

Attendance at school

Enrolled students need to be at school or have meaningful employment in a workplace which provides training (apprenticeship). All parents/legal guardians who are considering allowing their child to leave before the completion of Year 12, must arrange an interview with the Head of Career Education before withdrawing their child. Parents/Legal Guardians are responsible for ensuring their child is engaged in full-time approved education options. Most students will complete Years 11 and 12 at school.

Students are required to be punctual and should be present at all lessons unless injured or ill. Students arriving late should report to the Attendance Officer to sign in. Parents/Legal Guardians should be aware that there is a legal obligation under Section 23 of the School Education Act 1999 that requires a child to attend school on all designated contact days. Under Western Australian law (School Education Act 1999), parents/legal guardians must send their children to school unless:

- ✧ they are unwell
- ✧ they have an infectious disease
- ✧ the Principal is provided with a genuine and acceptable reason.

It is better for the health of the student and for other members of the College, for the student to stay at home when unwell. If a student is unwell for more than three days a medical certificate is required.

Absence from school

Parents/Legal Guardians are requested to send an SMS to 0428 922 274 or to email attendance@jbc.wa.edu.au before 8.30am to notify the College if their child will be absent or late on that day. The message should include the student's name, Connect, date and reason for absence/late arrival. If notification is not received, the parent/legal guardian's nominated mobile phone will be contacted either by call or SMS, requesting a reason to explain the absence or late arrival. For all matters relating to attendance, please communicate directly with the Attendance Officer.

Parents/Legal Guardians wishing to request a Leave of Absence for their child

Parents/Legal Guardians must write to, or email the Head of House or the Dean of Studies **three weeks in advance** to request permission for their child to be absent from school for any reason other than injury, illness, or a scheduled medical appointment. This includes absence due to extenuating family circumstances or if he/she is representing the state or nation at a sporting event.

It is detrimental to a student's academic progress to miss school for any reason. Parents/Legal Guardians are asked to organise holidays during term breaks and holiday periods only. Parents/Legal Guardians choosing to take students on holiday during scheduled school term time should be aware that the student will be disadvantaged and his/her grade may be adversely affected. Such leave is classified as unapproved leave. The impact may vary according to the year level at which the student is studying. Parents/Legal Guardians, please refer to the Assessment Policy on the College website before making arrangements for your child to have leave from school.

College Policies and Procedures

Arriving late to College

Students arriving late to College must sign in at Student Reception with the Attendance Officer. The lateness must be explained by the student's parent/legal guardian, either via SMS, phone call, email or a note to be presented upon arrival, signed and dated by the parent/legal guardian. If the student develops a pattern of lateness, they will be required to make up missed time after school.

Leaving College early

Students needing to leave the College early should give a note to the Attendance Officer, signed and dated by their parent/legal guardian, explaining the reason for the early departure. The student will be issued with a College Leave Pass which they will need to keep with them during College hours.

Please note: Parents are required to sign out students at Student Reception before leaving the College, and must sign them in again when returning to the College.

Inter House Carnivals

Inter House Carnivals are an important part of the life of the College, and attendance at the Inter House Swimming Carnival and Athletics Carnivals are compulsory for all students. The Cross Country Carnival participation, is by student registration. Parents/Legal Guardians of students who are injured or ill on these dates are required to contact the Head of House prior to the event. Under certain circumstances, the Head of House may request a medical certificate.

Inter School Carnivals

It is an honour to represent the College in the ACC swimming, cross country and athletics carnivals. It is an expectation that all students who are selected in a team must attend the carnival and compete in events for which they have been selected. An exemption may be granted by the Director of Sport or the Dean of Students for exceptional circumstances. Exemptions will not be granted for Workplace Learning commitments, appointments or class and homework requirements. Students who do not meet their obligations to represent the College when selected in a team, apart from those students who have approval from the Director of Sport may lose other College privileges, including attending events such as the Year 11 Social Event, College Ball, Year 12 Water Event, the Valedictory Dinner and possibly eligibility for College Colours.

Behaviour

The behaviour of students must be of the highest standard while wearing their uniform at College events and when out in the wider community. When parents/legal guardians enrol their children at Lake Joondalup Baptist College they sign an agreement that they will support their child in complying with the policies, procedures, rules and expectations of the College, as communicated in meetings, the Student Planner, the Charter of Goodwill, handbooks, eNewsletters and other publications and documents.

When enrolling their child at LJBC, parents/legal guardians also agree that the Principal or the Principal's delegate has authority to apply whatever consequences are deemed necessary in relation to the conduct of the student, both inside and outside the College precincts, or to suspend or exclude the student for any cause judged by the College as sufficient.

Where a student has repeatedly misbehaved in class, the teacher will, after intervention, communicate with the parent to keep them informed of their child's behaviour. Heads of House and Heads of Learning Area monitor patterns of student behaviour and may request a conference with the student and their parents/legal guardians to resolve issues relating to poor choice of behaviour.

Rewarding positive behaviour

A range of rewards are used within the College to encourage high standards of conduct.

These may include the Commendation Stamp and Merit slips to acknowledge students for positive behaviours which promote learning.

Commendations are stamped in the Student Planner to acknowledge the student for:

- ✧ considerate and cooperative behaviour
- ✧ service to the College
- ✧ improvement in work standards
- ✧ high standard of uniform and grooming
- ✧ appropriate use and care of the Student Planner.

Students may receive an email or Merit from the classroom teacher or Head of Learning Area, praising them for being of service to others, outstanding work standards, behaviour or adherence to the College Uniform Policy. Letters of Good Standing are issued each semester to those students who have maintained exemplary standards at the College.

Poor behaviour

When a student's behaviour does not meet the standards expected of them, consequences may include detentions, Community Service within the College, withdrawal from class, a Student Agreement or other actions which may include suspension or exclusion. Patterns of poor choice of behaviour in Learning Area's will be followed up by the respective Head of Learning Area. Parents/Legal Guardians will be contacted by their child's teacher for patterns of poor behaviour in class. LJBC is a gum free College, those chewing gum will receive the appropriate consequences. If a pattern of poor behaviour occurs in more than one subject, parents/legal guardians will be contacted by their child's Head of House.

Consequences for poor choice of behaviour

Detentions and Community Service are held after school on designated days determined by the Head of House or Head of Learning Area in consultation with the parent/legal guardian and student. A student may be asked to complete Community Service tasks.

Behaviour at assemblies

College Assemblies are formal occasions, necessitating careful observance of all protocols and exemplary behaviour on the part of all students. Poor behaviour will incur a consequence.

Parent interviews

Behavioural issues can be managed more effectively when students, staff and parents/legal guardians work together towards a positive resolution. Parents/Legal Guardians may be asked to attend a meeting in order to help develop strategies for improvement in their child's behaviour. Parent/Legal Guardian interviews are a key part of our early intervention approach. It is preferable that whenever possible, both parents/legal guardians and the student attend the meeting.

Suspension and exclusion from College

It is our experience that students benefit most when a true partnership between the home and College occurs, with parents/legal guardians supporting and reinforcing the policies, standards and values that we hold to as a College. The warm and supportive working relationship which the College enjoys with parents/legal guardians and students confirms our view that parents/legal guardians are eager to embrace the high standards which the College works so hard to protect.

Should a student receive an off campus suspension, he/she will be placed into the care of the parent/legal guardian. The student may not enter the College grounds and must not be seen in the immediate vicinity of the College. During a period of suspension, students will forfeit all College rights, including attendance at College functions. Students will be expected to complete all assessments missed whilst on suspension through the Senior Secondary Catch Up class which is run through the Curriculum Office.

In school suspensions are served in the House Centre, where students will complete community service or required class work.

A student may be suspended or have their enrolment withdrawn for:

- ✧ disrespect or defiance towards staff
- ✧ association with alcohol, drugs or tobacco
- ✧ verbal or physical abuse toward staff or students
- ✧ fighting and/or the use of weapons; a student must not be in possession of a weapon or replica weapon including knives, plastic or replica guns or a Leatherman or other multi-tool
- ✧ theft; vandalism and graffiti
- ✧ inappropriate use of ICT and online technologies, such as using technology in conjunction with social networking sites, bringing disharmony into the College community or affecting College reputation
- ✧ bullying
- ✧ any matter deemed by the Principal, or Principal's delegate, to warrant suspension or the withdrawal of a student's enrolment rights
- ✧ any matter on or off campus, that would negatively affect the reputation of the College.

A student's enrolment may be withdrawn for inappropriate, negative or oppositional attitude and conduct on the part of a parent/legal guardian or the student.

Responsible Relationships

Students (Expectations)

Lake Joondalup Baptist College respects the right for every student to obtain the best possible education they can. Through respect for ourselves and for others, we aim to create a friendly, safe and welcoming College environment. Our Charter of Goodwill is our central focus for the self-discipline for each student. Lake Joondalup Baptist College is committed to ensuring that the working and learning environment fosters positive relationships free from unlawful discrimination, harassment and bullying.

Bullying is classified as repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies/social media.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including sexual, race and disability. Bullying of any form or for any reason can have long-term effects on those involved including bystanders. Bullying is not tolerated at the College, and a pattern of such behaviour against College students may result in the withdrawal of enrolment, whether the bullying occurs on campus or off campus by another student, causing disharmony on campus.

Bullying behaviour can be:

- ✧ verbal eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- ✧ physical eg hitting, punching, kicking, scratching, tripping, spitting
- ✧ social eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- ✧ psychological eg spreading rumours, ignoring, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones, bullying through social media.

Conflict or fights between equals and single incidents are not defined as bullying. Bullying behaviour is not:

- ✧ poor relationships
- ✧ mutual dispute
- ✧ single episodes of nastiness or random acts of aggression.

Telling somebody is not 'dobbing,' it is reporting mistreatment and staying safe!

Being a bystander and not reporting an incident places you in a negative position by association.

Students, if you are being bullied:

- ✧ try not to retaliate, either verbally or physically
- ✧ take notice of others who may have witnessed what happened
- ✧ leave the area
- ✧ keep proof of electronic and online bullying
- ✧ avoid areas where you may be at risk

College Policies and Procedures

- ✧ tell a friend or someone in your family
- ✧ report the bullying to a staff member, eg your Head of House, Connect teacher, subject teacher, or College Chaplain. You may prefer to email your Connect Teacher or Head of House.

The staff member will discuss possible courses of action and will not discuss the issue with the bully without discussing it with you and your parents/legal guardians first.

If you see someone being mistreated:

There is no such thing as a bystander – if you observe a bullying incident, or someone tells you that they have been bullied or mistreated, do your best to help the person.

If the bullying does not stop, immediately seek the help of a College staff member. Encourage the person who was bullied to go with you to see someone about the bullying or to email their Connect teacher or Head of House. The College would prefer that this was a College staff member, but talking to an older friend, a parent or family member is a good start.

The College may issue consequences to a student whose inaction as a bystander has contributed to the harm inflicted on a student or teacher as a result of being bullied.

The College does not tolerate bullying. Any child who is found to be bullying or mistreating another student may have their enrolment status reviewed. Substantiated complaints of bullying will result in disciplinary action being applied to those who have bullied others.

Responsibility of parents/legal guardians

If your child discloses that they have been mistreated, or that another child is being mistreated, it is important that you contact your child's Head of House regarding the situation as soon as possible. The Head of House will discuss a planned response with you and your child before taking any action.

It is not advisable for a parent/legal guardian to contact the parents/legal guardians of other students, as this often results in extending the conflict to a family level. Additional information on how to help your child if they have been bullied can be located at: www.cybersmart.gov.au www.parentingideas.com.au

Off campus incidents

If the harmony between students is affected by off campus incidents, such as disputes between students, online harassment, physical altercations, inappropriate use of social networking, mobile phones, SMS etc, the College reserves the right to take steps necessary to restore harmony and goodwill. Should the learning environment, goodwill and harmony between students continue to be disrupted, despite intervention from College staff, or student(s) enrolment privileges may be withdrawn.

Physical contact

Physical disputes will not be tolerated and any form of assault on any member of the College community, or inciting an assault on any member of the College community, may result in serious disciplinary action being taken. This may include conditional enrolment or the termination of a student's enrolment.

Confidentiality and consequences

The College cannot provide personal information about other students due to privacy laws, therefore, parents are expected to focus on supporting their own child. The College is also unable to provide specific information about disciplinary measures, as each incident is independently assessed on a case-by-case basis taking the individual students into consideration.

College staff will deal with the student who is bullying, which will include meeting and discussing the issue with that student's parents/legal guardians and implementing consequences.

College staff are able to tell you generally the range of behaviour management strategies and discipline measures that may be applied. They will also tell you how your child appears to be responding at College.

Community Connect

Lake Joondalup Baptist College aims to provide its students with the best all round education and it is with this in mind, that we encourage students to grow in their concern for others and be involved in community initiatives that make a difference.

At LJBC we believe that one of the ways in which Christianity is best expressed is through service to others. It is our hope that the students learn that freely giving themselves to the service of others is a life long and highly rewarding opportunity.

Ten hours of Community Service are to be completed in Years 10 and 11 respectively.

Driving to school

Students, if you wish to drive your vehicle (car or scooter) to College

1. You are required to complete a Student Driver Agreement, obtained from the House Centre.
2. You are to park your vehicle in the designated area at the Arena.
3. You are to register the names of any passengers (maximum of three per car; no passengers allowed on scooters).
4. If leaving the College during school hours, written permission from a parent/legal guardian is required.

If you wish to travel in a car driven by another student, you are to provide written parental consent and be registered.

Electronic and networked equipment

Students should bring their devices to each class, except when the teacher has indicated that it is not required for the lesson. Students are individually responsible for the proper use, care and security of their devices; they are not permitted to lend their device or share their login details with any other student.

Students are responsible for their device whilst at school

1. Students must take full responsibility for their device at all times.
2. The school is not responsible for the security of the device.

College Policies and Procedures

3. The school does not accept any liability for damage or loss of the device or loss of data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.
4. Students and their parents/legal guardians are responsible for the proper care of their device, including any costs of repair, replacement or any modifications needed to use the device at school. Parents/Legal Guardians and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
5. Students should not bring additional equipment to school with their device. Liability for damage or loss of additional equipment will in all circumstances be borne by the student/parent/legal guardian.

All students are expected to use electronic and networked equipment responsibly; this includes, laptops, PCs, desktop computers, mobile phones, iPods, cameras, portable gaming consoles and the like. Students are likewise expected to use any access to online or mobile communications in an appropriate and safe manner and only when authorised to do so; this includes all social media platforms.

Mobile phones are not permitted to be used in class, during recess or lunch, without the explicit permission of the teacher. All students must place their phones on the teacher's desk during exams and assessments. Students who wish to make a telephone call may do so from the House Centre, with the permission of a Head of House.

If the College has received written confirmation that a student with a specific medical condition requiring the use of an APP to monitor their condition, will be given permission to use their mobile during College hours.

In the case of a dire emergency, (eg bereavement, accident etc) parents/legal guardians should contact the College. Mobile phones which are in use or on during College hours after a warning will be placed in the House Centre for safe keeping during College hours.

Any student who uses electronic and/or networked equipment in ways that cause harm to others or the College, will receive appropriate consequences and on occasion may have their enrolment status reviewed.

SEQTA Learn

Students are expected to check SEQTA Learn, the College Learning Platform, on a daily basis. This is to ensure that students are up to date with current homework, upcoming assessments, additional course content and the release of assessment results.

SEQTA Learn is the main point of contact that teachers have with students after school hours, so it is important to regularly access individual class pages.

Excursions

At the start of each year, parents/legal guardians will receive a Profile update via email from Consent2Go. Only students whose Consent2Go has been completed will be eligible to attend excursions. Students are required to attend all designated curriculum excursions unless they are injured or ill. Students are ambassadors for the College whilst off campus. As such, behaviour and uniform must be of the highest standard. Full College uniform must be neatly worn on all excursions unless students are told by the organising teacher that the College sports uniform or casual clothing is allowed. If casual clothing is allowed, the Uniform Free Guidelines will apply.

Fundraising

If you wish to undertake any form of fundraising on campus, you must apply for approval from your Head of House. In general, fundraising activities that benefit an individual person will not be approved and only fundraising that has a charitable focus will be considered for a specified period of time. The money and the fundraising items are the responsibility of the student. Fundraising must follow College Policy which is Board endorsed. Events that seek to fundraise involving the community must have approval from the College Principal. Applications must be submitted at least one month prior to any proposed activity taking place.

Graffiti, vandalism and theft

Any theft of property and any form of deliberate vandalism to College property, or the property of others, will be treated seriously and may lead to withdrawal of enrolment, even for a first offence. If a student accidentally damages College property or another person's property, they should report it immediately to a member of staff.

The College may seek restitution from students and/or parents/legal guardians in cases where the student's deliberate or mischievous actions result in loss or damage to College property, or that of a third party.

Illicit substances

Students may not bring alcohol, cigarettes or other drugs, or associated implements, onto the College site. They may not have possession of them at any College function, while representing the College, or while in College uniform, nor be involved in any situation in which these items are present.

All violations by students on or off campus will be treated seriously and may lead to withdrawal of enrolment, even for a first offence.

Lockers

Lockers are compulsory for Year 7 students and optional for all other years; however, the College strongly encourages students to make use of them.

Lockers are allocated to students at the beginning of the year. Students will receive information through the Student Notices. Students requiring a locker during the year can obtain a Student Locker Agreement from Student Reception.

Please note:

1. Lockers may only be accessed before school, at recess, lunchtime and after school.
2. Students are asked not to congregate in the locker area.
3. Lockers are to be kept clean and in good order.
4. A fee of \$25 will apply if the locker is damaged, left unclean or the lock not returned at the end of the year.

Lost items

Missing items should be reported immediately to the Class Teacher, or your Head of House; however, the College takes no responsibility for lost, missing or damaged items. We recommend that students label everything that they bring to school, and ensure they place their equipment in their lockers, not on top of them. Student Reception will hold items of lost property for 10 weeks including term holidays.

After this time non-uniform items will be given to charity and uniforms will be utilised by Student Services. Lost items found by a student must be handed to Student Reception as soon as possible. Labelled items will be returned to students during Connect.

If you lose/misplace your Student Planner, obtain a One Day Planner from Student Reception. If it is not found after one week, report to your Head of House for an authority to purchase a replacement, at a cost of \$16.

Personal belongings

Students should respect their own belongings and the property of others. Students may be asked to replace items such as bags, books, uniform items and the Student Planner if they have been mistreated, outgrown or have graffiti on them.

All belongings, including books and clothing, should be clearly labelled with the student's name. This increases the likelihood of the recovery of lost property.

Money and other valuables, including mobile phones, should not be left unattended in school bags, classrooms or change rooms. During Physical Education classes money can be left in the care of their teacher.

The school does not accept any liability for damage or loss of any personal device or loss of data stored on the personal device while the personal device is at school or during a school-related activity, absolutely, in negligence or otherwise. The school does not accept any responsibility for any personal belongings of any description being lost, missing or damaged.

Personal deliveries/ordered goods

External deliveries and ordered goods of a personal nature ie. flowers, cupcakes etc. or food orders will not be given to students during the College day. These may be collected at the end of the day from College Reception. If such an order arrives at the College the respective student will be advised. Students who take delivery of goods will have them confiscated until the end of the day and receive a possible consequence.

Sickness and injury

A First Aid service is available in Secondary Student Reception between 9.30am and 3.45pm each day. Students who are unwell or are hurt at the College should report to Student Reception with their Student Planner, accompanied by another student. The College is unable to accommodate students in the First Aid room for any length of time. As such, parents/legal guardians of students who are unable to return to class will be required to collect, or make arrangements for collecting their child as soon as possible. At times, it may be necessary for the College to call for an ambulance to attend to a student. If the First Aid Officer, in consultation with the Dean of Students, determines that the student should not drive a car or ride a scooter home, alternative arrangements will have to be made.

Student Accident Insurance

The College provides Student Accident Insurance that will assist with expenses in relation to accidents that occur while students are at school or involved in College activities. The cover does not include the Medicare gap expenses or existing conditions, and does not take precedence over private health cover. Contact the Executive Business Manager through the email address: ljbc@ljbc.wa.edu.au

SmartRider card

Every student requires a SmartRider card which must be carried whenever he/she is on campus.

A new card will be issued to all students at the beginning of Year 7 and Year 10. These cards have the capacity to hold information for four purposes. They are for use on public transport; for borrowing resources from the Secondary Library; for identification at the College for exams and for our cashless payment system (Flexischools) used to purchase food from the Canteen and items from the Uniform Shop. The card works like a debit card, since value has to be added to the card before it can be used. Value can be added for transport purposes on buses and at the kiosk at Joondalup Train Station. When a card becomes damaged, lost, or the photograph on it is dated, then a replacement card will be required. The cost of replacing a card is \$8, which is payable at the College Library. Generally, replacement cards will take around five days to arrive at the College Library for issuing.

For SmartRider transport issues contact Transperth on 136213 and for Flexischools (canteen and uniform shop purchases) contact 1300361769.

Sun protection and other healthy practices

All students are required to wear the College brimmed hat when the UV is above 6, on the College ovals, during break times, during outdoor excursions, outdoor class activities, sporting carnivals and Physical Education lessons. During outdoor activities sun screen will be provided, but a rash vest or t-shirt is advised for water activities.

The College ovals will be closed during break times when the temperature reaches 38°C, or at times deemed to be necessary.

On Uniform Free days, camps and excursions, clothing must always cover the shoulders and midriff, and tops/shirts with collars are preferred.

Students are encouraged to regularly drink water and, when given permission by the classroom teacher, may take a water bottle into class when computers are not in use. Under no circumstances should students drink from each other's water bottles, or wet other members of the College community.

Student Reception

Student Reception is open daily between 8.15am and 4.00pm. Students are to report to Student Reception if they arrive after 8.55am to the College, leave early for medical or other appointments, need assistance with lockers or require First Aid. Students may collect items delivered by parents/legal guardians from Student Reception; however, we are unable to deliver items to students throughout the day.

Supervision on College grounds

Secondary school hours are 8.35am to 3.15pm. Students should not arrive at the College until 8.20am, unless participating in a scheduled activity, as supervision by Duty teachers does not commence until that time. Students should leave the College at 3.15pm, unless participating in an official after school College activity or club under the direction of a teacher. The Library is open till 4.30pm Monday to Thursdays and until 4.00pm on Fridays.

Attendance at after school clubs and activities is voluntary. Attendance at subject clubs is the responsibility of parents/legal guardians. Students will be asked to sign in and out of subject clubs. A student cannot leave early unless they are collected by a parent/legal guardian or provide a note from a parent/legal guardian. If a parent/legal guardian wishes to ascertain whether their child is, in fact, attending a club, contact can be made with the Head of Learning for that subject. After school clubs and activities will generally finish at 4.30pm and students should make their way home at that time, or be collected by parents/legal guardians promptly at 4.30pm. All activities which continue after 4.30pm will be supervised by the teacher in charge. The College does not provide supervision when clubs and activities finish at or after 4.30pm.

For evening events when a student is not accompanied by a parent/legal guardian, or when a sporting team, camp or excursion arrives back at College after 5.00pm, parents/legal guardians are required to be prompt in picking up their children, or authorise them to make their own way home.

Student Reception is open until 4.00pm each afternoon and a Head of House is on duty until that time. In addition, a member of the College Management Team is on duty until 5.30pm from Monday to Thursday, and on Fridays until 4.30pm.

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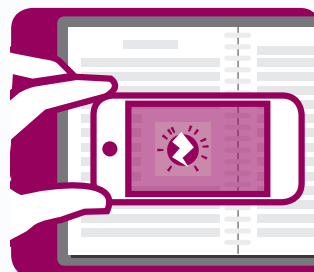


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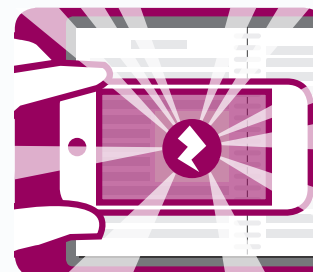
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Step 3



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Uniform

Summer Uniform (Term 1 and Term 4)

Boys' Summer Uniform

College navy shorts with adjustable side tabs, College socks and black leather regulation lace-up shoes. The College jumper may be worn over the shirt, but the shirt must not show below the hem of the jumper at any time.

Lower Secondary - Gold shirt
Senior Secondary - Sky blue shirt



Girls' Summer Uniform

Summer dress (the hem is to touch the top of the knee cap while standing), College socks (white with blue and gold stripes) and black leather regulation lace-up shoes with a heel no higher than 20mm. Girls may choose to wear either the College jumper or cardigan with the summer dress. Senior Secondary girls also have the option of wearing their light blue winter shirt with their winter skirt.

Black leather regulation lace-up shoes

Uniform changeover

Summer uniform is worn in Term 1 and Term 4; Winter uniform is worn in Term 2 and Term 3. A two week changeover period will occur at the beginning of Term 2 and Term 4, during which time students may elect to wear their full winter or full summer uniform.

Winter Uniform (Term 2 and Term 3)

Girls' Winter Uniform

College tie (with stripes), pleated skirt (the hem is to be 4cm above the knee cap while standing). Navy 70 denier tights must be worn with black leather regulation lace-up shoes, with a heel of not more than 20mm. Girls' trousers are available to order from the Uniform Shop.

Lower Secondary - Gold shirt
Senior Secondary - Sky blue shirt



Boys' Winter Uniform

College tie (with stripes), grey trousers, navy jumper, College blazer, College socks, and black leather regulation lace-up shoes. A plain black belt. The buckle of the belt should be plain silver, black or gold.

Lower Secondary - Gold shirt
Senior Secondary - Sky blue shirt



College Blazers

Blazers (Terms 2 and 3)



The blazer is to be worn to and from school. Students leaving the College at any time during the day must wear their blazer.

All students must be wearing their College blazer as they enter their first class and when leaving their last class or activity of the day, and until they reach home. Students are required to wear their blazers to all College events, including College Assemblies and House Assemblies.

Blazers must have all buttons in place.

Black leather regulation lace-up shoes. Shoe laces must be well-fitted and appropriately tied at all times.

College Policies and Procedures

It is a condition of enrolment at the College that students conform to the uniform standards. Full uniform must be worn while the student travels to and from the College and during examination times. A student's repeated failure to maintain high standards, both within the College and in the public arena, will result in appropriate consequences.

Parents/Legal Guardians of students wearing dresses or skirts where the length does not comply with College requirements will be notified, and asked to rectify the length within a given period of time.

Senior Secondary boys may wear the light blue shirt tucked in, College tie (with stripes), grey trousers, College jumper, College socks and black lace-up school shoes as an alternative to the summer uniform. A plain navy or black leather belt is mandatory. The buckle of the belt should be plain silver, black or gold.

Shoes

Black, polished leather lace-up, school shoes are compulsory for students at the College.

Shoe laces must be well-fitted and appropriately tied at all times.

Shoes must be heeled, with heels no higher than 20mm measured from the inside of the heel.

Unacceptable styles include:

- ✧ formal pointed or square front
- ✧ brogues, ie shoes that have a punched pattern
- ✧ chunky type shoes
- ✧ shoes with coloured stitching or coloured shoe laces
- ✧ men dress shoes or shoes without laces
- ✧ dance or runner type shoes.

Parents/Legal Guardians, before you purchase shoes, ensure that they conform to the required standards to avoid disappointment and additional costs. Clarification of acceptable styles of shoes may be obtained from the Uniform Shop.

Blazers (Terms 2 and 3)

- ✧ must be worn as the outer garment to and from school
- ✧ students leaving the College at any time during the day must wear their blazer
- ✧ all students must be wearing their College blazer as they enter their first class and when leaving their last class or activity of the day, and until they reach home
- ✧ students are required to wear their blazers to all College events, including College Assemblies and House Assemblies
- ✧ blazers must have all buttons in place.

Year 12 Class Jacket

The Class Jacket is to be worn with pride and neatly at all times, as it is a representative emblem of the College within the wider community.

Should students not wish to use their full name on the back of the Class Jacket they may only use a shortened version of their name (no additional letters may be added).

Students must at all times, whilst at the College and when wearing the winter uniform, wear their shirt and tie under the Class Jacket.

The College blazer must be kept in excellent condition and will continue to be worn at official occasions, for photos and at the request of the College Management eg parent evenings etc.

It is a privilege to wear the Class Jacket. Therefore, if a Year 12 student fails to role model excellent behaviour and uniform standards to others, the Dean of Students may withdraw that privilege. In such cases the Class Jacket will be returned to the student at the end of the year.

If a student is asked to leave the College, the Class Jacket is to be returned to the College and the student will be refunded for the jacket.

College scarves

College scarves can only be worn with the College blazer. Scarves may not be worn while participating in College Assemblies or representing the College on formal occasions both on and off the College grounds. Students may be asked to remove their scarf for official College photographs or events.

Rain jackets

Students are encouraged to purchase a plain navy blue rain jacket from the Uniform Shop to be used during inclement weather. If purchased elsewhere, the jacket should be plain navy blue and long enough to cover the blazer and have a hood.

Uniform changeover

Summer uniform is worn in Term 1 and Term 4; Winter uniform is worn in Term 2 and Term 3. A two week changeover period will occur at the beginning of Term 2 and Term 4, during which time students may elect to wear their full winter or full summer uniform.

Incorrect attire

Students should bring a written parental explanation if they are incorrectly attired for unavoidable reasons. Students who arrive at College without the correct uniform, with or without a note from parents/legal guardians, must report immediately to a Head of House to obtain a Uniform Pass, or for Physical Education uniform, to the Physical Education teacher at the beginning of the class.

Every effort will be made to assist the student to correct the problem; however, they may be withdrawn from classes until the problem is rectified.

College bags

- ✧ a College backpack and tote bag are compulsory
- ✧ a College Tote bag is to be purchased for carrying the College sports uniform or additional items of clothing or equipment. The College Tote bag is recommended for excursions and as a day pack on camps and tours
- ✧ bags must be kept in good condition and should be free from graffiti or decoration
- ✧ unsatisfactory bags will need to be replaced
- ✧ all bags must have a name tag
- ✧ only the College backpack or Tote bag may be used at College for excursions and exams.

Body piercing and tattoos

Visible body piercing (other than one piercing on the lower earlobe) and tattoos are not permitted. Students who have existing tattoos must ensure that they cover the tattoos at all times, including at Inter House and Inter School carnivals, camps and during other College activities and events where the student is required to wear the College uniform or sports uniform. Students who arrive at the Presentation or Graduation Ceremony or any other formal College function with piercings that cannot be removed, may not be permitted to participate in the ceremony.

Please note: leniency will not be shown to students who choose to have extra visible piercing or tattoos done during the school year, up to and including end of year ceremonies. Use of a band-aid or other cover for piercings and tattoos is not acceptable. A limit of one very small unobtrusive clear plug is permitted in each ear only. If in doubt, please check with the Head of House beforehand. Students who have inappropriate piercings or tattoos may be excluded from classes until the problem is rectified.

Presentation of appearance

A light cover of foundation may be applied to disguise skin blemishes, thick make-up is not acceptable (ie lipstick, eye liner, heavy eyebrows or mascara etc). Clear lip balm is permitted, lip gloss is not permitted.

Nails must be of a conservative length, and students may only wear clear nail polish. No false nails or nail applications are permitted.

All boys are to be clean shaven during the school day and at all College events. Sideburns should not extend down past the tragus, be trimmed and well groomed. Unshaven boys will be requested to shave for the following day. If still unshaven, parents/legal guardians will be informed as they may be withdrawn from class.

Hair

- ✧ hair must be of a conservative style, blended, well groomed, neat, clean (ie regularly washed) and tidy at all times. Extreme difference in hair length is unacceptable
- ✧ boys are not permitted to wear trendy styles at the College, these may include but not limited to mohawks, mullets, or undercuts of any kind, nor may they wear their hair with extreme differences in length but rather a blended cut
- ✧ hair must be short or tied back – all hair that can be tied back must be tied back at the nape of the neck, including hair that falls below the collar
- ✧ fringes longer than the eyebrows must be clipped back at all times
- ✧ hair that cannot be tied back must be held securely in place with clips, not fall in front of the face at any time
- ✧ hair accessories must be plain black, navy, light blue or yellow and should not be decorated or patterned
- ✧ moderate hair products, styles and a number two haircut are acceptable. Only natural looking tints may be used; stark contrasting colours, as well as block colours or wide sections of colours, are unacceptable, as are brightly coloured tints
- ✧ students may not shave their heads less than a no.2 unless they have permission from the Dean of Students for charity events
- ✧ braids/small plaits are acceptable provided that:
 - ✦ they fit the head firmly and neatly and are tied back into a pony tail which is secured at the nape of the neck (ie not on the top of, or back of the head)
 - ✦ they are kept neat, clean and well groomed
 - ✦ no beads or coloured bands are used
 - ✦ there are no dreadlocks.

Please note: if in doubt, see your Head of House before making a change. Students with unruly or inappropriate hair styles may be removed from class in order to resolve the issue.

Jewellery

One small plain stud or sleeper that rotates through the ear in the lower ear lobe is the only jewellery that is permissible, other than a watch. Studs with large stones and extenders are not permitted. Charity wrist bands may only be worn with permission from the Head of House on the related charity day.



Acceptable Earrings

Note: Sleepers are thin and can be turned through the ear



Unacceptable Earrings

Note: Hoops, huggies and drops of all kinds are unacceptable

College Policies and Procedures

Sports uniform

Shirt: College sports shirt with logo

Shorts: College navy shorts with logo

Tracksuit: College tracksuit

Shoes: Non marking sport shoes and white College PE socks (available from the Uniform Shop)
Non marking footwear is necessary for use in the Sports Centre
Footwear with poor support, such as skate shoes and volleys, are not permissible

Hats: College brimmed hat must be worn

Sunscreen, sunglasses, a mouth-guard and other protective equipment are recommended. Students should have their own water bottle, and for health reasons must not share with other students.

Please note: the Sports uniform or parts thereof is not to be worn with the College uniform or to College in the morning; however, students with Physical Education classes in Period 5 and those representing the College in after school sporting teams may wear their attire home. Students not in full sports or team uniform will be required to change back into the formal College uniform.

Students in sporting teams are required to wear correct team attire and the College brimmed hat. Students selected for the College Swimming Team are required to wear College bathers.

Uniform Free days

On days designated as Uniform Free days, or days where students are permitted to attend an excursion wearing casual clothes, appropriate clothing and footwear must be worn. Even on Uniform Free days, correct Physical Education attire is required for Physical Education lessons and appropriate footwear is required for practical areas such as Foods, Science and Woodwork. Any clothing with graphics and/or words that are contrary to the Christian ethos of the College may not be worn. Students who do not conform to these standards will be referred to the House Centre. An alternative item of clothing may be requested from home, or the student may be withdrawn from class.

Examples of inappropriate clothing include: graphics depicting satanic/cult/'dark' images, sexual references or racist values, skimpy or see-through clothing, collars or wrist bands with spikes or chains. Bare feet are not acceptable. Roller shoes are not permitted.

General uniform standards

Whenever wearing the College uniform, students are representatives of the College. The uniform is to be worn with pride at all times enhancing the reputation of the College. In addition to wearing the appropriate items of clothing and conforming to all of the requirements for make-up, hair and grooming, students are expected to keep their uniform in good condition and wear it properly. All students should comply with the following:

1. Boys shirts should be fully tucked in during Term 2 and 3.
2. The top button of the shirt should be done up at all times when wearing a tie.
3. The tie should be neatly tied and pulled up so that it covers the top button.
4. The tie should be long enough so that it touches the top of the waistband.
5. Shoes should be clean and polished.
6. Shorts should be worn neatly with the belt above the hip and the hem above the knee.
7. Trousers should be worn neatly with the belt above the hip.
8. In all cases, socks must completely cover the ankle.
9. Skirts may not be rolled at any time.
10. Over shirts should not show below the hem of the College jumper or cardigan.
11. All items of uniform must be maintained in good condition and replaced if they cannot be repaired or they do not fit correctly.
12. Under garments should not be visible at any time.
13. Sunglasses may not be worn on the head or be visible hanging from pockets.

Students will be warned, but if a pattern of uniform infringements develops, the student will receive the appropriate consequence.

Uniform Shop

The Uniform Shop hours can be attained from the College website www.ljbc.wa.edu.au.

Please note: students may not attend the Uniform Shop during class time.

Supplementary uniform items may be purchased online at www.flexischools.com.au.

Visiting the College

Students, if you need to visit the College at any time other than revision seminars and you are not in school uniform; you are required to report to Student Reception to obtain a Visitor's Pass. All parents/legal guardians, past students and other visitors to the College are to report to College Reception or Student Reception. Students must not fraternise with visitors who are not authorised to be on or near the College grounds.

Students are expected to wear their full uniform when attending exam preparation or catch up classes.

Weather

It is the responsibility of parents/legal guardians to ensure the safety of their children whilst travelling to and from school when severe storms are expected. Generally, the College does not close early on these days; however, provision is made for students at recess and lunchtime. In wet weather, or where temperatures reach 38°C, students will not be permitted to use the College ovals or courts. Accurate weather forecasts, including current radar images, are obtained from the Australian Bureau of Meteorology's website www.bom.gov.au.

All classrooms in the College, including practical rooms, are air-conditioned and it should not be necessary for students to leave school early on hot days.

Withdrawing your child's enrolment

If a student is finishing at LJBC, other than at the end of Year 12, the College is to be given written notice by no later than the first day of the term at the end of which it is intended he/she should leave, or (if it is intended that he/she should leave during a term) not later than the first day of the preceding term. Ten weeks' fees will be charged in lieu of notice.

Learning Technology

Code of Conduct

Students and parents/legal guardians should carefully read this document before completing a Learning Technology User Agreement.

A. Conditions for computer use

1. Students must have completed the Learning Technology User Agreement in order to have their LT account activated. Both the student and a parent/legal guardian must sign this form. Student user names are located on the top of their printed timetables, which are distributed at the beginning of each year.
2. Students may only use computer applications that they have been given specific permission to use by the class teacher for a given period of time.
3. Students may only play educational games that are approved by the Learning Technologies Committee and only if they are invited to do so by the class teacher. Students are not permitted to play games of any other type.

College Policies and Procedures

4. Computers may not be used at recess and lunch. If a student would like to complete work on their device, they are to do so in the Library.
5. Students may not change any settings on a College computer, such as desktops, wallpapers, screen savers, printers, taskbars, display properties, system files or any application found in the Control Panel.
6. Students should ensure that they report any damage/irregularities to the classroom teacher when they first approach a College computer.
7. Students should tidy the area around their computer at the end of each class. At the end of the lesson students are to log off OR shut down the computer if it is the last class of the day.
8. Students must log on to computers using their own user name and password. Use of other students' log-on information is not permitted. Your password is to be kept confidential so no one else can access your work or enter prohibited sites for which you may be held responsible. If a student uses a computer logged on as someone else, both parties will be banned from using school computers for a given period of time.
9. Students may not attempt to access any part of the network other than their own SEQTA and Office 365 accounts. Any attempt to 'hack' into any part of the network will be treated as a very serious breach of the conditions for computer use and will have appropriate consequences.
10. Students are permitted to use USB flash memory devices on condition that stored data is College related work, or specific permission is obtained from the IT Department. Students are not permitted to install software of any type onto a College computer.
11. Students may not use the Learning Technology facilities to produce, store, transmit or access material that is contrary to the Christian ethos of the College.

B. Conditions for Internet use

1. The College's Internet account exists to provide access to curriculum related information. Students may not use this account to access material that is unrelated to the College curriculum.
2. Students may only access their email during break times or when given specific permission by a teacher. Only the official College email account may be used on College computers. Students may not use email to communicate in a manner that contravenes any section of the LT Code of Conduct and the Learning Technologies Policy.
3. Material and information dealing with pornography, drugs, violence, satanism or witchcraft are not permitted at the College. Students may not access any sites containing material of this kind, or any other material that is contrary to the ethos of the College.
4. Information published on the Internet may be inaccurate or may misrepresent a person or situation. Students should take care in their use of information found on the Internet. Students and parents/legal guardians may not use the Internet to defame or cause harm to any person.
5. Students/legal guardians must not use the Internet to menace or harass another person, or use it in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

College Policies and Procedures

6. Students may not break copyright laws. Multiple copies of articles may not be copied or printed without the permission of the author. Students must read the copyright warning notices in all areas where computers are located.
7. All sources of information collected from the Internet and cited in students' work must be acknowledged in a list of references at the end of assignments.
8. Students are not permitted to use a Newsgroup service unless permission has been given from a classroom teacher.
9. Students are not permitted to reveal home addresses or telephone numbers, their own or anyone else's, via College computers.
10. Students are not permitted to forward emails to anyone unless they have the permission from the original author. Students are not permitted to forward chain emails using College equipment.
11. Students and parents/legal guardians may not upload photographs without permission.
12. Students should make their Internet use as efficient as possible. Downloading large files such as videos, sound files and some graphics causes the College additional expense, and may only be done with the explicit permission of the classroom teacher.

C. Consequences

Repeated or serious breaches will be referred to the Head of Learning Area, Head of House or Dean of Students for the appropriate consequences.

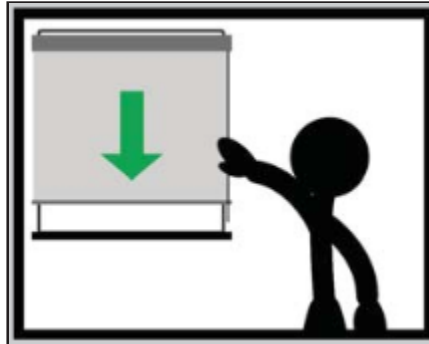
Students who intentionally damage Learning Technology equipment, attempt to 'hack' into other people's files, intentionally cause inconvenience by tampering with software or hardware, or engage in any other destructive activities will receive appropriate consequences and on occasion may have their enrolment status reviewed. Suspension from school or withdrawal of enrolment may also result from any serious breach of the LT Code of Conduct.

Emergency Lockdown Procedure

If a lockdown is sounded at the College, follow these procedures to lockdown all rooms:



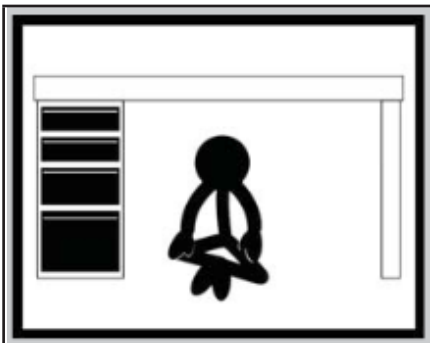
Lock all doors



Close all blinds



Keep quiet and away from any doors and windows – consider the 'line of sight'



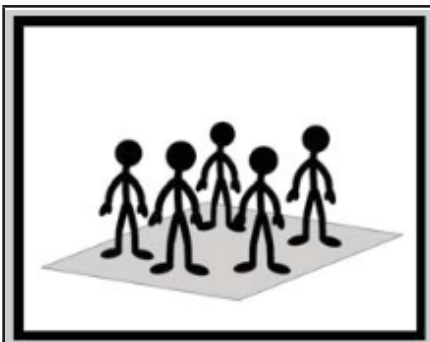
Everyone is to stay near the floor and shielded under or behind furniture as much as possible



No one should leave a building or secure area while under lockdown



If you find yourself in the toilet or if you arrive at the College during a lockdown, hide wherever you are and make sure that you are out of the line of sight



Remain calm and stay with others



Silence all mobile phones – students are not to use mobile phones

**A COLLEGE
LOCKDOWN WILL
REMAIN IN EFFECT
UNTIL THE ALL
CLEAR IS SOUNDED.**

A series of horizontal dotted lines for writing notes.

My Timetable – A Weeks

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Subject	Subject	Subject	Subject	Subject
Connect					
1					
2					
Recess					
3					
4					
Lunch					
5					

My Timetable – B Weeks

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Subject	Subject	Subject	Subject	Subject
Connect					
1					
2					
Recess					
3					
4					
Lunch					
5					