Student Information Guide
Middle and Senior School
Welcome message from Headmaster

As Headmaster of Brisbane Boys' College I have the good fortune to be present at so many events in the life of our College and I never cease to be amazed by the astonishing talent of our boys.

In every endeavour at BBC the boys are encouraged and challenged to achieve excellence, to fulfil their potential and make the most of their God-given talents. Talent by itself is not enough, however, to achieve excellence – it must be accompanied by extraordinary dedication if success is to be assured.

This is the area where so many of our boys shine; they really understand the importance of total commitment to achieve personal excellence. It comes as little surprise therefore, that in the course of their time at the College, so many boys achieve and then surpass their personal bests on many occasions. Our boys embrace the opportunities that are provided for them to work in this wonderful school under the guidance of so many inspirational men and women – and they excel.

The College is proud also to have a history of enrolling international students and of the contribution to College life made by these young men and their breadth of achievement during their time at BBC. Lifelong friendships are forged and for alumni of the College you will always be welcomed back to your old school and to join the ranks of many thousands of Old Collegians who have passed through The Portal.

Graeme McDonald
HEADMASTER
Mission Statement
Within the context of a caring College community, each student will be nurtured and educated to develop his
God-given talents to the best of his ability through a balanced involvement in the Academic, Spiritual, Sporting
and Cultural life of the College.

Guiding Philosophy
BBC’s guiding philosophy is ‘All about the boy’.

Our location
Located four kilometres from the city
centre in the inner western suburbs of
Brisbane, the school is nestled on the
hillside in Toowong. Its idyllic location and
extensive grounds are complemented by
its appropriately landscaped gardens.

From this central location, students have
easy access to transport with bus stops and
a railway station five minutes walk away.

About this guide
The following information provides Students with a guide to a range of policies, procedures and strategies that will help them
maximise their educational and personal opportunities at Brisbane Boys’ College.

Each year, boys are provided with a Student Record Book in the form of a diary. Together with the information found in this Student
Information Guide, it will provide the means for the student, parents and staff to monitor the student’s progress throughout the
year. Used effectively, it enables our boys to organise their activities, both academic and co-curricular, so that they may use their
time to full advantage.

Important phone numbers
Switchboard  (07) 3309 3500  Tuckshop  (07) 3309 3537
BBC Information Line  (07) 3309 3636  Boarders  (07) 3309 3555
Junior School Office  (07) 3309 3595  Junior School Fax  (07) 3371 9311
Health Centre  (07) 3309 3535  Website  www.bbc.qld.edu.au
General Information

Daily Timetable
8.15am  Students arrive at lockers and prepare for the day.
8.20am  Warning bell to commence school
8.25am  House Tutor Group
8.40am  Period 1
9.25am  Period 2
10.10am Recess
10.30am Warning bell to recommence school
10.35am Period 3
11.20am Period 4
12.05pm Period 5
12.50pm Lunch
1.25pm  Warning bell to recommence school
1.30pm  Period 6
2.15pm  Period 7
3.00pm  End of Lessons

On Tuesday, Period 5 will be a House Session and at times, a chapel service for a rostered group. Assembly for Years 7, 8, 9 is Period 3 on Wednesday; for Years 10, 11, 12 Period 5 on that day.

Students not involved in co-curricular activities or tuition are to collect their bags and belongings from their lockers at the end of the day and leave the College. Students are not to remain on school grounds unless they are involved in a supervised activity.

Exit Certificates
The finishing date for Year 12 is 18 November 2016.

It is a Queensland Studies Authority condition for the award of the Queensland Certificate of Education that students attend school up to and including this date.

Policies
All policies including the IT, Tablet PC and Academic policies in addition to the Common Curriculum Elements can be accessed via the Student Portal by clicking on ‘Documents’ in the left hand navigation panel.
Library

The Birtles Library is the academic and information hub of BBC. It contains over 45,000 physical resources and facilitates access to a wide range of digital resources. The Library is therefore a valuable asset for you as a student of the College, and the Library staff are here to help you make the most of these wonderful facilities.

Opening Hours
The Library is open 7.30am-4.30pm from Monday to Friday. Students are able to access Library facilities before school, at lunch and after school. Please note that the Library is closed to students at morning tea.

Borrowing
In general, students are allowed to borrow a total of 6 fiction, non-fiction, magazine or dvd items at a time. However, they can negotiate with the Head of Information Services if more are required for a specific purpose. Students with loans which are overdue by more than a few days will not be allowed to borrow until the overdue loans are returned.

- Fiction = 2 week loan
- Non-Fiction = 1 week loan
- Magazines = 1 week loan
- DVDs = 1 week loan

Student photocopier/printer/scanner
The Library has a multi-function device (MFD) available for students for printing and photocopying, as well as for scanning to the student’s email account (there is also an identical machine at the top of the stairs, outside the IT HelpDesk). Colour is an easy option. Students have been given some credit on their account, which can be topped up later in the year if necessary. The Library machine also does not need a student card, but the one outside the IT HelpDesk does.

Newspapers and magazines
The Courier Mail and The Australian are delivered every day for student use, and there is an excellent collection of recreational and curriculum-related magazines for students to read.

Student Curriculum Support
The teacher-librarians have placed valuable support documents on LibGuides, the Library’s content management system, which has been designed to help students with their learning. It is available through the Student Portal. Assistance includes:

- Subscription Databases, with quality information available
- Access to our eBook collections, both fiction and non-fiction
- Pathfinders (research guides for assignments)
- Learning units (step-by-step lessons on particular topics)
- How to write in different genres (eg reports, diaries, feature articles, short stories, electronic brochures, including deconstructions of various examples of a genre)

You should check in LibGuides under your year level and subject whenever you are given a research-based assignment.

Databases
The Library has an excellent collection of full-text databases, located in LibGuides under Research Help > Databases. We strongly recommend that all students make use of these databases, which range from Encyclopedia Britannica to the Australia New Zealand Reference Centre for magazine and newspaper articles, to Access Science for senior science encyclopedia articles, and to specifically Australian journal articles in Australian Public Affairs – Full Text, as well as many more.

Searching on the Web
Also on the LibGuides page under Research Help > Best Search Engines, you will find access to all the major web search tools, which should be your starting point for research – there are many more search options other than Google and Wikipedia!

Oliver Library Catalogue
BBC uses the Oliver library system, which can be accessed through the Student Portal and LibGuides. This is the best way to find what you want in our large collection of fiction, non-fiction (in print and digital formats), digital documents and dvds. You can also find over 10,000 educational websites catalogued here as well.

VideoNet
This is the Library’s digital video delivery system. Teachers access VideoNet to show commercial programs and those taped off-air to students in class, and students can also find their own programs and download them to their hard drives while they are on campus.

Referencing and bibliographies
You should have purchased the booklet A guide to referencing and bibliographies from the bookshop, as it is a compulsory text for Science and SOSE. This explains in great detail everything you need to know about how to successfully write Harvard citations for your assignments,
which is an important part of the academic process. This booklet is backed up by the citation-maker program CiteAce, which is on all student tablets under Programs. This is probably the most-used program for students – you will find it very helpful!

Recreational reading
A quality fiction collection is provided for both the Middle and Senior School students, with the Middle School enjoying a strong library-based Wide Reading Program, which is embedded in the 7-9 English curriculum. Students participate through weekly library lessons from Year 7 until the end of Year 9. Every student in Year 7 receives a Reading Profile, a copy of which is kept by the teacher-librarian so that each boy’s reading interest areas can accompany him through Middle School. Different activities are undertaken each term to broaden and encourage reading habits, and author visits are a regular and popular feature of the library program. Students are strongly encouraged to borrow recreational reading, (which includes a large number of magazines such as Australian PC, Rugby League Week, TopGear, Inside Sport, Empire and many others) as it is well recognised that free voluntary reading has an enormous positive impact on literacy levels.

Middle School Literacy Space
Some lessons and units of work relating to the Wide Reading Program will also be conducted on a regular basis in the Middle School Precinct in the Literacy Space area. Opening hours will be circulated as the year progresses.

Digital library collection
BBC students now have access to eBooks and audiobooks (both fiction and non-fiction) through several e-platforms, including the Overdrive collection, Wheeler’s eBooks, Gale Cengage Virtual Library and Warners eBooks. These digital resources are available both through LibGuides > Books and Reading > eBooks, or through conducting a search in the library catalogue Oliver. Students can choose from an ever-growing collection of eBooks or audiobooks, and download them straight onto their tablets or onto portable devices such as eReaders and smart phones.

Guidelines for Library use
In order to ensure that the Library functions effectively and allows equitable student access to the best resources and facilities we can offer, the following guidelines are a condition of use of the Library:

- The Library is a quiet area of the school, used for class lessons, reading, browsing, research, homework, study or tablet use, and we ask you to please respect the rights of others to use this space for these purposes. Unfortunately, if you disrupt others, or your language or behaviour is not acceptable, you may be asked to leave.
- During class time, all students (except Year 12) should wait outside the main doors upstairs until their teacher arrives to escort them into the Library space (including the Lecture Theatre) which has been booked for them.
- Students visiting the Library during class time but without their teacher need to report first to the staff member on duty at the desk. They should have a note from their teacher in their Student Diary, and must show it to staff before they have permission to enter.
- Please leave food and drink outside the Library (water bottles are permitted).
- Please sit on a seat, not the floor.
- Games (including cards and chess) are not allowed in the Library.
- Tablet use in the Library is restricted to educational use only, so games are not permitted. Please note that the only powerpoints available for students are along the windows on Level 2, or in one row of study carrels on Level 1.
- Level 1 of the Library is for silent work only, for those engaged in individual work. Please respect their rights.
- Level 3 of the Library is reserved for those reading fiction or magazines, or eBooks - not for schoolwork.
Other GPS Schools

Address and Telephone Numbers for Sports Information
The draw for sports fixtures is published on notice boards and on MyBBC under the ‘Sports Information’ section.

Anglican Church Grammar School
Oaklands Parade, EAST BRISBANE. Q. 4169.
Phone: (07) 3896 2294
School: UBD Map 24 A-12

Brisbane Grammar School
Gregory Terrace, BRISBANE. Q. 4000.
Phone: 0416 278 256
School: UBD Map 1 K-5
Grounds: UBD Map 121 C-19

Brisbane State High School
Vulture Street, SOUTH BRISBANE. Q. 4101.
Phone: (07) 3406 2234
School: UBD Map 3 N-20
Grounds: UBD Map 161 M-19

Ipswich Grammar School
Darling Street, IPSWICH. Q. 4305.
Phone: (07) 3280 1342
School: UBD Map 213 B-14
Grounds: UBD Map 212 K-9

St. Joseph’s College (Gregory Terrace)
283 Gregory Terrace, BRISBANE. Q. 4000.
Phone: (07) 3848 7663
School: UBD Map 2 F-1
Grounds: UBD Map 179 A-17

St. Joseph’s College (Nudgee College)
Sandgate Road, BOONDALL. Q. 4034.
Post Office, Box 130, NUNDAH. Q. 4012.
Phone: (07) 3865 0431
School: UBD Map 120 N-2

Toowoomba Grammar School
Margaret Street, TOOWOOMBA. Q. 4350.
Phone: (07) 4687 2587
Street Directions: At the top of the mountain range, turn right, then take the first left into Margaret St, and follow this 1km to the school grounds on the left.

The Southport School
Winchester Street, SOUTHPORT. Q. 4215.
Phone: (07) 5571 9147
School: UBD Gold Coast Map 29 G-20
BBC Codes of Behaviour for Co-curricular activities

Parents
• encourage the processes for success – goal setting, play within the rules, honest effort, skilled performance, tactical awareness and team loyalty
• be a model of good behaviour for your son
• be courteous and positive in your communication with players, officials, and administrators
• support your son’s coach / tutor / manager – he or she is involved in order to help your son
• respect the team selection process – it is administered objectively and sincerely

Spectators
• demonstrate appropriate behaviour – remember, the players participate for their enjoyment
• respect the officials’ decisions and let them conduct the event without interference
• applaud good performances and efforts from all participants respect all players, officials and supporters
• BBC students are to wear their school uniform correctly and without addition or their full school tracksuit

Coaches and Tutors
• encourage the processes for success – goal setting, play within the rules, honest effort, skilled performance, tactical awareness and team loyalty
• be a model of good behaviour for your boys
• be courteous and positive in all your communications
• administer the team selection process objectively and sincerely

Players
• Obey your coach, manager and director/ MIC and conduct yourself well at all times
• play by the rules
• play positively, fairly and in the intended spirit of the activity
• accept the officials’ decisions
• control your emotions
• play to enjoy your involvement and the company of others
• no verbal or equipment abuse or provocation of others
• respect others
• treat all players and property as you would like to be treated
• take notice of the opinion of your coach / manager / tutor
• be properly attired
• wear the correct uniform and wear it properly
• keep your clothes and equipment clean and tidy
• remain committed
• having committed to an activity, remain committed to it for the duration of its season

Officials
• administer the activity in accordance with the rules of participation and without bias
• communicate clearly with the participants so that they understand your decisions
• respect the participants and their supporters

A student breach of this Code will be subject to the College’s Behaviour Management process.
House Contacts

**Birtles**
Headmaster 1956-1973
Colours: Azure Blue, White, Gold.
Housemaster: Mr L Coleman
Middle School Housemaster: Mrs B Barrie

**Campbell**
Secretary of the PMSA in the late 1940s
Colours: Yellow, Black, White
Housemaster: Mr A E Cheel
Middle School Housemaster: Mr M Wallace

**Flynn**
Founder of the Presbyterian Australian Inland Mission and the Flying Doctor Service
Colours: Blue, Red
Housemaster: Mr P Wilson
Middle School Housemaster: Ms E Morgan

**Hamilton**
Headmaster 1931-1946
Colours: Royal Blue, Black, White
Housemaster: Mr A J Stewart
Middle School Housemaster: Mr N Barkley

**Knox**
Founder of the Presbyterian Church
Colours: Red, White, Black
Housemaster: Mr P MacDonald
Middle School Housemaster: Mr R R Whitelaw

**McKenzie**
Headmaster 1947-1955
Colours: Orange, Black
Housemaster: Mrs C Luxford
Middle School Housemaster: Mr M Atkinson

**Rudd**
Founding Headmaster 1902-1930
Colours: Gold, Black, Green
Middle School Housemaster: Mr T Harris

**Wesley**
Founder of the Methodist Church
Colours: Light Blue, Dark Blue
Housemaster: Mr P R Setch
Middle School Housemaster: Ms R Gilroy

**Wheller**
Long-serving Minister of Albert St Methodist Church
Colours: Maroon, Black, White
Housemaster: Mr S Barr
Middle School Housemaster: Mr R Kearney
1. **Schoolwork**
   Every student’s prime responsibility is to his own academic progress. He must be studious, make a co-operative and positive contribution to lessons, be punctual to class and be thoroughly prepared for each class. Disruptive behaviour which prevents the normal progress of other students and him, and which flouts the authority of a teacher, will not be tolerated.

2. **Spiritual Development**
   Every student is expected to participate actively in the College religious program and attend regular chapel services.

3. **Co-curricular Program**
   Every student is expected to fully participate in the College co-curricular program which develops important life and career skills. A further expectation is for students to be involved in one summer and one winter sport each year.

4. **Pastoral Care Program**
   Pastoral Care in the College is the sum of planned opportunities, across the whole curriculum, which encourages students to develop personally and socially. Every student will be a member of a House Group, and will give loyalty to the House, as well as receive guidance and support from the Housemaster, tutors, student leaders and House colleagues.

5. **Assembly Demeanour**
   Every student will attend one assembly each week and display respectful, polite, formal behaviour and appreciate the opportunity to worship as a group, to learn of the culture and tradition of BBC, to celebrate the successes of Collegians, and to hear the Headmaster and Executive address the College on important school and life issues.

6. **Travelling to and from the College**
   The good name of the College is brought into disrepute by boys who display unruly or inconsiderate behaviour on public transport, or in the community. Collegians will bring honour upon themselves, their College and their family as they present themselves in any situation.

7. **Courtesy and Good Manners**
   Good manners do not cost anything, yet good manners have nothing but positive results. The wise person uses good manners for personal success. Remember: “good morning”, “thank you”, “please”, “excuse me”, “may I help you?”; do not talk while you are being taught, co-operate with others, question others politely and appropriately, smile and be happy..., the raising of the boater when greeting adults. May we uphold that a Brisbane Boys’ Collegian is a well-mannered person; this is one of the most important skills a person can learn. The following principles are also worth noting:
   i. Adults and students should treat each other with mutual respect.
   ii. Good manners should be identified with strength of character rather than weakness.
   iii. Courteous behaviour and attitudes should be consistent, no matter what the circumstances or people involved.
   iv. Courtesy is catching.
   The College, through its Headmaster, Housemasters, other members of staff and senior students will provide positive direction and guidance for thoughtful attitudes and courteous behaviour. However, the following are some specific yet simple rules for everybody to observe:
   i. At the beginning of each lesson, students should remain standing until greeted by their teacher. At the conclusion of the lesson, there will be a formal finish, allowing for the recording of any set homework and the tidying of the room before dismissal. The co-operation of students is sought as an indication of their courtesy and consideration to others.
   ii. Classes should stand to greet the Headmaster or any other visitor to the room.
   iii. Students should defer to adults, when proceeding in passages, corridors and through doors.
   iv. BBC home teams should assume the responsibility of hosts by greeting their opponents on arrival, showing them appropriate facilities, providing refreshments and ensuring friendly conclusion to the activities of the day.
   v. If a formal invitation includes the letters “RSVP”, it is essential that the person invited respond by phone or letter to that invitation within the time limit indicated.

8. **Meeting Commitments**
   If a student is unable to keep a commitment he has made, in respect of any activity, common courtesy
demands that he report with an adequate explanation for the default, at the earliest possible time.

9. Out of Bounds Areas
   i. Foyer of the Main Building and Sports Directors’ hallway as a thoroughfare.
   ii. All boarders’ areas are out of bounds to day boys.
   iii. Toowong Creek and the ovals beyond, except for supervised sport.
   iv. Junior and Middle School buildings and playing field out of bounds to other students during school hours.
   v. Swimming pool, except during adult supervised swimming times.
   vi. Weight training area, except when supervised.
   vii. There is to be no loitering in or around buildings and change rooms after dismissal.
   viii. College Hall, except when attending a meeting or assembly.
   ix. The tennis courts except for authorised play or practice.
   x. Car parks.
   xi. Boys are not to loiter on the roadway or surrounds above McKenzie Wing.
   xii. The main entrance driveway is out of bounds. Boys are to be dropped off at the Kensington Terrace gate next to the Sports Complex and walk down the steps along the pathway to school. Those boys dropped off in front of College House are to make their way down the steps and around the Administration building.
   xiii. Boys are banned from the Indooroopilly Shopping Centre Food Hall in school uniform. Boys are to be clear of Toowong Shopping Centre by 8.15am and 3.30pm.
   xiv. Students are not to loiter or consume food in locker areas. They are to collect their food from their lockers at the start of the break and move to designated areas.
   xv. Students who have PE in Period 3 or 5 are to change into their PE uniform at the start of the break. All boys must change into uniform at the end of a PE lesson.
   xvi. Students are encouraged to use change rooms to change into and out of PE uniform.
   xvii. Students are to collect all books and material from their lockers at the start of the day for Period 1 and

2. At the end of every break students are to again collect all books and materials for the periods between the breaks. Students are not to go to their lockers unless directed by a teacher to collect books and materials during class time. A note in their Student Diary to that effect is required. If this becomes a regular occurrence, it may result in a consequence for wasting teaching time.

Access to Middle School Precinct (MSP)

If a student has a co-curricular activity before school they are allowed to enter the MSP and place their bags in the locker then move off to the activity. It is important that they do not loiter. All other students can begin to access locker areas from 8.00am. The intention is that students will collect their books and any materials needed for the morning session and then vacate the building by 3.20pm. Students who have co-curricular activities after school are encouraged to keep their valuables safe in their lockers until completion of the activity.

At the end of the school day, Middle School students are not to exit the MSP entrance facing Toowong Creek. They are to exit around the Tuckshop area.

10. Use of Basketball and Tennis Courts

Sports shoes are the only footwear permitted on these surfaces. Bare feet or socks are not a substitute.

11. Banned Items

Items such as collectables, liquid paper, felt pens, lighters, matches, chewing gum, metal rulers and skateboards are banned. In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as change rooms or toilets. This rule extends to the class rooms. Students are not permitted to upload images of the Brisbane Boys’ College or its students onto the internet without permission. Appropriate action will be taken against any student who photographs or films other individuals without their consent, or who sends harassing or threatening messages.

Mobile Phones

Mobile Phones are to be switched off when a student arrives at school and left off until 3.00pm. If a student needs to make urgent contact with their parents/guardians, they may do so at Middle School Office or Student Services. Parents/
guardians may also leave urgent messages at Middle School Office or Student Services.

If a boy is found to be using a mobile phone during the school day, it will be taken from him and secured in the School Sergeant’s office. The boy can collect the mobile phone at the end of the day. Any subsequent recurrence will result in the phone being kept by the School Sergeant for the parents to collect at their convenience.

iPods

Students are not allowed to listen to iPods in the grounds of the College. In certain circumstances at a teacher’s discretion, students may be given permission to listen to music on their iPods during class. Any student contravening this rule will have his iPod confiscated and handed to the School Sergeant for the student to collect at the end of the term.

12. Exemptions

Under certain circumstances a teacher may allow a student to use phones or iPods/MP3 players during class. The conditions for the use of these devices are covered under the rules for use of Technology which can be accessed via the Student Portal.

13. Fire Drill

All students will move under the instruction of the teacher and will stay together as a class. Classes will move to the Main Oval where class rolls will be marked.

14. School Bags

All school bags must be housed in lockers until the end of Period 7. Students wishing to use a bag to carry books, stationery and subject equipment around during the school day may use the black bag obtainable from the BBC Bookshop. All students are strongly urged to use these bags to avoid losing materials.

15. Lost and Damaged Property

Personal

Belongings are to be clearly and indelibly marked. Lost property, which is found in classrooms or around the grounds are to be handed to Student Services or the Middle School Office as applicable. The property will be placed in the relevant Housemaster’s pigeon hole for return. Valuable items such as phones etc will be handed to the Housemaster personally. If the Housemaster is unavailable, the item can be secured in the School Sergeant’s safe.

Housemasters will distribute lost property through House Tutor Group or House Period. Unnamed items will be kept for students to identify. At the end of each calendar month, all unnamed items will be disposed of by the School Sergeant.

16. Student Car Drivers

Boys who hold a driver’s licence are permitted to drive to and from school only if they have a College permit. These are to inform the School Sergeant either by email or in person, giving the following information:

- Vehicle Make and model;
- Colour and;
- Registration Number.

Students are not to park on College grounds.

17. Availability of Teaching Staff

Students wishing to access a teacher should report to either Student Services counter, or Middle School Office and ask for the staff member to be paged. During lunchtime Teaching Staff are only to be paged after 1.00pm.

18. Discipline Policy and Guidelines

These are based upon the following principles:

i. The aim of the policy is to nurture self-discipline in each student. In any community, different members of that community will be at different stages of self-control.

ii. The policy should be firm yet fair, supportive and caring.

iii. There is a need for mutual respect between “authority” and student and each person must develop and display responsibility for self and others.

iv. The code sees the College community as a microcosm of the society in which the student will live as an adult. All communities need appropriate rules in order that people may experience safe and fulfilled lives.
### College Community Responsibilities and Rights

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<thead>
<tr>
<th>Responsibilities</th>
<th>Rights</th>
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<tbody>
<tr>
<td><strong>A.</strong> To be polite and give respect to others, to be truthful, reliable, courteous and speak with dignity.</td>
<td>To be happy and treated with understanding and respect.</td>
</tr>
<tr>
<td><strong>B.</strong> To adhere to classroom protocol, to contribute to classroom learning and to do nothing to disrupt effective learning and teaching.</td>
<td>For students to learn, and teachers to teach, without interference and annoyance from others.</td>
</tr>
<tr>
<td><strong>C.</strong> To always exhibit safe behaviour around the College.</td>
<td>To learn and interact with others without being hurt.</td>
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<tr>
<td><strong>D.</strong> To respect differences and to not “put down” physically or verbally those different from ourselves. Differences may arise from less ability, more ability, different talents, age, ethnicity, race or gender.</td>
<td>To be treated as an individual, to be proud of your achievements and safe from bullying and harassment.</td>
</tr>
<tr>
<td><strong>E.</strong> To respect other people’s property.</td>
<td>To expect your possessions to be safe.</td>
</tr>
<tr>
<td><strong>F.</strong> To contribute positively to the present community of the College and its future.</td>
<td>To enjoy the traditions and culture of the College.</td>
</tr>
<tr>
<td><strong>G.</strong> To respect appearance and uniform codes and to look after the College environment by not littering.</td>
<td>To live in a pleasant, egalitarian, well-maintained environment.</td>
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**Examples of the ways in which students may NOT meet their responsibilities**

**Responsibility A:** To be polite and give respect to others, to be truthful, reliable, courteous and speak with dignity.

Rudeness or undignified language, irresponsible use of cars by Year 12 drivers, truancy / out of bounds – absent without permission, repeated lateness to school, Student Diary not in order, inappropriate behaviour on Assembly or at a College function.

**Responsibility B:** To adhere to classroom protocol, to contribute to classroom learning and to do nothing to disrupt effective learning and teaching.

Homework not completed, disruptive behaviour in class, repeated lateness to class, disobedience, repeatedly no materials for class, misuse of computer technology – accessing inappropriate material, accessing other students’ files, copying copyright material, vandalism of computer software.

**Responsibility C:** To always exhibit safe behaviour around the College.

Dangerous, irresponsible behaviour such as throwing an object, interfering with safety equipment, involvement with cigarettes, alcohol or illegal drugs at school or at a College activity. Because of the danger to others and the disruption which throwing of water bombs or missiles causes, such offences will not be tolerated and may result in 1 hour/2 hour week day detentions or Saturday detention or suspension from the College by the Headmaster.

**Responsibility D:** To respect difference and to not “put down” physically or verbally those different from ourselves. Differences may arise from less ability, more mobility, different talents, age, ethnicity, race or gender.

Verbal bullying, harassment, repeated “put-downs”, improper gestures, physical bullying or physical altercations.

**Responsibility E:** To respect other people’s property.

Stealing, vandalism of (or graffiti on) College or other students’ property.

**Responsibility F:** To contribute positively to the present community of the College and its future.

Misbehaviour on public transport, Senior students setting a poor example to younger students.

**Responsibility G:** To respect appearance and uniform codes and to look after the College environment by not littering.

Uniform / appearance misdemeanour, littering. Unacceptable behaviour may result in any of the following consequences deemed suitable:

- Noting indiscipline in Student Diary and student file
- Homework detention
- Friday 1 hour detention
- Weekday 2 hour detention
- Saturday morning 2 to 3 hour detention
- Detention during holidays
- Temporary suspension from the College
- Expulsion from the College
Responsibility A: To be polite and give respect to others, to be truthful, reliable, courteous and speak with dignity.

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Consequence</th>
<th>Major</th>
</tr>
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<tbody>
<tr>
<td>Rudeness or undignified language at school or at a school event</td>
<td>Minor</td>
<td>Major</td>
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<tr>
<td></td>
<td>• Apology to affected party</td>
<td>• Apology to the affected party, parental interview with Head of School and Housemaster;</td>
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<tr>
<td></td>
<td>• and a Friday detention</td>
<td>• Suspension</td>
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<tr>
<td></td>
<td>• Apology to the affected</td>
<td>• Expulsion</td>
</tr>
<tr>
<td></td>
<td>• party and a Saturday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• detention and parent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>contact</td>
<td></td>
</tr>
<tr>
<td>Irresponsible use of car by a student driver</td>
<td>Minor</td>
<td>Major</td>
</tr>
<tr>
<td></td>
<td>• Contact parents and Friday</td>
<td>• Parental contact</td>
</tr>
<tr>
<td></td>
<td>or Saturday detention</td>
<td>• Referral to Police and parent contact</td>
</tr>
<tr>
<td>Truancy</td>
<td>Minor</td>
<td>Major</td>
</tr>
<tr>
<td></td>
<td>• Friday or Saturday detention</td>
<td>• Parental interview with Head of School and Housemaster; Counselling and Suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Expulsion</td>
</tr>
<tr>
<td>Repeated Lateness to school</td>
<td>First instance</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>• Parent contact</td>
<td>• Parent contact</td>
</tr>
<tr>
<td></td>
<td>• Friday detention</td>
<td>• Saturday detention</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Option: Arrive late, leave late. Issued by Housemaster</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Diary not in order</td>
<td>Minor (First instance)</td>
<td>Minor (First instance)</td>
</tr>
<tr>
<td>Repeatedly not having a Student Diary in possession</td>
<td>• Homework detention</td>
<td>• Homework detention</td>
</tr>
<tr>
<td></td>
<td>• Friday detention</td>
<td>• Friday detention</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of Bounds/Absent without permission (eg. not at school assembly,</td>
<td>Minor (First instance)</td>
<td>Major</td>
</tr>
<tr>
<td>missing a class)</td>
<td>• Homework detention</td>
<td>• Saturday detention</td>
</tr>
<tr>
<td></td>
<td>• Friday detention</td>
<td>• Parental contact and Agreement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate behaviour on assembly or at a College function</td>
<td>Minor:</td>
<td>Major:</td>
</tr>
<tr>
<td></td>
<td>• Homework detention</td>
<td>• Saturday detention</td>
</tr>
<tr>
<td></td>
<td>• Friday detention</td>
<td>• Suspension</td>
</tr>
<tr>
<td></td>
<td>• Parent contact</td>
<td>• Expulsion</td>
</tr>
<tr>
<td></td>
<td>• Community service</td>
<td></td>
</tr>
<tr>
<td>Late to class</td>
<td>First instance</td>
<td>Repeated</td>
</tr>
<tr>
<td></td>
<td>• Warning and sent to School</td>
<td>• Sent to School Sergeant for a Late Stamp and first level consequences</td>
</tr>
<tr>
<td></td>
<td>• Sergeant for a Late Stamp</td>
<td>• Friday detention</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Saturday detention</td>
</tr>
</tbody>
</table>
**Responsibility B:** To adhere to classroom protocol and do nothing to disrupt effective learning and teaching.

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Consequence</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework not completed</td>
<td>Minor</td>
<td>Major</td>
</tr>
<tr>
<td></td>
<td>· Homework detention</td>
<td>· Saturday detention</td>
</tr>
<tr>
<td></td>
<td>· Parent contact</td>
<td>· Parental interview</td>
</tr>
<tr>
<td></td>
<td>· Friday detention</td>
<td></td>
</tr>
<tr>
<td>Homework not completed</td>
<td>Minor</td>
<td>Major</td>
</tr>
<tr>
<td></td>
<td>· Homework detention</td>
<td>· Saturday detention</td>
</tr>
<tr>
<td></td>
<td>· Parent contact</td>
<td>· Parental interview</td>
</tr>
<tr>
<td></td>
<td>· Friday detention</td>
<td></td>
</tr>
<tr>
<td>Repeated lateness to class</td>
<td>Minor</td>
<td>Major</td>
</tr>
<tr>
<td></td>
<td>· Homework detention</td>
<td>· Parental interview</td>
</tr>
<tr>
<td></td>
<td>· Parent contact</td>
<td>· Saturday detention</td>
</tr>
<tr>
<td></td>
<td>· Friday detention</td>
<td></td>
</tr>
<tr>
<td>Students failing to follow an instruction from a teacher (Disobedience)</td>
<td>Minor</td>
<td>Major</td>
</tr>
<tr>
<td></td>
<td>· Homework detention</td>
<td>· Saturday detention</td>
</tr>
<tr>
<td></td>
<td>· Parent contact</td>
<td>· Parental interview</td>
</tr>
<tr>
<td></td>
<td>· Friday detention</td>
<td></td>
</tr>
<tr>
<td>Repeatedly no materials for class including required Information Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misuse of computer technology</td>
<td>Minor</td>
<td>Major</td>
</tr>
<tr>
<td>Accessing inappropriate material</td>
<td>· Homework detention</td>
<td>· No access</td>
</tr>
<tr>
<td>Accessing other students files</td>
<td>· Friday detention</td>
<td>· Saturday detention</td>
</tr>
<tr>
<td>Illegal downloading/installing of copyright protected programs or content</td>
<td>· Parent contact</td>
<td>· Parent interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>· Suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>· Expulsion</td>
</tr>
<tr>
<td>Leaving the school grounds without permission</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>· Friday detention and parent contact</td>
<td></td>
</tr>
<tr>
<td></td>
<td>· Saturday detention and parent contact</td>
<td></td>
</tr>
<tr>
<td>Bringing banned items to school</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First instance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>· Warning</td>
<td></td>
</tr>
<tr>
<td>Repeated</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>· Confiscated and given to the School Sergeant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>· Housemaster informed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>· Parent to come to school to retrieve the item</td>
<td></td>
</tr>
</tbody>
</table>
### Responsibility C: To always exhibit safe behaviour around the College.

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Consequence</th>
<th>Major: (eg. interfering with a fire hose)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dangerous, irresponsible behaviour</td>
<td>Minor (eg. throwing an object)</td>
<td>• Saturday detention</td>
</tr>
<tr>
<td></td>
<td>• Friday detention</td>
<td>• Suspension</td>
</tr>
<tr>
<td>Possession or use of illegal substances at school or at a school activity</td>
<td>• See BBC Drug and Alcohol Policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Parental interview followed by a suspension or expulsion</td>
<td></td>
</tr>
<tr>
<td>Dealing with illegal substances</td>
<td>• Parent contact</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Police informed, if necessary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Suspension or expulsion</td>
<td></td>
</tr>
<tr>
<td>Drinking of, or in possession of, or under the influence of alcohol at</td>
<td>• Parent interview followed by suspension or expulsion</td>
<td></td>
</tr>
<tr>
<td>school or at a school activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Bombs or missiles thrown deliberately</td>
<td>Major (Another student hit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Saturday detention</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Parents contacted and student sent home</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Major (Staff member hit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Suspension administered by the Headmaster</td>
<td></td>
</tr>
</tbody>
</table>

### Responsibility D: To respect difference and to not “put down” physically or verbally those different from ourselves.

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Consequence</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal bullying/ harassment/ repeated “put down” improper gesture (see</td>
<td>Minor: Apology to the affected party and a Friday</td>
<td>• Saturday detention and student to be counselled and an agreement</td>
</tr>
<tr>
<td>College Bullying policy and Sexual harassment policy)</td>
<td>detention</td>
<td>put in place</td>
</tr>
<tr>
<td>This includes all cyber bullying as per the College’s bullying policy</td>
<td></td>
<td>• Parental interview and suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Expulsion</td>
</tr>
<tr>
<td>Physical bullying or fighting</td>
<td>Minor: Homework detention</td>
<td>• Saturday detention</td>
</tr>
<tr>
<td></td>
<td>• Friday detention</td>
<td>• Parent contact and suspension</td>
</tr>
<tr>
<td></td>
<td>• Parent contact</td>
<td>• Expulsion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Responsibility E: To respect other people’s property.

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stealing including pirating software or IT content</td>
<td>• Saturday detention and parent contact. Restore property or make restitution to the owner</td>
</tr>
<tr>
<td></td>
<td>• Parental interview, Agreement and Suspension</td>
</tr>
<tr>
<td></td>
<td>• Expulsion</td>
</tr>
<tr>
<td>Vandalism of, or graffiti on, College or other student’s property including IT resources</td>
<td>Minor: • Parent contacted</td>
</tr>
<tr>
<td></td>
<td>• Repair/rectify damage in student’s own time and at the expense of the student/parent</td>
</tr>
<tr>
<td></td>
<td>• Saturday detention</td>
</tr>
<tr>
<td></td>
<td>Major: • Repair/rectify damage in student’s own time and at the expense of the student/parent</td>
</tr>
<tr>
<td></td>
<td>• Parental contact and suspension</td>
</tr>
<tr>
<td></td>
<td>• Expulsion</td>
</tr>
</tbody>
</table>

### Responsibility F: To contribute positively to the College community and its future.

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misbehaviour on Public Transport; Senior Students setting a poor example to younger students</td>
<td>Minor: • Homework detention</td>
</tr>
<tr>
<td></td>
<td>• Friday detention</td>
</tr>
<tr>
<td></td>
<td>• Saturday detention and parent contact</td>
</tr>
<tr>
<td>posting inappropriate and or derogatory content in public domains or social networks</td>
<td>Major: • Suspension from College and parental contact</td>
</tr>
<tr>
<td></td>
<td>• Expulsion</td>
</tr>
</tbody>
</table>

### Responsibility G: To respect appearance and uniform codes and to look after the College’s environment and reputation.

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform/appearance misdemeanour</td>
<td>Minor: • Prefect detention</td>
</tr>
<tr>
<td></td>
<td>• Friday detention</td>
</tr>
<tr>
<td>Littering</td>
<td>Minor: • Community service detention</td>
</tr>
<tr>
<td></td>
<td>Major (ongoing): • Sent home to rectify problem procedures:</td>
</tr>
<tr>
<td></td>
<td>• Phone parents. If parents are not available, student remains at school, and rectifies problem that evening, with a letter to parents. Student makes up the time missed time through extra homework/ Friday detention/ afternoon detention/Saturday detention or a combination of these.</td>
</tr>
<tr>
<td>Diminishes the College’s reputation</td>
<td>Major (ongoing): • Saturday detention performed as community service</td>
</tr>
<tr>
<td></td>
<td>• Parents contacted and suspension</td>
</tr>
<tr>
<td></td>
<td>• Expulsion</td>
</tr>
</tbody>
</table>
Detentions

School Sergeant’s Detentions
Detentions may be given for both academic and behavioural reasons. Detentions may be served by attendance at community service activities or by “fatigues”. These detentions are supervised and organised by the School Sergeant on Fridays after school from 3.15pm to 4.15pm. Students on School Sergeant’s, or Prefect detention are to report to the School Sergeant at the Tuckshop straight after school. No bags are to be brought to the detention area.

Academic Friday Detention
These are held on a Friday afternoon from 3.15pm to 4.15pm. If students are unable to attend the assigned detention they are to report the following Monday to the Friday afternoon coordinator to explain their absence, or before the detention. The issue of three Academic Friday detentions within two adjoining terms will probably result in the issue of a Saturday Detention. Students on Academic Friday detentions should report to R306 with their student diary and a pen or pencil.

Saturday Detention
These are held on Saturday mornings from 9.00am for three hours. This is a serious matter for a student, involving an interview with the Headmaster, Deputy Headmaster, Head of Middle School or Head of Teaching and Learning.

19. Drugs, Alcohol and Cigarettes Policy
Brisbane Boys’ College takes a strong, proactive stance against student involvement with drugs, alcohol or cigarettes. Students must be aware that the jurisdiction of the College extends to on and off campus at any College event including sport, dances at host schools, and travel to and from the campus.

Students involved with alcohol, cigarettes, or drugs can expect suspension or expulsion from the College. Possession or implements or items will be considered as involvement with a related offence. Parents are required to support this policy, as are Boarders’ hosts.

The BBC curriculum incorporates instruction in the dangers of the use of illicit drugs, and of the legal program of the College, cannot expect leniency. A serious offence is likely to end up in expulsion from the College. In the case of a student’s involvement with illegal drugs, or even in the case of a student suggesting that he, personally, has drugs available, the police will also be involved.

A comprehensive, yet succinct, “Brisbane Boys’ College Drug Education Policy” is now in place. The policy outlines the educational program and details the actions which will be carried out in instances of student infringement of the College regulations. A copy of this document is available at the BBC Library or from the Student Services Counter.

Parents and students are encouraged to become fully informed on drugs and related matters. A good source is the Internet web site hosted by Drug-Arm: www.drugarm.org.au.

20. Bullying Policy
The full version of Brisbane Boys’ College Anti-Bullying Policy can be viewed in the “Resources” section on the BBC website under ‘MyBBC’.

What is bullying;
From Farrington (1993), an English criminologist.

“Bullying is repeated oppression, psychological or physical, of a less powerful person by a more powerful person and occurs when someone, or a group of people, upset or create a risk to another person’s health and safety, or their property, reputation or social acceptance.”

In any bullying incident, there will likely be three parties involved: the bully (Aggressor), the person being bullied (Victim), and bystanders (Witnesses). Those who are the bystanders have an obligation to report bullying because, if they are aware of the problem, they are condoning bullying unless they do something about it.

Categories of bullying:
Direct physical bullying e.g. hitting, tripping, and pushing or damaging property.
Direct verbal bullying e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
Indirect bullying e.g. lying and spreading rumours, playing nasty jokes to embarrass and humiliate, provoking a food-allergic reaction, gestural or mimicking, encouraging others to socially exclude someone, damaging someone’s social reputation and social acceptance.
Cyber-bullying e.g. abusive or hurtful texts, emails, messages, posts, images or video, deliberately excluding others online, nasty gossip or rumours, imitating others online or using their log-in.

All incidents of bullying, regardless of category the incident falls into, will be
What isn’t bullying (classifications and examples);

There are many negative behaviours that, although distressing to those involved, are not classified as bullying. These instances may require a teacher to intervene and to apply the behaviour management policy in dealing with the incident.

The following situations are often confused with bullying:

**Mutual conflict:** e.g. an argument or disagreement between students.

**Social rejection or dislike:** Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.

**Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation:** Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion, this does not constitute being bullied. This does not, however, lessen the seriousness of the incident or the subsequent consequences.

What to do if you are being bullied

If you believe you are being bullied try the following steps below:

* Stay calm.

  Look the aggressor/s in the eye and say in a clear strong voice “I want you to stop.”

  If it doesn’t work at first, try again.

  Walk away and ignore the aggressor.

  Keep a note of the details of incidents.

  (time, place, what was said, what you did)

  Talk to someone to get help.

    (a friend, parent, or a staff member)

  Report the bullying to the College.

  Above all focus on yourself and what is important to you.

    (Are the aggressors part of your ideal world? No. Does it matter what they say then?)

  Report the bullying

  To a staff member.

  By sending an email via the BRG email address (brg@bbc.qld.edu.au)

  Through the anonymous confidential bullying report in the “Resources” section on the MyBBC website. (MyBBC Resources - Bullying Action Report – Online Submission).

  What happens when you report an incidence of bullying?

  Once an incident is reported and it is determined to be bullying in nature.

  *The strategy at this stage is not to apportion blame, or to punish; but to support the victim and make the aggressor aware of the College’s policy and of the consequences if the behaviours do not change.*

  The BRG conduct an investigation to ascertain all of the facts by interviewing the victim/s, the aggressor/s and the bystander/s.

  Once the investigation has concluded, a report is compiled for the Deputy Headmaster/Head of Middle School.

  The Deputy Headmaster/Head of Middle School then reviews the documentation and recommendations, after which the nature of the consequences, if any, are determined and enacted.
Protocol Flowchart

Incident

Parent’s Report  Self Report  Reported by Staff

BRG Email or Confidential Report  Senior Staff Member/ Housemaster

Housemaster contacted for a background check of the student situation

School Sergeant

Reported to BRG

BRG members interview students involved or witnessing the incident

Report of incident prepared, recorded on TA and recommendations made to Deputy Headmaster/ Head of Middle School

Monitor by BRG/ Housemasters at approximately 10 days

Housemasters informed  Parents contacted

Bullying stops  Bullying continues

If not bullying dealt with according to behaviour management policy

Dealt with as repeat incident – as per the processes mentioned in the diagram.

If incidents continue to be repeated the cycle continues with increased sanctions and involvement of parents and Heads of School. Ultimately this may result in a student’s place at BBC being placed in jeopardy.
21. Sexual Harassment Policy
   
i. All staff and students will be treated with the utmost respect, regardless of gender. Any student who offends this guideline will be disciplined by the College.

   ii. Making unseemly comments, contact, gestures or signals are offences punishable by Law. In general, men who resort to harassment of any kind, lack self esteem, and should be seen for what they are: irresponsible and very poor male role models.

   iii. It is an expectation that our staff and students conduct themselves in a dignified and sensitive manner within all College activities. All staff have a professional obligation to ensure that their relationships with students are maintained on a “trusted and respected adult to a young and impressionable boy” basis. At no time should a student be exposed to inappropriate behaviour, physical contact or suggestion which would adversely affect him, or leave an unwholesome impression or memory. For their own professional protection, staff are not to put themselves in a compromising position when dealing with students, and it is expected that students will behave in a seemly manner in all their interactions with staff.

   iv. In the event of a sexual harassment or inappropriate behaviour issue, a staff member will refer the matter to the Headmaster; a student will refer the matter to his Housemaster, School Counsellor or the Chaplain.

   v. The PMSA Sexual Harassment Policy may be viewed in full on their website – www.pmsa-schools.edu.au

22. Toowong Village
   
   Students involved in early morning sports or weights training are permitted to have breakfast at Toowong only if they have their parent’s permission. They are to be correctly attired in full school uniform.

   Students who have late training in the afternoons and wish to go to Toowong and have afternoon tea are to be in full school uniform.

23. Social Education Program
   
   The Year 11 Semi Formal and the Year 12 Formal are components of a wider Social Education Program and are conducted in accordance with the College Code of Conduct and Discipline Policy. The aim of these social functions is to provide a safe and secure environment in which BBC students and their female guests may enjoy themselves in an appropriate and socially acceptable manner.

24. Appearance and Grooming
   
   It is important that a student’s appearance be clean, neat and tidy at all times; his habits should be wholesome, too, not causing offence to others. The school uniform (to be in strict accordance with the requirements laid down in the Clothing Regulations) is to be worn to all school functions, including sporting fixtures, unless otherwise directed. Hair is to be of conservatively masculine length, and is to be kept clear of the collar and ears and to be tapered to the shape of the head. Should a boy choose to wear his hair in a shorter style, it is not to be shorter than a ‘4-blade’. Students hair is to be one length all over. Fringes are to be kept above the eyebrows. The cutting of lines in hair (tracks) is not permitted. Hairstyles which are not ‘conservative’ are not acceptable, nor is bleached or dyed hair. Visible body piercing is not acceptable. Boys are to be clean shaven daily.

25. School Uniform

   **Senior/Middle School Standard Uniform**

   - **Trousers:** Mid-grey, cuffless, polyester/rayon long trousers.
   - **Shirt:** Green BBC shirt with short sleeves and two buttoned pockets. Year 12 wear a white shirt of the same design.
   - **Tie:** Uniform tie.
   - **Belt:** 3/4 inch mid-grey leather.
   - **Socks:** Mid-grey only.
   - **Shoes:** Black lace-up leather school shoes.
   - **Pullover:** Mid-grey with long sleeves and V-neck; green, black and white trim.
   - **Blazer:** Uniform blazer. The blazer is worn in Terms 2 and 3 only and certain formal activities at other times.
   - **Boater:** Straw boater worn so as to cover the hairline.
Hat Band: Hat band attached to boater.
Bucket Hat: Black Bucket hat with BBC Logo.
Yard Hat: Regulation wide-brimmed bucket hat is to be worn during recess, lunch and all outdoor activities.
Bag: Regulation crested bag.
House Tie: May be worn for the last two weeks of normal classes.
Rowing Tie: Rowing ties may be worn by rowers during the preceding week of their respective Head of the River.

Physical Education (PE) Uniform
PE shirt or House shirt.
Black Canterbury style shorts.
Black Hat: Regulation black bucket hat for wear outdoors whilst at the College.
Shoes: Lace-up sports footwear.

Junior School Standard Uniform
As for Senior School except:
Shorts: Mid-grey shorts
Socks: Mid-grey long socks with BBC striped tops.

Your pride in yourself and in the school is reflected in the way you wear the uniform. In particular:

i. Boaters are worn at all times to and from school except for those who have a legitimate excuse or ride a bicycle. The boater is to be worn so that it covers the hair line. Boaters are not to be worn during recess and lunch.

ii. After sport in the afternoon: all who travel by public transport, cycle, or walk to and from school are to be correctly attired in full school uniform or school tracksuit.

iii. Thongs are never worn in public with the uniform. A more suitable type of footwear is prescribed for those with either sore feet or who have their school shoes under repair.

iv. Shoes are to be plain, black leather lace up and kept polished and in a good state of repair. Laces will be black. Boots of any type, will not be worn.

v. A plain grey belt is to be worn with school uniform. No other type of belt is acceptable.

vi. All shirt buttons are to be done up.

vii. All students must have a BBC crested green school bag.

viii. No jewellery is to be worn, other than watches and approved badges relating to school activities. Badges of visiting groups may be worn for the duration of the visit.

NOTE: Those, with good reason, who cannot wear one part or another of the school uniform are expected to report the deficiency to the Prefects’ Room on their immediate arrival at school.

26. Attendance
Regular and punctual attendance at school is obligatory, and every student is expected to attend on all days the school is open except in the case of illness or where the Headmaster or his delegate has granted special leave. Students are expected to report to their House Tutor Group Room by no later than 8.25am each day. If for any reason you arrive after the completion of House Tutor Group, you are to report immediately to Student Services or the Middle School Office. Students must not leave the grounds during the school day without the express permission of his Housemaster.

27. Absenteeism
Parents please note:

i. In the case of absence from school for any reason parents are requested to advise the school (3309 3636) by no later than 8.25am due to the SMS system on the first day of the absence. Furthermore, on the first day of return to school after an absence of any length parents are expected to furnish an explanatory note to the Housemaster, via the Student Diary.

ii. If special leave is required for up to and including 2 days for any reason, then parents are required to supply a written request for the leave in advance, if possible, to the student’s Housemaster. There is space in the Student Diary opposite the relevant date for these requests to be written. Boarders are to see either the Housemaster or his Assistant.

iii. If any leave of 3 days or longer is needed
outside the normal school holidays, a written request is to be made to the Headmaster at least 2 weeks in advance.

iv. In the case of sickness during a class period requiring medical attention, students are to report to the class teacher prior to visiting the Health Centre. The teacher will make a note in your diary. At other times when students are in need of medical attention they may report directly to the Health Centre, taking their diary with them. If a student is diagnosed as being too unwell to remain at school, or requiring further medical treatment, the school Sister will contact the parents to collect the student.

v. If a student has to leave school for an appointment, parents are asked to put a note in the student's diary. The student is to report to Student Services or the Middle School Office prior to leaving for the appointment (with his Student Diary). If the student returns to school after the appointment, he is to sign in at Student Services or the Middle School Office.

vi. The end of a Semester is an important time for students to receive exam papers for checking and verifying grades. Any disputes over grades must be resolved at this time. Any student who is absent from school at this time forfeits his right to verify subject grades for Report and GPA purposes.

28. Health Centre
(located under the Boarders’ Dining Room)

- Before school each day, the Health Centre is for emergency treatment only of Day Students.
- During school hours (8.25am – 3.00pm) and between classes, with the exception of emergencies such as workshop, Physical Education (PE) lessons or sports training incidents, all boys attending the centre must present a note in their record book signed by their teacher.
- Boys presenting without a note will be asked to return to class immediately.
- Boys may also access the Health Centre during their own time at morning tea or lunch prior to the warning bell.
- No PE notes will be given unless a boy has received treatment in the Health Centre.
- If your son is unwell before school it is in his and your best interest to keep him out of school and arrange care for him. This will help him recover sooner and reduce the risk of infection to others.

29. Litter and Graffiti
Students are encouraged at all times to keep buildings and grounds in a tidy condition. As a general rule, and for reasons of hygiene and pest infestation, food is not to be eaten anywhere near classrooms, corridors, verandahs and library, etc., and all food scraps are to be placed in the bins provided.

The aim of all students is that there will be no litter found in any part of the campus. We should take pride in the College and its upkeep. To that end, if students see litter, they are to pick it up and deposit it in a bin.

No student has the right to spoil the College environment. To that end graffiti on walls, on seats and on desks is prohibited, and any graffiti found should be immediately reported to a teacher, the School Sergeant or a person in Administration.

30. Spheres of Responsibility
The following may prove helpful in finding out whom to consult in the first instance:

Accounts and financial matters
– Financial Accountant

Advance permission to be absent from school
- Although early leave for school holidays is not normally granted, parents must write directly to the Headmaster.
- Medical/Dental Appointments or other leave up to 2 days:
  - for Years 7, 8, 9: Middle School Housemaster
  - for Years 10, 11, 12 – Housemaster

Behaviour or peer group problems
- Years 4, 5, 6 – Form Teacher
- Years 7, 8, 9 – Principal, Year 7 Teacher, Middle School Housemaster, then Head of Middle School
- Years 10, 11, 12 – Housemaster; then Deputy Headmaster

Careers – Housemaster; Counsellor

Change of sport – Housemaster then Head of Co-curricular for approval by Headmaster

Change of subject – Housemaster, Head of Department then Head of Teaching and Learning
Choice of subject – Housemaster
Enrolments and Withdrawals – Admissions Office
Lost property – Prefects’ Room
Boarder rail travel – House parents
Trouble with subject – Through Principal Teacher or Middle School Housemaster (for Years 7 to 9) or Housemaster (for Years 10 to 12) then to class/subject teacher and Head of Department
School uniform and haircut regulations – School Sergeant and Prefects
School uniform passes for missing items – School Sergeant
Middle School Leadership Program
Principal Year 7 Teacher, Middle School Housemaster, Head of Middle School

31. Outdoor Education
Outdoor Education is seen as a vital part of the BBC Curriculum – thus attendance is compulsory. An integrated program exists for Years 4 to 10, with skills development staged appropriate to the age of the students. The program becomes increasingly challenging and aims to develop independence, resilience, self-discipline, social skills, outdoor skills, team work and an appreciation of the environment.

Student Guide to Protection from Abuse or Harm

Brisbane Boys’ College has a responsibility for the welfare and well-being of its students and must protect children from abuse or harm by members of the school and the wider community. BBC recognises that people who are subjected to abuse are harmed by it. The school’s Child Protection Policy is published in parent manuals, on the school noticeboard and on the school’s website at www.bbc.qld.edu.au > Policies and Governance

Some important points to note:

If you see or suspect abuse or harm:
- If you (a student) suspect abuse or harm has been caused to a student of BBC, or see any behaviour by a staff member that is inappropriate, you should report it to the Headmaster, Head of School, student counsellor or a staff member you trust.
- BBC will respond promptly and diligently to a report of suspected or actual abuse and any situation where it is considered that there is a risk of harm to a student.
- BBC will not tolerate victimisation of any person reporting an incident of abuse or harm.
- SELF HARM: If you are aware of any self-harm by a student, report it to the school counsellor or the Headmaster. In cases of serious concern, the school will contact the student’s parents to arrange for professional assistance.

BBC’s expectations of its school, staff and volunteers:
- Employees of BBC must not abuse, or engage in sexual conduct with a student of the school.
- BBC and its staff will co-operate with state authorities in resolving allegations of abuse or harm.
- If an employee or volunteer abuses or harms a student, BBC will take disciplinary action.
- No staff member, except the Principal, should be alone with a student in a room with the door closed, unless they can be seen from the outside.
- Information about abuse or suspected abuse will be kept confidential, subject to the law and the need to investigate allegations.
- If you (a staff member) are aware of or suspect abuse or harm has been caused to a student of BBC who was under 18 at the time, you should report it to the Headmaster or a Head of School, and keep a written record of the actions taken.
- If you (a doctor or nurse) are aware of or suspect abuse or harm has been caused to a student of BBC who was under 18 at the time, you must report it immediately to the Department of Child Safety.
- For the full version of the PMSA Child Protection Policy please refer to the policy section located on the College’s website www.bbc.qld.edu.au/docs/child-protection-policy.pdf