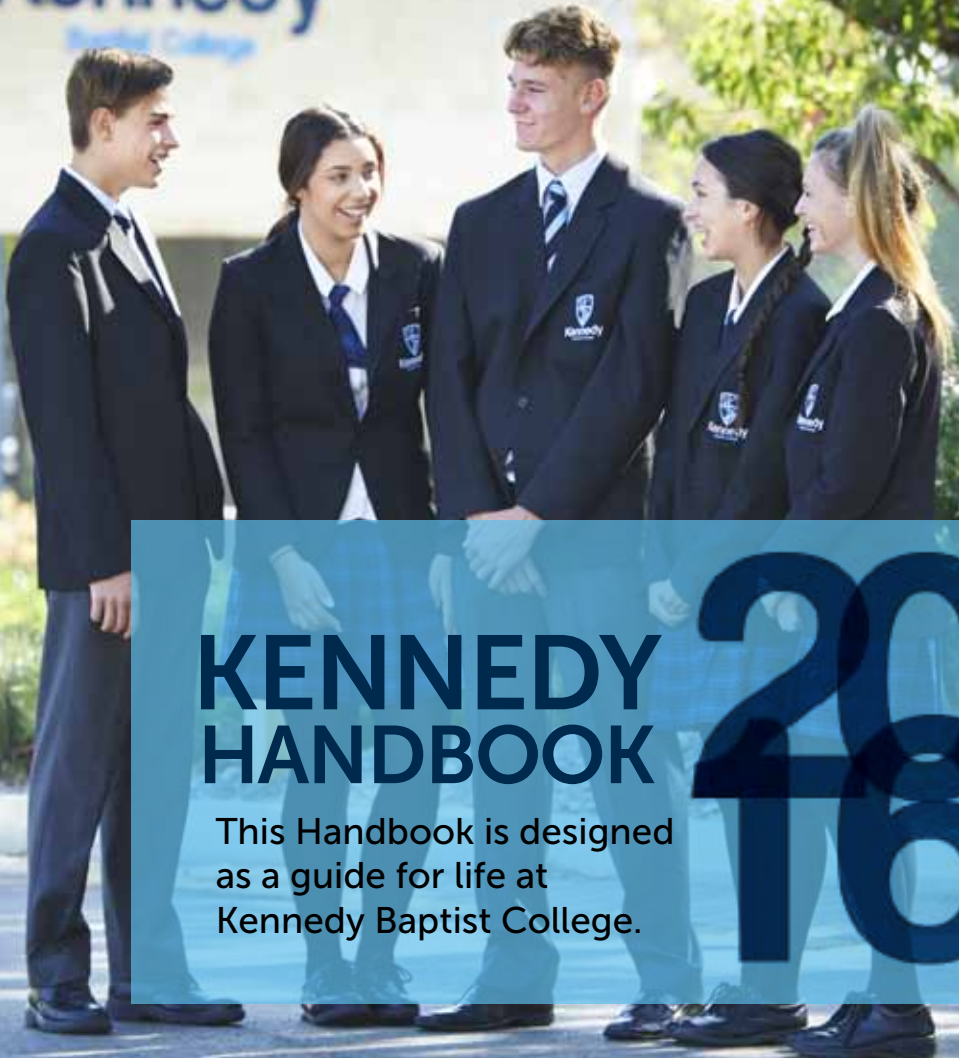




Kennedy
Baptist College



KENNEDY HANDBOOK

This Handbook is designed
as a guide for life at
Kennedy Baptist College.

20 16

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1 WELCOME

1.1 Introduction

The Kennedy Handbook is designed to provide students and the parents of Kennedy Baptist College, with useful information. We hope that you will keep this information handy and refer to it often when you have questions about College policies and procedures.

1.2 The Name & Crest

The name, Kennedy Baptist College, originates from WA pioneer Baptist Minister, William Kennedy who overcame seemingly insurmountable challenges to establish churches along WA's Great Southern Railway, the Goldfields and the Eastern Hills. Kennedy was known as a man of integrity and audacity by the communities he served, and his passion and determination was infectious. It is our hope that Kennedy's remarkable qualities of focused dedication and persistence will inspire our young people today. Informed by Christian values, we aim to encourage our students to live passionately and persevere to make the most of life's opportunities. It is the spirit of Kennedy's story that underpins our College values and will inspire our students to fulfill our College motto of *'Strive today, conquer tomorrow'*.



Kennedy

Baptist College

The Kennedy Baptist College crest embodies the boldness of William Kennedy's story. The path element represents the journey into the future and the College's motto of 'Strive today, conquer tomorrow' while the Southern Cross symbolises Australia and guidance from the heavens, aligning with Kennedy's quintessentially Australian pioneer story.

1.3 Our Motto, Mission & Values

Our Motto

Strive today, conquer tomorrow.

Our Mission

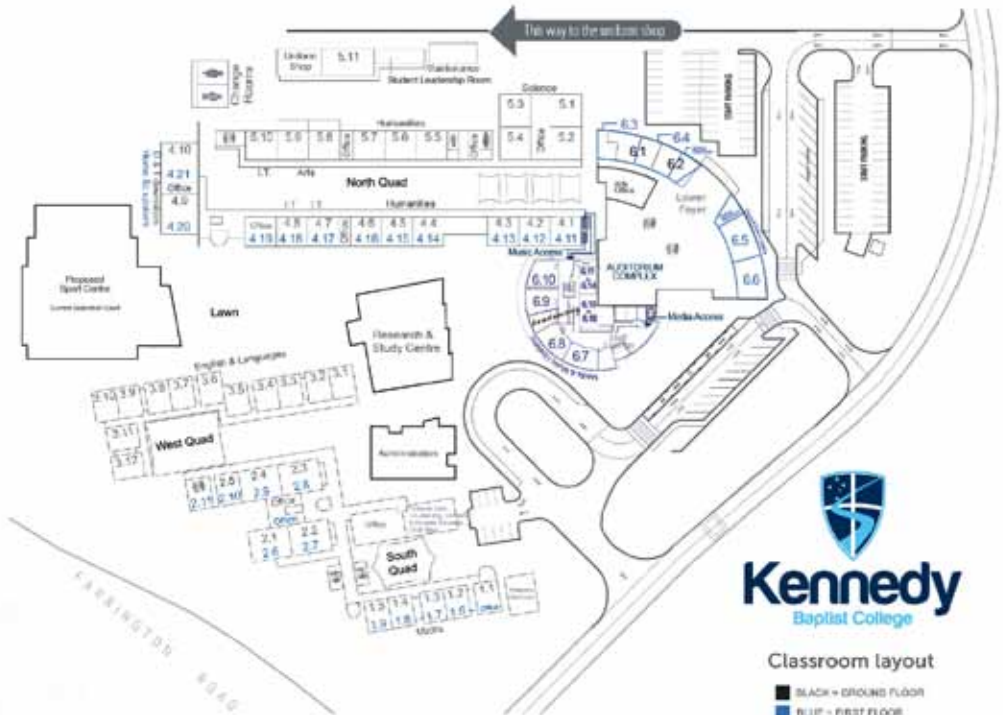
To provide educational opportunities of excellence in a Christian context, addressing the needs of individuals for lifelong learning.

Our Values

- Faith
- Integrity
- Boldness
- Growth
- Service

1 WELCOME

1.4 College Map & Office Hours



Classroom layout

- BLACK = GROUND FLOOR
- BLUE = FIRST FLOOR

OPENING HOURS

- **Research & Study Centre:**
7.45am to 4.15pm
Monday to Friday (except Friday recess)
- **Student Services:**
7.45am to 4.15pm Monday to Friday
- **Reception/Administration:**
7.45am to 4.15pm Monday to Friday

Farrington Road, Murdoch, Western Australia 6150
 PO Box 26, BULL CREEK, Western Australia 6149
 t: (08) 9314 7722 | f: (08) 9314 7732
 e: admin@kennedy.wa.edu.au | kennedy.wa.edu.au

2 STAFF MEMBERS FOR 2016

We have included a list of current staff members and our contact numbers and email addresses for your use. Please feel free to contact staff between 8.30am and 4.15pm on 9314 7722 or fax 9314 7732.

2.1 Our Leadership Team

• Principal	Mr Mark Ashby Email: mashby@kennedy.wa.edu.au
• Deputy Principal - Pastoral Care	Mr Wendell Pether Email: wpether@kennedy.wa.edu.au
• Deputy Principal - Curriculum	Miss Jennifer Lamet Email: jjamet@kennedy.wa.edu.au
• Director of Students	Mr Andrew Dunn Email: adunn@kennedy.wa.edu.au
• Director of Studies	Mr Drew Errey Email: gerrey@kennedy.wa.edu.au
• Director of Finance & Resources	Mr Vernon Thompson Email: vthompson@kennedy.wa.edu.au

2.2 Our Heads of Learning Area

• Arts	Ms Carolyn MacDonald Email: cmacdonald@kennedy.wa.edu.au	• Health & Physical Education	Mrs Kym Scanlan Email: kscanlan@kennedy.wa.edu.au
• English/Languages	Mrs Jennifer Burton Email: jburton@kennedy.wa.edu.au	• Science	Mrs Anna-Marie Smith Email: asmith@kennedy.wa.edu.au
• Humanities	Mr Blaire Gersbach Email: bgersbach@kennedy.wa.edu.au	• Technology & Enterprise	Mr Ian Wilimot Email: iwilimot@kennedy.wa.edu.au
• Mathematics	Mr Michael Hill Email: mhill@kennedy.wa.edu.au	• Research And Study	Mrs Claudia Hart Email: claudia@kennedy.wa.edu.au
• *Acting Head Mathematics for Term 1	Mr Glenn Tyrrie Email: gtyrrie@kennedy.wa.edu.au		

2.3 Our Heads of Year

• Head of Year 7	Mr Alexander King Email: aking@kennedy.wa.edu.au	• Head of Year 10	Mr Glenn Tyrrie Email: gtyrrie@kennedy.wa.edu.au
• Head of Year 8	Mr Rijk Batley Email: rbatley@kennedy.wa.edu.au	• Head of Year 11	Mrs Laura Degois Email: ldegois@kennedy.wa.edu.au
• Head of Year 9	Mr Scott Britza Email: sbritza@kennedy.wa.edu.au	• Head of Year 12	Mrs Barbara Meadows Email: bmeadows@kennedy.wa.edu.au
		• *Acting Head of Year 10 for Term 1	Mrs Valme Batley Email: vbatley@kennedy.wa.edu.au

2 STAFF MEMBERS FOR 2016

2.4 Our Teaching Staff

- Ms Johanna Anderson
- Mr Andrew Arnold
- Mrs Amy Austen
- Mr Liam Austen
- Mr Rijk Batley
- Mrs Valme Batley
- Mr Josh Bond
- Mrs Bonita Bradley
- Mrs Liezl Breytenbach
- Mr Scott Britza
- Mr Mark Burgess
- Mr Andrew Burton
- Mrs Jennifer Burton
- Mrs Gail Campbell
- Miss Lara Casella
- Mr Daniel Chan
- Mr Rick Cricelli
- Miss Chelsea Dalziell
- Mrs Laura DeGois
- Mr Murray Dunstan
- Mrs Cynthia Edward
- Mrs Anita English
- Mrs Michelle Fisher
- Mrs Judith Fleming
- Mr Milton Forsdike
- Mr Simon Fox
- Miss Nicole Foxton
- Mrs Juliska Gaunson
- Mr Blaire Gersbach
- Mrs Lorinda Gersbach
- Mrs Ann Greenhalgh
- Mr Jonathan Groom
- Mr Bradley Gunter
- Miss Katie Hair
- Mrs Alison Hanham
- Miss Karen Hanna
- Mr Malcolm Hansen
- Mrs Sarah Harris
- Mrs Claudia Hart
- Mr Don Hart
- Mr Simon Haydock
- Ms Maryleen Henri
- Mr Michael Hill
- Mr Craig Hill
- Mrs Anne Howard
- Mr Kyle Hunt
- Mr Manuel Ilchuk
- Miss Jessica Kennedy
- Mrs Caroline Kiely
- Mr Alexander King
- Mrs Hanneke Kruger
- Mr Simon Leau
- Miss Jean Liew
- Mrs Marina Lochner
- Mrs Meredith Lorraine
- Mr Ross Macauley
- Ms Carolyn MacDonald
- Mr Richard Main
- Mrs Agatha Mare
- Mr Justin Markham
- Mr Nicholas Markham
- Mrs Barbara Meadows
- Mrs Heather Mertlino
- Mrs Karen Middendorp-Wolters
- Mr Jonothan Miles
- Mrs Mary Minorgan
- Mr Gregory Munyard
- Mrs Marilyn Myhill
- Mrs Patti Nottage
- Ms Katherine O'Malley
- Mr David Orr
- Mr John Owen
- Mr Benjamin Pether
- Mr Malcolm Pitts
- Miss Sarah Pomphrey
- Mrs Yok Chi Rai
- Mrs Melissa Rasmussen
- Miss Lisa Ricci
- Mrs Brenda Richter
- Mr Daniel Rogers
- Mr Frederick Rozells
- Mrs Kym Scanlan
- Mrs Barbie Schiefler
- Mr Daniel Scorer
- Mrs Anna-Marie Smith
- Miss Aimee Talbot
- Mrs Carolyn Tan
- Mrs Mavis Tin
- Mrs Cassandra Tisdall
- Mrs Joyce Toh
- Mr Glenn Tyrie
- Mrs Alicia Vandepeer
- Mrs Claire Wallace
- Mr Paul Wilkins
- Mr Ian Wilmot
- Mrs Virginia Yurisich

2 STAFF MEMBERS FOR 2016

2.5 Our Pastoral Care Team

- Chaplain Mrs Pauline Burgess
- Counsellor Mrs Golda Newland
- Counsellor Mrs Holly Beeck
- School Psychologist Mrs Jess Plenty

2.6 Our Support Staff

- Receptionists Mrs Deborah Scorer ,
Mrs Lee Anne Armstrong &
Mrs Dianne Zwitser
-

- Administration
- Registrar Mrs Vikki Utting
 - Registrar Assistant Mrs Angela Taylor
 - PA to Principal Mrs Janet Hair
 - Public Relations Officer Ms Linda Ang
 - Curriculum Administration Assistant Mrs Deborah Stewart
 - Office Manager Mrs Pernille Loughton
 - Risk Compliance Manager Mrs Janine Conradie
-

- Student Services
- First Aid Officer Mrs Di Hutcheson
 - Attendance Officer Miss Liz Shanhun
 - Student Services Office Mrs Kelly Mancini &
Mrs Wendy Wells
-

- IT Support Mr Mario De Luna,
Mr Darren Longbottom &
Mr Dale Grant
-

- Uniform Shop Mrs Kerry James
-

- Property
- Property Manager Mr Steve O'Brien
 - Auditorium Manager Mr Andrew Nightingale
 - Grounds Assistant Mr Greg Brookes &
Mr Roy Davies

- Accounts
- Head of Finance Mrs Hannah Rugg
 - Accounts - Bursar Mr Greg Newell
 - Accounts Payable Mrs Angela Coppen
 - Accounts Receivable Mrs Gillian Wood &
Mrs Michelle Williams
-

- Beedawong Cafeteria
- Café Manager Mrs Renee Anderson
 - Café Assistant Mrs Karen Shea
Mrs Pam Huxtable
Mrs Mary Lou Ado
-

- Teaching Assistants
- Education Support, Learning Needs Support Mrs Filomena Dalais
 - Home Education Assistant Mrs Eldyth Anderson
Mrs Cindy Woo
 - Science Laboratory Technicians Mrs Elizabeth Lourensz
Mrs Ileana Fetzter
Mrs Andriana Cipriano-Taylor
 - Library Assistants Miss Beth Reid
Mrs Mandy Lun
Mrs Ann Morris
 - Arts Assistant Mrs Susan Ashby

3 THE KENNEDY WAY

3.1 Pastoral Care

At Kennedy, every student is part of a safe and caring Christian community providing an environment which nurtures confidence and character. Core to our culture is our exceptional Pastoral Care Program.

Pastoral Care features prominently in all aspects of College life. Pastoral Care at Kennedy is based on a caring & nurturing community.

Our strong Pastoral Care ethos fuels our commitment to providing a supportive whole College environment which looks after the individual needs of every student.

The health, wellbeing and safety of students is measured and managed through a carefully planned whole College Pastoral Care system which is embedded within the curriculum, House System, Daily Form Program and other key policies that guide our College operations. Our caring ethos extends to the student body with the College's Mentor Program which sees select senior students mentoring Year 7 students throughout their first term at the College.

3.2 Pastoral Care Team

Our specialist pastoral care team includes the Deputy of Pastoral Care, Director of Students, Heads of Year, Chaplain, Psychologist and the Counsellors. Parents should always feel free to contact any one of the team regarding any matter to do with pastoral care.

3.3 Daily Form

The foundation for Pastoral Care lies within the daily Form class and with the Heads of Year. Each Form Teacher consults with students who may have questions or are experiencing difficulties. The Head of Year is available to all students in that year group to monitor students' progress.

3.4 House System

Our House System is designed to enable students to further develop a sense of identity and belonging at Kennedy. Our four Houses are Forrest, Eyre, Stirling and King. Each student is part of a House and participates as part of that House in various activities and College events including the Swimming Carnival, Athletics Carnival, Cross Country Carnival Champions Reading and Arts Cup competition. Students can also earn individual house points through their daily efforts at the College through uniform, positive behaviour, cultural and academic contributions. These individual House points are collected each term and go into a draw for students to win a major prize for the term.



3 THE KENNEDY WAY

3.5 Student Leadership

Kennedy Baptist College recognises the vital role of student leadership in developing the life of the community as well as allowing students the opportunity to develop their skills and experience.

Students are encouraged to take on leadership roles enabling them to:

- Actively participate in the College decision-making process.
- Develop their leadership skills.
- Act as effective role models for the student community.
- Offer responsible service to their College.

This prepares students to become confident, well-organised, responsible and creative adults who are valued members of their professional and social communities.

3.6 Christian Education

Our Christian Education Program is a non-denominational, Bible-based program centering on the teachings and person of Jesus Christ. Students are exposed to the values, morals, ethics and beliefs of the Christian Faith, guiding them to respect others, irrespective of background, social status, race or culture.

Fundamental to the College's holistic approach to the development of our students, Christian Education gives students the opportunity to explore and develop spiritually whilst cultivating personal integrity and life skills.

3.7 Community Outreach Program

As part of our Christian Education Program, we place great importance on our students' efforts to provide valuable community service. Each year, students participate in our Community Outreach Program, undertaking volunteer work in a range of areas to assist those in the wider community.

Partnering with Transform Cambodia, Kennedy students can participate in annual international tours to Cambodia to assist local communities, where students are actively involved in local building projects, living and working in orphanages, teaching English, caring for children and the elderly and supporting local workers.

Involvement in the Community Outreach Program cultivates a range of personal values within our students, including self-discipline, patience, tolerance, appreciation and compassion. By contributing their talents and time, Kennedy students are demonstrating the underlying core values of our College community whilst making a significant contribution to society.

Examples of Community Outreach Program in Kennedy:

- Year 7 - Seniors Program at Lakeside Baptist Church.
- Year 8 - Piney Lakes Environmental Centre
- Year 9 - Lunch at Homeless Shelter
- Year 10 - Volunteer Program
- Year 11 - Red Cross Blood Ambassadors
- Year 12 - Tree Replanting Program with Murdoch University

4 LEARNING AT KENNEDY

At Kennedy, students are expected to strive for personal excellence in all that they do.

4.1 Education Programs

The Deputy Principal (Curriculum), Director of Studies and Heads of Learning Areas coordinate the curriculum content and assessment processes across the College, within the developing Australian Curriculum.

4.2 Extension and Streaming

A number of schools, both private and government, offer Talented and Gifted Programs, generally referred to as Academic Extension. Appropriate resources and engaging students at their individually assessed levels helps to maintain motivation and engagement. These programs involve streaming students according to performance ability.

At Kennedy Baptist College, the highest stream is the Academic Extension group in which students are assessed at a significantly higher level, with formalised examinations starting in Semester 1, Year 8. Academic Extension prepares our students for a strong performance in Year 12.

As the majority of students at Kennedy Baptist College enter university at the completion of Year 12, the College has a curriculum that extends and enriches students throughout Years 7 to 10, exposing them to curriculum content above their Year level. This is further enhanced by the streaming process whereby students are placed, at an appropriate age

according to individual performance, into one of four stream levels:

- **Extension** – the Academic Extension class is aimed at students who have demonstrated a very high capacity and potential in these areas. The pace of curriculum delivery is fast and above cohort standards, utilising higher order cognitive development within subject context.
- **Advanced** – delivers a curriculum, generally at Year level with some extension above cohort standard, at a quickened pace.
- **General** – courses explore the curriculum at the cohort level of the year group, working at a pace which endeavours to reinforce and develop key concepts and skills.
- **Foundation** – extra support is provided in this stream for students who require this, focussing on the development of essential core skills.

Year 7

Students entering the College in Year 7 are placed in mixed ability classes. As Year 7 delivers general courses, each student has the opportunity to make a fresh start from their primary schooling and work to their best ability before classes are streamed.

Year 8

Students are streamed for Mathematics classes. Science, Humanities and English remain as general courses with the opportunity for all students to extend their capabilities within the Australian Curriculum.

4 LEARNING AT KENNEDY

Year 9

As the Curriculum builds on prior understanding of concepts, students are placed into streamed classes for Mathematics and Science, at an individual's level of ability. At the conclusion of each semester, these classes are reviewed and, where necessary, changes can be made. Any change to a student's streaming will be discussed with the student's parents. English and Humanities classes are not streamed.

Year 10

The streams in Mathematics and Science are continued, with English and Humanities having Extension and General classes.

Years 11 and 12

Senior School students choose their courses for Years 11 and 12 in accordance with the recommendations provided through the School Curriculum and Standards Authority. Students aim to complete their WACE certificate and continue their education at University or at a State Training Provider (TAFE). Students will choose from:

- a WACE course to achieve an Australian Tertiary Aggregate Rank (ATAR) and enter university; or
- a program incorporating WACE courses, Vocational Education and Training or Workplace Learning.

Kennedy Baptist College offers 40 WACE courses, catering for the complete range of academic abilities. Every Senior School student has the opportunity to excel in a program of their choosing. For more detail of the courses offered at Kennedy Baptist College, including required prior knowledge and the Western Australian Certificate of Education (WACE), please refer to our website – www.kennedy.wa.edu.au

4.3 Kennedy Enrichment & Extension Program

In keeping with Kennedy Baptist College's mission of 'providing educational opportunities of excellence in a Christian context and addressing the needs of individuals for lifelong learning', the College has Introduced a selective entry academic talent program for Year 7.

The purpose of the Kennedy Extension and Enrichment Program (KEEP) and program for KEEP can be found on our website:

<http://www.kennedy.wa.edu.au/view/learning-at-kennedy/kennedy-enrichment-and-extension-program>

4 LEARNING AT KENNEDY

4.4 Homework and Study

Homework is an integral part of the academic life at Kennedy Baptist College. Our aim is to help every student to achieve his or her full academic potential. Parents can help their children take responsibility for their own homework in the following ways:

- Arrange a quiet place for your child to study.
 - Negotiate a suitable time – some children need to unwind from their day first; others prefer to do it straight away.
 - Set an alarm clock for the appropriate time then leave your child to get on by themselves. Younger children or students facing learning difficulties may need more encouragement.
 - If your child is experiencing difficulties with homework please see your child's teacher – it may be appropriate to set less, modify tasks, etc.
 - If your child is completing the set homework quickly then encourage them to read or study for the remainder of time, or research an interesting topic. Alternatively, talk to the class teacher about extension work for your child.
 - Homework is set each night to reinforce basic skills and to encourage good study habits, according to the guidelines below. These times are meant to be broadly indicative for an average child.
- Teachers set regular homework (and study) for students during each week. Each student is required to carry their College Diary to every class in order to record this homework. Homework may also be published on ConeqtP and ConeqtS.

The following homework/study times are suggested for each year level:

Year 7	1 hour per night, 5 nights per week.
Year 8	1 ½ hours per night, 5 nights per week.
Year 9 -10	2 hours per night, 5 nights per week.
Year 11-12	3 to 3 ½ hours per night, 5 nights per week.

If a student does not complete a set piece of homework within the allocated period, this is noted by the teacher.

If a piece of homework is not completed for the second time within the term, this is noted by the teacher AND recorded in SEQTA, allowing a letter to be sent home informing the parents.

If a third piece of homework is not completed for class for the third time, within the term, a demerit is issued, via SEQTA. The same applies for each further miss until the end of term.

4.5 Tutoring

Kennedy Baptist College students are encouraged to take advantage of tutoring offered in many subject areas after formal classes throughout the week. This is provided by the College teaching staff free of charge. Refer to the website or newsletter for a current timetable.

5 COLLEGE POLICIES AND GUIDELINES

5.1 Discipline Policy

Purpose

Kennedy Baptist College respects the right for every student to obtain the best possible education they can. To promote an atmosphere for learning, the College endorses the Charter of Good Will as the central focus of discipline and self discipline for each student.

Policy Statement

Every student and teacher has a right to:

- Learn or teach free from disruption.
- Be treated courteously.
- Be free from any form of discrimination including verbal and physical abuse.
- Work in a clean, safe and healthy environment.
- Have their property respected and cared for.

There are many ways in which students are encouraged in normal College life to be well disciplined. These include:

- Teachers showing genuine interest in each student in their care.
- Praise and encouragement is given.
- Physical awards are given through Commendation Letter, Prizes and Trophies.
- Acknowledgment to peers in class; at year assemblies and whole College assemblies.
- The House Points System.

The end result is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community.

However, if a student is disruptive in a class, they need to realise that not only are they disadvantaging themselves, but everyone else in the class as well.

Policy Guidelines

Every student has the right to the best possible education they can obtain at Kennedy Baptist College.

Two systems of behaviour management exist at Kennedy Baptist College, one for 'inside' the classroom and a system for 'outside' the classroom.

• Inside Behaviour Management

Any seen or perceived disruptive behaviour is dealt with using a form of The Canter Assertive Discipline System. That is, without a 'fuss' or necessarily a verbal exchange, the teacher writes the name of the student who is being disruptive on the whiteboard. This is the student's first warning. Further disruption by the same student will result in a tick placed next to their name. This is the second warning. If there is further disruption from the same student there is no need to tick their name again – the teacher then sends him/her to Student Services to be interviewed by the Director of Students or the Deputy.

5

COLLEGE POLICIES AND GUIDELINES

When a student is sent out the following occurs:

- The student is sent to Student Services.
- At the conclusion of the lesson, or at a most convenient time on that day, the teacher concerned checks to see if the student has followed his/her instructions and lodges the details of the incident with Administration.

A student sent out of any class 5 times in a year is withdrawn by his/her parents or the Principal will permanently exclude them from attending Kennedy Baptist College.

- **The System in Summary:**

1st Send out:



Verbal 'warning' by Director/Deputy/Principal. Parents advised in writing and the Head of Year will make contact to discuss the behaviour.

2nd Send out:



Formal letter home to parents indicating the student has been sent out of class on two occasions. Parent interview requested by the Head of Year.

3rd Send out:



In-School suspension (separate recess / lunch breaks - no contact with students for one day)

4th Send out:



Suspension - Total suspension from the College for one day

5th Send out:



Withdrawal or permanent exclusion from the College.

Outside Behaviour Management

General Rule: The offending student is sent to Student Services.

Note: They remain at the Office until otherwise informed. They are interviewed by the Director/Deputy or the Principal.

- **Guidelines**

Light offence:

Dealt with by the teacher.

Moderate offence:

Student sent to Student Services for recording of name. Demerits will be issued at the discretion of the Director of Students / Deputy (Pastoral Care).

Severe offence:

The student is immediately sent to Student Services. For severe offences, a student is suspended immediately. If a student repeats this procedure 3 times in a year they are withdrawn or permanently excluded from the College.

Use or possession of illegal drugs by a student will necessitate immediate withdrawal or exclusion from the College.

5

COLLEGE POLICIES AND GUIDELINES

The Demerit system

Currently, our discipline system covers students misbehaving in class. Our demerit system serves to address behaviours not covered by this system. It operates to motivate students to modify those behaviours that interfere with the smooth running and/or appearance of the College. Demerits deal with actions that do not necessarily affect the classroom or other students.

Guidelines:

Students are permitted to record a total of 24 demerits during one year. At the 25th demerit, the student will be withdrawn and permanently excluded from the College.

- **At 5 demerits** – a letter will be sent home informing parents that this stage has been reached and advising of further stages in the System.
- **At 10 demerits** – a letter will be sent home informing parents that this stage has been reached, and requesting parents attend an interview with the Director of Students.
- **At 15 demerits** – student is placed on in-school suspension for one full school day, parents are contacted by phone and in writing.
- **At 20 demerits** – the student is suspended from the College for one day, parents are contacted by phone and in writing.
- **At 25 demerits** – the student is withdrawn and permanently excluded from the College.

Automatic Send-outs

A student may be sent out of class without warning for the following behaviour:

Breach of Safety

eg - throwing an object in class, knocking a student off a chair, not following safety guidelines in practical lessons...

Physical Abuse

eg - punching another student, hitting a teacher...

Verbal Abuse

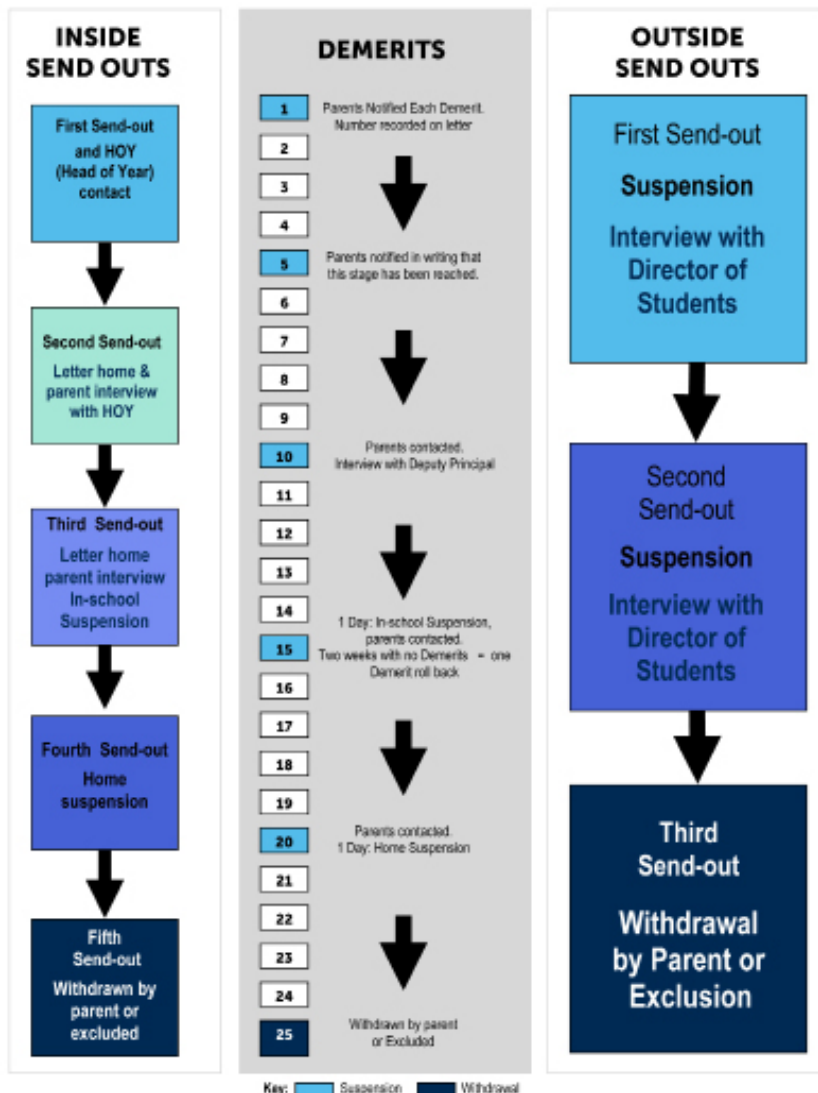
eg - swearing at another student, swearing at a teacher...

Misuse of Computers or Other Equipment

eg - changing settings of classroom or Research and Study Centre computers, accessing or attempting to access inappropriate material via the internet, attempting to access restricted areas on the College computer network, intentional misuse of equipment provided in a lesson...

5 COLLEGE POLICIES AND GUIDELINES

DISCIPLINE SYSTEM OVERVIEW



5

COLLEGE POLICIES AND GUIDELINES

5.2 Bullying Prevention Policy

Kennedy Baptist College aims to address the problem of bullying and aims to provide sound support structures for victims of bullying. All staff of the College have a duty of care to students, ensuring a safe and non-threatening environment for all students.

Definition of bullying:

A student is being bullied when he or she is exposed repeatedly over time to negative actions on the part of one or more students. Bullying is characterised by an imbalance of power.

Teasing

Some children seem to enjoy teasing. What children often don't know is when to stop.

Something that appears to be good natured and fun can turn into feeling uncomfortable for the receiver. It is at this point that the receiver needs to be able to ask for the teasing to stop. If it continues, this would be considered bullying.

Conflict

Conflict has a different dimension from bullying as it involves a disagreement where one or both party's needs are not being met but does not involve an abuse of power. If handled well, conflict is considered to be an opportunity for personal growth.

Types of Bullying

- Physical eg. hitting, punching, kicking the victim, taking or damaging the victim's property.
- Verbal eg. name calling, constant teasing, insults, racist comments, sexist comments.
- Emotional eg. excluding peers from groups, spreading rumours, stalking, interference with, or damage to personal property.
- Cyber bullying involves the use of information and communication technologies such as e-mail, mobile phone, instant messaging, and defamatory personal websites, to support the repeated, harmful and negative behaviour by an individual or group towards another individual or group.

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Common Characteristics of Bullies

- Often attention seeking
- They bully because they think they are popular and have the support of others
- They do not accept responsibility for their behaviour
- They have a need to feel in common with their peers
- They will continue to bully if the victim and observing peer group do not complain
- They show no remorse for hurting another child
- They have higher than average aggressive behaviour patterns

Common Characteristics of a Victim

Most children are approached by a bully at school. It is often the child's response that will determine if they will be bullied again. Children who are highly vulnerable often become victims.

Such children:

- Often have poor social skills and lack confidence.
- Believe that bullying is their fault and if this is the case they are unlikely to seek help.
- Are desperate to fit in.

In desperate cases, children who are repeatedly victimised see suicide as the only escape. For the majority of victims, emotional scars last a lifetime.

Prevention Policy

Purpose of Prevention Policy:

- Prepare students to manage and resolve conflict in non-aggressive and non-violent ways
- Although bullying instances are comparatively rare in the College, to further reduce the incidence of bullying in the College
- Create an opportunity for students and staff to develop the skills necessary to handle these situations with the minimum of distress
- Assist the College community to manage frustration and conflict in non-violent ways

This is done through:

- **The Behaviour Management Policy**
 - i. The policy is presented and discussed with students and parents / guardians in their entry interview
 - ii. The policy is reinforced within year groups
 - iii. The Behaviour Management Policy is clearly reinforced with

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- the students as they engage with it. This is also reinforced to parents of students who engage in bullying behaviours
- iv. Parents are contacted with concerns about student's behaviour, whether victim or bully
 - v. Reported incidents of bullying are followed up quickly and carefully
 - vi. Victims of bullying are protected, cared for and followed up (Head of Year, College Psychologist, Deputy or Director of Students)
 - vii. Bullies are tracked / monitored
 - viii. Incidents of bullying e.g. where a child's immediate physical welfare is in jeopardy are dealt with immediately

- **The College Environment**

- I. The College aims to be welcoming from the Front Office to the day-to-day classes
- II. We aim to build trust between staff and students, mutual respect and a violence-free atmosphere
- III. Positive behaviours are modelled by all members of the College community
- IV. Positive behaviours are acknowledged and rewarded e.g. House points, Commendation Letters, etc
- V. Discipline system that is fair, firm and non-violent
- VI. A sense of belonging and empowerment for all members of the College community

- **Curriculum**

- i. The curriculum allows for opportunities to:
 - Understand the nature of bullying
 - Incidental through thematic work
- ii. Understand personal safety
 - Guest speakers - all years
 - Health Education Curriculum
 - Incidental through thematic work

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COLLEGE POLICIES AND GUIDELINES

iii. Develop interpersonal communication and problem solving skills e.g. negotiation, mediation, conflict resolution and assertiveness

- Health Education Curriculum
- Cross-curricular: each subject / Learning Area can promote this via a range of activities.

iv. Develop self-confidence and self-esteem

- Cross-curricular: each subject / Learning Area can promote this via a range of activities e.g. achieving success, praise
- Whole College approach to praise & encouragement

v. Acquire the ability to understand, respect and care for others

- Cross-curricular: each subject / Learning Area can promote this via a range of activities
- Ethos

- **Code of Behaviour**

Every student and teacher has the right to:

- Learn or teach free from disruption
- Be treated courteously
- Be free from any form of discrimination including verbal or physical abuse
- Work in a clean, safe and healthy environment

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COLLEGE POLICIES AND GUIDELINES

- **Response to Bullying That Has Occurred at The College**

- i. On the report of an incidence of bullying the Head of Year / Director / Deputy /Principal will interview the victim in a safe setting away from the bully and other students.
- ii. The safety of the victim and his/her welfare is prime consideration at this stage. Where a child is distressed a staff member will remain with the child.
- iii. Any witnesses are interviewed.
- iv. The bully is interviewed and allowed to speak freely to give their view.
- v. Where bullying is evident this will be discussed with the bully and a first warning given (verbal).

The bully's parents will be contacted, including further steps in the Discipline System.

The bully is also warned regarding any revenge / having friends take revenge / further bullying of the victim.

- vi. The victim is provided with feedback and including the warning for the bully and the implications should anything further arise. Ongoing support structures are offered e.g. from staff, counsellor, psychologist. The victim's parents are contacted.

- In the case of a second instance the bully would be suspended for one day
- In the case of a third instance in a year, the bully would leave the College
- A record will be kept of all reported incidents on the relevant student's file including details of harm to the victim, personal factors of the students involved, care / action taken on behalf of the College. And / or other agencies e.g. police, any underlying causes
- Any repeated occurrences/similar instances must also be documented
- Support for victim (and witnesses where applicable) is recorded

- **Response to Bullying that has occurred off-campus**

Kennedy Baptist College reserves the right to interview students and, if appropriate, impose formal discipline strategies when any act takes place on or off-campus that causes or threatens to cause a substantial and material disruption or interference with the rights of students to be safe and secure. This includes bullying or intimidation at shopping centres, on buses, on the internet or via mobile phones. Sanctions may include demerits, suspension or exclusion from the College.

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COLLEGE POLICIES AND GUIDELINES

Cyber bullying can involve:

- sending defamatory, threatening or harassing messages, phone calls, offensive photographs or sounds;
- the purposeful spreading of inaccurate information, such as making-up and passing on rumours;
- distributing someone else's personal information, such as passing on someone's phone numbers, web-addresses; and personal details without their permission;
- sending spam, viruses or offensive web-links; and the posting of information, or photos or images without the permission of the subject of the information, photo or image

Netbox Blue

As part of our ongoing commitment to our students' safety, the College has installed Netbox Blue to manage internet-based activity and threats through the College network. Netbox Blue allows the College access to the most advanced tools available in order to improve the effectiveness of our duty-of-care commitment to internet enabled students and staff. This means peace of mind for staff and parents and protection for students.

The benefits include cyber-bullying identification and prevention; advanced controls over social media communications; advanced web-filtering; and protection on any school and student device, wherever it accesses the internet via the College network.

5.3 Complaints Procedure

This policy is available on our website:

<http://www.kennedy.wa.edu.au/view/policies/complaints-procedure>

5.4 Lower School Assessment Policy

This policy is available on Coneqt (SEQTA Engage) document folder.

5.5 Senior School Assessment Policy

This policy is available on Coneqt (SEQTA Engage) document folder.

5.6 Digital Citizenship Agreement Policy

This policy is available on Coneqt (SEQTA Engage) document folder.

5.7 Mobile Phone Policy

Students carry mobile phones at their own risk. The College does not accept responsibility for theft, loss or damage. Phones are to be switched off and out of sight between 8am and 3.15pm.

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COLLEGE POLICIES AND GUIDELINES

5.8 Attendance Policy

Classes commence at 8.15 a.m. and conclude at 3.15 p.m. Students are required to be punctual and present at all lessons. Late arrivals to the College are to sign in at Student Services.

At the commencement of each block of lessons, each student is to be organised with the appropriate texts and files for those lessons.

All requests for early departure, exemptions etc. should be in writing in advance from parents. This note is to be shown to the form teacher, the lesson teacher and then given in to Student Services when signing out. If the student is absent, the Office should be notified by telephone and later in writing. A Doctor's Certificate is to be supplied for absences of a long duration.

Absence from sport, school functions, camps etc. is regarded as absence from school and permission must be sought by a written note from parents.

Where possible, medical and dental appointments should be made out of school hours.

If a student is absent from the College without permission or leaves the College without permission the following policy applies:

1st instance – parents are informed

2nd instance – parents informed, student is suspended for one day

3rd instance – parents are informed, student is excluded from College

5.9 Plagiarism Policy

If a student has directly copied up to 4 lines from reference materials the student is reminded that this needs to be quoted with appropriate referencing – no penalty.

If a larger amount of work is copied the student is required to resubmit within one week and a 20% penalty is applied. Parents are informed by letter. If this occurs a second time in the same subject the student receives zero for that assessment and a parent interview with the Deputy Principal (Curriculum) will be requested.

This does not apply to copying from another student's work, this is considered cheating, for which a student will automatically receive zero, with an interview requested.

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COLLEGE POLICIES AND GUIDELINES

- **How to avoid plagiarism and how to do a citation (Intext Reference)**

Here are some hints that should help you:

- Highlight key words and phrases on a photocopy/printout and then put them in your own words.
- Read a passage, put it away and try to write what it meant without referring back to it.
- If a phrase or sentence is excellent then quote it and do a citation (see example below).
- If you have used someone's idea or theory you should cite it (see example below).
- Things that are considered common knowledge do not need to be cited. (Common knowledge is a fact that most people would know, eg: Mercury is the closest planet to the sun.)

5.10 International Student Policy

This policy is available on our website:

<http://www.kennedy.wa.edu.au/upload/pages/international-students/handbook-for-international-students.pdf?1453440118>



5.11 Uniform Policy

GENERAL

The uniform is to be worn with pride at all times, reflecting the values of the College.

Uniform and Presentation Standards for Students

Dress and grooming are of particular importance at all times. Parents should ensure that their children meet all of the following:

- Boys' shorts and trousers must be worn in a neat and professional manner with shirts tucked in.
- Shoes must be clean and polished.
- Clothes must be clean and ironed.
- Students who are not in correct school uniform must produce a note signed by a parent or guardian and collect a uniform pass from Student Services.
- Parents are asked to ensure that their children are properly and neatly dressed as they drop them off or as they leave home. This is regarded by the College as an expectation for families, as part of your support of the College ethos.

Uniform

No student is to write on any part of the College uniform: however, all items of clothing are to be clearly and discreetly marked with the student's name. Untidy items of clothing will need to be replaced if required by the College. Breaches of uniform rules can result in demerits, suspension, and possible exclusion from the College.

Sports/Arts uniform is to be worn for all Physical Education/Arts Department practical sessions. Students change into Sports/Arts uniform at the break prior to the session and change back at the first available break at the completion of the session. Sports uniform is not to be worn to College in the morning or home from College in the afternoon. An exception is made for those training, rehearsing or competing after school. These students may travel home in the appropriate College Sports or Arts uniform. College bathers and track suits are to be worn for lessons and competitions.

Jumper if worn, must not have sleeves pushed back and is not to be tied around the waist.

Shoes must be black, polishable leather, lace-up, school shoes with a small heel. *Note: Black sneakers are not permissible.*

College hats or caps are to be worn at recess and lunch during Terms 1 and 4. They must also be worn during Sport lessons in the sun.

Helmets must be worn by cyclists when riding to or from the College.

Scarves can be worn in colder weather but must be College issue.

Tattoos are not permitted.

Jewellery: Boys and girls are permitted to wear a wristwatch. Additionally, girls are permitted to wear one pair of plain, small, gold or silver sleepers or studs, in the lower lobe of each ear. Sleepers should be no more than 15mm in diameter with a consistent thickness that can be rotated through the ear. No coloured earrings, ones with stones or additional designs are permitted. No other jewellery or piercings, including clear spacers, are allowed.

Make-up: When students are in uniform, no make-up is to be worn. Nail polish is not permitted.

Girls hair, if shoulder length or longer, all hair must be tied up and away from the face. College issue hair accessories should be used. Hair clips if used should match hair colour. Extremes of hair colouring or hair style, including long fringes, are not permitted.

Boys hair is to be cut no shorter than a No. 2 and no longer than the top collar and should be neat in appearance. Extremes of hair colouring or hair style, including long fringes, shaven sides, dreadlocks or shaven heads are not permitted. Boys need to be clean shaven. Side burns are not to be longer than the middle of the ears.

College Bag: A College bag or back pack is compulsory for each student. Bags or bag pack should be in good condition and not spoilt by graffiti. Unsatisfactory bags will need to be replaced. Files and books are not to have graffiti on them.

All books, bags and items of clothing must be clearly labelled. Failure to do this will result in very little chance of recovery of lost or misplaced items.

Summer uniform worn in Terms 1 and 4

GIRLS' SUMMER UNIFORM

College dress is to be worn at knee length or below. Top button of dress needs to be fastened.

GENERAL

Students must wear the **College socks**. Socks must not be worn lower than the ankle. The stripes must be visible.

Shoes must be black, polishable leather, lace-up, school shoes with a small heel.

Note: Black sneakers are not permissible.

Kennedy Summer Uniform



BOYS' SUMMER UNIFORM

Students are to fasten the top button of their **College shirt**. Their shirt should be tucked in at all times.

The **College shorts** should be properly fitted so that they don't fall down. Shorts should be worn at the waist and reach above the knees. Boxer shorts and undergarments must not be visible.

Winter uniform worn in Terms 2 and 3

BOYS' WINTER UNIFORM

College ties are to be worn adjusted to the collar and not worn loosely. They must also be regulation length. The top button must be done up when the tie is worn.

The **College blazer** is to be worn at College functions, when representing the College and in public during Terms 2 and 3. Students must wear their blazer on arrival at the College and again when leaving at the end of the day. The blazer sleeves must not be rolled or pushed back.

The **College trousers** must be worn at the waist and must have a plain, black **College leather belt** with a simple buckle.

Shoes must be black, polishable leather, lace-up, school shoes with a small heel. Black sneakers are not permissible. College socks are to be worn.

Kennedy Winter Uniform



GIRLS' WINTER UNIFORM

The **College tie** must be worn with the College blouse.

The **College blazer** is to be worn at College functions, when representing the College and in public during Terms 2 and 3. Students must wear their blazer on arrival at the College and again when leaving at the end of the day. The blazer sleeves must not be rolled or pushed back.

The **College skirt** is to be worn at knee length or below and must not be rolled.

Correct **College socks** or **tights** may be worn in winter. The tights must be **black 70 denier** in thickness.

It is a good idea for your daughter to have spare pair of College tights in her school bag should the need for them arise. Otherwise a pair will be issued from Student Services and the cost added to your school fees. *Note that socks and tights must not be worn together.*

Shoes must be black, polishable leather, lace-up, school shoes with a small flat heel.

Note: Black sneakers and 'ballet flats' are not permissible.

Note: Only the Head boy & Head girl will have the additional trim on their blazer. Standard blazers are black with the College Crest on the top pocket.

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COLLEGE POLICIES AND GUIDELINES

Physical Education Uniform Information

The correct College Uniform is to be worn to all classes of Physical Education and includes the following:

- College wide brim hat or cap: Worn Term 1 and Term 4.
- College Physical Education socks, shorts and House shirt. (This will have a colour strip on the side panel to indicate House colour)
- Shoes which are a recognized running shoes, that are laced up and provide adequate support for students during running and other physical activities.
- All swimming classes students are required to wear full College swim uniform. This includes the skins for the males and the full piece for the females. Note: No bright coloured bikinis are to be worn under the female uniform.
- Hair must be tied back.
- Students change into Physical Education uniform at the break prior to the session and change back at the first available break after the completion of the session.
- The Physical Education uniform is not to be worn to College in the morning or home from school in the afternoon. An exception is made for those training or competing before or after College. These students may travel home in the appropriate College uniform.
- Students who do not comply with the College rules may be issued with a demerit.
- Note: The Health and Physical Education Learning may be loaning out uniforms and equipment to students at Kennedy Baptist College. Should any student damage or lose these items, they will be charged the full replacement cost, and this will be added to the fee statement.
- Students representing the College are expected to wear the correct Physical Education uniform for the sports they are representing and at times it may need to be purchased depending on the sport.



6 EXPECTATION OF STUDENTS

6.1 Student Behavioural Expectations

The College insists on very high standards of class effort and general behaviour at all year levels. All students are expected to comply with the College's Behaviour policy.

Our aims are:

To provide a safe and positive environment where all members of the College community are able to reach their potential free of disruption and harassment caused by others.

To develop in students a mature attitude to self discipline and personal responsibility for behaviour.

To develop courtesy towards others, and respect for the rights of others.

To develop an attitude towards study that ensures all course requirements are met to the best of the student's ability.

To develop a positive network of discussion and counselling for students and parents where difficulties exist.

A simple summary of this is that we believe that no child at Kennedy Baptist College should feel unsafe or have their learning hindered by anyone else. We will do all we can to ensure that this environment is maintained.

6.2 General Conduct

This is stated clearly in the Charter of Goodwill. All students and teachers have the right to:

- Learn or teach free from disruption.
- Be treated courteously.
- Be free from any form of discrimination including verbal and physical abuse.
- Work in a clean, safe and healthy environment.
- Have their property respected and cared for.

Chewing gum is prohibited in the College. If a student is chewing gum, he or she may be given a demerit.

Smoking, the consumption of alcohol and use of drugs (other than those prescribed for medical reasons) are not permitted during attendance at College, while in uniform or at College functions. Possession or use of these will result in suspension or exclusion from the College.

Fire Alarm- Students causing the fire alarm in the College complex to sound a false alarm will be suspended and charged with the cost incurred.

6 EXPECTATION OF STUDENTS

6.3 Courtesy

Good behavior is expected at all times. This is especially so in the manner in which students, teachers and others are treated; courtesy should be shown to all, for example:

- those who serve in the Beedawong Cafeteria, office staff, etc
- public transport drivers and officials
- other passengers in public transport.
- visitors to the College.

Students must observe reasonable directions given to them by College Leaders at College, when in uniform, travelling to and from College, and at College functions.

6.4 On College Grounds

All members of the College community should endeavour to protect the College property and keep the premises neat and tidy. Self-discipline in regard to litter is particularly important. All students are encouraged to put rubbish in the bins supplied.

Students are not permitted on the upstairs balcony during recess and lunch times, unless moving to or from a classroom.

6.5 In The Classroom

Eating and drinking is forbidden in rooms. College property is to be treated with care. Rooms are to be kept neat and tidy. At the end of each day, windows should be locked, paper or rubbish picked up, and the whiteboard cleaned. It is the responsibility of every student to help with these duties.

Students may not use whiteboards or put notices on notice boards without the permission of a teacher.

6.6 Personal Property

Students are expected to be responsible for their books, money and property at the College. Missing articles are to be reported, but the College authorities cannot take responsibility for these. Money or valuable items should never be brought to College; if this is unavoidable they should store their valuable item in their lockers or be left at Student Services for the day.

All books, bags and items of clothing must be clearly labelled. Failure to do this will result in very little chance of recovery of lost or misplaced items.

While students are responsible for looking after their own bags, books etc, pilfering or damaging other students' property is a grave offence meriting serious punishment.

7 BEYOND THE CLASSROOM

7.1 Physical Education

Physical Education is an integral part of every student's experience, participating in the program two periods a week. Students are involved in Kennedy's annual Intra-school Swimming, Athletics and Cross-Country Carnivals as well as Inter-school Carnivals. A variety of sporting opportunities and team sports are available to students both during and out of school hours, including: Rugby, Touch Rugby, Tennis, Badminton, Soccer, Volleyball, AFL, Netball, Softball, Handball, Basketball and Cricket.

Sport Electives for Years 8, 9 and 10 include: Surfing, Outdoor Recreation, Physical Fitness, Specialist Football, Specialist Rugby, Specialist Cricket, Specialist Basketball, Specialist Volleyball, Sports and Fitness and Recreational Sport.

7.2 Associated and Catholic Colleges (ACC) Sport

As a member of the Associated and Catholic Colleges (ACC) Junior and Senior Inter-school Sports Competition, students compete in a variety of sports offering fitness, fun, friendship and competitive spirit.

Senior School students compete in the ACC Inter-school sports one period a week, whilst Lower school students compete one afternoon a week out of school hours. This program provides great opportunities for students to be involved in sport at a higher level.

- Year 7-9 compete on Wednesday afternoon from 4pm-5pm
- Year 11 & 12 compete on Tuesday afternoon from 1.30pm-3.00pm

7.3 Specialised Sports Programs

In addition to the ACC Inter-school programs, Kennedy has Basketball and Cricket Specialist programs. Students involved in Basketball work with professional coaches, whilst the Cricket program has been formulated in conjunction with the Western Australian Cricket Association.

7

BEYOND THE CLASSROOM

7.4 Co-curricular Activities

Participating in Co-curricular activities in a fun atmosphere, builds students' confidence, self-esteem, teamwork, friendships and competitive spirit – essential skills for students as they progress into adulthood, further study and the workforce. Kennedy offers a wide range of Co-curricular activities, including: Inter-school sport, Dance, Drama, Ensembles, Photography, the Schools Mock Trial Competition, Book Club, Acrogym and Music.

7.5 Camps and Study Tours

Students enjoy a camp in Years 7, 9 and 11. Study tours operate across all Learning Areas for students in Years 8 to 11*. These include:

- Year 8 and 9 Canberra/Sydney Tour
- Year 10 Ski Trip
- Year 11 Transform Cambodia Trip
- Leisure/ Recreational Tour
- Language Tours

* Tours are optional

ADMINISTRATIVE PROCEDURES

8.1 Day Structure

The Kennedy Baptist College day is divided into seven periods, with the addition of a form/administration period at the commencement of the day.

8:10	Warning Bell
8:15	Form
8:30	Period 1
9:20	Period 2
10:10	Period 3
.....	
11:00	Recess
.....	
11:20	Warning Bell
.....	
11:25	Period 4
.....	
12:15	Period 5
.....	
1:00	Lunch
.....	
1:35	Warning Bell
.....	
1:40	Period 6
2:25	Period 7
3:15	End of Day

8.2 Term Dates

You may refer to our College website for Term Dates or for any other important dates at :

<http://www.kennedy.wa.edu.au/view/general-info/2016-term-dates-20151127013609>

8.3 Visitors to the College

All visitors to the College, including past students, are required to report to the Main Administration Office to obtain a visitor's badge, before proceeding to meet with teachers or students. For security reasons, students may not converse with outsiders in the car park area. We look forward to your cooperation concerning this matter.

8.4 Absent from College

Due to sickness:

Parents are asked to notify the College before 9.00am on the morning of absence by email: absent@kennedy.wa.edu.au, or by ringing 61880698 stating your student's full name and Form (if known). Parents will be contacted by SMS if a child is absent and the College has not been notified.

Due to other reasons:

For planned leave, parents are asked to notify the Principal at least 7 days prior to the leave by obtaining a Leave of Absence form from Student Services or parent's SEQTA Engage.

ADMINISTRATIVE PROCEDURES

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8.5 Compulsory Attendance

From time to time College functions are held out of regular College hours, at which attendance is compulsory for students regardless of other commitments such as part-time employment and sporting events. Compulsory College functions include:

- College Sunday
- Inter House Swimming
- Inter House Athletics
- Prizegiving Nights
- Year 7, 9 & 11 Camps

Please refer to the calendar on our website for the dates.

Students who are absent on these occasions due to illness are expected to obtain a Medical Certificate. Students should not seek exemptions for reasons other than medical or family emergencies.

8.6 Late for Class

The College day starts at 8.15am and finishes at 3.15pm. Students should arrive by 8.10 for 8.15am Form start. Students arriving late must report to Student Services and present a note with an explanation for their lateness. Students are reminded that punctuality is expected at all times including co-curricular and extra-curricular commitments. Late arrivals will be recorded and can result in a demerit.

8.7 Leaving Early

Students are only permitted to leave the College grounds during the day if they are signed out by a parent, have a note signed or email from parent giving a valid reason. Students must sign out at Student Services.

8.8 Illness at the College

Parents should not send sick children to the College. Those who become ill during the school day must initially report to the Sick Bay, which is located in Student Support Services. From there, students will either return to class or a parent or listed emergency contact person will be notified. Your child should be collected as soon as possible after you have been contacted by the College. Under no circumstances is a student to contact home and arrange to be collected without the prior permission of a member of the College Administration.

8 ADMINISTRATIVE PROCEDURES

8.9 Medications at the College

The College is very conscious of its responsibilities when a student requires medication. In accordance with legal and safety requirements students are not permitted to keep medication on their person or to administer any medication to other students. Parents/caregivers must undertake the following in relation to the administration of medication and/or management of health conditions:

- Notify the College in writing of a health condition requiring medication during the day.
- 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 of adverse reactions.
- Provide the medication in the original labelled container clearly stating the student's name, name of medication, dose and time to be administered. It is also necessary to complete the College Medication Information form (located in Coneqt/ SEQTA Engage). The medication and form must be handed to the nominated staff member.
- Ensure the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken.
- Notify the College in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- Advise the College in writing and collect the medication when it is no longer required during the day

Asthma medication

The College has a policy regarding asthma medication eg inhalers. Parents are required to complete the Medication Request form. Students are permitted to carry an inhaler and administer it themselves when required. A spare inhaler can be stored in the Sick Bay providing it has a pharmacist label clearly stating the student's name.

Anaphylactic/allergy medications

Parents are required to provide documentation from their doctor (ASCIA form) as well as medication clearly labelled by a pharmacist.

Antihistamine

The College only provides paracetamol so if your child needs antihistamine please supply the medication from home.

ADMINISTRATIVE PROCEDURES

Medical alert sheets

These are generated for students who may require medication for severe or life threatening allergies.

Prescription medications and/or medications to be dispensed during excursions or camps.

Medication must be provided in the original container with a pharmacist dispensing label attached. All medications, together with a signed Medication Information form should be provided to the staff in the Sick Bay two days prior to the excursion or camp departing. Staff will record and supervise students while they self-administer their medication. Medications that reach the expiration date can be collected by parents, alternatively, at the end of term all medications passing the expired date will be discarded. If you have any queries regarding medications or procedures, please contact the Director of Students by telephoning 9314 7722

8.10 Student Accident Protection

Please refer to Fees and Charges under INSURANCE

8.11 Student Hospitalisation

If a student requires transport to hospital because of illness or injury, by either private vehicle or ambulance, the College will endeavour to have a staff member accompany that child to hospital and remain with them, until a parent or guardian arrives. It is our reasonable expectation that parents would attempt to relieve that staff member as soon as possible.

Any charge due to ambulance transportation or medical attention is the responsibility of the family.

8.12 Lost Property

All lost property is kept at Student Services. Named items are returned to students and unnamed items at the end of each semester are donated to second hand uniform sales or a local charity.

8.13 Student Details (Change of information)

It is vitally important—should you change your residential, postal or email addresses, place of employment, and/or telephone numbers—to advise the College Administration in writing as soon as these changes apply. You may do this by email (registrar@kennedy.wa.edu.au), letter, fax or via our website.

8 ADMINISTRATIVE PROCEDURES

8.14 Withdrawal of Enrolment

If you wish to withdraw enrolment, you should indicate this in writing to the Registrar by email (registrar@kennedy.wa.edu.au) letter or fax. Where notice is given fewer than 10 school Term weeks prior to the date of withdrawal, the child's parents/guardians will be liable for the payment of one full Term's fees in lieu as per the original Enrolment Contract agreement.

If you are thinking of withdrawing your child (eg they are applying for an apprenticeship or TAFE) and will not know for sure until a later date, please INFORM THE COLLEGE in writing to the Registrar by email (registrar@kennedy.wa.edu.au) letter or fax of the possibility of withdrawal 10 school weeks/ a school term prior to the expected withdrawal date. Your child will not be disadvantaged in any way and you will not be liable for a Term's fees in lieu.

Please note:

- Withdrawal or potential withdrawal must be given in writing. Verbal notification will not suffice.
- All college resources must be returned to the College prior to the withdrawing student's last day of attendance at Kennedy.
- Potential withdrawal notification is only valid for the one school term specified.

8.15 Student Reports and Replacement Reports

Throughout the year reports will be sent home indicating the results achieved during the course of study. These reports are printed with the student's correct legal name and contain important information (especially in the case of students in Years 10 – 12) that is often required after the students have left school and are seeking further education or career options. Please file these securely. A fee is required for replacement.

8.16 Emergency Evacuation Plan

In case of an emergency, the alarm siren will sound continuously throughout the College.

On hearing the alarm, the teacher will instruct students to stand and walk from the classroom to a designated evacuation area until further notice. The designated evacuation area will be the Murdoch University oval unless another location is nominated.

Students are to sit in Form classes where a roll check will be carried out. Students are to report to the areas shown on the diagram.

Students are to remain in the designated evacuation area until permission to return to the College is given by the Principal or member of the College Executive team.

8 ADMINISTRATIVE PROCEDURES

8.17 Lockdown Plan

In the case of a lockdown the baseball/ball game theme will sound.

Lockdown requires students to remain in classrooms until given the all clear. Students outside classrooms must make their way to the nearest classrooms.

FIRE AND EMERGENCY EVACUATION PLAN

Murdoch University Oval Area
(EMERGENCY MUSTER POINT)



Evacuation Procedure

- 1** When alarm sounds, leave immediately by the nearest exit.
- 2** Proceed in an orderly manner to assembly point.
- 3** Remain at assembly point until all-clear is given.





COMMUNICATIONS BETWEEN THE COLLEGE & HOME

9.1 Reports

Student reports are issued three times during the school year. The first report is an Interim report and is prepared after 6 weeks of Term 1. This is to give an indication of student progress at an early stage in the year.

The second report follows the first set of examinations. This can come at different times for Senior and Lower school, but is the Semester 1 Report.

The third report is prepared after the second set of examinations and generally reports on the whole year's work. For Year 12 students this occurs following the exams early in Term 4. Other reports are prepared for the end of Term 4.

Semester reports are posted to parents and archived on SEQTA, making them available via ConeqtP/ConeqtS. Interim reports are available via ConeqtP/ ConeqtS (Seqta Engage/Learn).

9.2 Parent/Teacher Interviews

Years 10-12 is held in Week 8 of Term 1 from 2pm until 7pm and Years 7-9 Week 2 of Term 2 same timing over 3 evenings.

9.3 Personal Appointments

Parents are encouraged to make their own appointments to see their child's Head of Year, subject or Form teachers at any mutually convenient time throughout the year. Parents can make an appointment to see the teacher after being re-directed through Reception.

9.4 Newsletters

College Newsletters are published fortnightly on Thursdays. The newsletter will be emailed to all parents and posted on the College website. We consider it to be an important and vital means of communication with our College community. Families are encouraged to refer to the newsletter as it is the College's regular, official means of communicating with our families.

We accept notices from parents and advertisements from local companies and businesses for a small fee and reserve the right to accept the application for advertisement to be placed in the Newsletter or Noticeboard.

Parents or teachers wanting to include items in the Newsletter must submit a digital copy of the item to the College office by 4.00pm, Tuesday, a week before the Newsletter is published. Email: news@kennedy.wa.edu.au.

9.5 Kennedy News/SEQTA (Coneqt)

From time to time, the College will send out important updates or notices through emails or SEQTA Engage.

9.6 Kennedy App

Download and register our app and keep up to date with all College activities, events and news, newsletters, school documents and push notification alerts direct from the College. You can also contact the College directly through the app, with the absentee and contact forms.

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COMMUNICATIONS BETWEEN THE COLLEGE & HOME

9.7 Correspondence

All notes and letters sent home must be shown to parents. Where a signature, comments or response is required, students must ensure they are returned to the appropriate person.

9.8 Telephone, Text Message or Email

The College will use phone, text messages or emails to make contact with parents when necessary. A text message will be sent if we are unsure of your child's whereabouts, ie he/she is not in school and we have had no prior notification of this absence.

Students who become unwell during the school day are not permitted to contact parents directly. Students will be assessed by First Aid staff and parents will be contacted if appropriate.

9.9 Student Diary

Students should:

- take this diary to all classes.
- use it to record set homework, forthcoming tests etc.

9.10 SEQTA (ConeqtP & ConeqtS)

Educational research shows that parental involvement and encouragement play a significant role in a student's success in school. For parents to be actively involved they need up to date information on their child's schooling. Coneqt is a web portal, allowing parents and students to log on to the College's Learning Management System (SEQTA), at any time and on any device. ConeqtP/ConeqtS (Seqta Engage/Learn) allow parents and students access to the College's Learning Management System, giving information concerning academic results, lesson outlines, College notices, reports and other College documents.

ConeqtP and ConeqtS are accessible via the College website home screen.



Alternatively you can access the sites directly using the addresses;

<https://parent.kennedy.wa.edu.au> or

<https://student.kennedy.wa.edu.au>.

9.11 Yearbook

The yearbook is issued at the end of every year and gives an overall account of the College's activities for the year. Each family receives a copy.

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FEES & CHARGES

10.1 Fees & Charges - Local Student

A copy of the 2016 Fees and Charges is available on our website.



10.2 Fees & Charges - International Student

A copy of the 2016 Fees and Charges is available on our website.



11 FACILITIES

11.1 Auditorium

The Auditorium was originally built in 1999, and it seats 1,200 people and it is available for hire depending on availability.

The Lower Foyer was upgraded in 2013 when the College added a Year 12 Common Area where senior students can gather to eat, socialize or study. It provides a kitchen area with tables and seating, making it suitable for hosting of events.

11.2 Research and Study Centre

Kennedy's Research and Study Centre offers our students an extensive number of resources and books available in a friendly and easily accessible environment. The Centre actively promotes reading and research programs across the College. A Study Skills and Strategies Program is offered to small groups, individuals and to Years 7 and 11 classes.

Bookclub

Term 2, 3 & 4 every Wednesday after school.

The Research and Study Centre aims to be a friendly and encouraging environment and is open all day, every day from 7.45am to 4.15pm except on Friday when it is closed for recess. There are various flexible areas in the Research and Study Centre. Some of these area may be for quiet activities and students are asked to respect this.

The Centre is extensively used by classes – both for research and reading. There are a huge number of resources in the expanding collection including online databases, non fiction books, DVDs, magazines and fiction books (multiple copies of popular titles are included). We have a e-platform where students can download e-books. Teacher Librarians welcome suggestions for new resources which will be included where possible.

Before and after school and during recess and lunch, students are able to be involved in a variety of activities from studying, research, reading, playing chess and other games, although the main focus during these times is reading and study. Students and teachers can set up study groups that meet in the library. Teacher Librarians are available to help both generally and specifically with reading recommendations; research; study skills and learning strategies. Students can make an individual appointment with a Teacher Librarian to help them with study and organisation techniques or may be referred by teachers and Heads of Year. Once a week after school there are study skills tutoring in the Centre.



11 FACILITIES

11.3 Beedawong Cafeteria

Our new Cafeteria is open for breakfast at 7.45am, recess at 11.00am and lunch at 1.00pm. All lunch orders are to be ordered online and no orders will be taken after 9.00am. The menu will change from time to time.

Visit website for more info.

11.4 Uniform Shop

The Uniform Shop is located at the rear of the College, close to the Murdoch University ovals.

Uniform shop Coordinator , Mrs Kerry James is responsible for:

- Uniform fittings and purchases
- General uniform enquiries: 9314 7722

Please refer to our website for Uniform Shop opening hours.

11.5 Sustainable School Shop

Second-hand Textbook/Uniform Trading

The College is conscious of the need to provide an efficient process for families to be able to recycle their textbooks and other student resources and the College has been delighted with the outcomes from using the Sustainable School Shop for second-hand textbook trading last year and we are continuing to promote and use this helpful service.

The service provides access to second-hand textbooks, calculators, stationery, musical equipment, etc all year round. Parents can even trade with other parents from different schools and sell items no longer in use at our College or other previously attended schools.

Visit the website at :

<http://www.sustainableeschoolshop.com.au/>

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OTHER INFORMATION

12.1 Travel

Buses & Trains Transperth

Students using public transport are required to behave in a dignified and courteous manner.

Failure to comply with the above may result in Transperth banning the student from bus or train travel.

Via Direct Bus Routes

Transperth buses service Kennedy Baptist College from Murdoch & Cockburn Central Train Stations and Spearwood. Information about the bus/train service is found on <http://www.transperth.wa.gov.au>

The following 512 & 514 services will operate via the College.

MORNING SERVICES:

From Murdoch Station

- Route 512 departs Stand 2 at 7.54am
- Route 514 departs Stand 11 at 7.58am and 7.59am

From Cockburn Central Station

- Route 514 departs Stand 9 at 7.44am

From Spearwood

- Route 512 departs Spearwood Av after Hamilton Road at 7.34am

AFTERNOON SERVICES:

Services deviate into the College.

To Murdoch Station

- Route 512 departs Kennedy at approximately 3.24pm
- Route 514 departs Kennedy at approximately 3.25pm (two buses) and 3.29pm (one bus)

To Cockburn Central Station

- Route 514 departs Kennedy at approximately 3.18pm and 3.26pm

To Spearwood

- Route 512 departs Kennedy at approximately 3.26pm

For further information, please pick up Timetable 116 and Timetable 37.

Via Other Bus Routes

(Discovery Way - Bus stop number: 26787 or 26628)

As there are frequent buses to Murdoch University via Discovery Way and the closest bus stop to Kennedy would be BUS STOP 26787 or 26628. It is approximately a 5 minute walk to the College via the access pathway.

*Please always check bus times using the Transperth Mobile website or use Transperth Journey Planner to plan the best route to the College.

<http://www.transperth.wa.gov.au/Journey-Planner>

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OTHER INFORMATION

Bicycles

All bike riders are required by law to wear a helmet. Bikes must be left secured at the rear of the College, with a strong padlock, although the College takes no responsibility for their safety.

Carpool

For families who are interested in car pooling, we are happy to put a request in the newsletter on your behalf. Please contact Ms Linda Ang our Public Relations Officer or email: news@kennedy.wa.edu.au for its inclusion.

Before and after school pick up traffic congestion.

The pick-up and drop off areas do become very congested in the morning and afternoon and this may cause frustration for many parents. The situation would be eased a little if parents were able to come a few minutes later to pick-up their child. Traffic seems to flow more easily after about 3.30pm and students are supervised by staff while waiting to be picked up. Parents are also reminded that cars may not park in the pick-up zone for any reason. If you need to leave your car, please be considerate of others and park. A little courtesy and consideration makes the process stress free for everyone.

Do note: Do not park in the Drop-off zone. Cars queuing for a spot creates a gridlock preventing buses from entering the College.

12.2 Smartrider Concession Cards

A new student Smartrider card will be issued to students when starting at the College.

Information on Student Smartrider Cards and how to use them (including value adding) can be found on the Transperth Website: www.transperth.wa.gov.au.

The first Smartrider card is free through the College on enrolment. Replacement Smartrider cards may be ordered through the College Student Services. Please bring a note accompanied with \$5.00.

12.3 Student School Parking

Due to space constriction parking is no longer available for any student vehicles.

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OTHER INFORMATION

12.4 Sun Smart

Kennedy Baptist College actively encourages the wearing of sunscreen, approved hats and sunglasses. We also modify our programs when appropriate to avoid sun exposure.

For activities outside in Terms 1 and 4, it is a requirement to wear a hat.

We appreciate it if parents coming on campus for lengthy periods would wear sunscreen and a wide brimmed hat to support our policy.

12.5 Parent Involvement

We greatly value the assistance of all our parents and volunteers. When arriving on campus all volunteers must sign in at Reception. Parents are welcome to help in the Cafeteria, Library and Uniform Shop. Parents are welcome to all major sporting carnivals and are often invited to special events such as assemblies, College Sunday, Performing Arts performances, Prize Giving Ceremony, concerts, etc.

Details are sent home prior to the event.

12.6 Parents and Friends Association

The P&F is an association of parents, friends, staff and interested community members who want to assist the College in a variety of ways.

The major role of this Association is to build community in the College amongst parents and fundraise for the College. If you have any questions please contact P&F Secretary at pandfkennedybaptistcollege@gmail.com