Welcome to 2011

This handbook provides detailed information for parents on both the philosophical and practical details of Moreton Bay Boys' College.

Our College takes a different perspective to your son's education. His adventurous spirit is our inspiration. We see a leader, an explorer and a visionary. We see an individual, with unique strengths and goals and interests. We guide and empower him to discover his own path and unleash his full potential.

With internationally benchmarked programs, multiple learning pathways, a broad range of opportunities and firm Christian values, Moreton Bay Boys' College helps your son experience more of life, and the emerging possibilities of a changing world.

We look forward to another great year as we work with you to deliver outstanding outcomes for your son.

Dr Roderick Crouch
Principal
TERM DATES FOR 2011

TERM 1  Monday 24 January to Friday 25 March
TERM 2  Monday 11 April to Friday 17 June
TERM 3  Monday 11 July to Friday 16 September
TERM 4  Monday 3 October to Thursday 1 December

Mid Term 2 holidays: Friday 22 April (Good Friday) to Tuesday 26 April (including Easter Monday and ANZAC Day)

Final day for Year 12 students: Friday 18 November

Public holidays and Pupil Free Days are listed in the Student Diary and on the MBBC website.

COLLEGE HOURS

<table>
<thead>
<tr>
<th></th>
<th>Prep</th>
<th>Years 1 and 2</th>
<th>Years 3 and 4</th>
<th>Years 5 and 6</th>
<th>Years 7 to 12</th>
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<tbody>
<tr>
<td><strong>Form</strong></td>
<td>8:15 am</td>
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<tr>
<td><strong>Class commences</strong></td>
<td>8:30 am</td>
<td>8:20 am</td>
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<td><strong>Break time</strong></td>
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<td><strong>Break time</strong></td>
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<tr>
<td><strong>Class concludes</strong></td>
<td>2:15 pm</td>
<td>2:25 pm</td>
<td>2:45 pm</td>
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<tr>
<td><strong>After School Care commences</strong></td>
<td>2:30 pm</td>
<td>2:30 pm</td>
<td>2:45 pm</td>
<td>3:00 pm</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

There will be a teacher on duty from 8.00 am each day. There is no supervision prior to this time. Boys are discouraged from arriving at College before 8.00 am. The only care provided prior to this time is through Before School Hours Care.

The pick up zone is supervised until 3.15 pm and all Prep to Year 6 boys not collected from College by this time (unless they are participating in an after College activity) will be sent to the Administration Office and their families contacted. Costs will be incurred for those boys who are subsequently placed into After School Care.
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MBBC BOARD OF DIRECTORS

MBBC is owned and operated by a separate, incorporated, not-for-profit company, Moreton Bay Boys’ College Ltd (MBBC Ltd). Moreton Bay College (MBC) appoints six directors of MBBC Ltd and up to three can be appointed by the Board itself. The Board acts independently of its ‘parent’ organisation. The current directors of MBBC Ltd are Prof Stephen Gray (Chairman), Mr Ken Freer (Deputy Chairman), Mr David Bancroft, Mr John Eisenmenger, Mr Robin Fardoulys, Mr Michael Millard, Ms Samantha O’Brien, Mr Greg Rynenberg and Mr Matthew Sheerin.

The Principal reports to the Board of Directors of MBBC Ltd.

Professor Stephen Gray Mr Ken Freer
Chairman Deputy Chairman

SENIOR ADMINISTRATION TEAM

The role of the Senior Administration Team

- Advocating, nurturing, and sustaining a College culture and educational program conducive to student and staff learning
- Initiating, facilitating and sustaining the process of keeping MBBC as a College community which seeks and embraces ‘best practice’ in education
- Generating, advocating and securing broad support for agreed change and reform agenda
- To instigate responsible decision making about the day to day running of the College in accordance with best practice
- To develop significant policy in respect to the College Aims and Vision and the Strategic Direction
- To provide a mechanism for staff, parent and student opinion to be shared and considered within a leadership forum
- To provide leadership to staff, parents and students in the organisation and planning of significant College events and activities, to ensure that these will be successful and that the people involved will feel fulfilled by their involvement.

MEMBERS OF THE SENIOR ADMINISTRATION TEAM

Principal
Assistant Principal
Director of Teaching and Learning
Business Manager
**Staff List for 2011**

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Notes</th>
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<tr>
<td>Dr Roderick Crouch</td>
<td>Principal</td>
<td>*</td>
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<tr>
<td>Mrs Louise Seddon</td>
<td>PA to Principal</td>
<td></td>
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<tr>
<td>Mrs Diana Patchett</td>
<td>Assistant Principal</td>
<td>*</td>
</tr>
<tr>
<td>Mr Anthony Dosen</td>
<td>Director of Teaching and Learning</td>
<td>*</td>
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<tr>
<td>Mrs Sonja Bancroft</td>
<td>Business Manager</td>
<td>*</td>
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<tr>
<td>Mrs Nicola Vincent</td>
<td>Registrar</td>
<td></td>
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<tr>
<td>Mr Shane McCarthy</td>
<td>Chaplain</td>
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<tr>
<td>Mrs Larissa Guy</td>
<td>Prep - Year 3 Team Leader</td>
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<td>(tba)</td>
<td>Years 4 - 6 Team Leader</td>
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<tr>
<td>Mrs Leigh Ann Cadzow-Andreas</td>
<td>Middle School Team Leader</td>
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<tr>
<td>Dr Brett Sawyer</td>
<td>Senior School Team Leader</td>
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<tr>
<td>Ms Mary Youngman</td>
<td>PYP Coordinator</td>
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<tr>
<td>Mrs Leigh Ann Cadzow-Andreas</td>
<td>MYP Coordinator</td>
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<tr>
<td>Mr Des Schinkel</td>
<td>Property Manager</td>
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<tr>
<td>Miss Suzy Hasenkam</td>
<td>Administrative Assistant</td>
<td></td>
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<td></td>
<td>* For all other staff contacts please refer to the College website</td>
<td>* Senior Administration Team</td>
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<td></td>
<td>Mrs Diana Patchett, Assistant Principal</td>
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<td>College - curriculum</td>
<td>Class/Form/House Teacher, Mr Anthony Dosen, Director Teaching and Learning</td>
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<td>College - expansion and building plans</td>
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<td>College - policies and procedures and staff related matters and teaching standards</td>
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<td>Mrs Nicola Vincent, Registrar</td>
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<tr>
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<tr>
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<td>Mr Dylan Troyahn</td>
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<tr>
<td>Sport - Primary (Years 1-7)</td>
<td>Mr Jack Pincott, Primary Sports Coordinator</td>
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<td>Sport - Secondary (Years 8-12)</td>
<td>Mrs Deb Allen, Secondary Sports Coordinator</td>
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<tr>
<td>Student - academic progress (curriculum matters)</td>
<td>Class/Form/House Teacher, Mr Anthony Dosen, Director Teaching and Learning</td>
</tr>
<tr>
<td>Student - behaviour</td>
<td>Class/Form/House Teacher, Team Leader, Mrs Diana Patchett, Assistant Principal</td>
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GENERAL INFORMATION

Office Hours

The College Office hours are 8.00 am until 4.00 pm each day. When telephoning the College, please endeavour to do so between these hours. All enquiries, including account and enrolment enquiries should be directed initially to the Administration Office.

Visitors

All visitors to the College are required to report to the Administration Office upon arrival. This is without exception - and includes parents and grandparents who visit during the school day.

Telephone

Parent-student communication during school hours should not disrupt teaching and learning. Notifications should be managed through the Administration Office.

Outgoing Calls

If boys need to make a telephone call to their parents, they must first obtain approval from their teacher.

Incoming Calls

Messages can be passed onto boys, please call the Administration Office. Parents should be aware that it is difficult to pass messages onto students after 2.00 pm.

Student - preparation for their day

Parents are asked to ensure their sons arrive at College fully prepared with all the necessary equipment required for that school day. This includes sports uniform, musical instruments and packed lunch.

Any items that a student requires for the day, but which are inadvertently left behind, should be brought to the Administration Office in the first instance.

Student - before school

Students must not arrive before 8.00 am unless attending a scheduled practice or tutoring session.

Primary students who arrive at College before 8.00 am and have no set sport, music or other practices to attend, must go to the OSHC centre. Students found in the Primary College area before 8.00 am will be sent to Before School Care. Middle and Senior school students may attend the study lab from 7.30 am.

After school procedures

Prep students are to be collected from the Prep room in Semester 1 (Term 1 and 2) and from the pick-up zone in Semester 2 (Terms 3 and 4).

- A teacher will remain with students at the pick up zone until 3.15 pm. All students should be collected by this time.
- At 3.15 pm the teacher will take any students who have not been collected to the Administration Office and their families contacted.

After 3.30 pm

- Students may remain in the Administration Office until 3.30 pm, however, it is expected that this will only happen in exceptional circumstances.
- Students who have not been collected by 3.30 pm will be sent to After School Care - providing a place is available for them. (Costs will be incurred by those boys placed into After School Care).

After school activity procedures

Students who attend after school activities are to follow one of the following procedures:

1. Go to their chosen activity under the supervision of a rostered parent supervisor or a coach

OR

2. Go to the allocated waiting areas to be supervised by a member of staff until the designated co-curricular lesson time. This will vary from activity to activity.
Please note: Primary children not directly involved in co-curricular activities and who are waiting at College after 3.15 pm will be taken to the Administration Office and their families contacted. There are two options available to parents when a student is remaining for a co-curricular activity:

1. Parents may choose to collect students from class and supervise them personally until the start of the co-curricular session

OR

2. Students will be supervised by staff until the activity commences. Prep - Year 3 students will be escorted to the activity; Years 4 -12 students will make their own way to the activity.

At the close of a particular activity, students are to be collected promptly. If a student has not been collected promptly at the conclusion of an activity, he will be taken to the Administration Office and their families contacted and subsequently placed into After School Care (which will incur additional costs).

Change of contact details

The College is unable to make changes to its databases unless these changes of address and contact numbers are notified in writing.

Please notify the Administration Office in writing or via Parent Lounge on the MBBC website of any changes. If you are going away and leaving your son with other people, please advise the College of the new contact details so records remain up-to-date and correct.

Communication

Communication between the School and home is vital. There are a number of ways to contact staff. Please refer to the Inquiry Flowchart to identify the appropriate staff member to address your query.

The Homework Diary also provides an important way for the College and home to stay in touch. Parents should initial any notes from staff in the homework diary to indicate these have been sighted.

Please note: Teachers are unable to take telephone calls during class time.

Complaints

Moreton Bay Boys' College accepts that parents, students and staff have a right to raise concerns, questions or bring complaints they may have against behaviours, decisions or persons and have them addressed appropriately.

Complaints should be handled objectively and with sensitivity, and not in a reactive or subjective manner.

This policy and set of procedures seeks to ensure that complaints will be dealt with in a fair and transparent manner, displaying cognisance to the legal obligation of the College in relation to its duty of care to students and staff, but also guaranteeing procedural fairness and natural justice to all.

It is our stated intent that, in the first instance, concerns must be raised, addressed and resolution sought through open communication with teaching staff, and senior staff of the College. Telephone contact is encouraged and appointments can be made with relevant staff to discuss the concern.

Only when this does not result in a resolution of the concern should a complaint be lodged. The complaint should be forwarded to the respondent’s immediate supervisor.

For full details on the complaints Policy, please refer to College website. This policy does not apply to allegations of sexual abuse or harm to children which are dealt with by the two policies called the “Child Protection – Procedure for the Reporting of Harm” and the “Child Protection – Procedure for the Reporting of Actual or Suspected Sexual Abuse by Employees”.

Personal items at College

Students are to ensure that all personal items, which they intend to use at school are covered by their own household/personal insurance as the College takes no responsibility for damage or loss.

Boys should not bring personal items to College to sell or swap with other boys. Trading cards are acceptable but may be banned from time to time if they are deemed to be creating difficulties.
Protection of property and personal items

All students at the College should take great care of their property and under no circumstances may any student interfere with the possessions of another.

Students should avoid bringing expensive items to College. If for any reason, circumstances require bringing an item of value to College, students should ask their teacher to look after the item, secure it in their locker or leave it at the Administration Office.

Students must avoid bringing the following items to the College:

- Large amounts of cash
- Expensive computer materials or software
- iPods, MP3 players
- Expensive sports gear or runners.

There is a “No Toys from Home” rule. If toys are brought from home they may be confiscated and parents will be required to come and collect them from the Class Teacher. Toys are NOT suitable as “Show and Tell” items.

Personal Laptop use at College

MBBC supports the positive, educational use of technology. The majority of the campus is provided with wireless connectivity so students can access the College intranet and the resources of the internet. All personal laptops must be registered with our IT department, prior to network access being granted.

Charging, file maintenance and safety of the laptop are the student’s responsibility. It is expected that the use of laptops at school is purely for educational purposes and within the guidelines outlined in the Computer and Information Security Policy (see page 53).

Middle and Senior School students are encouraged to bring a laptop to school if they have access to one and they believe it will enhance their learning.

Students are to ensure that all personal items, such as laptops, which they intend to use at school are covered by their own household/personal insurance as the College takes no responsibility for damage or loss.

Mobile Phone Use

The College discourages boys from bringing mobile phones to College as they are expensive and easily mislaid.

Students are to ensure that mobile phones are covered by their own household/personal insurance as the College takes no responsibility for damage or loss.

Rationale

The increased ownership of mobile phones requires that College administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. While it is acknowledged that providing a child with a mobile phone gives parents reassurance that their child can contact them in emergency situations or in risk situations involving personal security and safety, this does not apply during the College day when students have access to College phones and personnel.

At the same time it is acknowledged that senior students, in particular, are more mobile than previously as they may be involved in traineeships, university programs and other activities which take them away from the College campus on a regular basis.

Responsibility

- It is the responsibility of students who bring mobile phones onto College premises to adhere to the guidelines outlined in this document.
- The decision to provide a mobile phone to their children should be made by parents or guardians and parents should be aware if their child takes a mobile phone onto College premises.

Security

1. Students are responsible for the security of their mobile phones.
2. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
3. The College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from College.
4. Mobile phones should be clearly marked with the name of the owner.

5. Phones should be kept in a secure place at all times during College hours; students are advised to keep them well concealed and not ‘advertise’ they have them.

6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised calls cannot be made on their phones. Students should keep their passwords/pin numbers confidential.

7. Mobile phones which are found in the College and whose owners cannot be located should be handed to the Administration Office.

Acceptable Use of Mobile Phones

- The use of mobile phones during the College day is inappropriate.
- Mobile phones should be switched off at all times while students are in class.
- Students should be aware that phones ringing during lesson time will be confiscated for the rest of the day and permission to have the phone at College may be revoked. Parents are reminded that in the case of emergency the Administration Office remains a vital and appropriate point of contact.
- While on College premises or College related activities, but not during the College day, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

Unacceptable Use of Mobile Phones

- It should be noted that it is a criminal offence to use mobile phones to menace, harass or offend another person. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the Principal. Students should note that, in extreme cases, the College may consider it appropriate to involve the Police.
- Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal, which is likely to include the loss of all marks for the examination or assessment item.

Visitors to Moreton Bay Boys’ College

A ‘visitor’ is any person attending Moreton Bay Boys’ College for a meeting or appointment who is not a paid employee of the College. This extends to parent volunteers (including grandparents) and casual employees, but not to parents attending functions or collecting children.

All visitors must:
- Report to the Administration Office upon arrival
- Sign in
- Accept issue of badge and wear same for the duration of the visit
- Sign out on departure and
- Return the badge at the end of their visit.

All staff of the College are expected to wear an identification badge during College hours.

Parents working at Moreton Bay Boys’ College

At MBBC we welcome and appreciate all support for the programs we offer. It is a wonderful opportunity for parents to contribute to our developing College and we thank them for their efforts. The following are some of the ways that parents can be involved when helping at MBBC:

- Assisting in the Library – working on administrative tasks for staff and students
- Working with a variety of students in the classrooms
- Working with small groups of students in the classrooms
- Working with individual students in the classrooms
- Assisting with administrative tasks
• Assisting with excursions
• Coaching and managing sporting teams.

We encourage our visiting parents to:
• Be proactive
• Use the teacher for reference/discipline
• Be discreet.

Please note: It is expected that parents wishing to be involved in classrooms attend a Parent Helper Workshop offered during the year at MBBC or MBC.

Parents of MBBC students are exempt from holding a Blue Card if they are working at the College.

TRAVEL

Bus

If possible, students should purchase a Go Card and then register it with Translink and clearly name it in case it is mislaid.

For information regarding routes and times, the two bus companies which service the College are:
• Mt Gravatt Bus Service 3841 3722
• Veolia Bus Lines 3248 6100.

Bus travel

• Years 1-2 students will be escorted to the bus pick up area
• Years 3-12 students are responsible for making their own way to the bus pick up area
• Boys catching buses will do so from the bus zone on the central roundabout
• The teacher on bus duty supervises all students at the bus pick up area.

When at Moreton Bay College awaiting onward transport, boys are to wait quietly for the appropriate bus. There is no supervision at MBC. Students misbehaving on buses or whilst waiting at MBC may be “banned” for a period of time from using bus transport.

Car

All boys being collected by car are to be collected from the pick-up zone near Manly Road. As parents drive in the College gates, turn left into the marked road and undertake a U turn at the top roundabout.

Please do not drive down to the lower or central roundabouts or block the upper roundabout which prevents cars from exiting the car park.

• Years 1-3 students will be escorted by a primary school staff member to the designated pick up zone
• Years 4-12 students are responsible for making their own way to the pick up zone
• Parents are asked to be patient, wait in line and, in order to keep the traffic flowing, remain in your car. Please do not form two lanes
• There is a 10 km speed limit in the College
• Please endeavour to collect your son by 3.00 pm. All pick-ups from the drop off/pick up zone must be completed by 3.15 pm
• The pick-up zone is supervised until 3.15 pm and all Prep to Year 6 boys not collected from College by this time (unless they are participating in an after school activity) will be taken to the Administration Office and their families contacted and subsequently placed into After School Care (which will incur additional costs)
• A secondary age sibling may assume responsibility for a primary student.

Parents who wish to see a teacher, should park in the College car park (on the left as you enter the gates).

Train

Pre-purchased yearly, semester or term tickets are available from Queensland Rail at a discounted rate for travel to and from College. Go Cards can also be purchased for student travel. If you require more information please contact:
• QR School Rail Travel on 3235 2810 or
• TRANSINFO on 13 12 30.
Transport Arrangements

At the beginning of the year, parents, especially of younger boys, are asked to notify the class teachers of travelling arrangements. The teachers should be advised of any change in these arrangements during the year.

Any variations to the normal mode of transport/travel should be advised, not merely a major change such as "train" rather than "bus", but even matters such as being collected by a different person to normal.

Primary boys are assumed to be proceeding directly to and from College each day and should not venture into shops unless accompanied by a parent. Middle and Senior students may do so, but should be in complete uniform.

Afternoon Collection of Students Policy and Guidelines
Specific After College procedures for normal departures.

Transport Arrangements - Cancellation of Afternoon Sport

In the case of inclement weather, please call the Wet Weather line on 3906 9450 (after 2:00 pm) for updates of sport training/games.

Where possible, parents of primary students will be contacted if after-school sport is cancelled. Students will then revert to their usual pick-up arrangements.

Students who are unable to follow their usual pick-up procedure, should proceed to the Administration Office where their parents will be contacted.

Booking boys into After School Care remains the responsibility of the family.

Parking and driving within College grounds

Please drive slowly and carefully at all times within the College grounds, observing the 10km speed limit.

Grounds staff are on duty during the day (and during special events) please follow any directions they may give.

Please note: The College does not accept responsibility for vehicles parked on College grounds.

Student Car Drivers

All boys who drive to and from the College must complete the required forms and register the following details with the Administration Office:

- Driver's name
- Vehicle make/model
- Vehicle registration number
- Permission from the driver's parent/guardian to drive to/from College
- Passengers (if applicable)
  - Permission from driver's parent/guardian to carry another student(s) as passenger(s) to and from College
  - Permission from passenger's parent/guardian to authorise student travelling as passenger with a student driver to/from College
- For travel other than to and from College, i.e. after College sport, written permission from both driver's parent/guardian and passenger's parent/guardian must be obtained. This form must be submitted to the Coordinator of the activity before 12noon on the day of event.

Forms are available from the Administration Office. Student drivers must park in the College car park and submit their keys to and sign in with the Administration Office upon arrival at College each day.

Travel Assistance

Families may be eligible for rail travel assistance from the Queensland Government if they receive:

- Above the minimum levels of Family Allowance (paid by Centrelink), including families in receipt of income tested pensions
- The Department of Veterans Affairs Dependent Child Add-On
- AuStudy Living Allowance
- Youth Allowance
- Are under a Care and Protection Order

Families may also be eligible for Conveyance Allowance or Bus Travel Assistance. For further
information regarding assistance in any of the above areas please telephone 3862 9841.

**College Bounds**

Within the wider College grounds the areas which are out of bounds are:

- The Nature Refuge
- Nature buffer zones
- The car parks
- Any bushland
- Beyond the College fence.

**ID Card Replacement**

Boys who require a replacement ID Card must register Name, Form Group and reason for replacement with the Administration Office. Payment of $15.00 must be made at the time of ordering the replacement.

**Litter**

Moreton Bay Boys' College has beautiful grounds and littering pollutes this environment. Boys found littering the College grounds will be dealt with severely. All members of the College Community are asked to assist in keeping the grounds clean.

**Locked Box**

This box is situated on the wall outside the front door to the Administration Office and is to be used for depositing returns such as any monies/notices to the College as well as to the P&F Association.

**Lockers**

From Year 7 a student will be allocated a locker and a lock. All belongings must be kept in the student’s locker. Musical instruments and larger pieces of sporting equipment are exceptions. These items should be stored on the shelves provided.

Each lock has its own combination. Students must not give the combination to any other student for any reason. Students will have the same lock for their time at MBBC.

- A student who gives the combination to another student will lose the privilege of having a locker.
- Students who lose their locks will be charged a replacement fee.

**Please note:** items are left at the student's own risk. The College will not be responsible for any property lost in these locker areas. Lockers must be locked at all times.

Form Teachers will have a register of locks allocated to students, each lock has a serial number and a combination number. The Property Manager has the master key.

Locks are to be handed in to the Form Teacher at the end of each year. Locks given to Year 8 and above need to have student’s name attached for re-allocation the following year.

**Newsletter**

The newsletter is distributed electronically each Wednesday. Parents may provide up to four email addresses for distribution. It is also placed on the College website on the day of publication.

**Parental Absence**

When parents are absent either interstate or overseas, we require that the College be notified, in advance and in writing, of all contact details for both parents and for the adults responsible for the student(s) until their parents return.

**P & F**

The College has one formally recognised support group - The Parents and Friends Association.

Please give your support to this organisation and to any function that may be organised by them. Details of their meeting times will be notified in the MBBC weekly newsletter.
Tuck Shop

The College operates a Tuck Shop from Monday to Friday. The opening hours are 7.30 am until 11.15 am. The menu is available on the College website and from the Administration Office.

Tuition Fees

Tuition Fees are to be paid in four instalments and are due on the first day of each term. To ensure a student’s continued enrolment, all fees need to be paid.

We understand that in some cases it would be more convenient for families to pay fees by instalments. A suggested payment schedule and direct debit request form can be found on the College website and should be completed and forwarded to the Administration Office prior to the start of each school year.

Other payment options include online payment, either by BPAY or direct deposit to the College’s bank account; by Visa/Mastercard either over the phone or in person at the Administration Office; or by cash or cheque.

Students must not give fees to teachers. All fees must be handed in at the Administration Office.

Website

The College website contains a wealth of information, including College policies and the weekly newsletter.

Staff often place assignments and resources under the Moodle site available through the MBBC website:

www.mbbc.qld.edu.au

OUTSIDE SCHOOL HOURS CARE (OSHC) PROGRAM

MBBC offers to our families an Outside School Hours Care service that includes:

- Before School Care,
- After School Care and Vacation Care.

The before and after school program operates on site for Prep to Year 7 students from 7:00 am to class start and again from class finish until 6.00 pm.

The program is currently managed by an onsite coordinator and all enquiries should be directed to them on 3906 9428.

We endeavour to provide a quality service for the College families and appreciate your support and continued interest in our programs. Any donations of paper or craft materials will be gratefully received. We would also welcome any suggestions you may have to assist us to continue to improve our service and meet the needs of every child.

Any parents thinking they may utilise this program on a casual basis at anytime during the year are advised to register their child’s details at the start of the year. Registration forms are available via the MBBC website or from the Administration Office. Priority is always given to working parents.

To make casual bookings or contact MBBC Outside School Hours Care staff, please call them directly on 3906 9428 by 2:00 pm.

Please note: Casual bookings are not always possible.

Programs

The OSHC program is based in the Prep classrooms and is only available to MBBC students (Prep to Year 7). It provides our families with a safe, fully supervised option for students outside of College hours. Siblings and outsiders may use the vacation care program.

- Before and After School Care operates during term time only.
- All children attending the OSHC program must be registered.
All students are to be collected from the OSHC room (Prep boys from the Prep classroom if before 4.00 pm) and must be signed out by a parent or authorised adult.

Before School programs consist mainly of quiet activities which allow the boys to prepare for their day. After School Programs are designed to meet the needs of the children and will vary from day to day and from week to week. There are a variety of activities available each day, including art and craft, reading, games, puzzles, computing and outdoor play. Time is also available for students to do their homework (or at least make a start on it!)

Please note: No meals are provided. Children are required to bring adequate food and drinks for the session they are attending (water is available at all times) e.g. Before School Care - breakfast (if required) and After School Care - afternoon snack.

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### OSHC Session Times (effective January 2011)

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<td>Before School Care</td>
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<td>Year 1</td>
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<tr>
<td>Prep</td>
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<td>After School Care</td>
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<td>College</td>
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<td>College</td>
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</table>

Please note: No meals are provided. Children are required to bring adequate food and drinks for the session they are attending (water is available at all times) e.g. Before School Care - breakfast (if required) and After School Care - afternoon snack.

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### OSHC Fee Payment

Fees for this service are totally separate from MBBC Tuition Fees.

All sessions booked must be paid for. If your child will be absent for any reason the Coordinator must be notified. Any changes to bookings, contact details or co-curricular drop-off or collection details must also be notified immediately. Casual bookings are accepted but are subject to places being available. One week’s notice is required for cancellations.

Please contact our OSHC Coordinator on 3906 9428 for further information regarding these programs.

Before/After and Holiday Programs are approved for Childcare Benefit. For more information on the discount and tax rebate that you may be eligible for please contact the Parent Hotline on 1800 460 870.
COLLEGE INFORMATION

STRATEGIC PLAN  (This will be updated in 2011)

FOR OUR STUDENTS

1. MBBC provides a safe, happy and secure environment
2. MBBC offers an integrated, innovative relevant and engaging curriculum
3. MBBC provides a range of opportunities and pathways that optimise successful development of the potential of each boy.

MBBC will achieve these goals by:
- Promoting the Christian foundation for life;
- Fostering a supportive College environment that encourages self responsibility and resilience;
- Developing innovations in curriculum;
- Providing all students with a strong foundation in literacy and numeracy;
- Developing science as a pre-eminent subject;
- Further developing our environmental education program;
- Establishing opportunities for service in the community;
- Pursuing co-educational opportunities with MBC;
- Offering different learning pathway options catering for an individual's interests and abilities;
- Offering a variety of co-curricular activities; academic, cultural, environmental, spiritual, sporting and social;
- Ensuring boys are exposed to a range of organised sporting opportunities;
- Further developing the P-12 pastoral program;
- Providing opportunities for student leadership;
- Providing appropriate guidance and counselling.

FOR OUR STAFF

1. MBBC will provide a supportive, respectful and innovative environment for staff.
2. MBBC will recruit and retain well qualified teaching and support staff who identify with MBBC core values and goals and who strive to achieve excellence.
3. MBBC will create an environment where staff are able to demonstrate a range of academic, sporting, creative and other skills and interests.
4. MBBC will provide an environment where all staff can act as exemplary role models.

MBBC will achieve these goals by:
- Designing an effective recruitment and retention strategy;
- Ensuring staff skills and abilities are maximised;
- Increasing support for the professional development and learning of staff;
- Exploring mentoring and coaching relationships that enhance staff skills;
- Investigating and implementing appropriate reward and recognition strategies;
- Fostering a culture of continuous improvement;
- Retaining staff who enjoy and are challenged by working at MBBC;
- Ensuring that all staff engage with the vision, philosophy and operating principles of the College;
- Ensuring that all staff are treated in keeping with the values of the College.
WITH OUR COMMUNITY

1. Establish appropriate links with the community
2. Increase MBBC brand awareness in the community.
3. Establish stronger and sustained enrolments at MBBC from its catchment area.

MBBC will achieve these goals by:

• Contributing positively and in a meaningful way to the community;
• Developing our marketing plan and communication strategy;
• Joint branding where possible with Moreton Bay College;
• Planning, establishing and delivering effective fund raising activities;
• Developing and promoting our business network;
• Improving communication lines between Board, Principal, Parents, Community and MBC;
• Being highly visible in the community;
• Ensuring all members of the College are able to promote the benefits of MBBC to the community.

FOR OUR ASSETS & FINANCE

1. Develop and maintain a five year rolling development plan.
2. Allocate appropriate funding to ensure sustainability.
3. From 2009, being to pay down our borrowings.

MBBC will achieve these goals by:

• Meeting our enrolment forecasts;
• Meeting all fiscal responsibilities;
• Developing an annual financial implementation plan;
• Accurately determining our funding requirements;
• Developing a sustainable future financial model for MBBC;
• Developing a strong long term relationship with lenders and guarantors;
• Increasing our range of revenue streams;
• Ensuring optimal use of assets;
• Identifying options for infrastructure development that take into account our current and projected financial position.

OUR LEADERSHIP WILL:

1. Ensure that the leadership practices that are employed at the College are consistent with its long-term goals, and extend where appropriate to devolving responsibilities amongst staff.
2. Effectively oversee the management of operations within the College.
3. Provide effective and accountable governance for the College.

MBBC will achieve these goals by:

• Valuing distributed leadership and management within the College;
• Ensuring that leaders and managers within the College are accountable;
• Winning Parent and Community support for College efforts and activities;
• Liaising with the College community and key community organisations for the benefit of the College;
• Ensuring that stakeholders receive easy and appropriate access to relevant information;
• Ensuring decision making is informed;
• Developing the corporate structure for the College;
• Advocating on behalf of the College;
• Identifying milestones/trigger points for action/review of all plans.
COLLEGE MOTTO

Fide et Integritate
(To serve) with faith and integrity.

MBBC VALUES

Our College community incorporates the core values of:

- Faith and integrity;
- Learning and engagement;
- Community;
- Sustainability; and
- Accountability

and these underpin everything we do.

MBBC VISION

Moreton Bay Boys’ College strives to be a leading internationally minded school that offers its boys an innovative, broadly based educational experience.

Our philosophy is built on the foundation of Christian values and aims to develop each boy’s critical thinking, and individual abilities, equipping them with the skills necessary to be successful, productive and responsible global citizens.

COLLEGE SONG

(to the tune of ‘Moreton Bay’ circa 1840)

We are the Eagles of Moreton Bay Boys’
We soar together to reach new heights
With our school pride and determination
We face each challenge with strength and might

In blue and gold, we will strive for victory
and celebrate with our mates today
So raise your voices in jubilation
We are the Eagles of Moreton Bay.

COLLEGE WAR CRY

Eagles, eagles
Reach new heights
Pride and courage
Strength and might
Blue-Gold victory
Mates today
Eagles, eagles
Moreton Bay
HOUSE SYSTEM

There are four houses: Flynn (Red), Dunlop (Blue), Doherty (Green), Nicholls (Gold). All boys are placed into a house and remain in that house throughout their time at the College. The Houses provide for boys of different year levels to interact. There will be regular inter-house competitions throughout the year.

House names have been chosen as follows:

DOHERTY

Doherty House has been named in honour of Dr Doherty to affirm Moreton Bay Boys’ College’s commitment to academic excellence.

Professor (Dr) Peter C. Doherty is Professor of Microbiology and Immunology at the University of Melbourne and also holds the position of Professor of Biomedical Research and Chair of the Immunology Department at St Jude Children’s Research Hospital, Tennessee. He was joint winner of the 1996 Nobel Prize for Physiology or Medicine. He has displayed an outstanding commitment to science and medicine.

DUNLOP

Dunlop House has been named in honour of ‘Weary’ Dunlop because he embodied the very qualities that we seek to develop in our young men at Moreton Bay Boys’ College.

Sir Edward ‘Weary’ Dunlop, an Australian Wallaby, is best known for his commitment to his comrades during and post-World War II. As a prisoner of war, his selfless struggle to improve the health and well being of his fellow prisoners saved countless lives. Captured by the Japanese, Dunlop spent more than four years providing medical assistance; leading and motivating his men; and risking his own life by defying captors in the face of brutality, starvation, and death.

FLYNN

Flynn House has been named in honour of The Rev. Flynn to recognise Moreton Bay Boys’ College’s commitment to Christian education.

The Reverend John Flynn “Flynn of the Inland” was founder of The Royal Australian Flying Doctor Service. He was ordained into the Presbyterian Church in 1911 and took up missionary work in northern South Australia. Flynn was appointed Moderator-General of the Presbyterian Church in Australia in 1939, a position he held until 1942.

NICHOLLS

Nicholls House has been named in honour of Sir Douglas Nicholls to affirm Moreton Bay Boys’ College’s commitment to assist our boys to be young men of faithful service.

Sir Douglas Nicholls was Australia’s first Aboriginal State Governor. As well as being an excellent sportsman, he devoted much of his life to social work. As a minister of the Church of Christ he worked to uphold the rights of the Aboriginal people. He was awarded two medals by Queen Elizabeth II and became Governor of South Australia in 1976.
WORSHIP IN THE COLLEGE

Chapel is held each Monday morning. Through Chapel we seek to:

- Realise that we can be with God, and to give Him reverence,
- Have a time of quiet,
- Offer spirited and beautiful music,
- Think about His message for us, which is not only for grown ups,
- Encourage everyone to take part.

All boys in the College are expected to attend the Easter and Christmas Chapel Services conducted by the College each year. Parents are requested to seek permission from the Principal for students to be excused from these compulsory events.

CHAPLAINCY AT MBBC

The Moreton Bay Boys’ College chaplaincy program exists to provide pastoral care for the students, staff and families of the MBBC College community. This focuses on the spiritual and emotional needs of the College community and is achieved through a variety of avenues, which include the following:

- Pastoral intervention and care.
- Crisis care.
- Spiritual and emotional guidance.
- Values education.
- Facilitation of social, emotional and spiritual programs.
- Christian education: RE, Chapel.
- Liaison with local Churches, youth groups and support agencies.
- Community activities: Christian fellowship groups, Wynnum Wipe-Out, combined youth group events.

Our Chaplain is Reverend Shane McCarthy. Shane is a qualified Teacher and an Ordained Pastor who has extensive experience working with young people. He has been involved in youth ministry in a variety of capacities, including church and College chaplaincy roles for the last 20 years.

Shane is available for appointments with College and family members and can be contacted by telephone through the Administration Office or by email: mccarthys@mbbc.qld.edu.au
COLLEGE HYMN

God is our strength and refuge, our present help in trouble;
And we therefore will not fear, though the earth should change
Though mountains shake and tremble, though swirling floods are raging,
God the Lord of hosts is with us ever more.

There is a flowing river within God’s holy city.
God is in the midst of her she shall not be moved!
God’s help is swiftly given, thrones vanish at His presence
God the Lord of hosts is with us ever more.

Come, see the works of our Maker, learn of His deeds all powerful;
Wars will cease across the world when He shatters the spear!
Be still and know your Creator, up-lift Him in the nations
God the Lord of hosts is with us ever more.

COLLEGE PRAYER

(words – Sir Francis Drake, 1577)

O Lord God,

When you give to your servants to endeavour any great matter,
Grant us also to know that it is not the beginning,
But the continuing of the same, until it be thoroughly finished,
Which yields the true glory.

Disturb us, to dare more boldly, to venture on wilder seas
Where storms will show Your mastery;
Where losing sight of land, we shall find the stars.

We ask you to push back the horizons of our hopes;
And to push back the future in strength, courage, hope and love.
This we ask in the name of our Captain, who is Jesus Christ.

Amen.
THE COLLEGE BIBLE READINGS

COLLEGE OLD TESTAMENT BIBLE READING

Psalm 15 (CEV)

Who may stay in God's temple or live on the holy mountain of the LORD?
Only those who obey God and do as they should.
They speak the truth and don't spread gossip;
They treat others fairly and don't say cruel things.
They hate worthless people, but show respect for all who worship the LORD.
And they keep their promises, no matter what the cost.
They lend their money without charging interest, and they don't take bribes to hurt the innocent.
Those who do these things will always stand firm.

COLLEGE NEW TESTAMENT BIBLE READING

Philippians 4: 4-8 (CEV)

Rejoice in the Lord always. I will say it again: Rejoice! Let your gentleness be evident to all. The Lord is near. Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God.

And the peace of God, which passes all understanding, will guard your hearts and your minds in Christ Jesus.

Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things.
COLLEGE EXPECTATIONS

THE COLLEGE CODES OF CONDUCT

As an MBBC student

Each student is responsible for his own behaviour in any situation in which he finds himself.

1. It is particularly important that no student either through deliberate action, neglect or lack of concern interferes with the rights of others.

2. Students are to follow all directions of and respect the position of staff at all times.

3. The College does not tolerate any form of discrimination. We believe all staff and students have the right to work in an environment free of discrimination and harassment. Bullying is a form of harassment and will not be tolerated.

4. Offensive behaviour will not be tolerated whether in College or class, on or off campus, on excursions or camps, or during any College activity.

5. STUDENTS WILL NOT UNDERTAKE ANY OF THE FOLLOWING \emph{(non exclusive)} ACTIVITIES:
   
   (a) Smoking
   
   (b) Drinking of alcoholic liquor
   
   (c) Use or supply or possession of drugs (unless medically prescribed)
   
   (d) Misuse of prescription drugs
   
   (e) Gambling
   
   (f) Stealing and other law breaking offences
   
   (g) Cause injury to another person
   
   (h) Use objectionable or obscene or abusive language
   
   (i) Engage in any activity likely to compromise or endanger himself or other students or likely to jeopardise the standing and reputation of the College.

The College advises parents, in the strongest possible terms, that attendance by students at functions where alcohol or other drugs are being consumed by students or where students are conducting themselves in an inappropriate manner contradictory to the College Code of Behaviour is fraught with risk. Students finding themselves in this type of situation should make every reasonable attempt to leave and parents should support them in their endeavours.

Rights and Responsibilities

As members of the Moreton Bay Boys' College community, students have:

1. The right to be treated respectfully, courteously and justly.

2. The right to learn and play in a quality, supportive, clean and safe environment.

3. The right to open communication and a positive relationship with peers and staff; and

4. The right to be involved in the full educational program.

Accompanying all rights come responsibilities. Students have a pre-eminent responsibility to adhere to the student Code of Conduct.

Students have the responsibility to:

1. Be respectful, courteous and just to others and to respect property.

2. Contribute to a co-operative, supportive, clean and safe environment for all.

3. Communicate openly and seek to build and maintain positive relationships with peers, parents and staff.

4. Support actively all the College rules, procedures
and expectations.

5. Make the most of the educational opportunities offered by the College and;

6. Not undertake any of the following activities:
   (a) Cause injury to another person
   (b) Use objectionable or abusive language
   (c) Name calling or use of put downs
   (d) Aggressive play.

**AT SPORT**

The College believes that we should encourage good behaviour and sportsmanship on the sports field and considers that the following directions should be observed.

**In General**

1. Conduct all competition in friendship and with fair play and uphold the spirit of the rules.

2. Be aware that competitive sport is for enjoyment and that winning is only part of the process.

3. Observe the special position of a host College and a guest College.

4. Be aware of the fundamental philosophical differences between the games played and professional games shown on television. The professional is an entertainer and a wage earner whose play often reflects these facts.

**Participants**

1. Maintain a high standard of conduct at all times, both on and off the field. Each and every player should be an example of good sportsmanship.

2. Appreciate the good play of opponents and accept the mistakes made by fellow players.

3. Play the game hard but not unfairly.

4. Never show ill-temper or spite. Give assistance to opponents, where it appears desirable.

5. Meet the coach and captain of an opposing team when possible.

6. Give congratulations, thanks and cheers, as appropriate, to captains and/or players of opposing teams.

7. Obey the orders or instructions of the umpire, referee or designated official quickly and cheerfully and accept any decisions, however unfavourable, without question.

8. The use of drugs, including painkillers, to improve or maintain the performance of any individual player or group of players is contrary to the philosophy of this Code.

9. Contribute to the team effort as well as to one’s personal performance.

10. Use barracking to encourage but not to hinder.

**Parents and Spectators**

1. Remember that children learn best by example. Always applaud good performances by the visiting team as well as your own. Never use profane language or harass coaches or officials.

2. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.

3. Help your child work toward skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.

4. Support all efforts to remove verbal and physical abuse from children’s sporting activities.

5. Recognise the value and importance of coaches. Support them in their decisions and do not coach from the sideline unless the sport permits this.

**Coaches**

1. Be reasonable in your demands on the young players’ time, energy and the enthusiasm. Remember that they have other interests.

2. Accept the decisions of referees and umpires; this does not preclude rational clarification of decisions.
at a subsequent time.

3. Teach your competitors that rules of the sport are mutual agreements which no one should evade or break.

4. Under no circumstances is there to be deliberate bending of the General Competition Rules and By-Laws for the various sports. Discourage time wasting and time wasting actions, over-vigorous play and deliberate use of illegal tactics.

5. Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.

6. Remember the children need a coach they can respect. Be generous with your praise when it is deserved and set a good example.

7. Follow the advice of a physician when determining when an injured player is ready to play again.

8. Ensure that equipment and facilities meet safety standards.

Students must understand that the College views these behavioural expectations seriously and any breach of the same can result in exclusion or suspension from the College.

ON EXCURSIONS OR TOURS

The College has high expectations of the conduct and behaviour of boys whilst on excursions and whilst representing the College.

Students are expected to:

1. Follow ALL directions of and respect the position of teachers in charge of the group.

2. If in a billeting position, respect the position of the host billeting family and not engage in conduct which would compromise or embarrass that host family.

3. Act responsibly at all times whether with the entire group or separated from supervision.

4. Understand and respect cultural and social differences and behave with sensitivity and due consideration for others.

5. Follow ALL regulations and codes specified by places of accommodation and the requests of billeting hosts.

6. At all times observe the College’s team members code of behaviour.

STUDENTS WILL NOT UNDERTAKE ANY OF THE FOLLOWING (non exclusive) ACTIVITIES:

1. Smoke.

2. Drink alcoholic beverages, whether in private or in public.

3. Purchase duty free alcohol and cigarettes.

4. Use or supply drugs (unless medically specified).

5. Souvenir or appropriate any property which is not their own or commit any other law breaking offences.

6. Accept any invitation from other groups.

7. Enter clubs, nightclubs or bars, at any time.

8. Leave their place of accommodation without permission from teachers in charge or billeting hosts.

9. Venture off on their own. Students must at all times be accompanied by at least two other students or preferably a group, and only then with permission from teachers or billeting hosts.

10. Question any decisions or directions given by teachers in charge or billeting hosts.

11. Use objectionable or obscene language.

12. Engage in any activity likely to compromise or endanger the student or students or likely to jeopardise the standing and reputation of the College.
Students must at all times understand when on College excursions, whether domestic or overseas, that they are ambassadors for Moreton Bay Boys' College and, when overseas, for Australia. The College considers it reasonable to expect a high standard of behaviour and self-discipline.

Serious breaches of this code of behavioural expectations will result in the student's parents being notified. The College reserves the right to send students home by the first available transport. Any additional expense incurred in this regard will be the responsibility of the student's parents.

Students must understand that the College views these behavioural expectations seriously and any breach of same can result in expulsion or suspension from the College.

EXPECTATIONS OF STUDENTS

Student Care

It is central to the success of our boys that their time at MBBC is well spent, not only in constructive academic pursuits, but in the practice of developing positive relationships – with themselves, each other, the wider community and nature.

With the support of the staff, the boys are learning to control themselves and for many it is the opportunity to be a big brother or little brother to other boys. The environment we have created is steeped in Australian values of doing your best, responsibility and integrity whether in the classroom or the playground. Best of all, the boys are looking out for each other, and have the confidence to stand up and do the right thing.

As the College matures, so do the students; and the seeds we nurture becoming young trees. Our focus on positive relationships means that we will continue to reap these rewards, for generations to come.

Engaged Learning Time

- Attend all classes at all times
- Be committed to active learning in both lesson and homework time
- Practise time management, especially with exam and assignment preparation
- Catch-up, in own time, on all work or assessment missed through non-attendance.

Preparedness/Punctuality

- Have knowledge of subject specific requirements (materials, ingredients etc.) and be consistently compliant with them
- Organise materials before the beginning of the lesson
- Be on time and focussed before lessons begin
- Submit all assignment items on or before the due date
- Use recess breaks to attend to personal matters.

Language and Communication

- Communicate in an appropriate and respectful manner in line with College expectations (without swearing or derogatory language)
- Be responsible for the delivery of official communication home.

Personal Presentation

- Wear the appropriate College uniform for the specific activity/occasion.
- Demonstrate a high standard of personal presentation, grooming and hygiene at all times.

Homework

- Possess Homework Diary
- Record all homework given
- Complete all set homework
- List assignments in planner
- Complete work on the due day/date
• Complete work to a high standard
• Negotiate exceptional circumstances.

Quality of Work
• Complete work to best of ability
• Have knowledge and understanding of subject specific standards
• Have knowledge and understanding of criteria based standards.

Behaviour
• Have knowledge and understanding of all aspects of the College’s Behaviour Management Policy
• Follow promptly all directions given by Staff members
• Be responsible for own behaviour
• Accept consequences of own behaviours.

Leadership and Involvement
• Participate in activities that develop initiative, sense of responsibility, involvement, team membership and communication skills
• Be willing to participate in co-curricular activities
• Display pride in being a MBBC student through involvement, dress, behaviour and attitude
• Demonstrate a high level of community awareness and involvement
• Maintain a balance between academic, family, community and co-curricular activities.

Behaviour in Public

We rely heavily on the good sense and appropriate conduct of the boys and their parents. Bad behaviour is likely to be reported to the College. We will act, and have done so, when we have information to hand. With reference to appearance and behaviour, the reputation of the College largely depends on how the boys are seen to act outside the College grounds and rests on the shoulders of the individual boy and his parents. We can oversee public appearance en masse, but rely on parents and boys for any other occasion.

If boys are in school uniform they may not eat or drink in public (e.g. buses, trains, shopping centres etc.) unless seated in a café or restaurant and accompanied by an adult.

Students are expected to display good manners at all times when wearing their full school uniform (including hat) in public.

Behaviour on Public Transport

Boys should show every courtesy to fellow travellers, i.e. standing/offering a seat to adults, stowing bags away from aisles, thanking the driver, etc. Boys are not to move about the bus or train and should only talk with people near to them. They should not shout, call out loudly or engage in long conversations with the bus driver. In the train, boys should move down the aisle, leave the doorway free and be mindful of passengers. Boys should always stand for adults and allow people to alight before they enter the train or bus.
ATTENDANCE

Absence from the College

It cannot be over-emphasised that ANY ABSENCE OF ANY SORT SHOULD BE NOTIFIED TO THE COLLEGE.

If a child is absent for any reason, a telephone call at the earliest opportunity on the particular morning is the minimum requirement.

Illness

Absentee Line: 3906 9494

If a student is ill, parents/carers are required to telephone the Absentee Line by 8:15am. Please clearly state the name of the student, their class and your name, relationship to the student and your contact telephone number.

Under no circumstances may a student remove himself from the College campus - without permission of the College administration. Not complying with this rule may lead to suspension or exclusion.

Arrival at the College

Parents are to use the drop off zone to drop children at the College, but no parking is allowed. Primary school students should not be dropped at the College before 8.00 am, unless participating in an activity as there is no playground supervision. Middle and Senior school boys may attend Study lab in the library from 7.30 am.

Late Arrivals and Early Departures

Any student who arrives at College after 8.15 am must report to the Office. Primary students must be accompanied by his parent/guardian who is required to sign a late arrival slip available from the Administration Office. If a student needs to leave the College grounds before the normal departure time, he has to be collected from the Administration Office and present a note which must be signed by his parent/guardian.

Medical Appointments during College Time

To avoid disruption to the day’s routine, parents are advised to make appointments (dental, medical, etc) out of College hours, or in the vacation periods. If this is not possible, e.g. orthodontist or specialist appointments which are often made in advance, please advise the class teacher at the earliest time.

Special Leave Procedure

As each day is important and as there are regular holiday periods, families are strongly discouraged from taking boys out of College during term time, or leaving early on the final day of term. If, under exceptional circumstances, absence from the College is necessary, parents should apply in writing to the Principal as early as possible for leave of absence for their son.

Compulsory College Events

All Primary students are expected to attend the Easter and Christmas Chapel Services during the year. Students from Year 4 to 12 are expected to attend the Prize Giving Night. Parents are requested to seek permission in writing, and in advance, from the Principal should there be cause for a student’s non-attendance.

(Free Dress) Day

Students participating in Free Dress days must adhere to the following rules:

- Covered/closed footwear only to be worn
- No torn clothes
- No t-shirts with offensive slogans
- Normal College rules apply regarding hair and jewellery
- Students may travel to and/or from College by public transport in free dress clothes.
PERSONAL GROOMING

Boys attending Moreton Bay Boys' College are expected to maintain high standards of good manners and good grooming. Due attention must be paid to a neat and tidy appearance, both within and outside the College grounds. It is hoped that each boy (with the help of his family) will take pride in his personal appearance and so ensure that his uniform is clean, complete, fits well and in a good state of repair.

Hair

Boys' haircuts should be neat, sensible and conservative in nature. Punk styles, coloured or streaked hair, undercuts, spikes, wedges, ridges or any other unusual lines or stripes cut into the hair are unacceptable. The minimum blade for an all over clipper cut is blade 3.

Disciplinary action will be taken on this matter.

Please note: Parents will be contacted should their son's hair be deemed unacceptable and they will be required to rectify the matter before he is able to return to the College.

Nails

Boys should learn to care for their nails and keep them clean and trimmed.

UNIFORM

Formal Uniform

Items of the sports uniform are not to be worn with the formal uniform and vice versa.

Boys may not discard various parts of their uniform when travelling to and from the College. If boys accompany their parents into shops when travelling home from College, the full College uniform must be worn, including a hat.

During exam periods, boys on study leave, who come to College during the school day, for any reason e.g. to deliver assignments, attend practices etc, must be dressed in full school uniform.

Badges

Badges other than College badges are not to be worn without special permission. The College badge is worn on the left collar of the check shirt, the tie or on the left hand side of the hat band.

College Bags

- The College bag carrying the College insignia is compulsory. It is available in various sizes.
- The College sports bag is the only one permitted
for carrying items for swimming and other sports.

- The College bag is considered to be part of a boy’s uniform and therefore should be kept in good condition. Boys who deface their bags will be required to clean off graffiti, stickers and so on. If the bag is considered by the College to be too defaced, it will need to be replaced.

**College Jumper**

The jumper may only be worn with the day uniform and should be worn if a boy is cold. It may not be worn with the tracksuit pants.

**Senior College Jerseys**

Senior jerseys may be worn by Year 12 students over their day and sports uniform, with the following exceptions. The senior jersey may not be worn to Assembly or Chapel, under the College blazer nor on public transport.

**Hats**

MBBC has adopted a “no hat, no play” policy. Aussie Mate hats/MBBC caps are compulsory for all boys. During any break or before or after College, boys must wear their hats.

To keep the straw hat clean, wipe over with a damp cloth lightly sprayed with “Spray & Wipe”. It must be in good condition at all times and clearly named.

<table>
<thead>
<tr>
<th>Prep to Year 3</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>To and from College</td>
<td>Aussie Mate hat</td>
</tr>
<tr>
<td>First and second break</td>
<td>Aussie Mate hat</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Years 4 - 12</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>To and from College</td>
<td>Grey Straw hat</td>
</tr>
<tr>
<td>First and second break</td>
<td>MBBC Cap or Aussie Mate hat</td>
</tr>
<tr>
<td>PE and sport</td>
<td>MBBC Cap or Aussie Mate hat</td>
</tr>
</tbody>
</table>

**Sandshoes (Year 4-12)**

Sandshoes or gym shoes must NOT be worn when travelling to and from College. Sport shoes should be plain white with a non-marking sole. If completely white shoes cannot be obtained, shoes with a minimal amount of colour will be acceptable. Boys who are wearing unacceptable College or sports shoes will be required to replace them with an appropriate style. Sport shoes should be kept in a named shoe bag.

**Naming of Items**

- Every item that comes to College should be named, whether it be sports shoes, College shoes, books, stationery or other personal items. Often recently purchased items arrive at College, unnamed, and are misplaced. It is virtually impossible to return lost property if it is unnamed.

- “Cash’s” labels (available through the Uniform Shop) or other sew-on name tags may initially be a little more expensive, however, they will certainly be
last longer than iron-on labels or marking pen which does wash out after much laundering.

Uniforms purchased from the Uniform Shop must have the name of the current owner. This is especially important for items of recycled clothing, please ensure the name of the previous owner is removed.

**Uniform Shop**

The Uniform Shop is located at Moreton Bay College via the Hargreaves Road entrance, in the demountable building on the left, just inside the entrance.

The Uniform Shop Manager is Rebecca Marinucci

The contact numbers for the Uniform Shop are:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>3249 9362</td>
</tr>
<tr>
<td>Fax</td>
<td>3907 5796</td>
</tr>
</tbody>
</table>

The trading hours of the Uniform Shop, effective from Monday 10 January 2011 are:

- **Monday** 7:30 am to 3:30 pm
- **Tuesday** 10:30 am to 6:30 pm
- **Wednesday** 7:30 am to 3:30 pm
- **Thursday** 10:30 am to 7:00 pm
- **Friday** 7:30 am to 3:30 pm

Parents will be advised of any alterations to these hours via the MBBC weekly newsletter.

**Please note:** Uniform recycling is available through the Uniform shop. Please contact the Uniform Shop directly for details.

Beware of purchasing uniforms through any outlet other than the College Uniform Shop. If uniforms differ in any way to regulation College school uniform, or are not up to standard, students will not be permitted to wear the garments.

**SPORT**

Boys in Prep and Year 1 may wear their sports uniform (not their house shirt) to College on days they have PE.

All other boys are to arrive/depart College in their school uniform and change at College for their PE lesson. They are not to spend the day in their sports uniform. On certain occasions boys may be allowed to wear their sports uniform all day. On these occasions, Sports uniform may be worn to and from College only when a boy is travelling by private transport. The complete sports uniform is listed in the adjacent table.

Sports uniforms may only be worn to and from College if students are involved in early morning and late afternoon sports practices. These boys must be travelling directly between College and home in private transport.

**Co-curricular activities**

Boys should wear the uniform consistent with the activity, for example:

- Sporting events - sports uniform (including tracksuit) may be worn
- Music functions - formal uniform (hats are not required at evening functions).
- Other College events (e.g. Musical, Parent/Teacher evenings) day uniform, unless otherwise specified.

Boys attending activities held at MBBC are to wear appropriate school uniform as outlined.

**Swimming**

College ‘speedos’ will be required for all students. Boys in Middle and Senior School may wear the College board shorts as an alternative. All boys require a house sunshirt (rashie) for water based activities.

<table>
<thead>
<tr>
<th>Unacceptable additions</th>
</tr>
</thead>
</table>

**Jewellery/Tattoos**

Other than watches, boys are **not** to wear visible jewellery e.g. chains/wrist bands/earrings etc. No body piercing or tattoos are allowed. This includes all types of temporary and removable tattoos.
Tracksuit

The Moreton Bay Boys' College Tracksuit is optional for all students and may be purchased as separate items.

Primary students only may wear the full tracksuit in cold weather.

Please note: The tracksuit is NOT a substitute uniform in cold weather.

<table>
<thead>
<tr>
<th>PE / SPORT</th>
<th>Years 4 - 6</th>
<th>Years 7 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep - Year 3</td>
<td>Year 4 - 6</td>
<td>Year 7 - 12</td>
</tr>
<tr>
<td>Pre-PE Apparel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Blue Shirt (tucked in)</td>
<td>• Blue Shirt (tucked in)</td>
<td>• Blue Shirt (tucked in)</td>
</tr>
<tr>
<td>• Blue shorts</td>
<td>• Blue shorts</td>
<td>• Blue shorts</td>
</tr>
<tr>
<td>• Aussie Mate Hat</td>
<td>• Aussie Mate Hat</td>
<td>• MBBC cap/Aussie Mate Hat</td>
</tr>
<tr>
<td>• College sports socks</td>
<td>• College sports socks</td>
<td>• College sports socks</td>
</tr>
<tr>
<td>• Black sport shoes (white sandshoes are not permitted)</td>
<td>• White sport shoes</td>
<td>• White sport shoes</td>
</tr>
<tr>
<td>• College togs</td>
<td>• College sunshirt</td>
<td>• College sunshirt</td>
</tr>
<tr>
<td>• Tracksuit top</td>
<td></td>
<td>• Tracksuit top</td>
</tr>
</tbody>
</table>

**Worn**
- to College (on PE days) & to PE
- In Winter – full tracksuit should be worn with the top zipped up (optional)
- before College training
- PE lesson
- after College training
- before College training
- PE lesson
- after College training
- before College training
- PE lesson
- after College training
- before College training
- PE lesson
- after College training
- before College training
- PE lesson
- after College training

**House Competition**
- House shirt (tucked in)
- Blue shorts
- Aussie Mate Hat
- College sports socks
- Black sport shoes
- House shirt (tucked in - may be worn for PE but not to/from College or out of College)
- Blue shorts
- MBBC cap/Aussie Mate Hat
- College sports socks
- White sport shoes
- House shirt (tucked in - may be worn for PE but not to/from College or out of College)
- Blue shorts
- MBBC cap/Aussie Mate Hat
- College sports socks
- White sport shoes

**Tour Apparel**
- These must never be worn with any item of school uniform. The only time they may be worn in the College grounds is when accompanying civilian dress for a particular reason.

**Attendance at MBC events**
- Boys attending events at Moreton Bay College as a spectator may wear civilian dress except for the following MBC occasions:
  - MBC Speech Night,
  - MBC Church services,
  - and combined MBC/MBBC events (e.g. music nights) that involve MBBC students.

**SUN CARE**

**Sunscreen**

Personal sun screen should be carried to College each day and every student is encouraged to use sunscreen. The College provides sunscreen dispensers in the PE areas and at strategic locations around the College; however, it is primarily a family responsibility.

**Sunshirts**

The MBBC sunshirt is compulsory for swimming.
POLICIES & PROCEDURES WHICH AFFECT STUDENT WELFARE AT MBBC

CHILD PROTECTION

Child Protection at Moreton Bay Boys’ College

MBBC recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within our College will always be a primary consideration. We expect our students to show respect to our staff and volunteers and to comply with safe practices and we expect all employees to ensure that their behaviour towards and relationships with students reflect proper standards of care for students, and are not unlawful.

The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

What does the College mean by harm?

Recent Queensland legislation defines harm as:

- Any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

Harm can be caused by:

- Physical, psychological or emotional abuse or neglect;
- Sexual abuse or exploitation; or
- Domestic or family violence.

How does the College protect students from harm?

The College has a comprehensive Child Protection Policy, which covers the actions to be taken if a member of staff or a parent of the College becomes aware or reasonably suspects that harm has been done to a student of the College by other staff, people outside the College or by other students.

What should you do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by other students?

You should report your concerns to the Principal or Assistant Principal or to any other member of the College staff.

What will happen next?

If you report your concerns to a member of staff other than the Principal, the member of staff will report it to the Principal immediately, or if the subject of the complaint is the Principal then the member of staff will report to the Chairman of the Board of Directors.

What will the Principal or the Chairman of the Board do?

If the Principal or Chairman of the Board receives a report of harm or suspected harm to a student of the

Emergency Alarms and Procedures

During the course of each school year, the College will undertake a number of drills to familiarise the staff and students with the procedures required for potential emergency situations (e.g. fire and lockdown).

The students will be supported by their teachers to minimise any concerns that this practice may cause.

If you have any concerns about your son’s participation in these drills, please advise the Administration Office.
College; and he/she becomes aware of the harm having been caused or reasonably suspects the harm to have been caused then it will be reported to police immediately if the harm relates to sexual abuse; or to the Department of Child Safety if appropriate; or it may be dealt with internally if the matter does not require mandatory reporting to an outside body.

What happens about confidentiality?

Your report will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of the Board of Directors may also need to be informed. It is the College’s policy that confidentiality between the College and parents will be respected as much as possible and any concerns raised by parents will not rebound adversely on their children.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality.

However, the College is unable to promise absolute confidentiality since the steps of the Policy will require disclosing, internally and externally, certain details involved in responding to the report. State authorities can compel people to give evidence about actions under the Policy and to produce documents. You would be fully informed if information you provided were to be passed on to a third party. Any action, which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention, would be handled confidentially within the College.

How will the College help my child?

The Principal will ensure that the following things are done to reduce the chance of harm occurring:

- Ensure that each staff member understands and fulfils their obligations under this Policy for reporting abuse.
- Ensure that there is an acceptable reference for each staff member engaged since the commencement of this protocol, from his or her previous employer.
- Ensure that each staff member and volunteer who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People.

If the Principal receives a report of harm to your child, he/she will support the child by:

- Responding rapidly and diligently to the report;
- Reassuring the student;
- Protecting the student’s confidentiality as much as possible;
- Offering continuous support; and
- Providing counselling if requested.

What should I do if I require more information?

The College’s complete Child Protection Policy is available from the Administration Office. Parents and students may have access to this policy at any time. You may also make an appointment to discuss the policy with the Principal if you wish to clarify any matters.

HEALTH CARE

Introduction

Management of student health conditions, including the administration of medication, is a courtesy provided by the College consistent with their duty of care to:

- Maximise the participation in College activities of students who require medication or special procedures for managing a health condition; and
- Optimise the health, safety and wellbeing of staff and students on the College site.

College staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from the student’s parent or legal guardian. Staff must follow the directions on the original pharmacy label attached to the medication container.
Provision of first aid in emergency situations to ensure the health and safety of staff, students and others affected by College activities is an obligation under the Workplace Health and Safety Act 1995.

The College will seek to provide opportunities for students who require medication, or who have a health condition to participate in the full range of College activities according to the advice of their medical practitioner. This applies to classroom activities and activities such as excursions, camps, swimming, sport, physical education, outdoor education, vocational activities, work experience and public displays.

Some students may be approved to self-administer their medication and this issue is addressed in the Self-Administration of Medication section of this policy. All other medications require secure, in some cases locked, storage and administration only under the supervision of a staff member.

Medication required for emergencies, such as an anaphylactic reaction or asthma attack, is to be accessible at all times.

**Definition of Medication**

These guidelines apply to medication prescribed by a medical practitioner, and which is considered essential to be administered at College for a student to achieve optimum health and to participate fully in College life.

Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), but may include other conditions diagnosed by a medical practitioner.

College staff must not administer over-the-counter medication, including analgesics, homeopathic or prescribed medications unless there is a written request from a parent/caregiver **accompanied by** written advice from a medical practitioner and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines.

The containers for these are often blue.

**BOYS MUST NEVER ACCEPT ANY FORM OF MEDICATION FROM ANOTHER BOY.**

**In Summary**

- Boys should discuss any symptoms with parents before leaving home, bring medication of their choice with them and see their class teacher on arrival at College.
- Parents must authorise the taking of medication by written instructions. This should be handed in to the Administration Office at the same time as the medication.

**Expectation of Parents**

Parents are requested to undertake the following in relation to the administration of medication and/or management of health conditions.

- Request the College in writing to administer prescribed medication or to assist in the management of a health condition.
- Notify the College in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container to the nominated staff member.
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken.
- Advise the College in writing and collect the medication when it is no longer required at College.

Parents are contacted when a student is unwell and needs to be sent home and are expected to make arrangements for their sons to recuperate at home from on-going ailments.

The College expects that students who are sent home will be assessed by their medical practitioner if necessary and that parents will keep the student at home for the duration of the illness. An early return for monitoring and/ or recuperation at College is not an option.

It is the College policy that long term treatments will
not be administered. Exceptions may arise and these will be discussed and handled on an individual basis.

Self-administration of Medication

Contemporary management of chronic health conditions encourages students to administer their own medication, to recognise the signs and symptoms of their condition and to participate in the full range of activities offered by the College.

In College, self-administration may apply to students who are assessed by their medical practitioner and parents/caregivers and approved by the Principal as capable of administering their own medication while participating in College activities.

Self-administration of medication may include:
- Monitoring blood sugar levels and the injection of insulin for diabetes;
- Inhaling medication such as “Ventolin” for asthma;
- Orally administering anti-convulsant medication for epilepsy; and
- Orally administering enzyme replacements for cystic fibrosis.

Students approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students and safe disposal of injecting equipment.

Approval Procedure for Self-administration

- The parent/caregiver provides a written request, with guidelines and procedures from the medical practitioner, for the student to be responsible for administering their own medication.
- The Principal determines if the student is capable of assuming this responsibility.
- The student and the College agree on where medication is stored and where and how it is administered.
- Teachers can assist students to manage their health condition by incorporating their medication needs in the routine management of the class and College activities.

Individual Management Plans

Most procedures for the administration of medication and management of health conditions can be adequately addressed by universal guidelines. However, students with more complex requirements may require individual management plans.

Three copies of the detailed and certified plans are required by the College. These copies are distributed to key personnel within the College. Ideally these plans should not only detail the requirements for the plan but also carry a photograph of the student.

These plans should be reviewed annually, signed by a parent/caregiver and revised when medication and/or health status change. Teachers, parents, medical practitioners, the Administration Office and, where appropriate, students may be consulted in the development of the plan.

The following information, provided by the medical practitioner where applicable, should be included in the plan.
- Telephone numbers for parent/caregiver, medical practitioner and ambulance
- Requirements - medication, dosage, when and how medication is administered
- Triggers, reactions, warning signs and symptoms of a possible emergency
- Instructions from a medical practitioner regarding emergency first aid treatment
- Limitations or guidelines for specific activities such as swimming, sport, outdoor education, camps and physical education.

Some students have several health conditions and the integration of treatment for these conditions may require an individual management plan. Where individual adjustment of medication is required, written advice from a medical practitioner and parent/caregiver must be provided. This advice should outline dosage adjustments against set criteria, such as level of insulin required for a particular blood sugar reading.
Emergency First Aid for Asthma, Diabetes, Anaphylaxis and Epilepsy

In emergency situations, trained College personnel may be required to administer medication to preserve the life, safety and health of a student. These emergencies may occur for students with diabetes, epilepsy, anaphylaxis and asthma. The possible medication requirements include administering inhaled medication such as “Ventolin” for asthma, rectal administration of “Valium” for epilepsy, an injection of glucagon for diabetes and an injection of adrenalin for anaphylaxis. Injections for diabetes and anaphylaxis are usually administered by a pen device and are not intravenous.

Communicable Diseases

It is imperative that we strictly follow the guidelines for incubation periods as presented by the Department of Community Health.

Children are not to be sent to College because they feel well or because they don’t look ill. If the guidelines are followed, a sensible decision can be made. Please contact administration if you have any queries regarding these guidelines.

Parents will be expected to complete a comprehensive medical form at the start of the College year and will be requested on that form to acknowledge the following authorisation.

It is the responsibility of parents to keep the College informed of any changes to medical and emergency contact information.

Useful support sites
Parents may find the following sites helpful.

Anaphylaxis
www.allergyfacts.org.au

Asthma
www.asthmaqld.org.au
Tel: 3252 7677

Cystic Fibrosis
www.cysticfibrosisqld.org.au
Tel: 3359 8000

Diabetes
www.daq.org.au
Tel: 3239 5666

Epilepsy
www.eqi.org.au
Tel: 3404 3131
STUDENT CARE

BEHAVIOUR MANAGEMENT STRATEGIES

Communication and Behaviour Management

Throughout the course of each term, MBBC students will participate in activities that promote the attributes of an MBBC boy – to be merciful, independent, resourceful, respectful, open-minded and resilient. A whole College approach has been adopted that focuses on skills being explicitly taught and built upon in each year level to ensure continued development.

It is extremely important for the students to work towards positive goals both socially and academically. Therefore ‘positive signatures’ will be recorded in the student diary. When a Primary student achieves 10 of these signatures he will take his diary to the Principal, receive an award card on assembly and have his name noted in the weekly newsletter. It must be remembered that each signature will be handed out by staff for exceptional behaviour and as a guide, it is expected that students will receive between 1 and 10 signatures a term.

Staff may use a number of strategies regularly in their classrooms to reinforce positive behaviours or manage inappropriate behaviour and these are at the discretion of the staff member.

In addition, house points will also be awarded during each week to individual students with the aim of promoting a positive team environment for all students. A tally will be maintained to determine a winning house at the end of each week and then year.

In the event that a student makes a poor choice in behaviour, the College responds with a consequence based on natural justice in the first instance. Where relationships have been affected, these will be addressed through restorative practices and discussion. Parents will be notified of significant events via the Student Diary, by email or by phone as desired necessary by College staff.

More Serious Behaviour Issues

If the behaviours are serious, such as theft, swearing at individuals, fighting, vandalism or aggression, class teachers will investigate and then refer the situation and students to the Assistant Principal immediately.

The following flowcharts outline how we deal with differing situations across the College.

Important information: If at any stage as a parent you feel that you require additional information about a particular incident, please feel free to contact the staff member concerned for a more detailed account of the incident. Once this has been clarified and if you still have any concerns about the procedure followed please consult the Inquiries Flow chart on page 7 to identify the appropriate staff member to address your concerns.

Consequences of Poor Behaviour
(please see the following tables)

Detentions

Friday Afternoon Detentions

Staff use this measure as part of a “parcel” of interventions to manage student behaviour. Please see the behaviour management chart of consequences.

Afternoon Detentions are held on Friday afternoons as required from 3.00 pm to 4.00 pm and are supervised by senior staff.

Detention bookings will be recorded in the back of the Student Diary.

Students are to report to their detention no later than 3.00 pm.

Any student who fails to attend a scheduled detention may incur another detention as well as the one already issued. Repeated failure to attend will result in a Saturday Morning detention.
**Primary School**

- Lateness to class
- Failure to complete homework
- Classwork not presented to an acceptable standard
- Arriving at class unprepared (e.g., failure to bring class books or equipment)
- Disruptive behaviour in class

**Category 1**

* Classroom / Supervising Teacher

- 3 incidents in one week = loss of one break or attendance at a lower school classroom for one hour

- Failure to attend Chapel or Assembly
- Poor sportsmanship
- Running on paths
- Littering
- Breaches of manners and/or behaviour
- Breaches of Grooming and/or the uniform expectations of the College
- Chewing gum / Eating in classrooms or top floor verandahs
- Throwing projectiles / food in the College grounds

**Category 2**

* Classroom / Supervising Teacher

- Loss of one break or attendance at a lower school classroom for one hour
- Refer to Assistant Principal

- Disobedience/failure to follow a direction from a staff member
- Absent from class or compulsory College event without a valid cause
- Persistent lateness to class
- Persistent incidents of minor behaviour issues
- Misuse of College equipment/property
- Inappropriate use of electronic devices (including mobile phones)
- Bad language/swearing
- Derogatory remarks about others/putting others down

**Category 3**

* Classroom / Supervising Teacher

- Refer to Assistant Principal for Friday / Saturday detention
- Parents contacted by phone
- Letter indicating detention

- Belligerence/Fighting/Physical violence
- Serious breaches of behaviour
- Persistent bullying / provoking other students
- Leaving the College grounds without permission
- Disruptive behaviour on public transport or in public
- Possession of items defined as banned on the College campus
- Major insincerity or rudeness to staff
- Anti-social behaviour / Spitting
- Persistent failure to meet the behaviour expectations of the College
- Persistent failure to complete set task in the classroom or with homework
- Abuse of the College computer system and the Internet
- Cheating / Plagiarism

**Category 4**

* Classroom / Supervising Teacher

- Principal interviews family
- Suspension process

- Smoking
- Truancy
- Graffiti / Vandalism
- Theft
- Severe aggression to another student
- Severe bullying / Repeated belligerence
- Use / Possession of illegal substances
- Use / Possession of a dangerous weapon such as a knife / gun
- Behaviour that brings discredit to the College

**Serious**

- Issue of the Friday / Saturday detention by Assistant Principal
- Academic work / community service undertaken

**Minor**

- Internal suspension
- Probation / Contract
- Suspension
- Exclusion
Middle and Senior School

- Lateness to class
- Failure to complete homework
- Classwork not presented to an acceptable standard
- Arriving at class unprepared (e.g. Failure to bring class books or equipment)
- Disruptive behaviour in class
- Poor sportsmanship
- Breaches of manners and/or behaviour
- Breaches of Grooming and/or the uniform expectations of the College
- Chewing gum / Eating in classrooms or top floor verandahs

**Category 1**
- Classroom / Supervising Teacher
- Noted in back of diary
- 3 incidents in one week = Friday afternoon detention

- Disobedience/failure to follow a direction from a staff member
- Failure to attend Chapel or Assembly
- Absent from class or compulsory College event without a valid cause
- Persistent incidents of minor behaviour issues
- Misuse of College equipment/property
- Inappropriate use of electronic devices (including mobile phones)
- Bad language / swearing / derogatory remarks about others
- Conduct unbecoming an MBBC student
- Uniform break outside of school

**Category 2**
- Classroom / Supervising Teacher
- Friday afternoon detention
- Belligerence/Fighting/Physical violence
- Serious breaches of behaviour
- Persistent bullying / provoking other students
- Leaving the College grounds without permission
- Disruptive behaviour on public transport or in public
- Possession of items defined as banned on the College campus
- Major insensitivity or rudeness to staff
- Anti-social behaviour / Spitting
- Persistent failure to meet the behaviour expectations of the College
- Persistent failure to complete set task in the classroom or with homework
- Abuse of the College computer system and the Internet
- Cheating / Plagiarism
- Two Friday detentions in one week

**Category 3**
- Refer to Assistant Principal for Friday / Saturday detention
- Parents contacted by phone
- Letter indicating detention
- Issue of the Saturday detention by Assistant Principal
- Academic work / community service undertaken

- Smoking
- Truancy
- Graffiti / Vandalism
- Theft
- Severe aggression to another student
- Severe bullying / Repeated belligerence
- Use / Possession of illegal substances
- Use / Possession of a dangerous weapon such as a knife / gun
- Behaviour that brings discredit to the College

**Category 4**
- Principal interviews family
- Suspension process
- Internal suspension / Holiday Work detail
- Probation / Contract
- Suspension
- Exclusion
Whilst on detention students will be required to complete either a community service activity for the College or additional College work.

Boys in years P-6 should be collected from the Detention Room at the completion of the session - usually 4:00 pm.

Frequent Detentions Issued to a Student

The number of detentions issued to students is monitored by Class teachers and senior staff. Once a student has received three detentions in any one Semester parents will be contacted and requested to attend an interview with student and administration staff to discuss their son’s behaviour.

Saturday Morning Detentions

Saturday Morning detentions are issued for more serious offences after consultation with the Assistant Principal.

Internal and External Suspensions

These may also be applied as a consequence to a serious misdemeanour.

BULLYING

The management of Bullying

Moreton Bay Boys’ College defines bullying as:

The deliberate, persistent physical, verbal or mental intimidation or harassment of a person by another person or group with the intent of causing hurt or discomfort.

The Moreton Bay Boys’ College position statement is:

(i) Moreton Bay Boys’ College is totally opposed to bullying in all its forms: physical, psychological and verbal (written and spoken).

(ii) Moreton Bay Boys’ College believes prevention through whole College involvement and awareness is the most effective way to combat bullying.

(iii) The College community aims to create an environment of understanding and cooperation in which the victims of bullying will feel empowered to seek help and, by collaboration with staff and others, confront the influence of the bully.

(iv) The attitude and response of the College community will help bullies realise their behaviour is anti-social and damaging to themselves. The bully will recognise the need to be guided towards more appropriate interpersonal skills.

Some Facts About Bullying

• Bullying is a learned behaviour. Bullies know what they are doing and that it is wrong.

• For bullying to be sustained it has to be condoned by the important groups in the bully’s immediate environment: family members, peer groups, and College members.

• The belief is misplaced that if bullies are ignored they will stop.

• Bullying can occur anywhere, but must not be accepted as normal boys’ behaviour.

The College does not condone or tolerate bullying.

PSYCHOLOGIST

The College engages the services of an on-call Psychologist and can facilitate referrals if required. Parents are welcome to contact the College for information on appropriate external agencies/services/psychologists.

Limited counselling services are available through the Chaplain.
OVERVIEW P-12

The MBBC curriculum is specifically designed and tailored in order to provide a seamless transition for all boys with the end goal that all students achieve their desired post-College destination. This is achieved by broadening the experiences of the boys through innovative, relevant and engaging curriculum which optimises success for all.

The intensive pastoral program at MBBC is supported with core subjects being taught by the primary pastoral teacher with the program supplemented by specialist teachers within the Primary College. This model is then continued to support the student in the Middle School where the boys have a core group of teachers supplemented by a wider variety of specialist teachers who all work together as a team to develop a cohesive and integrated curriculum program. Programs have been designed in the Middle School to assist boys in developing their leadership skills, study skills, public speaking and community service roles. The Middle School curriculum provides core learning enhanced by a wide variety of electives subjects designed to broaden the experiences of the boys whilst demonstrating the rigour and types of assessment tasks to be expected of them at a Senior level, thereby preparing them for success in the Senior School.

Our goal at MBBC is that every boy achieves his desired destination at the end of Year 12, whether this be an OP pathway to university, a vocational pathway or work placement. An individually tailored program for boys in the Senior Phase of learning is developed in order to assist them to achieve these goals.

THE MBBC 3 Rs

Research
Acquiring knowledge. A leader is able to locate quickly and digest the information he needs using both traditional and technological skills. This is research and incorporates the crucial skills of reading and writing as well as maths.

Reason
Applying knowledge. Having knowledge is good, but a leader can apply it to new or different circumstances. This requires the development of higher order thinking skills such as analysis, synthesis and evaluation. This ability will be essential for our boys whose futures are likely to contain multiple career pathways.

Relationships
Working together. A leader has a strong emotional intelligence which allows them to work well with others. At MBBC we have specific, class-based programs that develop in boys this ability to build relationships.
INTERNATIONAL BACCALAUREATE PYP & MYP

MBBC is implementing the International Baccalaureate program.

The International Baccalaureate (IB) is an international non-profit education foundation, motivated by its mission, focused on the student.

It offers three programs for students aged 3 to 19 years comprising:

- Primary Years Program (PYP);
- Middle Years Program (MYP); and
- Diploma Program (DP)

which can be implemented independently of each other. The three programs help develop the intellectual, personal, emotional and social skills to live, learn and work in a rapidly globalising world.

The IB program has been in existence for over 40 years and provides a sound framework for curriculum development. Worldwide, there are over 2500 Colleges in 128 countries (supporting over 640 000 students worldwide) who have implemented one or more IB programs; of these 111 are in Australia, with less than 10 in Queensland.

THE PROGRAMS

Primary Years Program (PYP) – Figure A
The PYP operates from Years Prep – Year 6 at MBBC. It is based on imparting Concepts, Skills, Attitudes, Actions and Knowledge in the following subject areas:

- Language
- Social studies
- Mathematics
- Arts
- Science
- Personal, social and physical education.

Middle Years Program (MYP) – Figure B
The MYP is based around 5 areas of interaction:

- Approaches to Learning
- Community and Service
- Human Ingenuity
- Environment
- Health and Social Education.

In the fourth year of the program, all students undertake a culminating year long personal project. MBBC already undertakes all subject areas required and plans and organises our curriculum in a manner very similar to that required.
How we organise ourselves

Figure A

Who we are

Where we are in place and time

How we express ourselves

How the world works

Figure B

Language A

Language B

Humanities

Technology

Mathematics

Arts

Science

Physical Education

Health and Social Education

Sharing the planet

Arts

Mathematics

Social Studies

Concepts

Action

Personal, Social and Physical Education

Language

THE IB LEARNING PROFILE

Who we are

Where we are in place and time

How we express ourselves

How the world works

How we organise ourselves

Sharing the planet

Arts

Mathematics

Social Studies

Concepts

Action

Personal, Social and Physical Education

Language

THE IB LEARNING PROFILE
**Benefits**

There are number of benefits for MBBC.

The IB framework is recognised internationally as a high calibre program based on academic rigour which develops independent learners who are prepared to be active citizens in a global world.

It fosters an inquiry approach to learning so that students are able to develop a deep level of understanding through interrelated units of work that are relevant and engaging to them.

The accreditation process to become an IB College is detailed and lengthy to ensure that IB Colleges are meeting high standards, with regular checks and processes in place to uphold internationally benchmarked standards.

**MBBC Mirror & IB Learner Profile – Attributes of an MBBC Boy**

<table>
<thead>
<tr>
<th>MBBC Mirror</th>
<th>IB Learner Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Merciful</td>
<td>Caring</td>
</tr>
<tr>
<td>I Independent</td>
<td>Inquirers</td>
</tr>
<tr>
<td>R Resourceful</td>
<td>Thinkers</td>
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<tr>
<td>R Respectful</td>
<td>Principled</td>
</tr>
<tr>
<td>O Open-Minded</td>
<td>Open-minded</td>
</tr>
<tr>
<td>R Resilient</td>
<td>Balanced</td>
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</tbody>
</table>
ASSESSMENT

Assessment in the College is ongoing and progressive. A balanced approach is taken. Students’ performance is judged on tests, assignments (when relevant) and other appropriate class tasks. The student folio is a priority for discussion at all parent/teachers interviews. An assessment calendar is provided to all students from Years 7-12 each term and can be located on the College website.

Request for Review of an Assessment Item

A high level of consideration goes into the development of assessment items by the teaching staff at MBBC. Assessment items are designed in order to allow the students to demonstrate their learning. Clear guidelines of expectations in relation to the assessment items are provided for the students when they receive the assessment task.

Rigorous marking followed by a process of internal moderation then occurs to ensure that decisions regarding student achievement are accurate. However, if a student feels concern regarding their result, they are entitled to follow the procedure for review of an assessment item. First, the student must speak with the class teacher and discuss the result. If the student then decides to request a review they must lodge a ‘Review of an Assessment Item’ form with the teacher. The assessment item will then be marked by another person and discussed with the Director of Teaching and Learning for final consideration.

The student should note that once these proceedings begin, it is possible that the initial result may be enhanced, diminished or stay the same.

ASSIGNMENTS

1. What are they?
In most subjects, independent and group assignments and extended tasks form an important part of the teaching-learning process. They may take the form of Written Reports, Feature Articles, Brochures, Posters, Analytical Essays, Orals or Performances, Reports, Essays, Multi-Media or Web-based tasks, Extended Experimental Investigations etc.

2. Authorship
It is expected that all work claimed as their own is boys’ own. Using the work of others and claiming it as their own (Plagiarism) is a form of theft that is treated very seriously at MBBC. If plagiarism is suspected, boys will be interviewed by the subject teacher. These may include assessment being based on the material that is not plagiarised, being asked to revisit the task, or a student may be asked to address the assessment criteria, as best he can, under supervised conditions in the classroom. In addition, the College reserves the right to apply other more significant consequences. Parents will be notified.

3. Submission

a) How do boys submit on the due date?
Assignments are to be presented personally to the Student Reception/Administration Office by 9:00 am on the due date unless electronic submission has specifically been requested or otherwise advised by the subject teacher. A receipt will then be supplied to the student.

If an assignment has been requested to be sent in electronically, it is to be sent to a central point. Students are to use the following email addresses when submitting electronic copies of their assignments:

Middle School Assessment Submission email
Middle_Assessment@mbbc.qld.edu.au

Senior School Assessment Submission email
Senior_Assessment@mbbc.qld.edu.au

b) What do boys do if they are absent on the due date?
If a boy is absent on the day on which an assignment is due, the assignment must be delivered, posted, faxed or emailed to his teacher. Absence on a due date is not an excuse for late submission.

c) How do boys apply for an extension?
If boys are unable to complete the task by the due date due to medical, family or personal reasons, they must seek an extension through the class teacher before the due date.

They must complete a “Special Consideration” form available from the subject teacher, on the website or from Reception, and attach a note from parents that
includes the reason/s for the request.

This process is required because staff want to support boys in their learning and task management. Keeping teachers informed about his progress and difficulties is an important skill in itself.

d) What are the penalties for Assignments submitted after the due date?
An assessment piece may not be accepted after the due date for grading; however, your teacher may agree to give you feedback and it is an expectation that all assessment tasks be completed. In assessments where drafts or components of the task are collected before the due date, a grade will be assigned on whatever draft or component/s of the task that have been submitted up until the due date.

e) Do boys have to complete all assignments?
Yes. If a reasonable attempt of an assignment is not submitted after 5 calendar days, boys will not be permitted to attend class in the subject concerned until an acceptable response has been submitted.

Missed and/or Late Assessments

Please refer to the Missed and/or Late Assessment Policy on page 55.

Plagiarism

Please refer to Plagiarism Policy on page 57.

HOMEWORK

Learning at Home

Effective learners know that learning does not take place in the classroom. It takes place in our minds through the construction of new thoughts, memories and patterns of thinking. Effective learners are active, questioning and resourceful and reflective about their learning in class and at home.

At the end of each College day, effective learners take time to reflect upon the major knowledge, understandings and skills developed during the day. They identify what has been learnt and what needs to be consolidated or completed. They then set clear goals for the afternoon or evening’s learning at home and they work efficiently so that they have time to address aspects of their learning or assigned tasks that need attention.

Here are some specific questions to guide boys’ reflection on their learning. Parents should encourage boys to ask themselves, questions such as:

- What made sense today in subject “X”. What did I not understand?
- Do I need to phone or see a classmate to get help or see my teacher?
- Are my notes from today useful? Do I need to supplement them by referring to my textbook?
- How did today’s work relate to the rest of the topic?
- Could I explain the major ideas and concepts that we are learning now to someone else? If not, I probably don’t have a full understanding. What should I do about this?
- Can I give clear meanings of new terms introduced over the last few days? If not, I need to develop a vocabulary list and meanings for each term.
- Can I list the major subtopics and/or ideas of this topic? If not, I need to review what we’ve done, generate a list or a mind map and read about what is coming up.

Homework is a Vital Component of College Life

Except in rare circumstances, there is always homework. As students progress through the College, the amount of time spent on homework will increase. The purpose of homework is to identify areas of concern to raise with the teachers, it is also to revise and consolidate learning.

What is ‘homework’?
‘Homework’ should be seen as any out-of-class learning or assigned task. It may be set by teachers as extension or elaboration of classroom work, but boys should also perceive it as including their own review, preparation for upcoming work or assessment, assignment work or reading. With this view of
homework, it is clear that it is a central part of their total learning experience.

**Why is homework necessary?**

i) It provides the opportunity for extra individual work; allowing practice and consolidation of work done in class or research and preparation for future learning.

ii) It provides teachers with feedback on how well boys know and understand classwork and an opportunity to assess students’ progress and mastery of work.

iii) It develops effective learning habits and self-discipline, training for boys in planning and organising time and encourages them to own and take responsibility for learning.

iv) Most importantly, it establishes the idea that learning is not something done only at College but is ongoing and involves input from parents, family and influences other than teachers.

**How should boys view Homework?**

Homework should be viewed as comprising two components; “Set Tasks” and “Study”.

**Set Tasks**

**Practice** - Practice homework is used to practice and reinforce skills they’ve already learned in class.

**Completion** - Completion homework is used to complete tasks assigned in class.

**Preparation** - Preparation homework helps to prepare students for subsequent lessons or units. Homework of this type helps provide opportunities to gain background information in order to increase learning for an upcoming lesson.

**Extension** - Extension homework assignments require students to produce self-selected projects which allow them to apply and analyse information presented in class.

**Creative** - Creative homework offers students the opportunity to think critically and engage in problem-solving activities. Creative assignments encourage them to put a variety of skills and concepts together and to demonstrate understanding in new situations.

**Study**

Study is homework that is not specifically set by staff. It is not an “extra”. During effective study, powerful learning occurs. When studying, boys reflect on their learning and progress and undertake activities that they believe will be most beneficial for their learning.

Depending on the subject and learning required, activities could include:

- Summarising
- Note-taking
- Reading
- Concept mapping
- Doing exercises
- Memorising
- Speaking
- Practicing
- Rehearsing.

**Homework across the Year levels must be:**

- Consistent of the learning abilities of each student and therefore appropriate to the individual student;
- Activities which promote the consolidation of core skills;
- Able to be completed in a reasonable time for each year level;
- Acknowledged and marked by the teachers (in the upper classes this may be supervised class marking);
- Increasing in intensity and expectation as the years progress;
- Appropriately timed in relation to students’ lives.

**Average time frames for each year level**

- **Year 1** 10 – 15 minutes
- **Years 2 – 3** 15 – 30 minutes
Cultivate Good Study Habits

The main work at College is learning; the main job is being a student. With an honest effort students can learn habits and develop skills which will:

(a) Make learning more effective;
(b) Make learning more pleasant;
(c) Reduce the amount of time that is needed to spend on learning - often more can be attained in one hour of honest strenuous study than in three hours of "messing around".

The Study Place

NOISE
TV and radio do not mix with study.

LIGHT
A strong even white light from above and behind will help avoid unnecessary tiredness.

FURNITURE
A straight-backed chair and a table of good height help posture.

PLACE
A study/homework space is recommended.

Study Habits and Skills

- **TIME - ROUTINE IS ESSENTIAL**
- It is extremely important to have a REGULAR work time and to keep to it.

- **CONCENTRATION**
- Students should keep their minds focused and avoid day-dreaming.

- **ACTIVITY**
- Writing and self-questioning helps learning. Practise the writing of key ideas.

Homework must be a regular part of every weekly study timetable and should be done first. While completing homework assignments, you should also briefly revise the work that was done during the day at College.

Do not give equal time to all subjects - most study time should be spent on those subjects for which you need to do the most work.

Study (as distinct from homework) should start with a weak subject, whilst you are fresh.

Tips for Optimising the Effectiveness of Boys’ Work at Home

i) Doing set tasks and study in the same room, at the same desk and chair, and at the same time provides a routine that is conducive to productive work

ii) Monitoring the time spent on each subject, homework task and undertaking a variety of tasks, helps keep boys’ minds active

iii) Thinking about their own thinking, extent of understanding and progress is vital for effective learning.

iv) Having a 5 minute break every 30 minutes is very effective

v) During breaks, moving out of the study area and doing something completely different has been found to make learning more productive

vi) Maintaining an organised work space helps the clarity of their thinking

vii) Explaining to others and having someone ask them questions is helpful because it forces boys to verbalise their thoughts.

**PARENT REVIEW OF STUDENT WORK**

MBBC places a paramount importance in encouraging parents to partner the College in all aspects of the boys’ development. A partnership of learning where student, teacher and parents share
responsibility in the attempt for each student to reach his unique potential is enhanced through open co-operation and communication.

A key part in boys’ academic development is to assist them reflect on their achievement and progress and identify strengths, weaknesses and next steps. The College welcomes parents to review any and all assessment items completed by their son/s.

Years 7-12
We invite parents to be involved in this very actively at the Year 7-12 levels. Assessment instruments will always be reviewed closely in class to encourage new learning through reflection. Parents are required to view an assessment piece, their son’s responses and the graded criteria sheet. A copy is made available for boys to take home, to be returned to the subject teacher with a parent’s signature.

Reporting System

Term 1  Parent/Teachers Interviews
Term 2  (end of semester) Written Report
Term 3  Parent/Teachers Interviews
Term 4  (end of semester) Written Report

Semester reports are issued to all students, except Prep. Parent Interviews will be scheduled over a week long period and parents will be able to register a convenient time during this period with the class teachers and subject specific teachers.

Boys in Years 7 -12 are expected to attend these interviews in uniform with their parent(s).

RELIGIOUS EDUCATION

The College comes under the umbrella of the Uniting Church and we have a College Chaplain. The Religious Education Program is designed to give an overall coverage of the Christian faith and challenges the boys on personal, ethical, world and Australian issues. It includes a class program as well as a weekly Church Service.

Scripture Union sponsored holiday camps are available for both primary and secondary students.

TEACHER/PARENT EVENINGS

These are conducted on a class basis during the Term 1. They are valuable information evenings where parents are able to hear their son’s teachers address such matters as homework, class organisation and activities.

Interviews with Staff

Each class has a class or form teacher whose duty it is to be responsible for the pastoral care of the boys in his or her class. The class/form teacher is the first point of contact for parents in any matter covering their son’s education or well-being. Parents wishing to discuss an aspect of their son’s progress should telephone the Administration Office to arrange a suitable time for the interview. Teachers should not be interrupted during class time when their priority must be the teaching of the boys.

Teacher Contact

If there are any problems, please make an appointment to see the class teacher. Parents please use the diary or email as your first means of communication with the staff about day-to-day issues.

Please note: Teachers are unable to take phone calls during class time.

THE PARTNERSHIP BETWEEN COLLEGE AND HOME

MBBC encourages parents, students and teachers to form a three-way partnership with respect to their son’s academic, spiritual, physical, emotional and social welfare. Initial contact can be made by phone or by email.

In relation to concerns about subject or class related academic matters, students or parents should contact the subject teacher in the first instance. If necessary, subsequent contact should then be made with the relevant teacher.

When concerns or inquiries are related to broader progress, cross-curricular, behavioural or personal issues, the first point of contact is a boys Class or
Form Teacher. Both boys and parents are openly encouraged to contact staff should any concerns arise.

The Director of Teaching and Learning is ultimately responsible for the boys’ academic welfare.

The boys are expected to apply themselves to their academic studies. Homework is set every night and it is expected to be completed to the teacher’s satisfaction.

TEXTBOOKS AND EXERCISE BOOKS

A booklist is provided at the end of the year detailing requirements for the following year. A book pack ordering system operates at this time. Boys are expected to look after their books. Graffiti, writing on the inside covers, damaging or in any way defacing their books are all unacceptable. All exercise books are to be covered in plastic ‘contact’. Each book must be clearly labelled with name and class. Textbooks from Year 8 onwards are provided by the College as part of the bookhire scheme.

Please note: the use of liquid correction fluid (e.g. Liquid paper) is not permitted at the College.

LIBRARY PROCEDURES

Library staff aim to help all staff and students as much as possible.

Students use the library during College hours under the guidance of their teachers of support staff.

The rules that guide the operation of the Library at MBBC aim to provide access for all boys and staff to the facilities, resources, and qualified help that supports the teaching and learning program of the College.

During lunchtimes all students are welcome to use the Library.

The Library is available for academic work and borrowing between 8 am - 8.30 am and 3 pm - 4 pm.

Students in Years P-6 regularly visit the Library for borrowing.

Students in Years 7-12 use the Library for research and reading as required or suggested by teachers.

All Library resources - people, equipment, furniture, books and computers are expected to be treated with respect, courtesy, care and consideration.

Please refer to the Bookhire Policy on page 54

Borrowing

Boys can borrow from the Library during College hours, with their teacher’s permission, and before and after College as well as during lunchtimes.

Resources may be borrowed for two weeks unless otherwise stated.

Prep - Year 2
May borrow up to two items.

Years 3 - 6
Boys may borrow up to four items.

Years 7 - 12
Boys may borrow textbooks and class set resources as required by their teachers, as well as items for reading and research. The specific number and length of loan will change according to the number of resources we have available in relation to the needs of the boys at that particular time.

Please note: Prep - Year 6 students must have Library bag or zippy bag that will protect the resources borrowed.

Resources may be borrowed through holiday periods (except for the Christmas break) by boys who are returning to the College. All items must be returned after the holiday period.

Boys are notified of overdue items through their class teachers. Items not returned within a reasonable time period, damaged, or lost are assessed and the appropriate cost, together with a $10.00 per item processing cost, added to the final term’s accounts.

Please direct any further questions or concerns to the Teacher Librarian via phone 3906 9445 or email library@mbbc.qld.edu.au.
COMPUTER AND INFORMATION SECURITY POLICY

This policy concerns the confidentiality of computer records at Moreton Bay Boys’ College and the College’s response to security of computer data and records generally. This policy is based on the draft Australian Standard on Information Security Management.

Information Security Policy

Policy Statement: The management and staff of Moreton Bay Boys’ College support information security and confidentiality in relation to records of staff, students and parents. These records will be made available under appropriate conditions as determined by the Principal.

Compliance with legislative and statutory requirements

- The College will at all times comply with legal or statutory requirements regarding security and access to records.
- Software copying will be in accordance with legal requirements, and ‘pirate’ software is not permitted on any College owned computer.
- The privacy of staff, student and family records will be maintained through restricted access to records by relevant staff responsible for maintaining same.

Security education of staff and staff responsibility for information security

- Staff will be made aware through this policy and other appropriate forums e.g. staff meetings, of the need to maintain information security.
- Staff are required to maintain confidentiality with reference to student and family records and information, as outlined in privacy legislation.

- This policy and the College’s privacy policy will be included in the staff handbook.

Network Contract

I hereby agree that while using the College’s computer network, I will NOT:

- Threaten or abuse any other user;
- Use inappropriate language;
- Send offensive, racist or sexist messages;
- Send anonymous or falsely addressed email;
- Allow another student to use my account or give another student my password;
- Use another student’s account;
- Retrieve, view or disseminate any inappropriate material from the Internet;
- Download any materials without specific permission from a teacher;
- Install any program or executable file on the MBBC network without specific permission from the Head of Information Technology;
- Use web based email (i.e. Hotmail) or chat programs (i.e. MSN Messenger);
- Use my print account to print multiple copies of a document;
- Intentionally disrupt the smooth running of the network.

I also agree that I WILL:

- Use my network account solely for educational purposes;
- Use my print account for educational purposes only (Note – personal/non-educational printing will be charged at 10c/page);
- Observe all copyright laws;
- Respect the rights and privacy of other users;
- Report any inappropriate email I may receive (this is especially important);
- Report any security problems or any inappropriate use of technology immediately to my class teacher or the Head of Information Technology.

I realise that if I do not abide by the above rules:

(i) My access to the Moreton Bay Boys’ College computer network will be withdrawn for a period of one (1) month on the first offence;
(ii) Subsequent offences will be dealt with more severely;
(iii) I may be subject to further disciplinary action depending upon the nature of the offence.

Please note: The College reserves the right to check any student’s email accounts.

Access to College records by external third parties

- Access to student, staff and family records will be given only on the authorisation of the Principal or his/her delegate where required by law or statutory authority.
- Third parties will not be given unsupervised access to College records.
- Confidential documents or records are not to be left on desktops to be viewed by third parties, after hours staff etc.

Computer access and password security

- Computer systems at the College will be protected by password access as well as physical barriers where possible.

Virus prevention and detection

- Suitable virus detection software will be maintained on computer networks within the College.

Data transfer and use of Internet

- Any CD ROM or USB drive that is connected to a computer attached to the College’s network should immediately be scanned for viruses.
- No shareware type external games disks should be used on a College computer.
- Files are only to be downloaded from the Internet with the direct permission of the Director of Information Services and Technology. If downloaded, the files should be scanned for viruses. If files are in a zipped format, they are to be scanned prior to and after extracting the zipped file.
- Emails with attached files are also to be scanned for viruses.

Reporting suspected security breach incidents

- Any known security breaches identified should be reported to the Senior Administration Team.

BOOKHIRE POLICY

Aim

To provide students with a wide range of texts, in the best possible condition, for all subjects.

Procedure

Students in Years 8-12 are issued with their appropriate bookhire texts by the Library Staff during the first week of College.

Before texts are issued, new students must supply bookhire contracts signed by both themselves and their parents. These contracts will have been issued previously.

Book Issuing

All students are asked to immediately check for any damage, graffiti etc., to write their names on the date due slips inside the books, and to present them at the library desk for processing. Each text has its own
unique barcode number. Library staff will then stamp the due date on the date due slip inside the book, beside the student’s name. Students are then reminded to clearly label the front of all their books with their name and form class, to prevent them from being mistakenly picked up through the year by other students.

At the first assembly of each new semester, in the Daily Notices, in their homework diaries, and on the website, students are reminded of the Bookhire Policy, and of general care, labelling and return date of these books. Students are asked to present any problem books with stains, water damage, graffiti, etc. to the Library Staff as soon as possible, to exchange these books or have the damage noted, so that they will not be held responsible for the same at the conclusion of the loan.

Returns: ALL BOOKS MUST BE RETURNED TO THE LIBRARY STAFF ON OR BEFORE THE DUE DATE.

Lost Books
Any books lost throughout the year must be paid for at the current replacement cost. If the lost book is later found and returned, a full refund will be issued to the parents, less any administration fees charged.

Damaged Books
Any student who returns a damaged book, which can no longer be used, will be asked to pay the replacement cost of that book at the following rate:

- 100% of the replacement cost for a book that was in use for only one year
- 75% of the replacement cost for a book that was in use for two years
- 50% of the replacement cost for a book that was in use for three years
- 25% of the replacement cost for a book that was in use for four or more years.

A book which has been brought back stained, water marked, torn, etc., but which may, in the opinion of the Library Staff be re-issued after some repair and maintenance will attract an automatic processing levy of 25% of the value of the book which will be used to replace other damaged texts.

At the conclusion of each loan period, students must return all resources to the Library Staff. Should any resources not be returned, boys will be issued with overdue notices.

At the end of the loan period accounts will be sent to families for all resources that remain outstanding. Replacement copies will then be purchased by MBBC staff to ensure the library resources remain constant.

Students who have items which have not been paid for or returned by the start of the new term/year, may have the following consequences applied:

- Borrowing rights will be rescinded until the replacement cost of the resource has been paid for;
- The replacement cost of the resource will be added to the next fee statement.

MISS AND/OR LATE ASSESSMENT POLICY

In keeping with requirements from Queensland Studies Authority, the following policy has been developed to ensure fairness and equity for all students.

An Assessment Calendar is provided to all students in the Middle and Senior School within the first two weeks of each semester. Dates for all assessment items are clearly outlined in this document for all subject areas. It is the student’s responsibility to ensure that all assessment items are submitted on or by the due date.

Submissions

Assignments are to be presented personally to Student Reception by 9:00 am on the due date unless electronic submission has specifically been requested or otherwise advised by the subject teacher. A receipt will then be supplied to the student.

Absence - Tests

If a student is ill and therefore absent from College on the day of test, they are required to:

- Submit a Medical Certificate upon the first day of return to College. A medical certificate is required.
in an attempt at equity and fairness for all students, so that no-one is perceived as having been unfairly advantaged by receiving extra time on assessment items.

- Complete a Special Consideration form. Special Consideration forms can be located on the College website. Students can also collect a hard copy at College from the Middle School and Senior School offices, the Director of Teaching and Learning or the Administration Office.

- Documentation needs to be given directly to the Director of Teaching and Learning.

- Alternate arrangements will then be organised by negotiation with the teacher and the Director of Teaching and Learning. Generally, it will be expected that the student sit the test on the first day back at College.

### Absence - Assignments

- If an assignment is due on the day that a student is absent, then the teacher should be contacted by phone and arrangements made for the delivery of the assignment (e.g. via email, parent/sibling to deliver, posted, faxed etc.);

- **Absence on the day is not an excuse for the late submission**

- A medical certificate, in the case of illness, and Special Consideration form must be submitted as per arrangements for a missed test.

If a student does not submit an assignment or sit a test on the due date, without legitimate cause for Special Consideration:

- In the case of an assignment, the student will be expected to hand the work in via fax, email or delivery on the due date.

- If the assignment is not handed in on the due date, then the student will have any previously submitted draft work marked as is. The draft work will be marked by the standards of the final criteria.

- If the assignment requires no draft work, then consideration will be given as to whether a level of achievement can be given at all, where syllabus requirements have not been met. This may result in a non-rating.

### What are the penalties for Assignments submitted after the due date?

- An assessment piece may not be accepted after the due date for grading unless Special Consideration has been granted; however, your teacher may agree to give you feedback. In assessments where drafts or components of the task are collected before the due date, a grade will be assigned on whatever draft or component/s of the task that have been submitted up until the due date. The student will still be expected to complete the assignment in order to continue in the course of study. This would generally take place on the due date after College between 3:00 pm and 4:00 pm.

- If the missed assessment item was a test, then the student would sit that test after College upon the first day of return.

- Parents will be notified on the day that the assessment has been missed.

If a student is unable to complete a task by the due date as a result of medical, family or personal circumstances, an extension must be organised through the teacher at least 24 hours before the due date. Special Consideration (except for medical reasons) cannot be requested on the day of the task or in hindsight.

### Students absent for one or two days, should:

1. Liaise with their class buddy and obtain any notes or sheets missed (usually by photocopying rather than writing them out so that their limited time can be spent on processing missed work);

2. Seek to make sense of the missed work, identifying parts that don’t make sense or that need clarification;

3. Ask their buddy or other classmate for assistance with small difficulties;

4. See their subject teacher and, if necessary, book an appointment.
Dealing with Longer Absence

If a boy is absent for longer then a day or two, parents should contact their son’s teacher and request work to be gathered from subject teachers.

Early Leave

A non-rating will be given if assessment is missed due to a student taking early leave - unless there are extenuating circumstances. This will be determined at the discretion of the Director of Teaching and Learning.

MEDIA POLICY

On viewing film and television media

At regular intervals throughout the course of their studies, students will view a variety of films and television productions for educational purposes.

In accordance with its mission, any film or other media studied will be analysed within a safe, supportive and ethical classroom environment which is underpinned by the values promoted by the College. In addition, the College aims to develop students with high levels of critical literacy, particularly of film and television, given students’ extensive exposure to such texts, often without the guidance and input of parents or teachers. The College adheres to the ratings provided by the Office of Film and Literature Classification when selecting suitable texts for study.

Generally speaking:

a) Prep - Year 4 may only view films rated G;

b) Years 5 - 7 may only view films rated PG and below, however teachers will review PG movies before use in classroom;

c) Years 8, 9 and 10 students may only view films rated PG or below;

d) Year 11 and 12 students may only view films rated M15+ or below.

In some instances, appropriate excerpts from films with higher ratings (such as MA) may be used for specific focused learning episodes.

The College recognises that film classification guidelines offer only a broad perspective into the nature of a film or television show. For example, a film rated M15+ may, on closer inspection, be entirely unsuitable for Senior students due to its subject matter or its approach.

In the event that it is considered desirable that students view a film that falls outside these guidelines, parents will be notified by means of a letter home. In the event that parents would prefer their son not to view a film, an alternative will be provided.

MUSIC CD POLICY

Students may bring to College music for valid educational use, ie for an English Oral, a Drama performance or to use in an IT project (subject to normal copyright requirements). Whilst it is not encouraged, students may bring in music CDs to play ‘recreationally’ on an MP3 player. These players/CDs will be confiscated if boys are using them improperly.

PLAGIARISM POLICY

Plagiarism is a serious matter and will be treated as such at MBBC. Plagiarism involves using the work of others and then claiming it as one’s own.

Plagiarism can occur in its most obvious form by directly copying text, from a written document or the internet. Any direct use of text that is quoted must be referenced correctly. It is also plagiarism when the words of another are paraphrased and not referenced correctly. It is not appropriate to rewrite the ideas of another in your own words without referencing the original source.

All boys while in the Middle School will be taught how to reference their work correctly. All assignment work will be expected to be referenced properly, as outlined in the marking criteria. Boys will also have access to ‘Turnitin’, an online program that allows assignment work to submitted electronically. ‘Turnitin’ will highlight any text that is not referenced
correctly, allowing the boys to correct this before submitting their final piece for assessment.

If plagiarism is suspected, boys will be interviewed by the subject teacher and the assignment will be run through ‘Turnitin’ as well as other plagiarism detectors. If it is apparent that plagiarism has occurred, the matter will be referred to the Deputy Principal (Curriculum). Consequences may vary, depending upon the severity of the plagiarism that has occurred. A minor infraction may involve the student being asked to revisit the task under supervised conditions. If the offence is of a more serious nature, the maximum penalty will be a zero or E grading for that piece of assessment. Parents will be notified. In the event of a second instance of plagiarism occurring, the boy will need to meet with the Principal to discuss suspension/continued enrolment at MBBC.

**REFERENCING POLICY**

The College uses the APA Referencing Style.

Please refer to the Referencing Policy from the College website:  www.mbbc.qld.edu.au