



# STUDENT HANDBOOK

Version 1.7

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# ARCADIA COLLEGE – VISION, MISSION & PURPOSE

**Vision:** To revolutionise the approach to secondary schooling by providing a safe, inclusive and progressive form of education.

**Mission:** Support and empower young people with the skills to achieve individual success, offering a fun and future focused education and well-being program.

**Purpose:** Arcadia College's purpose is to revolutionise secondary schooling by providing a safe, inclusive and progressive learning environment. Our caring professionals and community mentors support and empower young people to achieve individual success, offering a fun and future focused education and well-being program.

## WELCOME

We have created Arcadia College specifically for young people who have disconnected from mainstream school. We therefore understand the reasons for disengagement and why so many young people thrive in an environment like Arcadia.

Arcadia offers a second chance to complete your education in smaller classes with staff who understand and care about your specific needs and the direction you hope to take in achieving success in your life. Our college offers the Australian curriculum, VET and the opportunity to complete your QCE. Our graduates are equipped for employment, further training, university or a combination of these. You are not limited in what you can achieve as a student at Arcadia.

We aim to surround you with supportive and respectful adults who are specially trained to make learning enjoyable and to provide a safe, calm place where you really feel you belong. Our classrooms are more like family lounge rooms. Our students sometimes describe Arcadia as one big family. Building positive and trusting relationships with your fellow-students, teachers and youth workers is prioritised at Arcadia. Without this we can feel very alone, disconnected and sometimes misunderstood. Removing these barriers will mean nothing can hold you back. You will have all the support you need if you are willing to give it a try, take control and make good decisions for yourself and others.

Arcadia offers a very different way to learn. We have proven that our approach increases engagement, self-confidence and attainment of qualifications. Our students report a 100% satisfaction rate, which is pretty hard to beat but we know their satisfaction stems from the great relationships and self-confidence they have built.

We welcome you to come and talk to us about Arcadia and find out how we can help you complete your schooling.



*Jason Sessarago*  
Chief Executive Officer

# ARCADIA COLLEGE VALUES

@Arcadia We Are

## ACCOUNTABLE

Responsible, Reliable,  
Trustworthy

On Time, Engaged, Trying, Taking  
Ownership

## RESPECTFUL

Humble, Polite,  
Understanding

Following Instructions, Using  
Manners, Sharing

## CARING

Sympathetic, Appreciative,  
Co-operative

Kind, Supportive, Selfless,  
Friendly

## ASSERTIVE

Confident, Empathetic,  
Fair

Clear Communication, Honest,  
Patient

## DETERMINED

Goal Driven, Focused,  
Perseverant

Committed, Passionate, Not  
Giving Up

## INDEPENDENT

Self-Sufficient, Self-Reliant,  
Unique

Problem Solving, Open Minded,  
Capable

## ACHIEVERS

Successful, Hard Worker,  
Motivating

Completing Goals, Smiling,  
Inspiring Others



## OUR EDUCATIONAL APPROACH

Arcadia College is committed to offering a student-centred learning environment

Each student will have an Individual Learning Plan (ILP)

The Australian Curriculum will be followed

### Key Features

<b>Critical Thinking</b>	<b>"How we think"</b> <i>Examine a problem, find a solution, think about why you were or were not successful, and learn from your successes and failures</i>
<b>Creative Thinking</b>	<b>Thinking "by doing"</b> <i>Exploring and discovering. Create something unique to you. By enjoying your creation, you will be motivated</i>
<b>Collaboration</b>	<b>"Great minds think together"</b> <i>The ability to work with others and achieve goals no one person could have done alone</i>
<b>Communication</b>	<b>"Learn through asking"</b> <i>You learn through asking questions not learning answers. Students will have a choice on what they read; write, debate and publicly speak about</i>



## CURRICULUM MODEL

The curriculum model adopted by Arcadia College will be based on frameworks, guidelines and standards prescribed and supported by ACARA and QCAA.

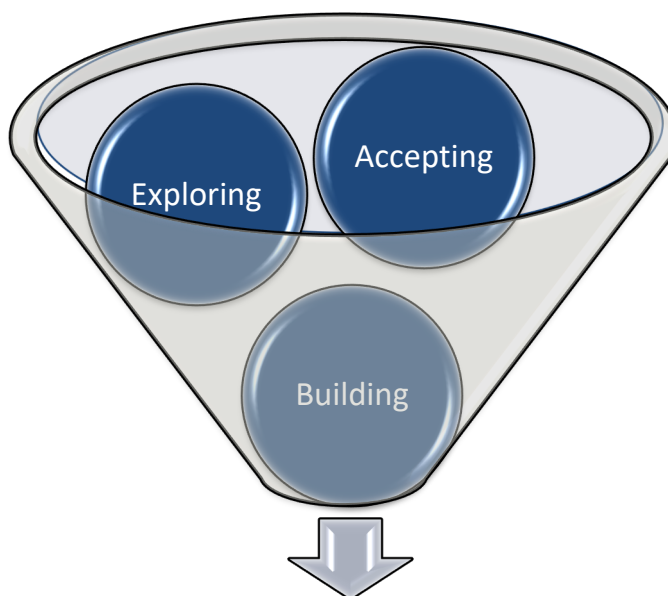
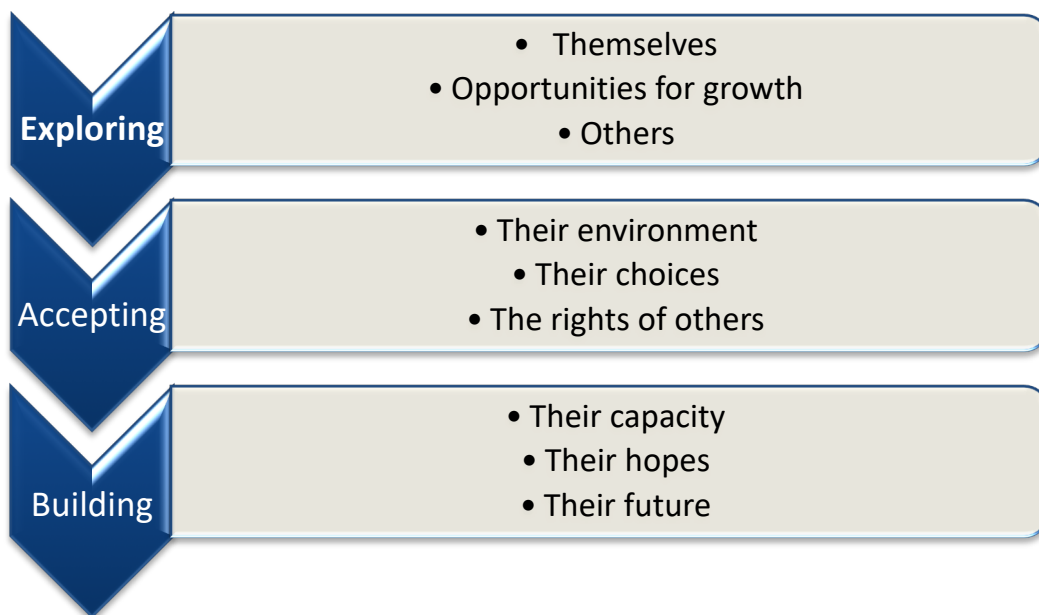
The intention of the Arcadia model is to provide an educational program that embraces solid literacy and numeracy skills as the foundations of success. Building upon these solid foundations, the program will promote many alternative avenues of learning to identify areas of talent and potential on which a career plan can be developed, owned and actioned by students. A key feature of the program will see the application of a wide range of projects that focus on preparing our students for the world of work and further training.

Arcadia College focuses on Years 7-12 with the view to providing a holistic, sequential and achievable learning program. Key features will include:

- ❖ Several entry and exit points providing flexibility
- ❖ The capacity to embrace multi-age classes
- ❖ Extensive time to seriously introduce young people to the world of work including career planning, work experience and school-based apprentices/traineeships
- ❖ Focus on community-based projects and social involvement
- ❖ Strong commitment to genuine improvement in literacy and numeracy skills for the workplace
- ❖ Emphasis on life-skills and developing social competencies i.e. nutrition, health, grooming, sexual well-being, budgeting etc.

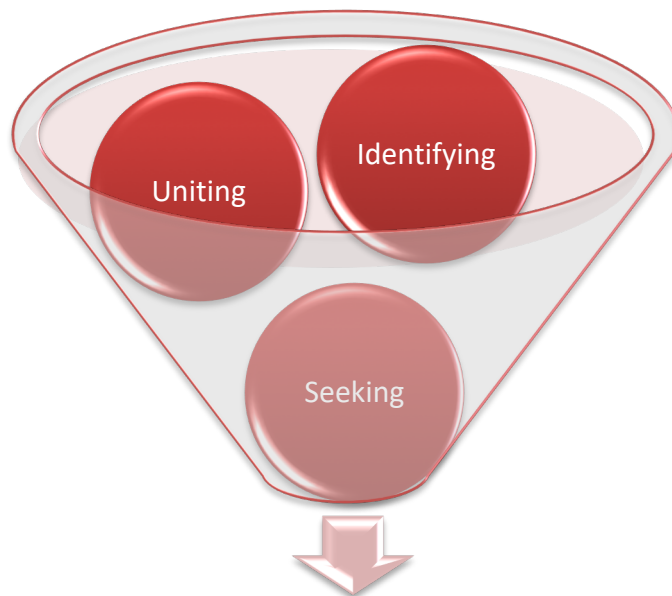
# ARCADIA COLLEGE CURRICULUM FRAMEWORK

## Tier – 1 (Year 7 / 8)



**Skills assessment**  
**Self Identification Projects**  
**Literacy**  
**Numeracy**  
**Health & Well-being Projects**

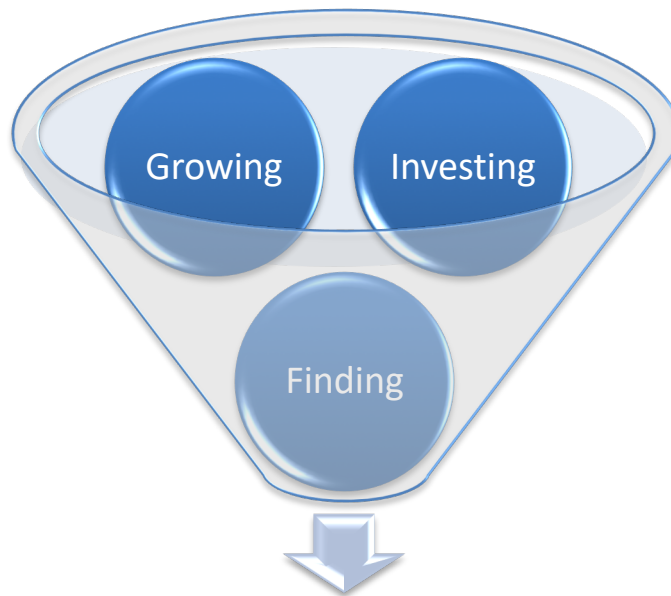
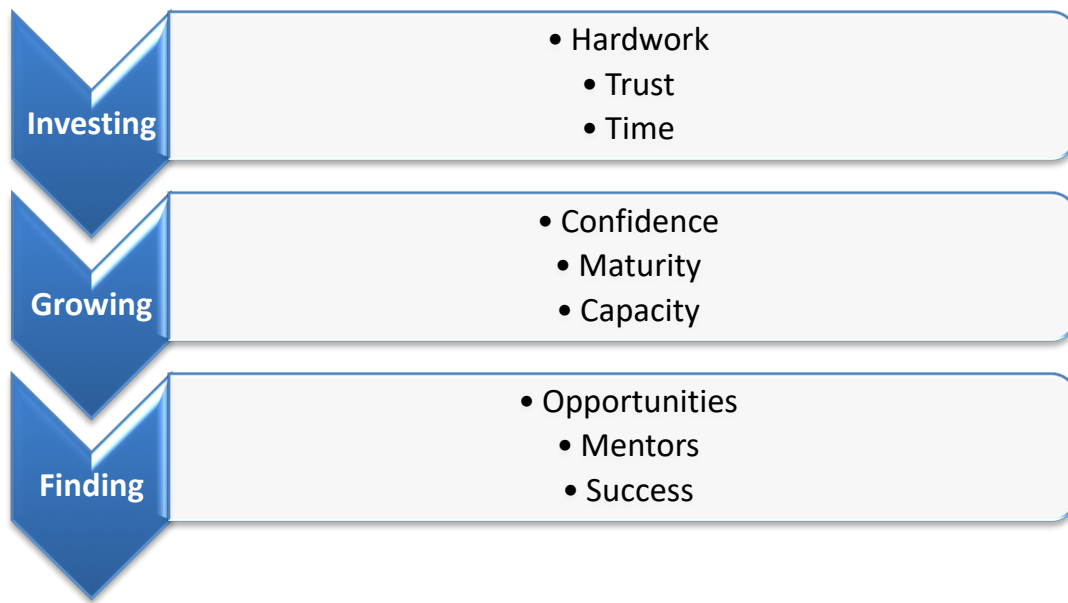
## Tier – 2 (Year 9 / 10)



**ICP Plan**  
**Skills assessment**  
**Career Education**  
**Social/Community Projects**  
**Literacy - Phase 1**  
**Numeracy - Phase 1**  
**Health & Well-being projects**

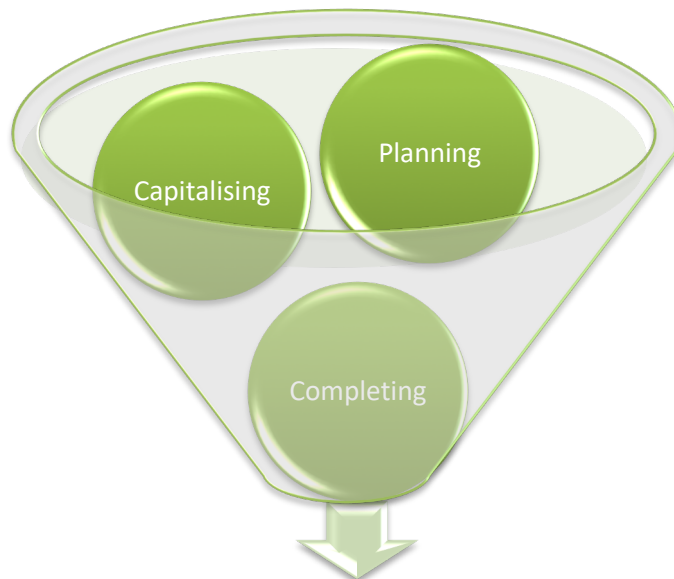


## Tier – 3 (Year 11)



**Personal/Career Development**  
**School-based Traineeship**  
**VET Certificate courses**  
**Literacy - Phase 2 (Eng Comm)**  
**Numeracy - Phase 2 (Pre-Voc Maths)**  
**Commencement of work experience**

## Tier – 4 (Year 12)



**Complete School-based Traineeship**  
**Working towards Q.C.E completion**  
**Career/Work Planning**  
**Social/Community Projects**  
**Literacy - Phase 3 (Eng Comm)**  
**Numeracy - Phase 3 (Pre-Voc Maths)**  
**VET Certificate courses**  
**Graduation celebration**

## ADMINISTERING MEDICATION

If your child does require prescribed medication to be taken during school hours, an *Administration of Medication Request* Form will need to be completed. Written notification must be received by your doctor stating the medical condition and the prescribed dosage for your child. Staff members will not administer Panadol, Aspirin or other pain relievers without consent from a parent/guardian. The only exception is Ventolin and EPI-Pens which may be self-administered by the student as required.

## ATTENDANCE

If a student will not be able to attend on a scheduled day it will be considered an absence. Any time a student is absent, the parent/guardian must contact Arcadia College to inform staff of the absence. You can contact reception on 07 5655 1800 or email: [attendance@arcadia.qld.edu.au](mailto:attendance@arcadia.qld.edu.au)

## ROLL CALL

The roll call is to be completed by each tribe leader or relevant team leader/advisor daily. Class times are between 8:45am to 1:45pm Monday to Friday. The morning roll call is required to be marked by 8.45am. A second roll call is to be completed at 10:45am. A third roll call is to be completed at 12:45pm following lunch. Students who arrive late in the morning or return late from lunch will require a late slip from reception prior to returning to class.

## CAMPUSES

All areas of Arcadia College are smoke-free environments for students and staff. Alcohol, drugs and cigarettes must not be brought to Arcadia College at any time. College facilities and resources are to be respected at all times. This will include but not limited to, hardware, software, buildings, furniture, furnishings, sporting & fitness equipment, signage, vehicles and general property. Damage or misuse will result in consequences, which could include a stand down period and involve restitution of the cost of repair or replacement.

## CHANGE OF CONTACT DETAILS

It is your responsibility to let Arcadia College administration know of any changes to your contact details and emergency contact details straight away. Email: [admin@arcadia.qld.edu.au](mailto:admin@arcadia.qld.edu.au)

## STUDENT LEVIES

Arcadia College does not charge tuition fees, but must charge a small levy to ensure every student has access to quality resources and opportunities for excursions and outdoor learning. Arcadia charges a **compulsory all-inclusive Resource Levy** of \$25 per week, or \$250 per term due at the beginning of each term. This contributes to the cost of books, stationery, materials, excursions, ICT, healthy snacks and some meals. Families will not be asked to pay for any additional resources throughout the year.

## COMPLAINTS PROCEDURE

A complaint may be made about the college as a whole, about a specific department in the college or about an individual member of staff. For further information please refer to our Complaints Policy on the Arcadia College website <http://www.arcadia.qld.edu.au/policies-and-procedures/>

## HOURS OF OPERATION

Students attend Arcadia College from Monday to Friday: Year 7, 8, 9, 10, 11 & 12 - 8.45 am to 1.45 pm. Students have two half hour breaks each day.

## IDENTITY CARDS

Photo identification cards are issued to all enrolled students. Lost cards need to be reported to your Team Leader / Advisor. There will be a \$5.50 cost for a replacement card.

## LEAVING SITE

All students who need to leave Arcadia College during school hours must have their parents/guardians sign a permission slip advising of their absence.

## LOST PROPERTY

Property left in studios or found by staff or cleaners will be collected and kept in the Team Leader's office. Please leave valuable items at home. Arcadia College cannot accept responsibility of any lost, stolen or damaged personal property.

## TRAVEL

**Car Travel:** Students who are appropriately licensed may drive cars or motorbikes to Arcadia College upon completing a *Student Drivers Permission Form*. Other student passengers (including siblings) must be included in this documentation.

**Please note there is no on-site parking at the Varsity Lakes campus.**

**Public Transport:** Students travelling on public transport on any occasion must remember that they are representing Arcadia College in the wider community. Student's behaviour must be of a high standard.

**Bike Travel:** Students riding to Arcadia College must use an approved bike helmet. Bikes are to be parked and padlocked in the allocated areas.

**Walking:** Students are reminded not to enter private property whilst walking to and from Arcadia College.

**Arcadia College Bus:** While traveling on the Arcadia bus, students must comply with the below rules. If students do not comply with these rules they will be removed from the bus, and be responsible for paying for any damage.

- Wear seatbelt at all times
- Treat other people and their possessions with respect
- Follow instructions from the driver about safety on the bus without argument
- Not damage bus property, equipment or signs in any way
- Sit properly on the seat (or in an allocated seat if directed by the driver)
- Speak quietly and not create unnecessary noise
- Refrain from any bullying or harassing other passengers or the driver
- Not place feet on the seats
- Refrain from fighting, spitting or using offensive language
- Refrain from throwing any item around, or from the bus
- Not consume any food or drink (water permitted at driver's discretion), or play music without permission from the driver
- Not smoke at any time while on or near the bus
- Not have any portion of the body outside of the bus windows/doors

- Not use a mobile phone to send threatening messages, or photograph others without consent
- Not distract the driver in any way

## **PARENT/CARER COMMUNICATION**

Parents will be expected to be involved with the education of their child. Open and continuous communication is an important component of your child's success. There will be on-going contact and meetings arranged regularly by your child's Team Leader which you will be required to attend.

Arcadia College offers a Parent Support Group which is run on a monthly basis. These sessions will cover numerous topics e.g.: adolescent behaviours, better communication between parent and child. Each term a newsletter will be sent out to all families to keep you updated on Arcadia College's activities and class information. Parents are invited to request a meeting with their child's Team Leader at any time they have concerns.

## **UNIFORMS**

Students must wear clothing and footwear appropriate to their class activities. Arcadia College Polo Shirts are available at \$25 each.

## **BEHAVIOUR MANAGEMENT**

Arcadia College works on a proactive philosophy rather than reactive. Therefore staff, students and parents are encouraged to anticipate potential problems and work towards solving them in the least intrusive manner. The development of our "sense of belonging" culture works best in a positive and proactive environment. Students who need support to address behavioural concerns will enter into a "Student Support Plan" with a parent/care giver and any other support mechanisms that need to be put in place, such as counselling.

Students who are at-risk of losing their enrolment at Arcadia (due to behaviour or lack of attendance/participation) will be case-managed via a "Bounce Plan". Please refer to our Bounce Policy.

## **BULLYING & CYBER BULLYING**

Arcadia College promotes different cultures and ideas. We accept all people regardless of their differences. We have created a safe and friendly environment for all students and staff. Arcadia College is a BULLY-FREE zone. Reporting incidents from students/family/friends is highly encouraged for us all to put an end to BULLYING.

## **CHILD PROTECTION**

Arcadia College is committed to providing a safe and caring environment for our students. All students, staff, parents/carers and visitors operate within the "Child Protection Guidelines". A copy of our Child Protection Policy can be located on the College website. Any person who breaches child protection will be dealt with according to this Policy and Child Protection Guidelines.

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to:

- **CEO** – Jason Sessarago or
- **Head of School** – Byron Cracknell or
- **Head of Welfare** – Matt Dun or

- **Board Member** - Trina Hockley

## **STUDENT SAFETY OFFICERS**

If at any time students would like to request support they can access support via our Student Safety Officers

- **Head of Welfare** – Matt Dun or
- **Welfare Coordinator** – Elloise Sullivan

## **COMPUTER POLICY**

Arcadia College provides students and staff with computer facilities for educational use. The resources provided include iPads, computers, printers, interactive whiteboards, data projectors, CD-ROM access and access to email and the internet. Students may use these facilities for educational and research purposes only, including for class work, for the preparation of assignments and for the development of computer skills.

## **DRUGS/ALCOHOL**

The possession and use of drugs and alcohol is strictly prohibited. Anyone found supplying, consuming or possessing illegal drugs at Arcadia College or activities/excursions off site will be referred to the Police.

## **HEALTH AND SAFETY**

Arcadia College provides a safe working environment by observing the provisions of the Workplace Health and Safety Act (2011) Regulations and relevant Codes of Practice and Compliance Standards. A copy of our Workplace Health and Safety Policy can be located on the College website.

## **MOBILE PHONES**

The increased ownership of mobile phones requires that school administrators, staff, students and parents take steps to ensure that mobile phones are used responsibly.

## **PRIVACY**

Arcadia College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of our college and describes how the college uses and manages personal information provided to or collected by it. This includes satisfying both the needs of parents/ guardians and the needs of the student throughout the whole period the student is enrolled in the college.

## **SEXUAL HARRASSMENT**

Sexual harassment is any form of sexual attention that is unwelcome. It can include unwelcome touching or other physical contact, remarks with sexual connotations, requests for sexual favours, leering, or the display of offensive material. Arcadia College has a ZERO tolerance policy for sexual harassment and students must respect each other's personal space. All complaints will be referred to the Police and dealt with accordingly.

## WORKPLACE HEALTH AND SAFETY

Arcadia College takes seriously its responsibility to provide a healthy and safe workplace for all staff, students and visitors. The development of the highest possible standards of workplace health and safety are central to the management of all operations carried out by school personnel.

**Arcadia College endeavours to ensure a healthy and safe workplace by providing and maintaining:**

- safe systems of work;
- safe plant, machinery, equipment and workplace conditions; and
- necessary information, instruction, training and supervision.

**In order to support this policy Arcadia College:**

- complies with all relevant legislation and statutory requirements, codes of practice and industry standards and makes adequate provision of resources to meet these requirements;
- promotes health and safety awareness and the development of healthy and safe working procedures;
- provides information, training, instruction and any required protective equipment;
- consults with employees on health and safety matters and on ways to reduce workplace hazards and improve control systems;
- maintains effective accident analysis and hazard reporting systems;
- encourages the rehabilitation of injured employees; and
- sets health and safety objectives and regularly reviews performance.

**For further detailed policies please refer to our website:**

<http://www.arcadia.qld.edu.au/policies-and-procedures/>



## Family Member's Rights and Responsibilities

*All members of the Arcadia College family have the same rights as each other;*

*Dignity, Respect and Quality of Care.*

**As a member of Arcadia College, you can expect;**

- To be respected, treated equally and have an equal opportunity to learn and grow.
- A safe, harmonious, positive and productive environment to come to each day.
- Support and resources of the highest quality to assist you on your journey.
- The freedom, respect and dignity to talk freely on issues without judgement or discrimination and with the respect of full attention being given to you.
- A safe environment in class or online that is free from abuse, vilification, personal attack and unwanted attention.
- A place of healthy life options including physical fitness, healthy diet choices and wellbeing.
- To feel safe on all group outings or excursions and whilst travelling with Arcadia College.
- The support of the entire Arcadia College and your community.



**To aid your Arcadia College rights and responsibilities you are expected to:**

- Respect all other Arcadia College members, including visitors, with an expectation for all to respect yourself, respect each other and respect our place.
- Ensure a safe environment is maintained by respecting all other's property including personal belongings of others, Arcadia equipment, computers and any form of transport including the Arcadia bus.
- Personally, notify your Team Leader if you are unable to attend and provide a medical certificate if your attendance is for three consecutive days or consistently irregular.
- Not delay your fellow Arcadia College students by being late of a morning or returning from breaks.
- Ensure others feel safe and show no signs of aggression, intimidation, violence, swearing or bullying.
- Give attention and respect to others by listening and valuing alternate opinions that may differ to your own.
- All Arcadia College members are to ensure that all are treated equally and without discrimination.
- Knives or sharp implements are not to be brought to Arcadia College and all Arcadia staff reserve the right to inspect any item brought by a person into the Arcadia environment. Illegal items will be confiscated.
- Illegal drugs, alcohol or smoking products are prohibited from the Arcadia environment and are not to be brought to Arcadia, if found they will be confiscated and the police will be called.
- Valuables, including I Pods, mobile phones etc. are not to be brought to class and do so at the owner's risk.
- Mobile phones are to be used during school hours at the Team Leaders discretion and emergency contact is to be made through the Head Office contact number is (07) 5655 1800.
- To continue our environment of great attitudes and positive directions.
- To adhere to all WH&S policies, procedures and instructions.
- To adhere to the communities' standards whilst out of class including normal road rules and regulations and council safety standards.
- Ensure an environment with zero bullying and report any incidents you may witness within the school.
- Parents and support carers are expected to show full support of the Arcadia College family now they are also members and to encourage, support and respect their child

## ARCADIA COLLEGE TERM DATES 2018

TERM	START DATE	FINISH DATE
Term 1	Monday 22 <sup>nd</sup> January (Years 10,11 & 12) Wednesday 24 <sup>th</sup> January (Years 7,8 & 9)	Thursday 29 <sup>th</sup> March
Term 2	Monday 16 <sup>th</sup> April	Friday 29 <sup>th</sup> June
Term 3	Monday 16 <sup>th</sup> July	Friday 21 <sup>st</sup> September
Term 4	Monday 8 <sup>th</sup> October	Friday 16 <sup>th</sup> November (Year 12) Friday 30 <sup>th</sup> November (10 & 11) Friday 7 <sup>th</sup> December (7,8 & 9)

## PUBLIC HOLIDAYS 2018

Holiday	Date
Australia Day	Friday, 26 <sup>th</sup> January 2018
Good Friday	Friday, 30 <sup>th</sup> March 2018
Anzac Day	Wednesday, 25 <sup>th</sup> April 2018
Labour Day	Monday, 7 <sup>th</sup> May 2018
Gold Coast Show	Friday, 31 <sup>st</sup> August 2018