, we do our learning and teaching within an atmosphere where God's presence and action in our lives is acknowledged, in love and gratitude.
- The values and teachings of Jesus are at the heart of our school and we try to live them.

WHAT DOES THIS MEAN FOR THE WAY I THINK ABOUT MYSELF AND OTHERS?

- I will respect myself, someone made in God's image and likeness. I will do my best to respect and love others, even if they are 'different' or I don't agree with them. I will treat people fairly and justly, respecting their feelings and their property.
- I will be ready to forgive and to show compassion.
- I will learn and teach to the very best of my ability.
- I will pray, and celebrate the Lord's love in the Eucharist.
- Let's be responsible and caring people, looking after each other and our school.

In the classroom, to ensure that teaching and learning occur, we need to have clear guidelines. They are as follows:

CODE OF CLASSROOM CONDUCT

- a) Respect other people and their property
- b) Follow instructions the first time they are given
- c) Arrive on time with correct equipment and be prepared to work
- d) One person talking at a time
- e) Eating and chewing is not allowed without permission

Staff acknowledge that they will emphasise the positive, recognising good behaviour. This is sound educational practice. If a student chooses to breach or ignore the rules then the following consequences will apply.

If in class, behaviour/off task behaviour is evident the following process may be used

- (1)
 - Inappropriate behaviour – warning = name on the board] consequences -
 - Inappropriate behaviour - continues = first tick by the name] see (2)
 - Inappropriate behaviour - continues = second tick by the name
 - Inappropriate behaviour = (all of the above) student sent to study – consequences see (3)

- (2) Teacher set task appropriate to student, place and time e.g. tidy up corridor, stack the chairs, pick up litter, a set written activity, clean up the corridors, pick up litter around College, a set written activity.

- 3 1 hour detention and parent notification by teacher.

NOTE:

- Ticks are not removed for good behaviour
- Do not move to 'name and tick' for first misbehaviour
- We see all staff as standard setters - so all staff need to be part of standard procedures in terms of lateness, uniform, homework, language etc.

LONG TERM CONSEQUENCES

- 1 Student is referred to study more than once in a week. Dean to contact parents as well as Detentions.
- 2 Repetition in a second week. Dean contacts parents and activates Daily Report. Also referred to Counsellor and/or meeting with teacher.
- 3 Continual disobedience. Dean refers student to AP/DP. Placed on Daily report and contract.

Donation and Fees

Attendance Dues

Attendance Dues of \$60.00 per term for one child. \$52.50 each if there are two and \$45 each for three or more from the same family. (These figures do not include GST.) These dues are charged by the Proprietor to pay for insurance, and maintenance on the buildings and some capital development if needed. Special arrangements for reduced fees may be made with the Principal. No student need be deprived of Catholic schooling through financial consideration.

Parent Partnership Fund

The parent partnership fund is a voluntary contribution from Roncalli parents. The Fund is a joint initiative between the College and the Roncalli Development Trust. The Development Trust will use these funds to support the College with projects that are not

able to be funded through the normal operations grant. It is proposed that the first project will be a student services centre involving, counseling, student health and community based support services.

Cultural Levy

A levy of \$10 is charged to support various sporting and cultural activities.

Religious Education Levy

A religious education levy of \$20 per student is charged and forwarded to the Diocesan Education Council.

Guidance

The Guidance network includes a Guidance and Careers Counsellor, House Group Teacher and Deans. All staff have a role in assisting students to make a smooth transition to Roncalli College. A full confidential counselling service, accessible to all students, staff and parents, encourages social decision making. Students and parents are encouraged to contact House Group teachers and Deans at any time during school hours.

House Group System

Each student is placed in a House Group. The teacher in charge of each House Group is the first contact for parents. House Groups meet daily for administrative and pastoral purpose.

Homework

Home study is a valuable and essential part of the student's learning experience. It complements work done in the classroom and is most necessary if the student is to gain an understanding of the various topics of study.

Time Required:

Year 9	1 – 1.5 hours Monday to Thursday
Year 10	1.5 – 2 hours Monday to Thursday
Year 11	2 – 2.5 hours Monday to Thursday
Years 12+	2.5 – 3 hours Monday to Thursday

also at least one study session each weekend.

Before going home

The student should record in their homework diary details and completion dates of homework assignments.

Planning

Routine is essential. The student should develop their own study programme. They need to do this early in the year. Plan well – take into account other commitments. Have a regular study time and keep to it. Plan a specific study programme when revising for exams.

Leaving Procedure / Signing Out

When a student intends to leave Roncalli College, it is essential that the House Group teacher is informed in writing by a parent or caregiver. For all leaving students, after satisfactory completion of a special form (available from the school office), and settlement of accounts and return of school resources (eg textbooks), a Leaving Certificate will be issued.

Length of School Day

Designated school hours are from 8.45am to 4.30pm. Curriculum instruction is from 8.45am until 3.30pm. Time before and after school until 4.30pm may be used for meetings, sports/cultural practices, tutoring, detentions and other service to the school.

Library

Open during morning breaks, lunch times and sometimes in the evening. It is to be used and treasured. Library rules will be explained to students by the Librarian and teachers. Word processing and other services are available to students and staff.

Lockers

All year 9 students are allocated one. Year 10 – 13 may request and/or be allocated one.

Lost Property

Lost property is stored under the stairwell outside room 26.

Medication

All prescription medication should be held at the College office.

Mobile Phones

These are the rules for the use of Cell phones at the College

1. Mobile phones may be used in break times ie lunchtime, interval, before and after school.
2. Security related to mobile phones is at the student's own risk – students must make adequate provision for the security of their own cell phone.
3. Mobile phones must be turned off during any class time, assembly, mass or other school activity.
4. If a mobile phone is used at an inappropriate time then it will be removed from the student by the teacher and handed in to the office.
5. If a mobile phone is used in an inappropriate manner during the school day including lunch and interval then it will be removed from the student and handed to either a dean or a senior member of staff. Discipline processes will be used to resolve the issue.
6. First time the mobile phone is taken off the student and given to the office the student will get the mobile phone back when a parent has come in to the office and claimed the phone.
7. The second time the phone is taken from the student the parents need to come in to discuss the issue with the dean. The phone will be returned to the family on the understanding that it will not reappear at school that term.
8. If the phone is found at school again this becomes an issue of defiance and will be handled by a senior member of staff.

Motorcars/Motorbikes

Obtain permission from the Deputy Principal if you intend bringing a motorcar or motorbike to school. Parental approval will be required. Park in Wellington Street or the Gym carpark. Passengers in cars also need parental approval.

Newsletter

A college newsletter is distributed by hand every Wednesday fortnight. Students will be given one to take home on this day.

Non-prescription Drugs and Alcohol

Students are not permitted to bring alcohol to school or consume it when in the school's care and responsibility. The same applies to other non-prescription drugs. Any incidents involving alcohol or drugs will be treated very seriously. Appropriate disciplinary action will be taken. This may involve suspension from school.

Outdoor Education

Outdoor Education opportunities exist as both curricular and co-curricular areas. Year 10 students spend one week in outdoor education at the Boyle River Lodge. Outdoor Education is a curriculum subject in Years 12 and 13.

Parent Interviews and Consultation

Formal written reports on student progress are sent home twice a year. Interim reports are issued to all students in mid-March. Formal written reports on student progress are sent home twice a year. Interview evenings are held twice a year for each form level. Parents are very welcome to contact the school at other times. Usually the House Group teacher will be the person to contact first.

PTA Clothing Sale/Second Hand uniform 'shop'

A second hand uniform sale is held by the PTA at the end of each year. Named and priced items can be left for this and for the 'shop' at the College office. At other times parents are able to purchase second hand clothes by contacting Janice Rooney. The shop is open every 2nd Thursday 3.30 – 4.30pm. Dates are advertised in the school fortnightly newsletter.

PTA

An annual meeting is held on the second Tuesday of each March. All parents and caregivers are welcome to this. The Committee is also open to all.

President	Mrs Joy Darling – <i>until March 2008</i>
Secretary	Mrs Liz Shea – <i>until March 2008</i>
Treasurer	Mrs Christine Chisnall

Physical Education Exemption

Any disability of a temporary nature should be communicated in writing to the teachers concerned so that a modified programme can be instituted. In case of a lasting disability, a Doctor's Certificate should be forwarded to the Principal who will arrange for a timetable change if necessary.

Roncalli Code

All students have the right to learn and live in our school community without being 'put down', distracted from their learning, hassled or mistreated in any way.

All teachers have the right to teach and live in our school community without being 'put down', distracted from their learning, hassled or mistreated in any way.

Students are expected to follow the instructions of teachers with promptness, cheerfulness and courtesy.

Special Character

Roncalli College exists as a commitment of the local Catholic Community to preserve Christian values in their children. These values are centered on the Gospel, expressed teachings of Jesus Christ according to the Catholic tradition. They imply a belief in Jesus, hope for the future, care and concern for each other, the uniqueness and giftedness of the individual, development of talents and preparation of leadership in the wider community.

Sport

The College is highly regarded in the area of sport. Staff, parents and community members provide excellent coaching in a wide range of winter and summer sports.

Our Director of Sport, Mr Mills, is the first contact person in this area. We appreciate parental support. Healthy, constructive use of leisure time and the building of character through such involvement is an important aspect of the College philosophy.

The College Sports Policy encourages the following:

- 1 What is our Aim?
 - Exemplary conduct at all times (best behaviour, setting an example).
 - Excellent sportsmanship (play fair, play hard, manners, etiquette).
 - Quality presentation (immaculate uniform, worn properly).
- 2 Why?
 - Every Roncalli College representative is a powerful role model (ie example to others) and an ambassador for our school.
 - Team pride leads to school pride and spirit AND raises performance and profile.
 - The way we look, behave and play encourages:
 - support
 - sponsorship
 - community perception
- 3 So....
 - Please do your personal best each and every time you represent our school.
 - It makes for QUALITY PERFORMANCE AND PERSONAL SATISFACTION.

working together as a team ...

- 1 WEAR YOUR UNIFORM PROUDLY. If you dress well, you will look and feel good as a team.
- 2 SPORTSMANSHIP. Always treat other members of your team, as well as the opposition and officials with respect. You cannot have a game without them.
- 3 REMEMBER YOUR OBLIGATIONS.
 - to yourself
 - the team
 - your coach
 - your captain
 - your school
- 4 ETIQUETTE
 - wish opponents well before the game
 - shake hands and thank opposition after the game

- thank the umpires and officials
- thank your coach and/or manager
- give cheers

5 BE PUNCTUAL to each game, come prepared and be organised.

6 WARM UP mentally and physically – FOCUS on the task ahead of you.

7 ALWAYS BEHAVE in a way that brings credit to your team, your coach, your school and yourself.

8 BE HUMBLE in victory and accepting in defeat. Play Fair – Play Hard.

OTHER RESPONSIBILITIES

Scoring, umpiring, passing results to Principal's Secretary for assembly and the newsletter.

Staff

John Hogue, Principal

Gerry Fennessy, Deputy Principal

Jane Hill, Acting Assistant Principal

Chris Anders, Physics

Angela Baines

Tony Blackstock, Head of Mathematics

Michelle Bower, Office Assistant

Amber Boyce

Robyn Brien, Head of Music

Rebecca Brookland, Netball Coordinator

Mike Bunckenburg, Head of Science

Penny Burrows, TIC ICT

Kate Burt, Office Assistant

Richelle Cannell, Sports Administrator

Bruce Carlaw, Head of Technology

Cynthia Christie

Adele Churchman, Director of Religious Education

Karin Cockroft, TIC Special Needs

Lisa Cody, TIC Food & Fabric Technology

Steve Coe, Groundsman

Amy Cooney

Marc De Lima, Assistant DRS

Michelle Denson, HOD English

John Dirs

Marilyn Douglas, Executive Officer

Barbara Ellena

Kerry English (on leave)

Aaron Everett, TIC Junior Science

Simon Fuller

Robyn Gillies, Head of Social Sciences

Gavin Hamel

Catherine Hansen, Food Technology

Vicki Healy, Teacher Aide

Craig Hinton

Brenda Hogue, ESOL

Riccardo Ingrassio

Margaret-Ann Jenkin, Tuckshop

Puhi Karaka, Maori

Simon Keeley

Rob King, TIC Gateway & Commerce

Lynne Macfarlane, Librarian

Penny McCosh, TIC Health

Jim McDonald, Property Manager

Marian Mehrrens, Administration Assistant

David Mills, Director of Sport and Head of Physical Education

Jo Parsons

Bernard Pavletich, TIC History

Will Pike

Regan Powell

Adrienne Quertier, Counsellor

Sandy Richards, Personal Assistant

Fil Rodriguez

Eric Sharples

Cathy Shearer, International Student Administrator

Sr Elizabeth Sherry

Kerry Small, Teacher Aide

Holly Stapleton

Guy Sutherland

Sheila Thomas

Ian Todd, Workshop Technician

Bev Wilton, Arts Coordinator

Susanne Windsor

Amy Wybrow

Jose Zandbergen, Sportfit Coordinator

Telephone

A phone for students is available at the College office. There is no cost for local calls. Use is restricted to before school, interval, lunchtime and after school.

Textbooks

You are responsible for your texts and will be charged for loss or for damage which is in excess of fair wear and tear.

Tuck Shop

The tuck shop is open at interval and lunchtime.

Uniforms

Hair – Male and Female

- Hair should be of a natural colour: two colours are OK provided they are in the natural range.
- Hair is to be tied up if it is shoulder length.
- Straggly bits in the front are to be clipped back if they can't be tied up.

Socks

- Female – For summer only ankle socks are permitted – that is the short blue socks that come up to the ankle and can be turned over.
- Male – Walk socks in summer for all boys and grey walk socks for juniors in winter.

Makeup

- No makeup is to be worn.

Earrings and other jewellery

- No facial piercings are permitted
- Only one earring per ear and through the lobe
- Only plain studs or sleepers are permitted

Cleanliness and tidiness

- Please encourage students to wear clean uniform – close fitting garments should be washed every day.

Clothing worn beneath the uniform

- If you can see t-shirts or polyprops or pyjama pants under the uniform, please ask the student to remove them.

Jackets

- Only the school jacket is to be worn.

Kilts and summer skirts

- These are worn at midcalf level.

Please support us to tidy up the appearance of students.

RONCALLI COLLEGE UNIFORM LIST

JERSEY: Maroon (Kairanga)
SHOES: Dark Brown lace-up (not suede)

OPTIONAL ITEMS

BLAZER: Maroon - can be ordered through the College Uniform Shop
TRACK SUIT: Gold and Royal Blue (Canterbury) through College Uniform Shop
SCARF: Maroon with gold bands at each end
JACKET: Navy Blue - ordered through College Uniform Shop

BOYS	GIRLS
SUMMER UNIFORM	SUMMER UNIFORM
Shirt - Pale blue short-sleeved polo shirt Shorts - Navy blue Socks - Pale blue Walk socks	Skirt - Roncalli Tartan Shirt - Pale Blue Vest - Maroon (Kairanga) Socks - Pale Blue – Roncalli specific All these items can only be bought through the College Uniform Shop.
WINTER UNIFORM	WINTER UNIFORM
SENIOR BOYS Shirt - Long sleeve, pale blue Trousers - Long mid-grey Socks - Mid-grey with Roncalli stripe Tie - College tie (bought through the College Uniform Shop) JUNIOR BOYS Socks - Mid-Grey with Roncalli stripe Shirt - Grey long sleeved Shorts - Mid-grey winter-weight	ALL GIRLS Kilt - Canadian Royal Air Force Tartan - ordered through College Uniform Shop Shirt - Long sleeve, pale blue Tights - Navy wool lycra Tie - College tie (bought through the College Uniform Shop)
PHYSICAL EDUCATION & SPORTS	PHYSICAL EDUCATION & SPORTS
Shorts - Royal Blue Shirt - Gold collared Polo shirt School Track Suit (optional) Sports Shoes School Rugby Jersey (optional)	Shorts - Royal Blue Shirt - Gold collared Polo shirt School Track Suit (optional) Sports shoes School Rugby Jersey (optional)

The Roncalli College uniform is stocked at Camerons and Postie Plus.
Some items are stocked/ordered through the College Uniform Shop only - please ask.

ALL ITEMS OF UNIFORM MUST BE CLEARLY NAMED

Valuables

If there is a need for money or valuables to be brought to school, please leave them at the school office. Portable stereos/walkmans etc. are not to be brought to school or on school trips.