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This document can be found on the College website at https://hobartcollege.education.tas.edu.au
General Information for all Students

THE HOBART COLLEGE RESPECTFUL STUDENT BEHAVIOUR POLICY

Our aim is for Hobart College to be a harmonious community where everyone is able to enjoy and value learning, work effectively and participate positively in all aspects of College life.

Our responsibilities as a college community:

We all have a right to learn
No one should behave in a way that may disrupt the work of others through, for example: inappropriate behaviour, absenteeism, excessive noise, lateness to class or non-completion of tasks.

We all have a right to be safe
No one should behave in a way that is inappropriate, aggressive, offensive or likely to cause physical or emotional harm to others through, for example: harassment, making sexist or racist comments (verbally, by email, social network interactions or text), threatening physical violence, pushing, hitting and assault, displaying or being in possession of a weapon, or by the dangerous use of a vehicle.

We all have a right to a clean environment and good health
No one should behave in a way that may damage the College environment and property or compromise the health of others by, for example: smoking, substance abuse, spitting, littering, vandalism, graffiti or theft.

We all have a right to be treated with respect and consideration
We expect students and staff to be polite, refrain from using loud or abusive language and to show consideration and respect for others at all times.

Students are required to follow all reasonable requests from staff to:

• comply with College policies on, for example, behaviour, use of technology, harassment, smoking, substance abuse
• be on time for all classes
• attend all lessons unless there is a genuine reason
• explain all absences and catch up on any work missed
• complete all work requirements and meet work deadlines for each course
• seek permission before leaving a class
• refrain from eating and drinking in lesson time, unless negotiated with the teacher
• turn off mobile phones and put out of sight during class times, unless given a direct instruction by the teacher to use your phone for educational purposes
• care for our environment and ensure that litter is disposed of appropriately
• show College ID if requested by a staff member.

If there is non-compliance regarding a teacher’s fair and reasonable request, the teacher will contact their Learning Area Leader or AST. If there is still an issue, the Duty Assistant Principal will be contacted who may then involve the Principal.
HOME GROUP PROGRAM

What is it?

The Home Group program is an integral part of campus life at Hobart College. Every student is allocated to a Home Group and, in the majority of cases, each group is run by one of their subject teachers.

Home Group runs once a week, every Wednesday for 1½ hours and all students participate. The program has three areas of focus: Community, Health and Future.

- The **Community** focus is designed to help students engage with their communities, both local and further afield as they develop their awareness and sense of belonging.

- **Health** takes a holistic approach, including physical, mental and emotional wellbeing.

- **Future** includes **My Education** which provides information on careers and employment, further educational opportunities, gap year opportunities and presentations from guest speakers.

Whole college activities that run within the Home Group time include Assemblies, the College Lap, Food Fair, Clean Up Australia, College Musical Matinee, Careers Taster, Talent Quest, Music Showcase and the Home Group Quiz.

A core aspect of Home Group is the Enrichment Program. This gives students the opportunity to opt into activities that they are interested in or try things that they have never done before. Some examples include yoga, RSA, excursions, knitting, self-defence, music workshops, butchery skills, volleyball, and many subject-specific tutorials.

As a compulsory part of Hobart College’s curriculum, the Home Group program has the TASC subject *You, Your Family and the Community* embedded in it which gives 5 TCE points towards your TCE certificate if successfully completed.
Attendance Procedures, Responsibilities & Expectations

Regular attendance is essential if you are to achieve successful outcomes. It is expected once you are in the workforce so you need to be preparing for this.

If you are too ill to come to classes:

Your parent/carer should contact the Hobart College office on telephone 6220 3133. If you live independently (or you are over the age of 18), you should contact the College Office yourself, just as you would be expected to telephone your employer if you were unable to attend work.

The notified/explained absence will be recorded on our computerised attendance system. SMS alerts are forwarded to parents/carers indicating students’ absences at 9.30am and 1.30pm each day. However, it is not an authorised absence unless it is one of the categories listed by the Department of Education. Ongoing absence due to illness requires evidence from a medical practitioner for the absence to be authorised.

On your return:

If you or your parent/carer did not contact the College Office on the day of your absence then a medical certificate and/or note should be given to the office or mailed directly so that our records register a “notified/explained” absence. If you don’t telephone or provide a written note, your absence will be recorded as “unexplained”.

It is also your responsibility to identify and catch up on all work missed during the period of your absence. Discuss your work with your subject teachers and Home Group teacher as soon as possible on your return. They will discuss with you any attendance concerns they have and will contact your parents if problems persist.

Please Note: You will be marked “Explained Absence” if you are participating in College-related excursions, VET placement or work experience. Please remember to inform your Home Group teacher and subject teachers of the activity.

ALLOWANCES

Students who have queries around CENTRELINK PAYMENTS should speak with staff in the Student Services area in A Block. Students need to be aware that Centrelink conducts reviews of enrolment and attendance of all students during the school year. It is vital to remember that continued and full payments depend on your:

- enrolment in a full-time program
- attendance at all classes
- notification and satisfactory explanation of every absence, at the time of the absence
- provision of a medical certificate to explain extended or frequent absences, or part-time study arrangements.

College records can only be amended in very exceptional circumstances, so the importance of keeping us informed of your situation cannot be over-emphasised.
DRUG POLICY

This policy applies to everyone on the College campus and at College functions and activities.

At Hobart College we promote excellence in the learning outcomes of our students and, therefore, are concerned about the impact of drug or alcohol usage on the individual’s safety and on their ability to concentrate, attend to detail, learn and remember.

The use of tobacco, alcohol and any illegal drugs is prohibited on campus, as per the Department of Education’s policy. As a government agency, Hobart College is subject to legislation which prohibits smoking and drug use anywhere on the property, regardless of the individual’s age.

If a student discloses or shows evidence of illegal drug use, it is a reportable offence and parents and/or the police will be contacted to collect students.

We aim to discourage the demand for and availability of these substances through:

- **harm prevention** – by providing students with access to information and advice on drug-related issues
- **harm reduction and management** – through intervention if the misuse of drugs is identified. This would usually involve contact with parents and counselling advice that may involve referral to outside agencies.

Disciplinary action may be part of the campus harm reduction/management response and reporting of incidents to the police will occur wherever the law requires it.

**It is unacceptable for any person to be on campus if they are affected by the use of alcohol or other drugs.**

DISCRIMINATION AND HARASSMENT

At Hobart College, friendliness and co-operation are valued. We aim to provide an environment free from discrimination and harassment for both students and staff. Discrimination and harassment come in many forms and may relate to gender, age, race, religion, sexual orientation, social class and disability.

**What is Harassment?**

- It is verbal or physical behaviour (of a sexist or other discriminatory nature), or written word/s in the form of notes, graffiti, emails, social network interactions or text messages which are uninvited, intimidating and/or offensive.

**What can you do?**

- Consult your Home Group teacher, subject teacher, Assistant Principal or Student Services staff member for support and advice about resolving the situation
- Object to the behaviour
- Do not respond to harassing emails or text messages but keep a record of the harassment
- Don’t let ridicule, fear or disbelief stop you from making objections.
EMERGENCIES

Accidents

Contact the College Office directly or tell a staff member who will telephone the office (internal phone number 3409). Our First Aid Officer will be notified immediately. The First Aid Centre is located on the ground floor of A Block. You should report to the College Office if you need first aid or medical assistance.

First Aid

If you are feeling unwell or are injured, please make your way to the College Office in A Block and ask to see our First Aid Officer.

If you are unable to make your own way please get someone else to contact the College Office and the First Aid Officer will come to you.

Fire Alarm - Instructions

1. On the continuous sound of the emergency alarm, close but do not lock doors or windows

2. Evacuate under the direction of your teacher via the nearest EXIT and assemble outside in the open area between D and F Blocks. If you are not in a class, congregate near a class group when you have left the building

3. Obey instructions from Fire Wardens immediately and without question

4. Do not use lifts

5. Do not run – walk quickly

6. DO NOT re-enter the building until informed by a College staff member that it is safe to do so.

Lockdown

In the unlikely event of a Lockdown, there will be a PA announcement: Mr Lockwood is on the campus. This will be repeated three times. If in class, stay there and your teacher will issue instructions. DO NOT USE MOBILE PHONES.

If you are not in class, go to the nearest classroom that has a teacher and follow their instructions.
COMPUTER ACCEPTABLE USE POLICY

Hobart College offers students the opportunity to access many computer services through a personal username and password. These services are provided for educational activities that are part of Hobart College programs.

Students must abide by the College’s ‘Respectful Student Behaviour Policy’ and the ‘Acceptable Use Policy’ when using computer services.

1. The Hobart College’s Computer Acceptable Use Policy must be signed and returned to the College Office.

2. Students are requested to bring their own device to College. Hobart College is a “Bring Your Own Device” (BYOD) school.

3. Students are only allowed to access computers through their personal username and password. Students must not share their username/password with any other student.

4. Students are not permitted to store or communicate material that is outside the television PG (parental guidance) rating. This means: no text, software, graphics, sound or video containing unnecessary violence and nudity, offensive language or demonstrations of illegal drugs that are out of context of subject matter being studied.

College computers use software that is licensed to Hobart College. Students must not add, copy or delete software on campus computers.

THE SPORT & OUTDOOR CENTRE - F BLOCK

The Sport and Outdoor Centre has a wide range of sport and recreational activities on offer for all students at lunchtimes from 12.20 to 12.45pm, subject to staff availability.

We also encourage and support students participating in sport rosters and events such as futsal, surfing, badminton, basketball and inter-college sports. Some sports equipment can be borrowed by students from the Sports Desk upstairs in F Block at lunchtimes for casual use (ID card required).

• Lunchtime activities may include circuit and weight training, indoor climbing, table tennis, tennis, basketball, indoor soccer, badminton and cricket

• The Fitness Centre is a No Food or Drink area, apart from filtered water which is available from the water cooler in the foyer

• Spray deodorants are not to be used within the Fitness Centre

• Any damaged equipment or hazards must be reported to duty teachers

• Suitable clothes and footwear are required. Change rooms and showers are available.
Your Library offers you:

- Assistance from friendly teacher-librarians and support staff, with research and evaluation of website information, using databases, referencing tools and catalogues
- On and off-campus access to all Library resources via the Library website
- Help with assignments available at any time (see contact details on the Library website)
- Help with IT issues and assignment/folio production
- Access to the UTAS Step-Up program
- An extensive, up-to-date fiction collection in a variety of formats and a large DVD movie collection
- Access to Wheelers ebook and audio book platform on any device
- A non-fiction collection (both hard copy and digital) including databases to meet student curriculum and personal requirements
- A variety of spaces for individual and group study, reading and relaxing
- Equipment for loan including laptops, still and video cameras
- Access to Clickview Online
- Wi-Fi, laptops and desktop computers
- USB charging points and a charging station
- Recreational activities such as board games, colouring in, jigsaw puzzles, Book Club and knitting.

As a Library user you accept that:

1. All activities are to be carried out reasonably quietly, respecting the needs of other users
2. Headphones are to be used for all audio activities
3. No food will be consumed in the Library
4. Every care is to be taken of Library materials, equipment and furniture.

About the Library computers:
Laptops are available for daily loan; please present your ID card. They must be returned by 4.00pm.

Borrowing items is easy, but you must always present your ID card when borrowing anything. You may borrow as many items as you may reasonably need for your studies. Items can be borrowed:

- for 3 weeks for fiction, general non-fiction and magazines
- for 1 week for DVDs
- overnight (or as negotiated with Library staff) for high demand resources including laptops and cameras

Having overdue items may mean that you cannot borrow more items.
HOBART COLLEGE LIBRARY

Academic Integrity Policy
Hobart College recognises that all learners have a responsibility to develop an understanding of academic integrity and plagiarism. The Office of Tasmanian Assessment, Standards & Certification (TASC) requires that all students submitting work for assessment are required to meet the academic integrity standards as outlined in the TASC publication Authenticity and Academic Integrity: a Guide, available on the TASC website at www.tasc.tas.gov.au
There is a link to the guide on the Library website.

The Hobart College Library offers an academic integrity program to all students as individuals, in groups, or in classes. This program covers:

- understanding plagiarism and the concept of common knowledge
- understanding of the concepts of paraphrasing, quoting, and summarising
- introduction to referencing and using appropriate referencing styles to create both in-text references (citations) and reference lists or bibliographies
- use of referencing tools
- access to and support with Turnitin (software that assists students in their understanding of academic integrity) or similar academic integrity tools.

All students:
- must acknowledge the sources of information they have used to produce their work.
- If students use someone else’s words, ideas or images that work needs to be referenced
- are encouraged to make use of the help from teachers and/or teacher-librarians on referencing and academic integrity
- should save (using Turnitin for example) any drafts which are to be externally assessed
- are encouraged to use Turnitin for externally assessed folios
- must be prepared to participate in a consultation process if academic integrity breaches have occurred.

The policy will be explained in detail in the Home Group program.

CAREERS
It’s never too early to focus your thinking, research and planning for your preferred pathway in work, training or further education. Advice is available from many sources on the campus including:

- Kate Dewar - Careers/ASBA/Traineeships. Kate is available Wednesdays 8.45 - 12.50pm and Fridays. To make an appointment please email kate.dewar@education.tas.gov.au
- UTAS Student Recruitment Officer (available by appointment)
- Subject and Home Group teachers
- Student Services advisors (located in A Block)
- Online sources including:
  - the College’s Facebook and Careers Canvas page (under the Home Group course)
  - myfuture.edu.au
  - myskills.gov.au
  - joboutlook.gov.au
  - healthheroes.gov.au
  - aapathways.com.au
  - defencejobs.gov.au
  - gooduniversitiesguide.com.au
  - tastafe.tas.edu.au
You could also consult Job Network Agencies, Apprenticeship Centres and Group Training Companies. Speak with Kate Dewar to get contact details.
STUDENT SUPPORT SERVICES

Student Services is located on the middle level of A Block; follow the signs or ask at the College Office in A Block. They can provide you with advice on a range of issues. These include course information or changes, post-college pathways, career counselling, personal or learning issues, Youth Allowance, Centrelink or housing issues. They can provide support for exceptional circumstances such as living-away-from-home allowances based upon travel time or other reasons.

SPECIALIST ASSISTANCE IS AVAILABLE FROM:

Jenni Bailey and Denika Classen - School Psychologists
Hannah Collett - Social Worker
Kate Dewar - Careers Advisor (located in the Library)
OTHER THINGS YOU NEED TO KNOW

In Years 11 and 12 you are encouraged to accept more responsibility for your studies and behaviour at College.

**Ball Games:** These are for outdoors only (except in F Block) but not in an outside area where other students gather and would be put at risk. Ball games are not permitted in the outside areas between A and D Blocks or outside the Canteen area.

**Book Sales:** Text books and stationery items are available online from Office National.

**Breakfast:** is available in the Student Lounge from 8.00 - 8.40am.

**Buses:** Any problems, please contact your Home Group teacher or the office staff in A Block. Bus timetables are available at the office.

**Canteen:** Canteen hours are from 8.15am to 2.30pm daily. Each morning the Canteen is CLOSED from 9.00 - 10.00am, and CLOSED from 10.45 - 12noon. It is also CLOSED during Home Group on Wednesdays from 10.35am to 12.10pm.

**Car Parking:** If students drive to school and park their cars/bikes they should observe all speed limits, pedestrian crossings and use the student car parks. Particular care needs to be taken when using the car park near the Sustainability Learning Centre as there are often parents with young children also using this car park.

There are a number of parking options around the College and students should not park on any of the grassed areas. Students should take note of the signs indicating **No student parking beyond this point.** If students do not follow the road rules at Hobart College they may be banned from driving their vehicle to the College.

**CCTV Cameras:** These are in operation at all times, both inside and outside Hobart College.

**College Boundary:** The Ring Road surrounding the College defines the campus boundary. Students should not go beyond that boundary, nor congregate in the car parks.

**Clothing and Footwear:** Clothing needs to be appropriate for an educational setting. Footwear must be worn at all times on campus.

**College Communication:** In order to stay informed and aware of what is happening at Hobart College a Daily Information Sheet is published each day. It is on the College Intranet, displayed in each Block, read to you by your class teacher and displayed on screens around the College.

The Hobart College Newsletter is posted home each term and you are encouraged to join Hobart College's official Facebook page to find out what is happening around the College.

**Copyright:** The **Copyright Act** states “that students are permitted to copy a reasonable portion of a literary, dramatic or musical work in both print and electronic form for the purpose of research or study. Reasonable portion is defined to be 10% of the number of pages or one chapter if the work [is] divided into chapters.” Please refer to the Smartcopying site at: [https://www.smartcopying.edu.au/information-sheets/schools/students-and-copyright](https://www.smartcopying.edu.au/information-sheets/schools/students-and-copyright)

**ID Cards:** Student photo ID cards should be carried at all times on campus and shown to a teacher upon request. They are issued from the Library and are free of charge.
**Locker Hire:** Lockers are available. The cost is $10.00 for one year and is not refundable. This includes locker storage of skateboards or motorcycle gear.

**Lost Property:** This is kept at the Main Office on the ground floor of A Block.

**Mobile Phones** are to be switched off and put away during classes. Use of mobile phones during classes is distracting and therefore unacceptable. Parents/carers are requested to call the College Office on 6220 3133 if they need to contact their son/daughter during class times. Recess time is from 10.15 to 10.40am and the lunch break is from 12.10 to 12.55 pm. Employers should not be contacting students during class time.

**Money Loans:** The office does not loan money. In exceptional circumstances, contact an Assistant Principal via the office.

**Office Hours:** 8.15am to 4.15pm. The office staff can help you with any query. Levy payments can be made at any time during office hours.

**Part-time Work:** Many students have part-time work while studying at Hobart College. Full-time students should try and limit work hours to a maximum of 15 hours per week. This ensures that they can still balance their study time with sport and social events. If you are feeling pressured by your work commitments speak to your Home Group teacher or an Assistant Principal for advice on how to approach your employer to discuss the matter.

**Printing:** Students receive a $15.00 credit at the start of the year. Extra print pages for computer use can be purchased from the office and the amount paid will be credited to your print quota account.

**Recycling/Waste Management:** Hobart College is working towards becoming more sustainable in its waste management practices. The College’s Student Environment Team (SET team) actively manage the recycling programs. Distributed around the college are bins for:

- Landfill (general waste)
- Recycling /co-mingled
- FOGO bins – for Food and Organic waste
- Paper recycling
- Cardboard recycling

Unsure of what goes in which bin, where? View the infographic on the next page. Bins are located in each Block around the campus.

**Road Rules:** The ‘ring road’ is a public road with a 20 kph speed limit and is also a no parking area. Please do not drive through the Bus Park area.

**Skateboards/Skateboarding:** Skateboarding is prohibited on the Hobart College campus. Skateboards should be stored in the lockers situated near the office (see Locker Hire above).

**Study Line:** A full-time load consists of four subjects and a study line. This study line should be used for homework, catching up on unfinished work or extension work. Teachers may also be available in your study line, as negotiated.

**Valuables:** Leave valuables at home or carry them with you. Money can be left at the office. The College cannot guarantee security for valuables.

**Water coolers:** Students are encouraged to bring their own refillable water bottles and utilise the water coolers and dispensers in Blocks around the College.
Separate, don’t contaminate!

**Paper & Cardboard**
- YES Cardboard boxes
- YES Newspaper
- YES Magazines
- YES Office paper
- NO Waxed cardboard*
- NO Paper towel / napkins
- NO Food scraps

**Mixed Recyclables**
- YES Aluminium and tin cans
- YES Plastic bottles
- YES Milk bottles
- YES Oil containers
- NO Coffee cups
- NO Plastic bags*
- NO Plastic liners
- NO Food packaging
- NO Batteries*
- NO Chemicals*
- NO Gas cylinders*

**Glass Only**
- YES Glass bottles
- YES Glass jars
- NO Drinking glasses
- NO Mirrors
- NO Windows

**Clear Soft Plastics**
- YES Clear plastic film
- YES Bubble wrap
- YES Clear & clean soft plastics
- NO Coloured plastics*
- NO Plastic straps*
- NO Dirty plastics

**Food Organics**
- YES Food scraps
- YES Coffee grounds
- YES Tea bags
- YES Meat
- NO Plastic liners
- NO Food packaging
- NO Paper towels / napkins

**General Waste**
- YES Plastic bags*
- YES Coffee cups
- YES Polystyrene*
- YES Soiled packaging

For more information on what you can and can’t recycle visit [www.veolia.com/anz](http://www.veolia.com/anz)

*Separate recycling services are available for these materials.*
A-BLOCK
Level 4: Library, Careers, Accounting, Business Studies, Histories Geography, Computer Science, Sociology, Psychology, VET Tourism, VET Information Systems, Legal Studies, Economics
Level 3: TLC, Staff Common Room, Music, Learning Support Services, Dance, International Student Centre
Level 2: Student Services, School Psychologists, Youth Worker, ICT Services, Assistant Principal
Level 1: Main Office, Principal’s Office, Assistant Principals’ Offices, Canteen, Student Common Area

C-BLOCK
Level 4: Art, Graphic Design, Photography, Food Technology, Textiles, VET Kitchen Operations and Hospitality, Cafe
Level 3: Computer Graphics & Design, Housing & Design
Level 2: Design and Production - Wood and Metal, Automotive, VET Construction, VET Automotive, Electronics, VET Electrotechnology

D-BLOCK
Level 3: English, Theatre Performance, Drama, Health, Food and Nutrition, Sport Science
Level 2: Languages, EALD, VET Nursing, Outdoor Leadership, Work Readiness
Level 1: Vocational Pathways, Working with Children, VET Children’s Services, FLEX Program

E-BLOCK
Levels 2 & 3: Maths, Sciences - Biology, Chemistry, Physics, Physical Sciences, Environmental Science, Student study areas

F-BLOCK
Sport, Outdoor and Fitness Centre, Gymnasium, Sports Hall, Athlete Development, Physical and Outdoor Education, Climbing Wall

G-BLOCK
Glass and Ceramics Studio

HOBART COLLEGE CAMPUS MAP

Car Parking
Bus Mall - Metro and TassieLink Buses
Ring Road - perimeter of college grounds
Entry and Exit Driveway from Olinda Grove
# TERM DATES for 2020

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<tr>
<th>Term</th>
<th>Start</th>
<th>Finish</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday 5 February</td>
<td>Thursday 9 April</td>
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<td>Term 2</td>
<td>Monday 27 April</td>
<td>Friday 3 July</td>
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<td>Term 3</td>
<td>Monday 20 July</td>
<td>Friday 25 September</td>
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<td>Term 4</td>
<td>Monday 12 October</td>
<td>Friday 20 November</td>
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