

# *La Salle College*



*Established 1954*

## **PARENT HANDBOOK** 2019

This handbook has been published to inform parents as to how they can best support their children and be involved in the life of the College. It also informs parents of relevant policies and procedures that will facilitate cooperation between home and school.

Please refer to it as required.

Replacement copies are available from the College Administration for a small fee or via the College website.

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## ST JOHN BAPTIST DE LA SALLE (1651 – 1719)

### St John Baptist de La Salle – The Man and His Mission

De La Salle is the family name of a French priest, born into privileged circumstances, who believed that young people were important. In 1680, at 29 years of age, John Baptist de La Salle invited young men to join him in devoting themselves to the Christian education of youth.

On his death in 1719, there were 100 Brothers in France. He was canonised in 1900 and became the Universal Patron Saint of Teachers in 1950.

Inspired by their Founder, the De La Salle Brothers developed into a worldwide, Christian educational community. Today, more than 8,500 Brothers and many thousands of lay partners, supportive of the ethos and ideals of St John Baptist de La Salle, are continuing the tradition in universities, schools and other educational institutions in over 80 countries.

*“To touch the hearts of the young and to inspire them with the Christian spirit is the greatest miracle you can perform, and it is the one that God asks you; it is the purpose of your work with the young.”*

*ST JOHN BAPTIST DE LA SALLE*



## **The Lasallian School**

*In its essence, a Lasallian school is not a book, a building, or a programme. A Lasallian school is people, people who make its environment supportive of growth. No matter what our role is, we live out faith through the example we give.*

*What happens in every classroom or office or indeed, at home, is what gives credibility to what is presented and discussed in all classes and to the public.*

*The Lasallian school is founded on the understanding that our beliefs and values are fundamental to the whole of life.*

ADAPTED FROM THE WORK OF BR. WILLIAM MANN – THE LASALLIAN SCHOOL 1990

## **Characteristics of a Lasallian School**

A Lasallian school is a Christian school in the Catholic tradition. The characteristics of a Lasallian school are as follows:

- Respect for each student as a unique person.
- Spirit of community.
- A school of quality.
- A school that is Christian.
- Solidarity with the poor.
- Educators and administrators should be men and women of faith and zeal.
- A school organised around the principles of St John Baptist de La Salle.



## HISTORY - LA SALLE COLLEGE, MIDDLE SWAN

In 1902 St Brigid's School was established by the Mercy Sisters to offer a Catholic education within the township of Midland Junction. The school catered for boys to Year 7 and girls to Year 10. The need for a boys' secondary school was recognised and in 1953 with the assistance of the Franciscan Friars, Fr Tom Pearson, Midland parishioners, Mr Jack Brady MLA, Mr Peter Knox and Archbishop Prendiville, a school was established on land at Middle Swan.

On 25 January 1954, De La Salle Brothers Columban, Gregory and Matthias arrived from Sydney to start the school year. The initial enrolment was 61 students, all boys, from Years 4 to 10, with an extra class to be added each year until Year 12 classes were operating.

The early years were characterised by physical and financial hardship as Government funding was virtually non-existent. A number of De La Salle Brothers served as Principals in the 1950s and 1960s, including Brother Eric and Brother Matthew after whom some of the College facilities are named. In 1971 the Brothers returned to the Eastern States and a College Board of Management was appointed. Brother Fitzhardinge, a Christian Brother, was appointed Headmaster and in 1973 the College was reorganised to become fully coeducational. The first group of students to be able to complete their secondary education through to Year 12 graduated in 1975.

In 1974 Jan Jolley was appointed the first lay Principal of the College. Jan Jolley's major contribution was to ensure that the College survived. With the arrival of girls in 1973, student numbers had increased dramatically and throughout the remainder of the 1970s and early 1980s demountable classrooms were a constant feature on the campus.

During the 1980s, Clement Mulcahy led the College. A significant building programme was undertaken, including the Laurence Murphy Hall. Patricia Rodrigues' principalship from 1991 to 1999 saw the College numbers move to 900. The St John Baptist de La Salle Chapel, Nicolas Barre Auditorium and the Matthew Kennedy Aquatic Centre were built during this time. Michael Ciccarelli who had been Deputy Principal at the College, replaced Patricia Rodrigues.

In 2006, Wayne Bull was appointed Principal, becoming the first former student of the College to become its principal. 2006 saw the opening of the Clement Mulcahy Wing, the Br Eric Pigott Performing Arts Centre and refurbished self service Dulcie Hollow Canteen. In 2010 the Patricia Rodrigues Centre and Fr Laurence Murphy SDS Senior Learning Centre, incorporating the Michael Ciccarelli Lecture Theatre, became available for students' use. In 2014 the Library was refurbished and upgraded to become the Jan Jolley iCentre and extensions to the Br Eric Pigott Performing Arts Centre incorporating the Peter Elloy Staff Centre were built. In 2015 the Br Fitzhardinge Trade Skills Centre opened providing state of the art facilities for students to complete VET qualifications, continuing the College Board's commitment to providing the best facilities possible to enhance students' learning.

### **La Salle College's Mission**

In keeping with the tradition begun by St John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our college is built are:

- A strong sense of community.
- A rich pastoral care system.
- A nurturing spiritual environment.
- A commitment to excellence.

### **La Salle College's Vision**

Members of the La Salle College community have the right to expect:

- That Christian values will underpin everything that occurs in the College.
- That they will be provided with every opportunity to identify and develop their own spirituality.
- A sense of belonging, which respects their unique identity and self worth.
- To be free from any threat to their person, thus safeguarding and promoting their basic human dignity.
- The encouragement of self-discipline and the taking of responsibility for their own actions.
- To grow as valuable, responsible and contributing members of society.
- An education that empowers them to deal positively with the challenges of life.
- A curriculum that is consistent with their abilities and needs.
- That they will share the responsibility for the physical and natural environment of the school.
- Responsible leadership, as well as the opportunity to develop leadership skills.

## COLLEGE MOTTO, COLOURS AND CREST

### Motto

“Deo Duce” – With God as Leader.

### Colours

The College colours are **red, green and gold.**

### Crest

This was established by the De La Salle Brothers, and comprises the following:

- **The Star of Bethlehem** – a sign of faith used by De La Salle Colleges.
- **The Swan** – the West Australian emblem.
- **The Four Bars** – representing the four chief natural virtues of:  
*Justice, Prudence, Temperance and Fortitude.*
- **The Olive Leaves** – representing peace.
- **The Cross of Christ** – encompassing all these, is placed above the crest.



## PASTORAL CARE

### Houses and House Patrons

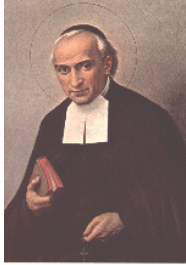
#### BENILDUS



#### St Benildus (Pierre Romancon)

St Benildus was born in Thuret, France, on 14 June 1805. He joined the Institute and devoted himself with great zeal to the school apostolate, and in particular to the teaching of catechism. St Benildus lived in Saugues for 21 years and had the joy of seeing many vocations develop. He was a model of piety and charity.

Endowed with remarkable judgement, St Benildus was a counsellor to his Brothers and led pupils and their parents to eternal salvation.



St Benildus died at Saugues on 13 August 1862. He was beatified by Pius XII on 4 April 1948, and canonised by Paul VI on 29 October 1967.

His feast is celebrated by the Church on 13 August (some places it is celebrated on 29 January).

At La Salle College, Benildus House is represented by the colour gold.

#### BRIGID



#### St Brigid

St Brigid of Ireland was born in 451 or 452 near Dundalk, County Louth. She was renowned for her beauty, but she refused many offers of marriage and due to her piety she became a nun. She founded four monasteries including the famous monastery of Kildare which was the first convent in Ireland. Brigid was a woman of rare ability and dedication with an extraordinary sense of spirituality, charity and compassion for those in distress.



It is fitting to acknowledge her as the patron of the Mercy convent in Midland where her example further inspired the Mercy sisters to carry out their good works in Catholic Education in the Midland area.

St Brigid is buried at Downpatrick along with the other two patron saints of Ireland, St Patrick and St Columba. Her feast day is 1 February.

At La Salle College, Brigid House is represented by the colour orange.

#### JORDAN



#### Fr Francis Jordan SDS

Fr Francis Jordan was a German priest and the founder of the Society of the Divine Saviour, or more commonly known as the Salvatorians. Born into an impoverished family in 1848, he became an accomplished scholar and linguist and was ordained a priest in 1878. Members of the Salvatorian order are Marian devotees and today exist in 40 countries worldwide.



Fr Jordan died in the care of the Daughters of Charity in Tafers, Switzerland on 8 September 1918. His remains are interred in a special chapel in the general headquarters of the Society of the Divine Saviour in Rome.

At La Salle College, Jordan House is represented by the colour sky blue.





### **St John Baptist de La Salle**

St John Baptist de La Salle was born in Rheims, France on 30 April 1651 and was ordained as a priest on 9 April 1678. He realised how urgent it was to provide a Christian education for the sons of poor people and opened the first Brothers' community in 1680. In addition to giving primary education a radically new form, De La Salle established vocational and technical secondary schools and teacher training colleges.



De La Salle died in Rouen on 7 April 1719. He was beatified by Leo XIII on 19 February 1888, and canonised by the same Pope on 24 May 1900.

Pope Pius XII proclaimed him heavenly patron of all teachers on 15 May 1950. His relics are venerated in the Generalate Chapel in Rome. St John Baptist de La Salle is commemorated by the universal Church on 7 April. In the Institute, his feast is normally celebrated on 15 May.

At La Salle College, La Salle House is represented by the colour red.



### **St Mary of the Cross MacKillop**

St Mary MacKillop was born in Melbourne, Australia on 15 January 1842. With Julian Tenison Woods she founded a new religious order – the Sisters of St Joseph – to bring Catholic education to the children of poor working class families in Australia.



Mary's Sisters also care for the poor, the orphans, and homeless men and women of the inner cities and the rural areas. Before her death in North Sydney on 8 August 1909 her Sisters spread across Australia and New Zealand. They are also in Peru, Ireland and many other Missionary countries.

She was beatified on 19 January 1995 by Pope John Paul II in Sydney and canonised as Australia's first saint on 17 October 2010 by Pope Benedict XVI. Her feast is celebrated on 8 August.

At La Salle College, MacKillop House is represented by the colour purple.



### **Sister Irene McCormack, martyr**

Sr Irene McCormack was born on 21 August 1938 in Kununoppin, Western Australia. She entered the Congregation of St Joseph on 29 January 1956 and taught in Western Australia for most of her religious life.



In November 1986 Irene chose to be missioned to Peru. Irene continued her ministry of providing library facilities to poor children. For political reasons, Communist rebels known as the Shining Path, did not welcome missionaries. Despite recognising the danger, Irene continued to work with and for the village people.

On 21 May 1991 Irene's fears were realised when she and five others were dragged to the village square and executed. Irene's 'crime' in the eyes of her murderers was caring for, working with and handing out Caritas food parcels to the impoverished village. Her death touches us because she was a courageous woman doing compassionate work.

At La Salle College, McCormack House is represented by the colour burgundy.



### **St Mutien Marie (Louis Joseph Wiaux)**

St Mutien was born in Mellet, Belgium, on 20 March 1841 and was a model Christian teacher in Malonne where he spent the greater part of his life. He was outstanding among his Brothers for his great humility, his observance of the Rule, and his obedience to his Superiors.



St Mutien died at Malonne on 30 January 1917 after a life distinguished by Christian virtues. He was beatified by Paul VI on 30 October 1977, and canonised by John Paul II on 10 December 1989. St Mutien's tomb is a centre of pilgrimage. His feast is celebrated on 30 January.

At La Salle College, Mutien House is represented by the colour green.



### **St Solomon Le Clercq**

Nicolas Leclerc was born in Boulogne sur Mer, France, on 15 November 1745. As a teacher, Director, competent administrator and finally secretary to the Superior General, he showed great love for souls and complete dedication to the work entrusted to him. In religious life Nicolas took the name Solomon.



The sanctity of his life was confirmed during the French Revolution when he sided with the clergy in refusing to swear allegiance to the Constitution. He was martyred on 2 September 1792 and beatified by Pius XI on 17 October 1926 with his 188 fellow martyrs and was canonised on 16 October 2016 by Pope Francis. His feast is celebrated on 2 September.

At La Salle College, Solomon House is represented by the colour blue.

**Pastoral Care Group (PCG)**

Within each House there are 8 PCGs, each made up of students from Years 7 to 12. A student is allocated to a PCG upon entering the College along with his/her siblings and generally remains in that Group until Year 12.

**Pastoral Care Advisor (PCA)**

The teacher responsible for a PCG is called a PCA and this teacher is the primary contact person for students and parents in all school matters. The PCA is also the person to whom absentee notes/letters are addressed.

**Student Services Team (SST)**

The Student Services Team is made up of members of the Senior Leadership Team, the Year Coordinators and House Coordinators as well as the College Counsellors and Student Representative Council Coordinator. Together this team ensures the safety and well-being of all students.

**House Coordinators**

House Coordinators are members of the Student Services Team and have particular responsibilities for organising House events that encourage the sense of belonging and association of students with their House.

**Year Coordinators**

The Year Coordinators are responsible for the holistic development of students within a particular year group. Pastoral, academic and behavioural issues are dealt with in liaison with appropriate staff and the student's parents. These Year Coordinators work very closely with the respective Deputy Principal and help the Deputy Principal in all matters concerning the year group. Most importantly, the Year Coordinators are responsible for tracking students in the Student Recognition System (please see page 12) which is designed to reward and affirm students who are proactive in their passion and dedication to the College.

**Counsellors/College Chaplain/Careers Advisor**

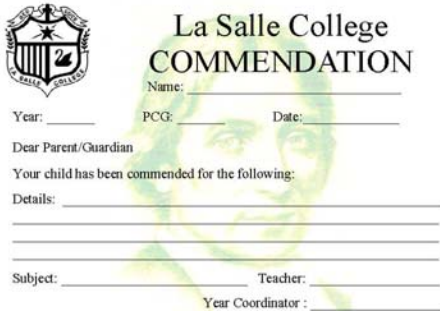
The College is well placed in terms of counselling services for students and families, having on staff the College Chaplain, College Counsellors and Careers' Advisor.

## STUDENT RECOGNITION SYSTEM

### Commendation System

*“Look upon your children as the children of God.”* St John Baptist de La Salle

Encouraging and rewarding good behaviour minimises the need for disciplinary measures associated with undesirable behaviour. At La Salle College, a three tier commendation system offers students the opportunity to be recognised in a positive manner. All students at La Salle College have the opportunity to earn House Points and rewards as outlined below:

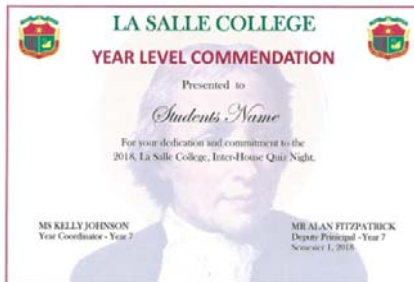


The form features the La Salle College crest on the left. The title 'La Salle College COMMENDATION' is centered. Below the title are fields for 'Name:', 'Year:', 'PCG:', and 'Date:'. A line for 'Dear Parent/Guardian' is followed by the text 'Your child has been commended for the following:'. Below this is a 'Details:' section with three horizontal lines. At the bottom, there are fields for 'Subject:', 'Teacher:', and 'Year Coordinator:'.

### Teacher Commendations: 1 House Point Awarded

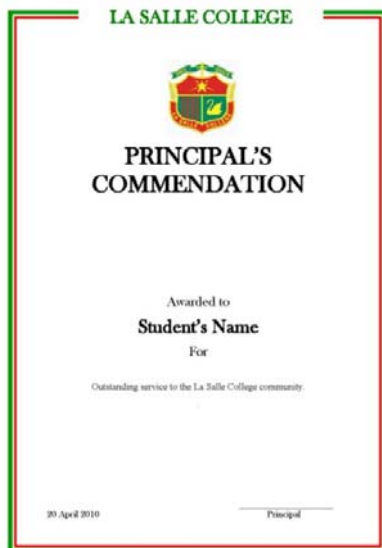
Teacher Commendations can be given to students by all teachers. This could be for things such as:

- High test marks.
- Significant improvement in attitude, effort, behaviour or results over an extended period.
- Ongoing high personal standards e.g. uniform, good manners.



### Year Level Commendations: 5 House Points Awarded

Year Level Commendations are presented to students for outstanding effort or achievement. This is an academic/House award - teachers are able to nominate a student to the relevant Deputy Principal for consideration.



### Principal Commendations: 10 House Points Awarded

Academic work, community service or other contributions that are considered to be of an **exceptional** standard may be submitted by staff – (endorsed by the relevant Deputy Principal) for consideration by the Principal.

## **LASALLIAN EXCELLENCE**

The Lasallian Excellence Award is exclusively available to senior students (Years 10 - 12). Students would have been nominated by a member of staff for having displayed commitment, maturity and dedication to an area of their life. This could include, but is not limited to:

- Promoting the spiritual life of the College.
- Demonstrate exemplary leadership skills within the College or community.
- Actively care and demonstrate passion for College life and the College community.
- Show outstanding commitment and/or achievement to their education.
- Show outstanding commitment and/or achievement to an aspect of their life outside of the College (e.g. state representative, national team etc.)

### **Student Colours (Half and Full)**

Colours are a form of recognition that students can receive for outstanding achievement at the College. This can be for outstanding personal achievement at the College and/or for outstanding representation of the College. Examples may include the awarding of a number of academic awards, community service, outstanding sporting achievement and/or performances in the arts.

Half Colours can be awarded to students in Year 7-12, while Full Colours are typically awarded to students in Year 10-12.

Colours are awarded to students who have brought distinction to the College in the fields of:

- **ACADEMIC** (RED)
- **FAITH & SERVICE** (WHITE)
- **CULTURE** (PURPLE)
- **LEADERSHIP** (YELLOW)
- **SPORT** (GREEN)

Colours are represented by a coloured badge that denotes the field and level of the students achievement.

### **Nominations & Endorsements**

Students need to complete a nomination form and submit it to the Deputy Principal (SST) for consideration. This can be done by handing the form in at Student Reception. Nominations need to be submitted by week 7 of each term. The Colours Committee will meet each term to consider nominations.

Successful nominations will be acknowledged at the next College assembly. Students are eligible to receive Colours throughout their time at the College and collect more than one Colour in a particular area.

## STUDENT STANDING

All students entering La Salle College enter on Good Standing. Students on Good Standing support the College enrolment agreement, take part in College activities and show respect to staff and peers. A student on Good Standing is welcome to take part in all aspects of College life including things such as carnivals, excursions, sporting teams, tours, dinner dances, river cruises, the Year 12 Ball and participation in the Student Representative Committee.

If it is deemed that a student has failed to maintain the expectations of the College then they may be placed on Working Towards Good Standing. This may occur due to a serious breach of the College Enrolment Agreement and/or sustained behaviour that is contrary to College expectations. This standing is a temporary position that a student is placed on in order to demonstrate that they are able to meet the College expectations and adhere to College policies. After a probationary period a student who meets the expectations of the College can expect to be placed back on Good Standing. However, if a student fails to meet the College's expectations, during the probationary period, then they may remain on this standing, and/or, their enrolment at the College may be at risk.

## GOOD STANDING

All students will be placed on this level when they enrol at La Salle College. A student on Good Standing maintains their position by

- Cooperating with staff and peers.
- Supporting the *College Enrolment Agreement*.
- Adhering to the *Student Responsibilities*.

Students are encouraged to take part in College activities including, but not limited to, Inter-House activities, carnivals, academic teams and sporting teams.

## WORKING TOWARDS GOOD STANDING

Students are placed on Working Towards Good Standing when their conduct indicates they are not cooperating with College rules and expectations.

This change occurs at the discretion of the Deputy Principal. This can be for ongoing concerns and/or a serious breach of the *College's Enrolment Agreement*. Working Towards Good Standing is a temporary position, students need to follow the College's Enrolment Agreement in order to move back on Good Standing.

If a student remains on Working Towards Good Standing for an extended period of time, their position at the College may be at risk.

## COMMUNICATION

### Parents Contacting Staff

Parents can make an appointment in order to discuss any issues by telephoning Administration or emailing to arrange direct teacher contact (i.e. a telephone conversation or an interview). Parents do need to understand that teachers may not be able to get back to parents on the same day, as they are involved in full-time teaching. Under normal circumstances a **24 hour** response time would be reasonable.

### Parents Contacting Students

The College does not have a public address (PA) system and messages are only delivered in the case of an **emergency**. If parents need to collect students this must be done at Administration and students must have a note to allow them to leave class. If parents drop school related items off for their children at the Administration Office we will do our best to deliver such items; however, this cannot be guaranteed.

### Staff Contacting Students

There are a number of ways staff can communicate with students. These include:

- **Assemblies**

Various types of assemblies occur depending on the cohort of students that need to be informed of upcoming events etc. Assemblies can be College, House or Year Assemblies.

- **Daily Notices**

Notices are read out every morning to students. It is the responsibility of all students to ensure that they hear these notices during morning PCG. Notices can also be found on SEQTA Engage.

### The College Communicating With Parents

The College has a number of ways that it communicates with parents. It is critical that parents are fully aware of these so that a sound knowledge of what is occurring at school is attained in order to keep in touch with the education of students. The forms of communication used by the College are listed below:

- **Email/Telephone**

Are the primary and immediate modes of communication.

- **Annual**

Each year all families receive a copy of the College Annual that gives an overview of many of the events that have occurred during the year.

- **Calendar**

Located in the Student Organiser is the calendar for the year. Any changes to the calendar are communicated via the College newsletter – the Delagram.

- **Delagram**

The Delagram is emailed to all families on a fortnightly basis. Hard copies are also available at Student Reception. This is the College newsletter and includes a range of articles written by staff and students including results of various activities, forth-coming events, outstanding student performances, relevant prayers/reflections and other items of interest. An electronic version of the Delagram can be accessed on the College website [www.lasalle.wa.edu.au](http://www.lasalle.wa.edu.au)

- **Student Organiser**

The Student Organiser contains essential information that both parents and students need to know. It is a communication tool for both parents and staff. It is necessary for parents to sight and sign the Student Organiser weekly.

- **The Western Lasallian**

The Western Lasallian is a College publication focussing on events of our College and achievements of our students.

- **SEQTA Engage**

SEQTA Engage is the electronic system that parents/students can access externally. SEQTA Engage can be used to view upcoming assessments, ongoing marks and information relating to student courses.

- **Facebook**

The La Salle College Facebook Page has weekly updates on features including Monday Memories, Wednesday Wellness (Act-Belong-Commit), Click on Saturday (IT information and helpful hints), Sunday Reading (Delagram) and promotional information, notifications and invitations.



## PARENTAL CONCERNS/COMPLAINTS/GENERAL QUERIES

La Salle College is committed to ensuring that parents have a clearly articulated avenue for raising concerns, issues or general queries, which is understood by all staff, enabling fair and expedient resolution.

La Salle College aims to:

- Keep parents fully informed of the procedures for lodging any concern or complaint by publishing these in the College Organiser.
- Create a community where all members are treated with dignity and respect.
- Treat all concerns and complaints in a sensitive, fair, timely and confidential manner.
- Promote an atmosphere where any concern or complaint can be heard openly, free from victimisation and/or reprisal.

Parents wishing to seek clarification, register a concern or lodge a complaint are encouraged to do so with the staff member directly concerned.

**Examples are listed below:**

- **Overall progress: Pastoral Care Advisor (who may choose to seek the assistance of the House Coordinator or Year Coordinator).**
- **Subject progress: classroom teacher.**
- **Curriculum concern (specific): relevant Learning Area Coordinator.**
- **General curriculum concern: relevant Year Coordinator.**
- **One-off behaviour concern: staff member involved.**
- **General behaviour concern: Pastoral Care Advisor.**
- **Significant behaviour concern: Year Coordinator.**
- **Serious behaviour concern: relevant Deputy Principal.**

Parents are able to raise concerns in writing or by telephone with the appropriate staff member. In some instances staff may feel it necessary to ask the parent to put the concern in writing.

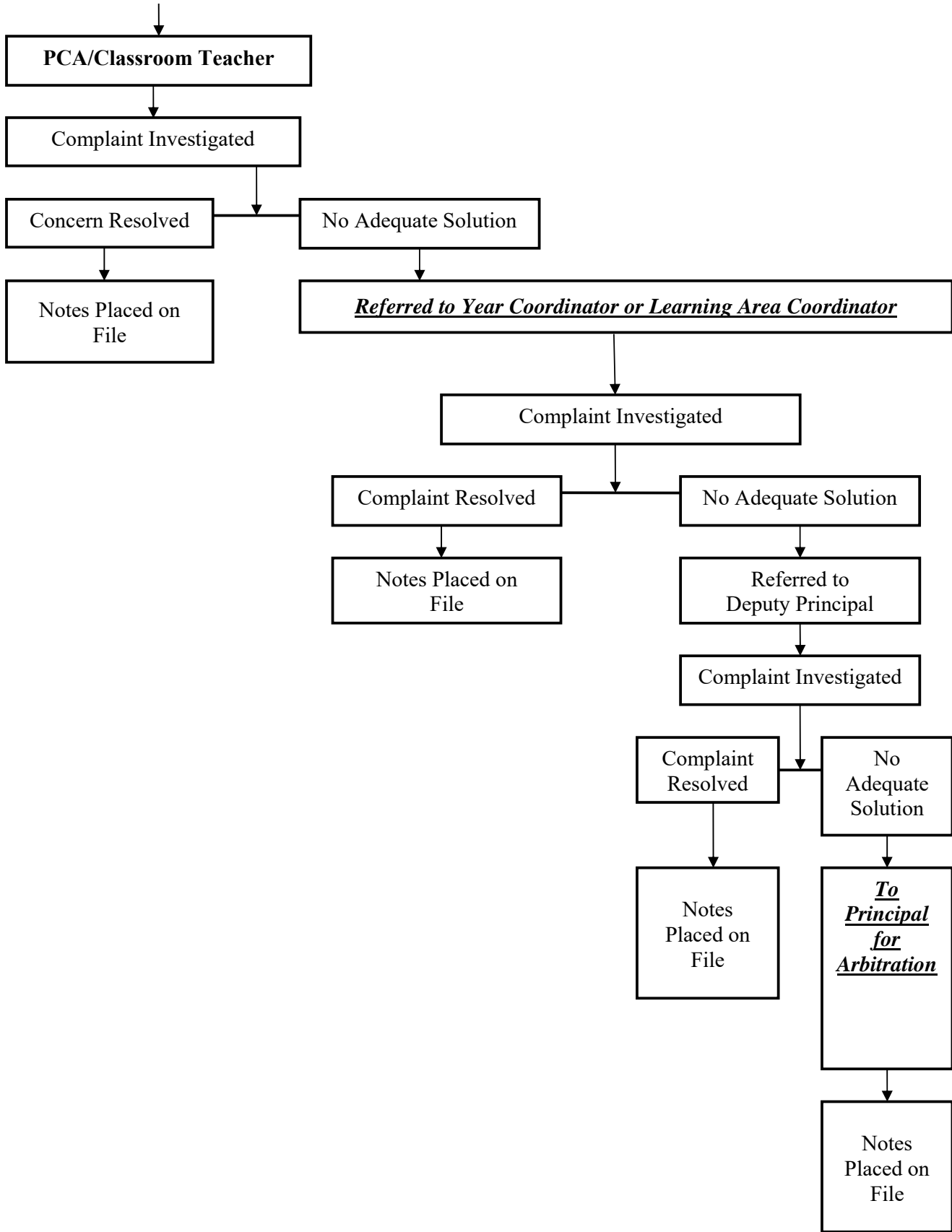
Should parents be satisfied with a staff member's response then the matter in most cases would rest. However, parents may wish to ensure that the Administration of the College is made aware of any unresolved concerns. It is a parent's right to do so by writing a follow-up letter to the Principal outlining the events that occurred. In such a case the Principal may decide whether to act further.

Should a resolution occur the staff member would generally record the details of the incident.

Should a resolution not occur:

- Parents are free to contact a more senior staff member. (These are listed in the front pages of the Student Organiser). This should be the 'next most' senior staff member. For example, a parent who is unable to resolve an issue with a classroom teacher should contact the relevant Learning Area Coordinator, not simply go straight to one of the Deputy Principals or the Principal.
- The following chart gives an outline of the College structure and should assist in deciding who to contact:

**CONCERNS/COMPLAINTS/QUERIES RECEIVED AND REFERRED TO APPROPRIATE STAFF MEMBER**



## PARENTAL INVOLVEMENT

Parental involvement is important and encouraged. The College has a volunteer group collectively known as the **Friends of La Salle College (FOLSC)**. This group allows parents the opportunity to be involved by supporting the various College activities on a practical level. Parents are invited to register their interest periodically throughout the year via an email request. There are many areas of parental involvement including:

- Busy Bees
- Canteen
- College Drama Productions
- Friends of Music Committee
- Friends of Sport Committee
- Hall of Excellence
- iCentre
- Inter-House Athletics Carnival
- Inter-House Swimming Carnival
- Lap-A-Thon
- NEAS (North Eastern Associated Sports)
- Quiz Night
- Sewing – costumes
- Uniform Shop

## ADMINISTRATIVE POLICIES AND PROCEDURES

### Absent/Sick Students

Parents are asked to inform the College via the Absentee number 9449 0682 of any absentees or lateness. This can be done by leaving a message on the Absentee answering machine at any time before 8:00 am. Parents are also encouraged to email the College absentee staff on [absentee@lasalle.wa.edu.au](mailto:absentee@lasalle.wa.edu.au). However, should a child's absence not have been confirmed by a call from a **parent/guardian**, then an SMS alert will be sent to the parent/guardian asking them to call and confirm their child's absence. Students who are sick should NOT be sent to school as the College does not have facilities to care for them.

Any student who feels ill or requires medical attention during the day must report to Student Reception. The College's Sick Bay is suitable only for holding an un-well student for a short period of time. After this time, the student will return to class or parents will be telephoned to collect the student. Parents must collect un-well students from the Administration Office. The College requires a daytime contact number and an emergency number for this reason. **Please note that students may not call or SMS home on their mobile phones if un-well. All calls need to be made by Student Reception.** Please note that the College is not permitted to provide ANY medication to students, including paracetamol, without a standard medical consent form being completed.

If a student needs to leave school during the day, written permission from a parent is required before coming to school using the Student Organiser (Notes from Parents Concerning Absences). Students must leave and return through Student Reception and receive a Leave Pass. In instances where someone other than a parent is picking up the child or where students are walking, driving or riding to an appointment, parents are asked to include the specific details on the note. Should these details not be included, parents will be contacted and if contact is not made, a decision as to whether or not to give the student permission to leave will be referred to one of the Deputy Principals.

Students need to be at the College by 8:25 am each morning. Students who are late to school will be required to sign in at Student Reception and will need a signed note from a parent/guardian which outlines the reason for being late. Parents may be contacted to verify the lateness.

### Attendance

Students are required to attend school or an alternative approved College activity every day unless a medical issue, illness or family matter prevents attendance.

All student absences are followed-up by the relevant PCA/Year Coordinator. On return to school from an absence, students MUST supply a parent-signed written explanation for the absence. A handy tear-off note is provided in the Student Organiser for this purpose. Extended absences, especially those that are unexplained, will be investigated and in certain circumstances, students may be referred to the Participation Coordinator at the Swan Department of Education.

### Banned Items

The following items are not permitted to be brought to the College:

- Chewing/bubble gum.
- Pocket knives or any dangerous item/weapons.
- Electronic games or laser pointers.
- Permanent markers or spray cans of any form.
- Alcohol, tobacco or any unlawful substances are not permitted at school, in school uniform or at any school function, or while travelling to or from school (whether or not in uniform).
- Correction fluid (corrective tape only is permitted).

## **Bullying and Fighting**

According to the College's Enrolment Agreement bullying, teasing or intimidating other students physically, verbally or via use of technology (e.g. mobile phones, online, etc) on or off the campus is not tolerated. If you become concerned that your son/daughter is involved in or being affected by these behaviours, contact their relevant Year Coordinator. A comprehensive copy of the College's Bullying and Harassment Policy is located on our website (see College Website - [www.lasalle.wa.edu.au](http://www.lasalle.wa.edu.au) – Community/Parent Resources).

The College cannot, and will not accept violent behaviour. Students **must not** retaliate in a physical manner if they have been bullied, teased or hit. The student should walk away and immediately report the matter to a teacher. Responding to violence with violence only escalates situations. An excuse of 'self-defence' will only be accepted in the rarest of situations and only if the student was in fear for his/her personal safety AND the response was in line with the initial physical contact. **Parents are requested to discuss this issue with their children and explain clearly the College's rules on this matter.**

Cyber-bullying, that is using technology to intimidate others, is not tolerated. Inappropriate distribution of emails, texting and images also constitutes cyber-bullying.

## **Classroom Rules**

The underlying philosophy of a Catholic community is one of care. This is based on respect for oneself and others and incorporates the principles of restorative justice. Student behaviour should reflect caring and respectful attitudes towards classmates, the school and the wider community. This is the basis of Student Responsibilities.

### **Student Responsibilities**

*Below are the 10 principles which all students should follow at La Salle College;*

1. Be on time.
2. Come prepared and participate to the best of your ability.
3. Follow the uniform policy.
4. Be polite, honest and respectful to everyone.
5. Respect yourself and others, including all property.
6. Keep La Salle College clean.
7. Act in a way that keeps everyone safe.
8. Follow staff members' direction.
9. Respect everyone's right to learn.
10. Talk to a staff member if you or others have a concern.

## **Behaviour Support**

Behaviour Support at La Salle College has a strong pastoral dimension, where the dignity and worth of all is the primary concern. As stated by St John Baptist de La Salle "the greatest care must be taken in order that corrections be timely and beneficial both for those who receive it and for those who witness it."

This policy is based upon the following fundamentals:

- A consistent approach to classroom management and discipline by classroom teachers.
- A pleasant and caring environment in their classrooms where there is mutual respect for the dignity and rights of all.
- Clear and concise rules and sanctions which are known, understood and supported by all staff, students and parents.
- A clearly defined support structure designed to assist teachers and students work out behavioural problems.

Teachers endeavour to sort out minor issues themselves. More serious issues or consistent offenders are dealt with by the respective Learning Area Coordinator, Year Coordinator or Deputy Principal. Incidents

resulting in a breach of enrolment are dealt with by the Deputy Principals, who have the discretion to call on the Principal for additional support.

Students are continuously monitored by the staff. Breaches of the Enrolment Agreement and any of the College's policies are recorded electronically on the student's profile. Students who receive inappropriate behaviour notices may be placed on Tuesday or Friday afternoon detention by the relevant Year Coordinator/Learning Area Coordinator.

In addition, a Student Academic Review is conducted for students in Year 11 and 12 during Term One. This information is outlined under 'Reporting' later in this document.

Students who refuse or fail to do the work required are in need of as much attention as those who are disruptive. Refusal by students to do work is strictly a behavioural issue; however, failure to do so may need a more supportive approach. Parents are notified of missed assessments. Help is offered to students in a variety of ways.

The following sanctions are used when students do not follow the expected behaviour:

- *Informal Sanctions*- Students are given sanctions for poor behaviour as a deterrent and as a punishment. These are minor and would be given as a lesser punishment than Tuesday detention. Examples would include cleaning desks, chairs, tidying rooms/yard duty. Recess/Lunchtime detentions.

NOTE: Any detention during recess and lunchtime still allows students adequate time to eat and go to the toilet.

- *Formal Sanctions*- The following may be given to students and are recorded:
  - Lunchtime Detention.
  - Tuesday Detention.
  - Friday/Holiday Detention – given to students who continue to accumulate entries in their Organiser related to behaviour. This is an indication that a greater sanction is required. A Friday or Holiday Detention may also be given immediately for breaking serious College rules.

NOTE: Any Friday/Holiday Detentions are generally determined by the relevant Year Coordinator or Deputy Principal.

Suspension occurs when a student has:

- Been involved in a most serious act of misbehaviour e.g. teacher abuse, which is dealt with by a Deputy Principal.
- Continued to display poor behaviour.

NOTE: All suspensions are at the discretion of the Deputy Principals in consultation with the Principal.

Exclusion may occur when a student has:

- Exhausted all avenues within the College's discipline procedures or
- Committed an act which is totally in contradiction to the ethos of the College.

The Principal with one or more Deputy Principals manages the exclusion of a student. The final decision to exclude a student rests with the Principal.

## INTERNAL AND EXTERNAL SUSPENSION – FREQUENTLY ASKED QUESTIONS

### **Question:** *What is an internal suspension?*

**Answer:** An internal suspension is a serious consequence that can be imposed upon a student for a breach of the College's Enrolment Agreement. It means that the student is required to attend school but they are not permitted to participate in any classes and school related activities for the duration of their internal suspension. A student who has been internally suspended will complete assigned work, under the guidance of the Deputy Principals, and will have their scheduled meal breaks outside of whole-school times. Upon completion of their internal suspension, students will return to their classes and school related activities as per normal.

### **Question:** *What is an external suspension?*

**Answer:** With the exception of exclusion, an external suspension is the most serious consequence that can be imposed upon a student for a breach of the College's Enrolment Agreement. It means that the student is not permitted to attend school or participate in any school related activities, such as representing the College in sport or attending a school event or social, until such time as the Principal readmits the student into the College.

### **Question:** *What are the processes involved in a child being suspended?*

**Answer:** Before any student is internally/externally suspended a Year Coordinator/Deputy Principal will have contacted parents/guardians and clearly explained the reasons for the internal/external suspension. Any subsequent questions regarding the reason for the suspension should be addressed to either the Deputy Principal or the relevant Year Coordinator, before the internal suspension, or in the case of an external suspension, prior to the interview with the Principal.

If a student has been previously externally suspended, or has committed a most serious breach of College rules such as a serious assault, or an infringement against the College's Drug Policy, an exclusion from the College may follow the external suspension.

### **Question:** *Why has my child been suspended?*

**Answer:** Thorough investigations into any alleged misconduct by a student are completed by the Year Coordinator and/or Deputy Principal. This will include discussions with your child and any witnesses to the alleged incident. A presumption of innocence and procedural fairness will always apply. A student will have the opportunity to respond to any allegations put forward against him/her before any conclusion is reached by the College.

If, after carrying out their investigation, the Deputy Principal and Year Coordinator reach a conclusion, on the balance of probabilities, that your child is responsible for the serious breach of College rules, the Deputy Principal will consult another Deputy Principal, who will review the decision to ensure appropriate procedures and fairness have occurred. Upon this confirmation, the parent will be contacted.

**Question:** *Do I have the right to speak with the Deputy Principal regarding the final decision to suspend my child?*

**Answer:** Yes. You will most probably be contacted by phone and informed of the allegations made against your child. The Year Coordinator/Deputy Principal will explain that a suspension has been deemed appropriate given the evidence that the College possesses. In the case of an external suspension you will be asked to come into the College as soon as possible to pick up your child. If you wish to discuss the specific reasons for your child's suspension, you will be given the opportunity to meet with the Deputy Principal.

**Question:** *The College has an extensive network of CCTV cameras. If my child's behaviour has been caught on camera can I view the footage?*

**Answer:** Possibly. If there are images of other children in any CCTV footage the Privacy Act would require permission from their parents/guardians before the College could publish such images to a third party. If only your child's image is in the footage you certainly have a right to view the images.

**Question:** *What is the length of the suspension?*

**Answer:** The length of the suspension will vary depending on the severity of the incident. Usually 2 -3 days are given for suspension so as to minimise disruption to the child's learning programme.

**Question:** *What will my child do whilst on suspension?*

**Answer:** Your child will be expected to continue to study and work on assessments that have already been given. In addition, a child who has been externally suspended will be provided with a work booklet with reflection questions will also be given and this needs to be completed whilst out of school. This booklet needs to be handed in to the Principal at the time of the interview.

Your child should not attend any College function or event while he/she is on external suspension.

**Question:** *Will my child's assessments be affected by his/her suspension from school?*

**Answer:** If there is an assessment due while your child is on suspension, then it will need to be submitted on that due date unless an arrangement has been made with the subject teacher. Assignments can be dropped at the College Office or emailed directly to the teacher concerned. If it is an 'in-class' assessment, then this will need to be negotiated with the Deputy Principal and Learning Area Coordinator for that subject.

**Question:** *What if my child is on the Onsite Programme?*

**Answer:** This will depend on the nature of the breach. Your child may not be allowed to attend the workplace. This will be assessed case by case.

**Question:** *What will happen at the review of enrolment interview with the Principal?*

**Answer:** Essentially, this will be a conversation between the Principal, you and your child. The student will be asked to explain his/her involvement in the incident and what he/she has learnt from the experience. Your child needs to listen to the questions asked of him/her and answer them honestly and clearly. It is important that your child presents him/herself immaculately – full and correct College uniform, polished shoes, hair brushed neatly. He/She must bring along the neatly completed reflection booklet. The review of enrolment interview with the Principal is not about arguing the merits or otherwise of the suspension.



If parents believe that their child had not been provided with natural justice and/or procedural fairness, it is appropriate that this matter is raised directly with the Principal. This should occur **prior** to the review of enrolment interview. A separate interview should be arranged to discuss these concerns.

The Principal may impose certain conditions relating to the return of your child to normal classes. A referral to one of the College's counsellors may be required. Under usual circumstances, a child who has been suspended will drop to Level 4 (Loss of Good Standing) on the Student Recognition System (SRS). Return to normal classes after a review of enrolment interview is NOT automatic. The Principal may choose to extend the period of suspension or move to the exclusion, if warranted. A student returning to the College after suspension should not discuss any details of the incident or consequences with other students.

**Question:** *What is the difference between exclusion and a withdrawal?*

**Answer:** To have a child excluded from the College means that the Principal has made the decision not allow that child to return to the College.

If the principal, after due consideration, has made the decision to exclude a child from the College, the Principal will firstly provide the parents with the option of withdrawing the child's enrolment.

A withdrawal means that the parents have made that decision. In the event of a withdrawal or exclusion, appropriate support will be offered to parents to assist place the child in another Catholic school, where possible. The final decision relating to a child's enrolment in another school rests with the Principal of that school.

**Question:** *Can I appeal the Principal's decision to exclude my child?*

**Answer:** While the decision of the Principal to exclude a child is final, if a parent believes that the Principal or College has not complied with the procedures outlined in the Catholic Education Commission of Western Australia's Exclusion Policy, a parent may appeal the matter to the Executive Director of Catholic Education. Please see the Disputes or Complaints link on the College website.

### **Drugs and Health Education Policy**

La Salle College is a community based on the guiding principles of our founder St John Baptist de La Salle. Our principles are contained within the Mission Statement and Values found in our Student Organiser. Our Drug and Health Education Policy reflects this and is also consistent with the following:

- The College Discipline Policies.
- Regulations determined by State and Federal Laws.
- WA Health Department and the National Task Force on Drug Education.

In order to provide a safe, supportive and caring environment for students, La Salle College:

- Promotes the individual's appropriate and responsible use of medicinal drugs.
- Prohibits the possession, use, and/or distribution of any illegal drug, alcohol or tobacco products and any drug related equipment.

The College does not permit students to:

- Smoke tobacco products, consume alcoholic beverages, deliberately inhale solvents, or misuse personal medication.
- Possess drug related equipment (as defined in the 'Misuse of Drugs Act, 1981') except in the case of lawful medical use e.g. the use of needles by a diabetic student to administer insulin.
- Possess, use or distribute any prohibited drugs (as defined by the 'Misuse of Drugs Act, 1981').
- Encourage other students to become involved in the use, and/or distribution, of any of the above.

Selling or 'trafficking' in illegal drugs is considered a serious offence in Western Australia and carries with it severe penalties. Trafficking in illegal drugs by students at the College or at College functions is considered an extremely serious breach of school regulations and of the laws of this State. Students found to be engaging in such activity may be excluded from the College. The possession of illegal drugs, including medication not prescribed for that student, is against the law. The College is required to notify the police when students are found to be in possession of illegal drugs.

This policy applies within the College grounds, during any College functions as well as camps and retreats, while the student is travelling to or from the school, or while the student is in College uniform.

### ***School Health Education Curriculum***

The College has developed an awareness of Drug and Health prevention by raising awareness in the following areas:

- Years 7 to 9 Health Education Programme: The course content informs students of the types of drugs available (including prescription, non-prescription, illicit and non-illicit drugs) in our society. It investigates the harmful effects of drug use and aims to assist students to make decisions that will promote good health and well-being as young adults. The focus is on smoking, cannabis, alcohol, ecstasy, ice, cocaine and heroin.
- Introducing guest speakers to address these issues and where possible provide information evenings for parents.
- Publishing facts about drugs via the Delagram: The Physical and Health Education Learning Area provides details of website links and up-to-date statistics on drugs and the impact on society.
- Supporting Government initiated projects: Implementation and awareness of the School Drug Education Project distributed via the Drug and Road Safety Awareness Campaign and the recent Facts on Drugs Campaign.
- Provision of after-school activities in which students may participate; it is a well-known fact that providing alternatives to drug use, such as participation through sporting opportunities, does reduce the chances of students experimenting with recreational drugs.

### ***Intervention***

The intervention procedure is designed to address drug use or possible drug use in a way that is in the best interest of all parties, while also conforming to legal requirements.

### ***Smoking***

La Salle College is a smoke-free school and as such smoking is not permitted on the College grounds by staff, visitors or students. Any student found smoking on College premises or in possession of tobacco products, while travelling to and/or from the College, at any time while wearing the College uniform, at any College camp or excursion will be referred to the appropriate Deputy Principal.

### ***Alcohol***

This refers to the deliberate possession and/or consumption of alcohol on the school grounds, or during other school activities, or coming to school under the influence of alcohol. The response to such an incident would be coordinated by the Deputy Principal, with records kept. Even a first offence would be taken very seriously.

Where severe and constant abuse of alcohol is identified more intensive counselling will be initiated. This may include:

- Assessment by the College Counsellor
- Referral to local counselling and parent programmes run by the Northeast Metropolitan Community Drug Service Team

### ***Solvent Abuse***

La Salle College recognises that solvent abuse can have immediate life threatening implications and immediate help may be required. Any student suspected to be using solvents will be referred to a relevant and local outside agency, e.g. The Northeast Metropolitan Community Drug Service Team. In recognition of the hazards of solvents, control and care is taken by the Technology and Enterprise Learning Area of the College to supervise the use and storage of solvents.

- All solvents are to be stored in a safe and locked area, a safe distance away from welding areas.
- All solvents are only to be used in ventilated areas, with safety glasses and masks and under staff supervision. Contact with the skin must be avoided and skin protection must be worn.
- Wherever possible products with low toxic levels will be purchased and used e.g. mineral turpentine instead of enamel thinners.

### ***Illicit Drugs***

This refers to any psychoactive and illegal drugs that affect the central nervous system, including depressants, stimulants, hallucinogens and other drugs. A definition of different drug types according to the National Task Force on Drug Education and information sheets about drugs are available from the College Counsellor upon request.

The possession and/or supply of illegal drugs is an offence against the law. The College will view all offences involving illegal drugs as a very serious matter. Where possession of illicit drugs is suspected, the police will automatically become involved.

- Any student found in possession of illegal substances will be suspended where this is his/her first offence. A repeat offence is likely to result in exclusion. The College follows the Catholic Education Office guidelines for the exclusion of students.
- Any student found to be supplying illegal substances may be excluded from the College.
- In such cases this action will be taken after consultation with parents and in accordance with guidelines established by the Catholic Education Commission.
- Any student found to be under the influence of illicit substances, will be suspended from the College.
- The student/s and their parents/guardians will be referred to the College Counsellor for initial counselling where information about the Northeast Metropolitan Counselling Service will be provided.
- Any student whilst attending La Salle College or involved in College activities who consumes an illegal drug, should consider that they have placed their enrolment at serious risk.
- In these matters, the Principal reserves the right to make decisions that are in the best interest of the whole College community, whilst also considering the best possible outcomes for the student and his/her family.
- In instances where students are excluded from the school, the Principal will endeavour to assist, where appropriate, in the re-enrolment of the student in a suitable school. Appropriate counselling agencies will be recommended. The privacy of the individuals involved in the above matters is respected and the College makes no public comment on such incidents.

### **iCentre (Library)**

The College iCentre is open at the following times:

Monday: 8:00 am to 5:00 pm  
Tuesday: 8:00 am to 5:00 pm  
Wednesday: 8:00 am to 5:00 pm  
Thursday: 8:00 am to 5:00 pm  
Friday: 8:00 am to 3:30 pm

### **Late Students**

Students who arrive after PCG (8:45 am) must sign in at Student Reception. A note of explanation is required. Students who arrive after 8:45 am without a valid note will be followed up by their Year Coordinator.

### **Locks and Lockers**

New students and Year 7s will be provided with a combination lock at the beginning of the year. Lockers must be kept securely locked at all times. Students must keep their bag inside their own locker area. Bags found in incorrect areas will be removed. If students need a new lock in the future or choose to change their lock, they must supply one from home or purchase one from Student Reception. At the end of each school year, students are to empty their lockers and take their locks home for the next year.

### **Lost Property**

All belongings, books and clothing must be named. Lost property is kept in Student Reception for one term, after which it is given to charity. Please check Lost Property regularly. The College is not responsible for any lost or stolen property. Where possible, valuable items and large sums of money should not be brought to school.

### **Medication**

For safety reasons students are not permitted to carry medication with them throughout the day. Parents with a child requiring medication need to contact Student Reception who can supervise the self-administration of medication.

All parents are required to complete a form to keep the College informed of their family and medical information. The College needs to be notified when changes to the details submitted occur.

Paracetamol tablets will only be dispensed if written permission is granted on this form.

### **Official College Reference**

Should students require a reference, they are to contact the relevant Deputy Principal who writes the reference and submits it for typing. The relevant Deputy Principal and Principal sign the reference and returns the original to the student and leaves a copy on the student's file. Students are only permitted one *official* College reference.

### **Payment of Fees and Other Monies**

Fees are to be paid within 14 days, unless you have requested in writing an agreeable payment plan arrangement with regular instalments, please send this to the Accounts Department.

Please note fees are required to be paid in full each year.

Methods available for payment of accounts are:

Direct Debit, from your saving or credit card. Cheques can be posted or, as with cash, paid at the office, which is open for most of the school holidays. Credit cards, EFTPOS and BPAY are all acceptable.

Parents that are having financial difficulties are encouraged to make an appointment with the College Families & Human Resources Manager to discuss their needs.

A full term's notice (i.e. 10 weeks) is required on withdrawal of a student from the College during the year. If the required notice is not given of early withdrawal of a student, a full term's fee is payable in lieu of notice.

Tours - Parents should consider their financial commitments to the College with regard to the tuition fees and charges before supporting their child's involvement in this tour. Families who are not up to date with their fees will need to meet with the Families and Human Resources Manager before their child is accepted onto the tour.

Music lesson fees are sent when the Instrumental and Vocal Music timetables are finalised. These are to be paid in advance and no student may start lessons unless payment has been received. Parents should note that if a student wishes to withdraw from the Instrumental and Vocal lessons, at least five teaching weeks' notice must be given so that suitable arrangements can be made with the contracted tutors.

Music scholarship recipients will have all fees added to College fees while full fee paying Music students will be invoiced directly from the Music Department.

If a student voluntarily leaves the College, all scholarship fees will be paid in full for the remainder of said scholarship.

Tuition and resources are billed at the beginning of Term One, Subjects and other charges e.g. Outdoor Education Camps, excursions, etc will be billed at the beginning of Term Two. Statements are sent at the beginning of each term.

### **Student Departure - Permanent**

Parents should notify the College in writing if a decision has been made to withdraw a student from the College. The letter should be addressed to the Principal. A Clearance Form can be collected from the Year Coordinator once a letter of withdrawal has been received. This form ensures that all College property has been returned and is completed for the benefit of both the student and the College. Ten weeks' notice in term time is required on withdrawal of a student from the College before the end of the year. If notice is not given of early withdrawal of a student, a term's fee is payable in lieu of notice.

### **Student Representative Council (SRC)**

Being selected as a member of the Student Representative Council is a significant responsibility and requires serious consideration. The Student Representative Council will be responsible for particular portfolios that include the following areas of responsibility; Christian Ministry, Academic, Arts, Music, Sport, Student Community and House. The selection process for Year 7 Student Councillors will take place at the end of Term One.

In order to be eligible as a member of the Student Representative Council, a student must satisfy the following criteria:

- Be at Good Standing of the Student Recognition System.
- Positive attitude towards the College.
- Commitment to the College Mission Statement.
- Attendance and support of College functions, e.g. Athletics Carnivals, House Activities, weekly Mass, etc.
- Complies with uniform and grooming standards.
- Good school record.
- Polite to teachers and students.
- Good communication skills (e.g. with staff, students, public speaking, presenting ideas).
- A sense of responsibility.
- High level of motivation.
- Sound organisational skills.
- Cooperation and teamwork skills.
- Supportive of the *Touching Hearts* programme.

### **Supervision of Students and School Hours**

Schools hours are from 8:25 am to 3:10 pm Monday to Friday. Supervision will be provided between 8:00 am to 3:30 pm. Unless a student is involved in a school sanctioned and supervised event outside of these hours, the College cannot assume responsibility for the student's welfare. Students should not arrive at school before 8:00 am, and should leave by 3:30 pm, unless involved in a College authorised and supervised activity.

## **Travel and Parking**

Students are to travel to school and home again by the quickest, most direct route. It is an expectation of the College that students are exemplary in their behaviour and standard of dress when travelling or in public places such as any shopping complex. School uniform must be worn when travelling to and from school.

- *Public Transport:* Students are expected to behave while waiting for and travelling on public transport. Students who cause annoyance to others may lose the right to travel on public transport services. Parents are able to contact Swan Transit or Transperth for further information of bus routes. Copies of the Swan Transit bus routes are also available at College Reception.
- *Transperth Smartrider Cards:* Transperth Smartrider cards (for travel concession) are distributed to students at the beginning of Year 7. Replacement Transperth Smartrider cards can be ordered via Student Reception for a small cost.
- *Cyclists:* Bicycle racks are provided at the College. Helmets must be worn and stored in the student's locker.
- *Parent Parking Area:* Parents may park in the visitor's parking bays in front of the Administration Office and the parking spaces in front of the oval. ***Please note, there is no parking available at the College for students who are licensed to drive.***

## **Canteen**

The Canteen is open from 8:00 am each day. Students may pre-order recess and lunch by placing and paying for their orders before 8:25 am. Recess/lunch orders can be collected from the side window (located in 'C' Street).

## CURRICULUM POLICIES AND PROCEDURES

### Deputy Principal Responsibilities

Deputy Principals have the overall responsibility for the College curriculum and the study programme of each student. They are assisted by the Learning Area Coordinators.

### Learning Area Coordinator Responsibilities

Learning Area Coordinators are responsible for the programmes and assessment of students in their area. It is the responsibility of the staff to:

- Develop a teaching/learning programme that adheres to current College guidelines.
- Provide students with a subject outline and assessment schedule at the commencement of the subject.
- Provide students with feedback on all assessments completed within a reasonable timeframe.
- Ensure that assessments are fair, valid and reliable.
- Maintain accurate records of student achievement and assessment.
- Meet school and external timeframes for assessment and reporting.
- Inform students and parents of academic progress as appropriate.

### Student Responsibilities

It is the student's responsibility to:

- Complete the prescribed work requirements in each subject by the due date.
- Complete all assessment tasks described in the Assessment Outline.
- Maintain a good record of attendance, conduct and progress.
- Initiate contact with teachers concerning absence from class, missed assessments, extensions required and other issues pertaining to assessment.

### Academic Mentoring – Year 12

All students in Year 12 are allocated to a teacher who acts as their academic mentor throughout Year 12. Meetings between students and teachers are arranged at mutually convenient times to discuss student progress.

### Awards

The following practices exist in the College to reward students for their efforts during a school year. Commendations, Merit Certificates and Principal's Commendation are presented during College Assemblies throughout the year.

On Presentation Evening medallions and certificates will be presented for:

- *Outstanding Achievement:* i.e. top student in a subject in all years.
- *Outstanding Effort:* the top students in each year group who gain the most votes from teachers for effort in all classes.
- *Year Coordinator's Award:* To the student the Year Coordinators, in consultation with teachers, selects who has contributed most to the year group.
- *St John Baptist de La Salle Award:* To the student the Principal in consultation with the Year Coordinators selects who contributes the most to the College from the whole student population.
- *Dux/Proxime Accessit:* The Dux is awarded to the most outstanding Year 12 academic achiever in the College and the Proxime Accessit is awarded to the runner-up.
- *Sporting Awards:* The Stopp family Award for a male and a female student for their general contributions to sport.
- *Pastoral Care Group Awards:* For students who display the charism of a Lasallian and Catholic school.
- *Gary Veen Memorial Award:* Awarded to a student who has shown a dedication to the charism of St John Baptist de La Salle, a resilient attitude in the face of adversity and a sense of humour.
- *Pauline Millar Award:* Recognises a person who has enriched the fabric of the College in his or her own unique way through using his or her special God given gifts and talents.
- *Madge Smith Memorial Award:* Recognises an Aboriginal student who has demonstrated outstanding effort and achievement.

### **Reflection Days/Retreats/Camps**

Students are expected to attend Reflection Days, Activity Day, Retreats and subject camps for their relevant year. Related information is sent home prior to the event so parents are fully informed as to the particular details. Parent permission slips and medical details will be required before a student will be able to go on any of the trips.

### **Christian Service-Learning**

All students in Years 7 to 11 are required to participate in the College's Christian Service-Learning Programme – *Touching Hearts*. This programme provides students with the opportunity to engage in Christian outreach and has a primary focus on reflective practice.

### **Excursions**

Parents are notified in advance of any excursion involving their son/daughter. A letter is distributed and includes a parent permission slip that must be signed and returned to the College before a student will be allowed to leave College grounds. Excursions are generally subject based and often form part of the assessment programme. Some excursions will incur a cost.

### **Homework**

Homework is important for completing and consolidating work done in class, developing independent study habits, revising and reading. If students are to reach their academic potential, there must be a commitment to study, as well as class work. Homework comprises four activities:

- Written work
- Learning work
- Revision
- Reading

It is College policy that teachers set homework at the conclusion of each lesson if the nature of the lesson permits.

Students should have a regular time slot for homework in their evening programme. Students are to use the Student Organiser to record homework.

### **Parent Information Evenings**

Parent Information Evenings are held throughout the year as required for relevant year levels.

### **Late Enrolments at the College**

Upon acceptance by the Principal, the relevant Deputy Principal in consultation with the Learning Area Coordinators, will place students who enrol late to the College in appropriate classes.

While it is not essential for transferring students to do all those assessment tasks previously completed by other members of the class, teachers should ensure that they collect sufficient assessment information to determine where transferring students should be ranked in relation to other students at the time of assigning final grades or levels of achievement. If this is not possible, no grade shall be awarded.

### **Onsite**

This is a structured Workplace Learning Program, available to Years 11 and 12 students studying the Workplace Learning course. It provides students with the opportunity to combine industry-based training while completing their final years of school. With the help of an industry trainer students develop nationally recognised employability skills in a wide range of industries.



### **Parent/Teacher/Student Interviews**

There are two Parent/Teacher/Student Interviews per year group each year. The first is held at the end of Term One to coincide with the distribution of the Interim Report. The second is held at the beginning of Term Three to coincide with the distribution of Semester I Reports.

Parents are required to pre-book appointments using the online booking system. Students are required to attend these appointments.

### **Reporting**

Formal Academic Reports are posted to parents according to the following schedule:

- End of Term One        Years 7 to 12 (Interim).
- End of Term Two        Years 7 to 12 (Semester I).
- End of Term Four       Years 7 to 11 (Semester II).
- Term Four                Year 12 Statement of Results.

A Year 11 and 12 Academic Review also occurs during Term One, with contact made to parents as the need arises.

### **Scholarships**

La Salle College offers a scholarship to students entering Year 7. Scholarships are awarded to students from the results gained from the Scholarship Selection Test and/or the ACER General Ability Test (Australian Council of Educational Research).

Scholarship recipients are acknowledged at Presentation Evening prior to their commencement and are issued with a certificate.

Scholarship recipients receive either a full scholarship for Years 7 to 10 or a half scholarship which results in a 50% fee reduction for Years 7 to 10 subject to satisfactory performance. The Principal reserves the right to withdraw a scholarship from a student who underachieves, and/or is consistently in breach of College regulations and who is demonstrating a poor attitude.

The College also offers year-long Music Scholarships. Recipients receive a 50% fee reduction of tuition fees for instrumental lessons.

### **Academic Streaming (Allocating students in Years 7-10 into courses suited to their ability)**

#### *Rationale*

Students may be streamed into courses in lower school within the 'core' subject areas based on their ability. This is done to ensure that students are working at a level as closely related to their ability as possible. The number of streams varies from subject to subject and is based on student achievement, resources and personnel. The structure of the streams is determined by the Learning Area Coordinator in consultation with the relevant Deputy Principal.

#### *Procedure*

Students are notified in writing at the end of the year as to what courses they are allocated for the following year by the relevant Deputy Principal.

Students are able to move from one stream to another during the year. This movement generally occurs at the end of term/semester or year, but can occur as the need arises. Staff wishing to move a student to a more suitable stream must discuss this with the Learning Area Coordinator and if the movement of a student is agreed, the staff member and/or Learning Area Coordinator arrange this with the Deputy Principal. All changes to streams must be in writing so that a copy is placed on file.

### **Students Transferring Subjects**

Changing subjects once the year has started can only be done if the parents make written application to the relevant Deputy Principal. The subject teacher must make the student aware of assessments that have been missed so that suitable arrangements can be made to complete any missed work. *The latest a change can be made is:*

- Year 7 Electives – Changes not permitted. Rotating timetable.
- Year 8 Electives – Friday Week 2, Term One.
- Year 9 Electives – Friday, Week 2, Term One.
- Years 7 to 9 (all other subjects) - Students may only be transferred at the discretion of the teacher and Learning Area Coordinator for educational benefit to the student. Parents will be informed in writing.
- Years 10 to 12 – Friday of Week 4, Term One. Where a subject is related, i.e. English ATAR to English General then a later change may occur at the discretion of the teacher in consultation with the Learning Area Coordinator and the relevant Deputy Principal. Students in Years 10 to 12 should be aware of the requirements outlined in the subject completion statement prior to making any decision to transfer.

### **Students with Special Learning Needs**

The College will ensure that students with special needs are catered for in an appropriate manner in accordance with Catholic Education Commission and School Standards and Curriculum Authority guidelines.

### **Subject Selection Online**

Subject selection for the following year occurs in late Term Two and early Term Three. Students and parents are provided with information regarding this process. A brief counselling session is arranged for all Year 10 students and parents to discuss each student's selection in relation to the student's suitability for the courses chosen and their career aspirations. Students in other year groups are invited to seek advice if required. The College uses a secure internet based system for subject selections. Parents will receive login details for this process.

### **Work Experience**

Students in Years 10 to 12 have the opportunity to complete work experience during any of the school holiday periods. At this stage students have made, or are about to make, important subject choices for their study programmes that will lead them into further fields of study or employment. The experience gained in a working situation will be practical help in making decisions on a future vocation.

The procedure for work experience is:

- Discuss interest, work options, career paths with the College Careers Advisor.
- Obtain the forms for work experience. This is necessary to ensure that the student is covered by insurance in case of accidents.
- All work experience is arranged by the student and/or the family in conjunction with the Careers Advisor. The role of the Careers Advisor is to advise the suitability of the work experience, encourage it to be arranged in the school holidays and matching it to the student's career path.
- Once the form is filled out, it is brought back to the College Careers Advisor. The student collects a work experience diary and two evaluation forms; one for the employer to subjectively rate the student and the other for the employer to objectively rate the student.
- State Training Provider awards selection criteria points for competitive courses for recent (generally accepted as the last 18 months) and relevant work experience that is related to a career path.

## ICT RESOURCES ACCEPTABLE USE POLICY – STUDENTS

### **Rationale**

ICT (Information and Communications Technologies) encompasses all electronic devices and systems which are used to manipulate or communicate data. Examples (a non-exhaustive list) of devices and systems are given below:

- Devices: computers, mp3 players, mobile phones, digital cameras, tablets (e.g. iPad, Android, Surface) and photocopiers.
- Systems: internet, email, intranet, SEQTA, and social networks (e.g. Facebook)

The availability of such resources provides the opportunity for the College to help students develop their full potential. ICT provides significant educational value but can pose a risk of exposure to inappropriate and offensive material and personal safety. In accordance with the teachings of the Catholic Church, the practice of communication must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

### **Definitions**

*Defamation* is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

*Harassment, Discrimination and Bullying* means unlawful behaviour as defined in the Catholic Education Commission Policy Statement 2-B4: ‘Harassment, in Schools’ and Statement 2-D6 “Dealing with Bullying and Harassment (Students)”.

### **Principles**

1. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT, including emails, are the property of the school, and as such, are subject to monitoring by the school.
2. Access to ICT is provided to students as a privilege and students have a responsibility to use it in accordance with the expectations of the school as set out in this policy.
3. The use of school ICT, including the internet and email, by students shall not be contrary to relevant State and Commonwealth laws.
4. As parents are the prime educators of their child, they shall be informed of the school policy and encouraged to assist in facilitating its implementation.

## Procedures

1. Students may only use College ICT resources if authorised to do so by College staff.
2. College ICT resources may only be used for educational purpose as instructed by College staff.
3. Devices outside the Notebook computers (e.g. mobile phones, iPads, tablets, digital cameras, mp3 players, etc.) may not be used during school hours unless by permission of a teacher whilst under their direct supervision.
4. Students require teacher permission to use Notebook computers device at school outside of class time.
5. The following offensive material or conduct is strictly not permitted and will be dealt with in accordance with the *Behaviour Support Model* and in some instances may result in the College involving the Police or other government agencies:
  - a. infringing a person's copyright or other intellectual property rights
  - b. defaming of a person or an organisation
  - c. containing sexually explicit, indecent, obscene or pornographic material
  - d. discriminating against a person on the basis of, for example; sex, race, religion, disability or age
  - e. dealing with a person's personal information in a way that breaches privacy laws
  - f. racial harassment or inciting racial hatred
  - g. harassment or bullying
  - h. introducing or passing on malicious software (e.g. virus)
  - i. breaching of school security
  - j. disruption to the school's networks
  - k. constituting a 'cybercrime'
  - l. any other act or material otherwise contrary to school rules or policy

## **Additional Information**

1. External Storage Devices (e.g. USB drive, mobile phone, mp3 player, etc.):
  - a. May only to be used with teacher permission.
  - b. Must not contain materials which breach College procedures or policy.
  - c. Are subject to monitoring by the College.
  - d. Students are required to back up their work regularly on an external device.
  
2. Printing:
  - a. All students are allocated a print allowance and when this is reached printing will cease until the allowance is replenished.
  - b. My Prints Utility, accessible via SEQTA can be used to check remaining credit.
  - c. The print allowance may be supplemented (minimum of \$2) at the iCentre Circulation Desk, the new balance being available within 24 hours.
  
3. Internet:
  - a. All students are allocated a download allowance and when this is reached the Internet will not function until the allowance is replenished.
  - b. The download allowance may be supplemented (minimum of \$2) at the iCentre Circulation Desk the new balance being available within 24 hours.
  - c. "Download" refers to all material that appears on the screen or is saved.
  
4. Email:
  - a. All students are provided with a College based email address.
  - b. When using this address you are representing the College and as such it should only be used for curriculum related purposes.
  
5. Notebook Computers
  - a. Students are expected to have their Notebook fully charged at the beginning of each school day.
  - b. Students are required to report damage to their College Notebook and submit it for necessary repairs to ICT Support.

## NOTEBOOK PROGRAMME

The College has a one-to-one notebook programme.

### **Advantages:**

Each student will have personal access to a computer as required. The inequity of digital resources will, therefore, no longer be an issue for our students, as this device will be theirs to use at school and at home.

The College will source electronic texts where appropriate, with students not having to carry (or purchase) bulky books such as an Atlas or Bible. Lessons and learning resources will increasingly be of a digital format giving teachers the ability to further build differentiation into the curriculum for each student. The students will then be able to access these online or save them to their notebook. The ability to collaborate through online discussion forums, blogs, wikis, podcasts and utilise other digital resources will allow education to continue beyond the classroom.

Parents will have the ability to view their child's reports and assessment tasks online via SEQTA Engage (the parent portal).

### **Responsibilities:**

The student together with parents/guardians are the owners of the BYOD computers. Therefore, they will need to assume responsibility for the device to ensure it is fully functional for the time it is at the College. These responsibilities will include:

- Charging the device each night, as no access to power will be available at school.
- Backing up of data to an appropriate device (e.g. external hard drive or cloud storage).
- Ensuring no malware, viruses, or other programmes which can adversely affect the College system are on the computer.
- Exercising due care and diligence so that warranty and insurance claims aren't invalidated.

Whilst at the College access to the internet and other data will be filtered and monitored according to College ICT policy. When the notebook is used at home it becomes the parent's/guardian's responsibility to supervise and monitor usage.

Insurance cover is optional for students on BYOD programmes, but is highly recommended that parents exercise this option. An excess may be applicable.

### **Cost:**

Parents are responsible for the purchase of a notebook computer.

If this is likely to cause undue financial hardship please contact the Families and Human Resources Manager at the College so that an arrangement can be reached which will ensure your child has access to a notebook computer.

### **Warranty, Insurance and Support:**

All matters concerning warranty claims for devices purchased through the College's BYOD programme will be handled through the College by our ICT Support staff. Insurance claims will require the completion of a claim form by the parents / guardians and payment of the relevant excess (if applicable).

## ASSESSMENT POLICY: YEARS 7 – 12

### 1. **Rationale**

Assessment is an integral part of education. It occurs whenever a teacher consciously obtains and interprets information on the intended student learning outcomes of a course of study. The justification for this document is based on the central importance of fair and just assessment criteria being applied equally to all students. The College is responsible for providing a policy for assessment, which adheres to Catholic Education and School Curriculum and Standards Authority guidelines and requirements.

### 2. **Absence**

If a student is absent from class, his/her ability to achieve to his/her potential is diminished. Extended periods of absence will result in lower levels of achievement. Absences may result in a student not fulfilling the requirements of a course/subject and thus will be deemed as unable to be assessed, or in Years 10 - 12 assessed as unfinished with a 'U' (unfinished) awarded at the end of the year.

#### *On the day of an 'in class' assessment due to illness*

Under these circumstances students in Years 7 - 12 must provide either a Medical Certificate or written confirmation from parents (at the discretion of the Learning Area Coordinator) upon their return to school to verify the illness (for 'Missed Examinations Due to Illness' see Item 6).

Whenever possible, the assessment will be administered as soon as practical upon the student's return to classes. It is the student's responsibility to arrange this with the teacher concerned. Students who fail to take this action should expect to gain no credit for missed work.

If doubt arises regarding the validity of having the student complete the same assessment as the rest of the class at a later date, the subject teacher will discuss the matter with the Learning Area Coordinator and alternative arrangements will be made.

If assessments have been corrected and handed back, the assessment can only be given as a diagnostic device and to satisfy course completion.

#### *On the day of an 'in class' assessment due to personal commitments*

Under these circumstances, the course/subject teacher in consultation with the Learning Area Coordinator, will decide the appropriate course of action.

If the commitment preventing the student from completing the assessment could have been arranged outside school hours (e.g. driving lesson, hair appointment), no credit will be given for that piece of work, however, the assessment must be completed in order to satisfy course completion. All personal commitments preventing a student completing an assessment should be verified in writing by parents.

#### *On the day of an 'in class' assessment due to an infringement of school rules*

In the case of a student missing an assessment because of the infringement of school rules (e.g. late arrival to class or absence from class without reason), no credit will be given for that assessment. In Years 10 - 12 the assessment must still be completed, but it will be assessed only for course completion requirements.

#### *On the day of an 'in class' assessment due to suspension*

Under these circumstances the course/subject teacher must determine what assessment tasks will be missed. The teacher may, in consultation with the Learning Area Coordinator and Deputy Principal, request attendance of the student for the time required to sit the assessment task. The student will complete the assessment in a location determined by the Deputy Principal. Failure to attend at the required time would result in no credit being given for that assessment.

### **3. Appeals**

If a student feels they have not been treated fairly by the teacher then they may appeal to the relevant Learning Area Coordinator. If there is still no satisfaction, they may make a further appeal to the relevant Deputy Principal.

### **4. Assessment Outlines**

To assist students with their study planning and assignment workload all students are given the due dates for assessment pieces at the beginning of each unit of work. Assessment Schedules for each term are located in the Student Organiser and must be completed by each student. Assessment Schedules are also located on the College's Learning Management System: SEQTA.

### **5. Cheating/Plagiarism**

Cheating is where a student engages in a dishonest act to improve his/her result. This typically occurs in tests and examinations.

Plagiarism is where students use another person's work without acknowledgement. Use of significant sections of another person's work even with acknowledgement is discouraged. All reference sources must be cited in the bibliography.

#### *Tests/Examinations*

If cheating in a test or examination is established, then '0' marks or an 'ND' (Not Demonstrated) may be awarded. Should it be possible and deemed to be fair, a teacher may deduct marks or allocate an 'ND' only to those areas specifically related to the area of concern.

#### *Assignments*

If cheating or plagiarism in an assignment occurs, then '0' marks or 'ND' will be given. Students may need to be given an alternative assessment or an extension, at the discretion of the teacher, noting that the subsequent result would be used only to satisfy course/subject completion and would not be used to calculate the student's final grade.

Furthermore, a student who assists another student unfairly may, at the discretion of the teacher, be treated in the same manner as those outlined above.

In all cases of cheating, a letter is sent home by the relevant Learning Area Coordinator who makes a record of the incident to monitor any pattern.

### **6. Examinations**

When attending examinations, students must adhere to the regulations that pertain to that examination as listed below. The invigilator will make regulations clear to the students.

Students must attend scheduled examinations. In exceptional circumstances, special arrangements may be made through the Principal. Participation in family holidays will not be considered an exceptional circumstance.

Any student who misses a formal school examination due to illness must provide a Medical Certificate to the Deputy Principal overseeing examinations.



### *Examination Procedures*

- If a student is absent from an examination, they must have a Medical Certificate to explain the absence if they are to avoid scoring '0' for the examination OR be given no credit for the outcomes being examined.
- Only equipment essential for an examination can be taken into the examination room. This must be in a clear plastic container. Bags must be left outside. Except for water, food and drink are NOT permitted in the examination room.
- Supervisors will allow reading time at the beginning of each examination. No writing is allowed during this time.
- Strict silence is to be observed on entry and in the examination room at all times. If a candidate requires anything (e.g. paper, etc) during an examination, they must NOT leave their seat. They MUST raise their hand to attract the attention of the invigilator, who will then attend to their needs.
- Candidates are to remain in the examination room for the duration of the examination – they may not leave early.

### *Additional Examination Instructions for Years 10 - 12*

- Senior students come to school during exam time only when they have a timetabled exam. All students are expected to study at home if not sitting an examination. Study facilities will be made available at the College if necessary.
- Morning examinations commence at 8:30 am and afternoon examinations at 12:50 pm. Students must be seated in the examination room TWENTY MINUTES before exams commence. Students may only enter an exam room under the direction of an invigilator.
- As examination timetables are different from the normal College timetable, students waiting for exams or studying at the College must be quiet and considerate.
- Students MUST attend examinations in full College uniform.

### **7. Extensions – Assignments/Tasks**

Students seeking an extension to the due date for a task or assignment must advise the course/subject teacher at least two days (not including weekends or holidays) before the due date. This must be by written application, which includes support and signatures from parents/guardians.

### **8. Holidays**

The College recognises the educational benefits of overseas travel and the importance to families of periodic reunions, however:

- If parents wish to take extended family holidays, they are encouraged to arrange for these to occur during the school holidays.
- Extended holidays during school time usually prevent a student from completing the course content and from being assessed. Such holidays usually create a break in the sequence of learning which makes it difficult for the student to resume their studies without some additional tuition.

When parents are contemplating an extended holiday in school time, they are asked to consult with the College well in advance so that every step can be taken to minimise the disruptive effect on the student's progress at school. An Application for Extended Leave Form (available at Student Reception) should be submitted by students at least 4 weeks prior to any such leave.

When students go on extended holidays in school time, the College:

- On written request by parents made at least a fortnight in advance, will provide a brief outline of the course content to be covered during the student's absence.
- Does not normally have the resources to provide additional tuition outside class time to compensate for loss of tuition time; however, individual teachers may choose to provide some additional outside class time tuition.
- Does not normally make arrangements for students to sit tests or examinations scheduled during their absence unless validity of such can be assured; i.e. students will receive no credit for assessments missed at this time.

NB: For Years 10 - 12 students, when extended holidays are taken, a grade of 'U' (Unfinished) is a distinct possibility and may affect students' chances of achieving the Western Australian Certificate of Education (WACE) – a prerequisite for STP (State Training Provider) and University.

### **9. Injured Students**

If a student is injured and unable to complete practical or written work, the student is referred to the relevant Learning Area Coordinator who will decide on appropriate action in consultation with the relevant Deputy Principal and College Counsellor.

### **10. Late Submission/Failure to complete 'take home' Assessments**

A student who fails to submit an assessment on the due date may not be assessed on the same basis as a student who has submitted the assessment on time, in fairness to the latter. The penalties of '0' marks or 'ND' may be awarded if the assessment is late without due cause. However, late assessments (or an alternative assessment) must still be completed to satisfy course/subject completion. Assessments not submitted by the due date will be recorded in the following manner: An 'L' notation of 'Late' is recorded by the teacher until the assessment is completed or an arranged extension has been satisfied. Should the assessment or arranged extension not be completed, a 'U' notation will be assigned at the end of the year.

#### *Overdue assessments due to suspension*

Students on suspension are required to ensure that any assignment/task due is submitted by the due date.

#### *Overdue assessments Years 7 - 12*

Students are required to submit assignments/assessment tasks on the due date as set by the teacher. Should a student not have completed an assessment item, without adequate reason, the teacher will mark it in the usual manner, but show a 10% deduction of the marks attained for each day it is late, up to maximum of 3 days or 30%; e.g. if a task is marked as 20/30 and it is submitted 2 days late, the result will be reduced by 4 marks to 16/30. If the assignment/assessment is more than 3 days late, it will be corrected and zero marks awarded. In this instance the teacher will return the work to the student and provide a comment based on the student's performance. For the purpose of lateness, a weekend will count as 2 days, i.e. a piece of work due on Friday and submitted on Monday will be assessed as being 2 days late.

Students who still fail to attempt and/or submit assessments will not have fulfilled the course completion requirements. They will be awarded a 'U' = course work unfinished. This means that the student may jeopardise completion of the course unit and may not receive a result. This may impact on the student qualifying for a Western Australian Certificate of Education (WACE) and receiving an appropriate school result for the purpose of university or STP (State Training Provider) entrance.

Students who do not submit overdue tasks are required to attend an Academic Detention where they complete the overdue work to a satisfactory level.

### *Alternative assessments Years 11 - 12*

The teacher has the discretion to give students alternative assessments. These may count towards the final result where there is due cause for this to be the case, e.g. late enrolment, illness, etc. In cases where the original assessment piece has been marked and returned to the other students it is most unlikely that the same assessment piece can be used.

An alternative needs to be arranged. It should be noted that this task must cover all components of the original task. In Years 10 - 12 alternative assessments may also be given simply to ensure a course/subject is completed.

Where a student does not have a satisfactory reason for not submitting an assessment piece then an alternative assessment can be used, not for grading but to satisfy course completion. Again, it should be noted that this task must cover all components of the original piece of work.

### *Late submission of assessments due to illness Years 7 - 12*

If a student fails to submit an assessment on time due to illness, they must provide either a Medical Certificate or written confirmation from parents (at the discretion of the Learning Area Coordinator) upon their return to school to verify the illness. The student must meet with the teacher upon return to school and negotiate a revised date for submission. The length of absence will be taken into consideration when arriving at this decision. Students who fail to take this action should expect to gain no credit for missed work.

### **11. Reasonable Attempt at an Assessment**

Students must make a reasonable attempt to complete an assessment task or assignment. The student must demonstrate that, on balance, a genuine effort has been made. Should work on an assessment piece be considered as less than a reasonable attempt, then it must be re-submitted through negotiation between the teacher and the student. It is the teacher who has the discretionary power to make this judgment. In Years 10 - 12, it may be that the best the teacher can do is accept further work for the purpose of subject completion to avoid a 'U' notification being allocated at the end of the year.

### **12. Retention of Work**

Students should retain all documentation and assessed work for each course/subject. This material may be required by the College or School Curriculum and Standards Authority (SCSA) for moderation purposes and for confirmation of grades/levels. Students should be aware that any discrepancy in final results can only be resolved if this material is available. Year 12 students must retain all assessed work until the end of December and Year 11 students must retain their work until March the following year. All other students should retain course work until Semester II Reports are received.

### **13. Word Limit**

If a word limit is set for an assessment, students must adhere to it. Any assessment which exceeds 10% over the set word limit will not be read past this point. This means any information included after this point will not be considered when awarding a mark/grade.

## **EXAMINATION ARRANGEMENTS YEARS 10 TO 12**

In line with normal upper school practice, students in Years 10 to 12 completing their end of semester examinations only need to attend school to complete their examinations. As normal classes have been suspended, students need not attend school when they do not have examinations. This is to allow students to have optimum time to study at home and complete required revision. It is also excellent preparation for students' WACE examinations which will follow a similar format at the end of Year 12.

The College will exercise a duty of care for students while they are completing their exams at school. If a student fails to attend an examination parents will be contacted.

Because there are no scheduled classes, the College cannot take responsibility for students outside of their scheduled examination times. Study rooms are available for students who wish to study at school in between examinations.

Parents should make themselves aware of their son's/daughter's movements during the examination period. If a student comes to school late for an afternoon examination, or leaves school after a morning examination, the College is unable to monitor or provide supervision for these students or to take responsibility for their care.

A further reminder that students **MUST** attend the College in their full and correct uniform. Normal grooming regulations also apply.

## UNIFORM REGULATIONS

It is the obligation of all parents to see that their children are dressed in the full school uniform. The uniform is compulsory and all parents and students are expected to cooperate. Unacceptable appearance will be determined by a Year Coordinator in consultation with a Deputy Principal. The Principal shall be the final arbiter for all College rules.

### Neatness/Grooming

Items of clothing that are not part of the College uniform should not be worn. Students must wear the correct and complete College uniform to and from school.

- The uniform should always be clean, well pressed and in good repair.
- Shoes should be polished.
- Shirts are to be tucked into the waist.
- All items of clothing are to be the correct size and length.
- The tie is to be correctly tied.
- When full tracksuit is worn, sports shirts are to be tucked into the waist.
- Shorts and trousers must be correctly belted and worn at the waist for all students at all times.

### Blazer

The blazer is a compulsory part of the winter uniform and is worn to and from school, to PCG, to all classes and during assemblies in Term Two and Term Three. It may be required on special occasions in Term One and Term Four, such as Presentation Evening.

### Casual Dress Days

Casual dress is generally associated with fundraising. Students who participate generally donate \$2, those in Sport Uniform \$1 and those who wear normal uniform are not required but are invited to donate. Any sanctioned casual dress day needs to be carefully managed by students who are required to dress in a fairly conservative way, e.g. no mid-riffs are to be exposed, skirts and shorts are to be no shorter than mid-thigh and revealing tops are not permitted. Messages and symbols on clothing that are against the ethos of the College are not acceptable.

### Dress/Skirt

To be worn at knee length.

### Hair

Hair standards are set for students' safety and the avoidance of excessive display.

- Hair should be neatly brushed or combed.
- Where hair touches the collar it should be tied back off the face.
- Hair may be cut no shorter than a Number 2.
- The only coloured ribbons, head bands or combs allowed are those of the College colours - yellow, dark green or red and only one colour is to be worn at a time. Black and brown elastics are also permitted.
- Extreme hairstyles (e.g. undercuts, corn rows, beaded braids, dread-locks, and rat's-tails) or unnatural tints or streaks or excessive use of wax or hair products is not permitted.
- Boys are to be clean-shaven at school and College functions.
- Side burn length should not exceed mid-ear length.
- The Principal shall be the final arbiter on what constitutes an extreme hairstyle.

### House Shirts

House shirts may be worn as an alternative to the College sports shirt for Physical Education classes. On House Days, students may wear their House shirt.

## **Jewellery**

Jewellery standards are set for the students' safety and the avoidance of excessive display.

Students may wear the following items of jewellery and no other:

- One small Christian cross or medallion on a chain around the neck and under the shirt or dress.
- One small gold or silver stud or sleeper earring in each earlobe. No other facial piercings are permitted.
- Wrist watch.
- One plain band or signet ring.

The College accepts no responsibility for loss of or damage to, items of jewellery at school.

## **Nail Polish/Make-Up**

Coloured nail polish is not permitted. A small amount of foundation of a natural colour is permitted to cover blemishes. Eye shadow, mascara, eyeliner, lipstick etc are prohibited.

## **Outdoor Activities**

Students are encouraged to take responsibility to wear the College hat/cap and to apply sun cream when participating in outdoor activities.

## **Physical and Outdoor Education**

Students are required to bring their sports clothes to Physical Education classes in the College sports bag. Students will enter the gym and change promptly into their correct Physical Education Uniform. Students will not be allowed to participate in incorrect uniform. Sports hats must be worn by all students during outdoor Physical Education classes.

## **Representative Sport**

When representing the College at such events as the ACC Swimming and Athletics carnivals, NWSA sport etc students must wear:

- The gold sport shirt with College crest.
- College football socks for those representing the College in football, soccer or hockey.
- The regulation green Speedos. Students are not permitted to wear the College's Taslon shorts.

## **Tracksuit**

The College tracksuit is a compulsory uniform item. Students must wear this, not the College jumper, over their sports uniform if they are cold.

## **Trousers/Shorts**

Trousers/shorts must be worn correctly belted at the waist.

## **Undergarments**

- Female students are to ensure that their undergarments cannot be seen through their blouse.
- All students are to ensure a singlet/T-shirt worn underneath their shirt is plain white and does not have any printed logos words/images.
- Bathing suits are not to be worn underneath the uniform.

## UNIFORM

**The Uniform Shop** All uniform items should be purchased from the College Uniform Shop. Uniform Shop hours: Monday and Wednesday 7:30 am to 1:30 pm. Items may also be purchased by completing an order form, available on the College website <https://www.lasalle.wa.edu.au/our-college/the-uniform> and emailing the form to [lasalle@lasalle.wa.edu.au](mailto:lasalle@lasalle.wa.edu.au) Your order can be either picked up from the Uniform Shop during opening hours or calling the Uniform Shop for alternative arrangements.

*Please ensure that all articles of clothing are clearly marked for ease of identification if lost. The College cannot accept responsibility for lost property.*

### **BOYS' UNIFORM**

#### **SUMMER: Term One & Term Four**

##### **COLLEGE BACK PACK**

- SHOES:** Black leather school shoes (lace-ups). (Black leather sneakers and slip ons are not permitted.)
- SOCKS:** Grey with College stripes.
- SHIRT:** White with crest.
- JUMPER:** Red with College crest or blazer.
- SHORTS:** Grey self-belted.
- OR**
- TROUSERS:** Grey school trousers.
- HAT:** College cap/hat compulsory when engaged in outside activities during recess and lunch.

**(Shorts and trousers must be correctly belted and worn at the waist. Belts should be grey or black with a nondescript buckle.)**

#### **WINTER: Term Two & Term Three**

##### **COLLEGE BACK PACK**

- SHOES:** Black leather school shoes (lace-ups). (Black leather sneakers and slip ons are not permitted.)
- SOCKS:** Grey with College stripes.
- SHIRT:** White with crest.
- TIE:** College tie.
- TROUSERS:** Grey school trousers.
- JUMPER:** Red with College crest.
- BLAZER:** Green with College crest.
- HAT:** College cap/hat compulsory when engaged in outside activities during recess and lunch.

## PHYSICAL EDUCATION

**COLLEGE SPORT SHIRT:** Gold with La Salle crest.

**HOUSE SPORT SHIRT:** House colour with House crest.

**SHORTS:** Green rugby knit shorts with embroidered College name.

**SHOES:** White-soled joggers. No skate style sneakers to be worn.

**SOCKS:** White sports socks with College stripes.

**TRACKSUIT:** Green and red College tracksuit.

**SWIM WEAR:** Regulation green Speedo OR Taslon shorts with La Salle name.

If a T-shirt is to be worn as sun protection while swimming it **MUST** be plain white only.

**HAT:** College cap/hat (compulsory)

**SPORTS BAG:** La Salle sports bag required by all students for storage of sport uniform.

## GIRLS' UNIFORM

### SUMMER: Term One & Term Four

#### COLLEGE BACK PACK

- DRESS:** Green with College crest and trim (knee length).  
**SHOES:** Black leather lace-ups. (Maximum heel height 3cm. No flat-soled shoes permitted)  
**No sandals permitted.**  
**SOCKS:** White with turnover and College stripes.  
**JUMPER:** Red with College crest or blazer.  
**HAT:** College cap/hat compulsory when engaged in outside activities during recess and lunch.

### WINTER: Term Two & Term Three

#### COLLEGE BACK PACK

- SHIRT:** White with crest.  
**TIE:** College tie.  
**SKIRT:** College grey with pleats (knee length).  
**OR**  
**SLACKS:** College grey (female cut only).  
**SHOES:** Black leather lace-ups. (Maximum heel height 3cm. No flat-soled shoes permitted).  
**STOCKINGS:** Grey stockings, 70 denier.  
Grey socks are worn with slacks.  
**JUMPER:** Red with College crest.  
**BLAZER:** Green with College crest.  
**HAT:** College cap/hat compulsory when engaged in outside activities during recess and lunch.

## PHYSICAL EDUCATION

- COLLEGE SPORT SHIRT:** Gold with La Salle crest.  
**HOUSE SPORT SHIRT:** House colour with House crest.  
**SKIRT:** Green pleated netball skirt.  
**OR**  
**SHORTS:** Green rugby knit shorts with embroidered College name.  
**SHOES:** White-soled joggers. No skate style sneakers to be worn.  
**SOCKS:** White sports socks with College stripes.  
**TRACKSUIT:** Green and red College tracksuit.  
**SWIMWEAR:** Regulation green Speedos (double lined front). As an optional item, girls may wear the green Taslon shorts with La Salle name.  
If a T-shirt is to be worn as sun protection while swimming it **MUST** be plain white only.  
**HAT:** College cap/hat (compulsory)  
**SPORTS BAG:** La Salle sports bag required by all students for storage of sport uniform.



Summer Uniform



Winter Uniform



Physical Education Uniform



## ENROLMENT AGREEMENT

All students enrolling at La Salle College have signed the following agreement. It is referred to during their time at the College and all students are expected to maintain a commitment to it from the time they are enrolled until they formally leave the College. This agreement is valid from the date of commencement of attendance at the College to the date of formal graduation, withdrawal or dismissal from the College.

### Staff Undertaking

- (i) The Principal undertakes, on behalf of the College staff, to provide good quality teaching, pastoral care and spiritual support to each student.
- (ii) Given the goodwill, good behaviour, positive attitude and co-operation of the student, each child will be given the opportunity to reach his/her highest possible level of achievement in all courses undertaken.

### Student Undertaking

I shall try to understand Christian faith and values. I shall try to do my part in building a caring school family.

I shall:

- (i) always try to have a positive attitude;
- (ii) act with respect towards College staff and students;
- (iii) try to achieve my personal best in everything I do;
- (iv) behave in public in such a way as to uphold the good name of the College;
- (v) strive to develop appropriate work attitudes and habits;
- (vi) observe the College classroom and travel codes of behaviour;
- (vii) attend all masses, retreats, reflection days, activities and camps applicable to my year group/House;
- (viii) attend all Inter-House Swimming and Athletics Carnivals and make myself available to represent the College in sporting and cultural activities and to attend training sessions/rehearsals;
- (ix) attend Presentation Evening;
- (x) complete the Christian Service-Learning, *Touching Hearts Programme*;
- (xi) observe the uniform, hair and jewellery standards of the College; and
- (xii) comply with all College regulations.

I shall refrain from the following actions at the College, at College functions and while travelling to and from such venues:

- (i) the possession or use of illegal drugs;
- (ii) the possession or use of alcohol or tobacco;
- (iii) the possession or use of a weapon or implement that may inflict harm;
- (iv) bullying, fighting or verbal intimidation;
- (v) vandalism or theft;
- (vi) offensive language or possession of offensive literature/media;
- (vii) disruption of lessons through inappropriate behaviour; and
- (viii) unauthorised absence from class or school.

I understand that I must follow the College rules and regulations. If I do not do so, the Principal may suspend or end my enrolment at the College.

## **Parent Undertaking**

I/We undertake:

- (i) to support all College regulations and policies as set out in the student's undertaking, the Parent Handbook and Student Organiser;
- (ii) to attend all Parent/Teacher Interviews;
- (iii) to accept the Principal's ruling in relation to my son/daughter/ward's breach of the enrolment agreement;
- (iv) to pay ten weeks fees in lieu of notice of withdrawal of my/our child;
- (v) to pay the College fees within fourteen days of issue of accounts, except where a special arrangement has been made with the College Accounts Department. In the event of outstanding fees having to be collected, I understand that I would be liable for any legal costs and commissions incurred;
- (vi) to acknowledge, that where two parties have signed this Enrolment Acceptance Form, both parties will be shown on the fees statement and will be equally responsible for all fees and charges;
- (vii) to acknowledge, that as a part of the quality educational and pastoral care offered at La Salle College, my/our child may be referred to a College Counsellor (Psychologist/Social Worker). I/We consent to the Counsellor involvement as determined by the ethics of their relevant profession;
- (viii) I/we understand that the person who signs this Enrolment Acceptance Form accepts full responsibility for payment of the fees. Where a child lives with both parents/guardians, both are required to sign the form.

## **Student Declaration**

It is my clear understanding that these are serious undertakings and failure to fulfil any of them would be breaking this Enrolment Agreement. In the event of this happening, I understand the Principal may conclude my enrolment at the College.

NOTE:

- Where a student has deliberately and/or maliciously damaged school property, parents will be asked to make restitution. Where a student has acted inappropriately or in a reckless manner, they may be asked to make payments to fix damaged school property.
- As a condition of entry onto College grounds, the Principal or his delegate reserves the right to search students' lockers or bags if he/she has reason to believe that students have items of contraband in them and/or items belonging to the school or other persons