

# Student Handbook 2019



## Longburn Adventist<sup>TM</sup> College

*In Christ, we educate, encourage and empower*

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### Contact Details

|                     |   |
|---------------------|---|
| POSTAL ADDRESS      | PO Box 14001,<br>Longburn, 4866, New Zealand        |
| RESIDENTIAL ADDRESS | 100 Walkers Rd, RD 7,<br>Palmerston North, 4477, NZ |
| PHONE               | +64 (0)6 354 1059                                   |

### Management

|  |                                 |
|--|---------------------------------|
| School Principal<br><a href="mailto:principal@lac.school.nz">principal@lac.school.nz</a> | Brendan van Oostveen<br>ext 704 |
| Deputy Principal<br><a href="mailto:dp@lac.school.nz">dp@lac.school.nz</a>               | Rosalind Burnett<br>ext 705     |
| Assistant Principal<br><a href="mailto:tamara@lac.school.nz">tamara@lac.school.nz</a>    | Tamar Aiono<br>ext 707          |

### Year Level Deans

|  |                                 |
|--|---------------------------------|
| Year 7&8 Dean<br><a href="mailto:dp@lac.school.nz">dp@lac.school.nz</a>            | Rosalind Burnett<br>ext 705     |
| Year 9 Dean<br><a href="mailto:faithh@lac.school.nz">faithh@lac.school.nz</a>      | Faith Hignett<br>ext 723        |
| Year 10 Dean<br><a href="mailto:julianap@lac.school.nz">julianap@lac.school.nz</a> | Juliana Paul<br>ext 753         |
| Year 11 Dean<br><a href="mailto:gregw@lac.school.nz">gregw@lac.school.nz</a>       | Greg Woollaston<br>ext 723, 770 |
| Year 12 Dean<br><a href="mailto:nigelw@lac.school.nz">nigelw@lac.school.nz</a>     | Nigel Wright<br>ext 736         |
| Year 13 Dean<br><a href="mailto:tamara@lac.school.nz">tamara@lac.school.nz</a>     | Tamar Aiono<br>ext 707          |

### Head Of International Students

|   |                          |
|---|--------------------------|
| All Year Levels<br><a href="mailto:international@lac.school.nz">international@lac.school.nz</a> | Francis Aiono<br>ext 706 |
|---|--------------------------|

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## Introduction

This document outlines the policies and procedures for all students attending Longburn Adventist College.

### Mission Statement

*“In Christ, we educate, encourage and empower.”*

Longburn Adventist College is a co-educational day/boarding school with a comprehensive programme from Year 7 to Year 13. The property is owned by the New Zealand Seventh-day Adventist Schools' Association Ltd to provide education with a special character in harmony with the Christian beliefs, values and lifestyle of the Seventh-day Adventist Church. This means that the school is committed to:

1. A belief that God loves us and desires the best for us - spiritually, physically, intellectually, emotionally and socially.
2. A belief that God is Creator and Ruler of the universe.
3. A belief in the Bible as the revealed Word of God.
4. A belief that all truth finds its centre and unity in Christ.
5. A belief that Jesus Christ is our only means of salvation.
6. A belief that the Holy Spirit leads us to truth and empowers the believer.

### Belief Statements

- The Gospel of Jesus Christ provides the basis for Christian education.
- Church and college work in partnership to enhance the school's spiritual emphasis.
- Community links that develop the concept of service are to be fostered and developed.
- The special relationship engendered by the Treaty of Waitangi is to be upheld.
- All facets of college life should demonstrate respect for individuals and groups from varying cultural and personal backgrounds.
- Learning empowers people to become more independent by applying skills and knowledge to their environment.
- Teaching is to facilitate learning.
- Academic excellence is to be actively encouraged.
- Curricula are to be comprehensive, integrated and balanced.
- Evaluation processes are to be regular, consistent, easily understood and equitable.
- Lifestyle principles will be based on Scripture.
- Discipline models will focus on the Christian principle of self-discipline.
- Supervision is to be custodial and developmental.
- Equity issues will be addressed, within the bounds of available resources, by assessment of and provision for people with special needs.
- Physical activity improves the total well-being of the individual.

- Work is a dignified activity.
- People are social beings.
- Alumni involvement enhances the College programme.

### Special Character

The Special Character of a Seventh-day Adventist School is defined by:

- A faith system made up of the Seventh-day Adventist Christian beliefs, values and lifestyle, as determined from time to time by the Longburn Adventist College Board of Governors.
- The achievement of these beliefs in the daily well-being of the child through a commitment to a holistic development of one's spiritual, physical, intellectual, emotional and social well being.
- The provision of learning within the special character that is in harmony with the Christian beliefs of the Seventh-day Adventist Church.
- Seventh-day Adventists believe in the seventh-day Sabbath and the second advent of Jesus Christ.
- The provision of an environment where the students can develop a personal relationship with Jesus Christ rather than an intellectual understanding. All knowledge must be measured against biblical truth.
- The goal to equip students through participation in activities and new interests, to empower the students to strive for their goals and for the students to make Jesus Christ first and foremost in their life.

### Preferencing

LAC is a state-integrated school and all new students legally must have their 'preference' determined. This is done at the time of enrolment. Where the student (and/or family) is a practising and observant member of a Christian church, then that student is deemed to be 'preferenced'. Where there is no connection with a Christian church, then that student is deemed to be 'non-preferenced'. The Ministry of Education limits the number of 'non-preferenced' students that the college can enrol.

### Board of Trustees (BoT)

The Board of Trustees is the governing body of the LAC day school. It is made up of members from LAC management, parents and other stakeholders who are nominated by the school body. Their role is to govern school decisions and to support the teaching and management staff.

### Board of Governors (BoG)

The Board of Governors is the governing body of the LAC House boarding facility on behalf of the Seventh-day Adventist Church. The BoG deal with all matters related to boarding students outside of school hours.

For more information, please see the LAC House Boarding Handbook - <https://www.lac.school.nz/boarding/>

# General information

## LAC Award System

Students will receive a badge and bar in the following areas when they meet the set criteria:

- An Excellence Award may be gained if a student has received an LCEA (LAC local certificate) or NCEA certificate with an excellence endorsement.
- A Service Award may be gained if a student received the citizenship award in the previous year.
- A Sports Award may be gained if a student has represented New Zealand or Manawatu in any sports.
- A Prefect's Award may be gained if a student is selected as a school prefect in Year 13.
- A Principal's Award may be gained if the principal/teachers feel a student deserves recognition for an area excelled outside the above three mentioned areas.

## LCEA Certificate Requirements

The LCEA is a local certificate of achievement that is used to track student progress and is the main currency used to give individual awards at the LAC prize givings.

### LCEA Year 7-10

- **Achieved:** 60 credits (20 carried over from previous year)
- **Merit Endorsement:** 50 of those credits at either Merit **or** Excellence
- **Excellence Endorsement:** 50 credits of those credits at Excellence

### LCEA Year 11&12

To gain LCEA (which includes the EDG Exam results):

- **Achieved:** 60 credits (20 credits carry over from previous year, apart from Y11)
- **Merit Endorsement:** 50 of those credits at either Merit **or** Excellence
- **Excellence Endorsement:** 50 credits of those credits at Excellence
- **10 Religious Studies** credits

### LCEA Year 13

To gain LCEA (which includes the EDG Exam results):

- **Achieved:** 60 credits (20 credits carry over from previous year)
- **Merit Endorsement:** 50 of those credits at either Merit **or** Excellence
- **Excellence Endorsement:** 50 credits of those credits at Excellence
- **10 Religious Studies** credits
- To gain NCEA add:
  1. University Entrance (UE) - 3 UE approved subjects with 14 credits each
  2. UE Literacy: 5 credits of Reading and 5 credits of writing

## Dux

For Y7-13, each Dux is chosen from the students with excellence endorsed LCEA and goes to the student with the highest number of excellence credits (internal credits plus EDG exams).

## Assemblies

Assemblies are held regularly in the Chapel. They present a devotional thought, and there are also various announcements along with presentations of awards and certificates.

Students should:

- Be courteous and quiet from the time they enter the assembly;
- Stand when the platform group/party walks down the middle aisle to the front;
- Immediately come to order and pay attention to the speaker;
- Applaud to show approval;
- Follow dismissal directions.

## Bell Times

|              | MON - WED & FRI | THURSDAY          |
|--------------|-----------------|-------------------|
| Warning Bell | 8.40am          | 8.40am            |
| Rollmark     | 8.45 - 9am      | 8.45 - 9am        |
| Period One   | 9 - 10am        | 9 - 10am          |
| Period Two   | 10 - 11am       | 10 - 11am         |
| 1st Break    | 11.00 - 11.30am | 11am -12pm        |
| Warning Bell | 11.25am         | 11.55am           |
| Period Three | 11.30 -12.30pm  | 12 - 1pm          |
| Period Four  | 12.30 -1.30pm   | 1 - 2pm           |
| 2nd Break    | 1.30 - 2.15pm   | End of School Day |
| Warning Bell | 2.10pm          |                   |
| Period Five  | 2.15 - 3.15pm   |                   |

## Bus Routes & Information

Longburn Adventist College has six local buses that service it: 4 Palmerston North buses and 2 country buses.

To see the routes and times for the buses, please visit the LAC website: <https://www.lac.school.nz/new-students/bus-routes/>

The two country buses cover the areas of Levin/Shannon/Foxton & Feilding/Sanson.

For more information regarding the buses, please contact Kevin Gredig (LAC Bus Monitor) [keving@lac.school.nz](mailto:keving@lac.school.nz) or phone UZABUS on 06 356 4896.

Please note the following:

1. Bus 1 does not go along Tremaine Avenue in the afternoon
2. Bus 3 & 4 are combined in the afternoon going down Maxwell's Line then along College Street as per Bus 3

## Fees

All fees are payable by the conclusion of the academic year. Outstanding fees will result in de-registration unless acceptable arrangements are made. For a

more detailed listing of fees and the LAC Debtors Policy, refer to the LAC website - [www.lac.school.nz](http://www.lac.school.nz)  
 Any concerns or questions, in relation to fees, should initially be made to the Business Manager:  
 Mr Andrew Chen [finance@lac.school.nz](mailto:finance@lac.school.nz) ext 701

## KAMAR Portal

To login to the LAC KAMAR Portal:

1. Go to <https://portal.lac.school.nz>
2. Login as students username (e.g. Freddie Mercury = freddiem)

## School APP

The LAC School APP is available from the Android or iOS APP stores for free. All enrolled students and their parents/caregivers are able to obtain a username and login. This is obtained from Mr Gounder, IT Manager: [itmanager@lac.school.nz](mailto:itmanager@lac.school.nz)

## Music Lessons (Itinerant Tutors)

Music lessons are available from Itinerant Tutors. Enrolment forms are sent out at the start of the term.

The following instrument tuition is available:

- Piano & Keyboard
- Flute, Clarinet & Saxophone
- Drumming & Percussion
- Vocal - Singing
- Violin, Cello, Double Bass & Ukulele
- Acoustic Guitar, Electric Guitar
- Brass available if there is sufficient interest

Cost of tuition for the whole year:

- Year 7&8: \$210
- Year 9: \$232
- Year 10-13: \$242

## Office Hours

Monday - Thursday 8.00am - 5.00pm

Friday 8.00am - 4.00pm

If students have a genuine reason for visiting the office they may do so at first or second break, unless there is an emergency.

## Publications

- The school emails a newsletter approximately every 4 to 5 weeks for the parents/caregivers of all students
- Once a year an appointed editorial committee of staff and students publishes a yearbook, called the Hari
- LAC has an up-to-date [website](#) and [Facebook page](#) with relevant information for all students and parents

## Real-Time Reporting

Longburn Adventist College uses real-time reporting to inform you about your achievement.

Real-time Reporting is accessed via the KAMAR Portal:

- Allows parents and students to read the feedback received from their teacher;
- View grades entered along with teacher feedback

about the assessment/assignment;

- View teacher feedback on assessments at least 4 times a year per subject;
- Allows for immediate conversations regarding progress;
- Is current and timely

A formal report is issued twice a year but will only include academic and key competency results. There will be no comments on this report.

Other ways in which we formally report are through five weekly reviews and Parent/Teacher evenings.

## Sports

Students are encouraged to participate in extracurricular sports. Some of these sports are, but not limited to basketball, football, table tennis, volleyball and chess. Other sports activities are offered according to teacher and parent availability, and student request.

For more information, contact the Sports Coordinator, Mr Wynn Llana: [sport@lac.school.nz](mailto:sport@lac.school.nz)

## Stationery

Stationery requirements can be found on this link: <https://www.myschool.co.nz/lac> (OfficeMax).

Purchasing through OfficeMax Myschool earns rewards for LAC which we redeem for educational supplies, equipment for classrooms or for students in need.

- Students are expected to supply their own stationery.
- Intermediate students may be supplied with stationery and will be notified accordingly.
- All items must be clearly labelled so they can be easily identified if misplaced or lost.

## Textbooks

Textbooks are issued during the first few days of school. These are issued to students and are required to be returned at the end of the year.

## Timetable

In 2019, the school will commence a 2-week rotating timetable of 10 days as follows:

| Week      | One   | Two    | Three... |
|-----------|-------|--------|----------|
| Monday    | Day 1 | Day 6  | Day 1    |
| Tuesday   | Day 2 | Day 7  | Day 2    |
| Wednesday | Day 3 | Day 8  | Day 3    |
| Thursday  | Day 4 | Day 9  | Day 4    |
| Friday    | Day 5 | Day 10 | Day 5    |

- Students will receive individualised timetables on their first day at school
- The timetable can be accessed through the KAMAR Portal. New students will be given instructions in the new year and information on how to access and login will be emailed home to parents/caregivers.

## Visitors on Campus

For security purposes, **ALL** visitors must sign in at the office upon entering the school grounds.

Students are not allowed to bring friends to school or school functions without approval from Management.

- Management must have at least one week's notice in writing, and the request will not be approved until cleared and verified by parents/caregivers/guardians.
- Management reserves the right not to allow any visitor to the Longburn Adventist College campus.
- Students may not invite visitors into the school without authorisation.

## Facilities

### Cafeteria

The cafeteria is open at first and second break from when the duty teacher opens the door and will be closed at least 10 minutes before the end of each break for clean-up.

Students are required to sit down to eat their lunch and are responsible for keeping the cafeteria clean, tidy and free of rubbish.

Please note that food may NOT be ordered and delivered to the school e.g. pizza. Any items delivered will be confiscated.

### Entrances & Exits

Students may not enter the building using the front doors leading into the front office unless they are accompanied by a parent/caregiver or staff member.

- Exits: Students must exit the building at the end of the school day and leave the vicinity of the building as quickly as possible. Students may not loiter in the building, on school grounds or in the vicinity of the building at the close of the school day.

### Grounds/Garden

- Stay inbound (refer to map on page 16)
- Enjoy the gardens and grounds, but do not remove any flowers or cuttings unless you have permission from Management.
- Put your litter in the bins and do not walk on any gardens or fencing surrounding the gardens.

### Gym Usage

- Equipment available for student use is issued by the gym supervisor at lunch and other specified times
- All equipment must be checked in and out.
- Non-marking shoes must be worn at all times.
- No food or drink is to be consumed in or taken into the gym.

### Library Regulations

The library is a study area for all students and staff to use.

- Quietness is to be maintained at all times.
- Books can be borrowed with the use of the student ID card issued to all students.

## Lockers

It will cost \$10 for the use of a locker over the year.

This fee is to recover the costs of new lockers.

Students are required to have a lock, key and paid the \$10 fee to the accounts clerk, who is located in the reception area, before being allocated a locker.

## Music Building

The music building is available for practices, but permission must first be obtained from the Head of the Music Department.

- Audiences are not permitted at practices.

## Damage

Students responsible for damage to school property will be required to pay what is necessary to remedy the situation. Any damage must be reported immediately.

## General Emergencies

### Fire Drill

Follow the directions posted in buildings and instructions given by appointed persons when a continuous siren is sounded, or you are aware of a fire or imminent danger e.g. chemical spill.

- The assembly area for all students and staff is located on the tennis court at the far end of the technology building.
- Be aware of evacuation procedures and where fire hydrants are stored.
- It is a serious offence to tamper with fire alarms or equipment, and this will result in serious consequences.
- Students are to assemble in their roll mark groups if the alarm occurs during day-school hours.
- If in doubt, remember '**go to the tennis courts!**'

### Earthquake Drill

**DROP** down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.

**COVER** your head and neck (and your entire body if possible) and seek shelter if possible, e.g., under a desk. If there is no shelter nearby, get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands. If you are outside, move away from buildings, trees, or power lines if possible then drop, cover and hold.

**HOLD** on to your shelter (or your position to protect your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

The evacuation siren will sound after an earthquake if required. In the case of a 'small' earthquake, there may be no reason to evacuate.



## First Aid/Sickness

If you become sick or injured during the school day, you are to report to reception. Your individual circumstances will be assessed, and the appropriate action will take place. In the event of an injury or near-miss, you will need to fill in an incident form.

Note: It is a legal requirement to have written permission from your parent(s)/caregiver(s) before you can be given Panadol by the school.

## Lockdown Procedures

### Why have lockdowns?

There are situations where the safety of students and staff is best responded to by going into a lockdown.

Possible reasons for a lockdown: armed offender, chemical spill, severe weather e.g. lightning, bomb threat, environmental e.g. a herd of dairy cows/bulls find their way onto the property, and the scenarios we have not thought of.

### What is a lockdown?

Students and staff are to make their way to the nearest lockable room which they have access to and is safe to do so. Students and staff need to consider whether 'fleeing' is a safer option.

- Once in the room, doors are to be locked and barricaded where possible.
- Students and staff are to take cover preferably under desks and away from sight.
- Students and staff are to remain calm and quiet so as not to alert potential intruders to your whereabouts.
- Stay in the classroom until the all clear is given by a Police Officer or a member of Senior Management.
- Students and staff can close windows and curtains, depending on the room.

### Who initiates a lockdown and when?

Any staff members can initiate a lockdown. Students need to alert a staff member. Post lockdown no staff member will be 'criticised' or be held accountable for putting the school on lockdown.

A lockdown should be initiated when there is a significant risk to the safety of staff and/or students that are best responded to by going into lockdown.

### Things to consider before initiating a lockdown:

- Degree of risk/personal safety e.g. someone carrying a firearm.
- Alternative strategies.
- Our ability to manage people as a group e.g. chemical spill.
- The effectiveness of a Lockdown, they are not good in a fire!

### How do I initiate a lockdown?

The student will inform a staff member of the situation, and they will start the lockdown siren. The lockdown siren can be activated from reception, the staff room and the deputy principal's office.

**STOP, THINK, ACT, REVIEW** and be a **STAR!**  
**What is the safest option? Make it happen!**

## Health and Safety

### Hazards

If students identify something around the school that could be a potential hazard notify reception and/or the Deputy Principal immediately so that reasonable steps can be taken to eliminate or minimise the risk. We want to be able to provide a safe environment for all.

Students are encouraged to ensure that their acts are not a risk to the health and safety of others.

### Surrender And Retention Of Property & Searches

A student may be asked by a teacher to produce, reveal and surrender items or devices in their possession in the following cases:

- If there is a belief or evidence that a student has items or devices that contain content that is likely to endanger the safety of others.
- If there is a belief or evidence that the item or device is likely to affect the learning environment negatively or pose harm to the physical or emotional safety of any person.

A search may be conducted if there is a belief or evidence that the student has something that is harmful.

Refusal to cooperate in these instances will result in the school's discipline process being applied.

## Student Services

### Bicycles

- Bicycles are to be stored and locked in the appropriate place (on the outside of the Administration building, in front of the Principal's office window).
- Helmets must be worn at all times while riding.

### BOT Representative

One student representative from Y9-13 is elected by the students to serve their interests on the Board of Trustees.

### Diary

- Take your diary to each class.
- Keep your diary neat and tidy. If a diary needs to be replaced, it is at the student's cost.
- Record all homework in your diary.
- Diaries are to be signed by parent(s)/caregiver(s) at least once a week and then checked by the roll-mark teacher.
- Your teachers will add stamps in your diary to acknowledge values and expected behaviours demonstrated. Have your diary ready on your desk to receive stamps.

## ID Cards

Identity cards incorporate the student's ID and are issued annually. They may be used as a student bus pass and when borrowing books in the LAC Library.

## Lost Property and Confiscated Gear

- All confiscated gear and lost property are to be registered at the reception area through the receptionist.
- All lost property is held at reception.
- The school is not responsible for any items that are lost or stolen but will help where possible.
- ALL lost property that left at the end of the year will be disposed of.

## Lunchtime Leave

Students will normally have lunch at school. Permission to leave campus will only be granted if a permission letter has been given to the office by morning recess time and approved by the administration.

## Photocopying

A photocopier is available in the library for student use. Black and white costs 4 cents per A4 page and colour cost 40 cents per A4 page.

Students start the year with \$20 credit. Additional credit can be purchased at reception.

## Student Support Team

- A school chaplain and a guidance counsellor are on site to help care for the spiritual and social needs of the students.
- The school chaplain can be found at the chapel's office.
- The guidance counsellor can be found at the International Student Centre, Block B.
- If neither the school chaplain or guidance counsellor are not in their offices, please see the receptionist to locate them.
- Students need a note from either the school chaplain or guidance counsellor before they can seek permission from their teacher to miss class.

## Student Vehicle Policy

Students who wish to bring a vehicle to school must complete the 'Permission to Drive' form available from the Deputy Principal. A vehicle pass will be issued by the Deputy Principal on approval and is to be displayed in the windscreen of the vehicle when at school.

- All student vehicles must be parked in the area of the car park designated for student vehicles.
- Student vehicles will not be used during the school day unless permission is gained from the Deputy Principal.
- Students are NOT permitted to take other students in their vehicles unless there is written permission from the driver's parent(s)/caregiver(s) and the

parent(s)/caregiver(s) of the passenger/s.

- Skateboards, rollerblades, and scooters are not permitted at school during the school day.

## Tuckshop

The LAC tuck shop is open during recess and lunch on Monday, Wednesday and Friday.

# Student Expectations

## Attendance

Students are required to attend all classes. The school is required to know where all students are during the school day to ensure their safety.

- If a student is unable to attend school, it is important that the parent/caregiver contact the office via the school APP, phone or email prior to 9.00am on each day of absence. State the reason for the absence.
- If a student arrives late between 8.45am and 9.00am, they need to report immediately to their roll mark class. They will be recorded as 'late'.
- Students who are late and arrive after 9.00am are required to sign into the school through reception. A late pass is then issued to be given to their respective class teacher.
- Exams – students are expected to sit related examinations for all subjects that require them.
- Students with timetabled non-contact periods and correspondence courses must report to the library or place designated on their timetable.
- Catching up after absences: Students are responsible for studying and completing classroom material missed during any absence from school. This applies for GATEWAY, STAR courses off-site as well as other types of absences.

## Sign-out Procedure for Leaving Campus

- Sign-out procedures: Students who have appointments outside the school - during the school day are required to show a note to their teacher and then present this to the office. Parent(s)/Caregiver(s) must come to the office to sign their child out of school.
- If a person other than a legal guardian is picking up a student, a letter of permission from the legal guardian must be given to the office. Reception staff may contact parent/caregivers to verify details and are also authorised to ask for proof of identify of anyone signing a child out.

## IT Devices Including Cell Phones

Students will bring appropriate devices for educational and learning purposes only. Appropriate devices are ones that have a physical keyboard. Students are responsible for the safe use and security of their device.

### Support for Appropriate Devices:

- Contact the IT Manager for support with using the appropriate device at school:  
[itmanager@lac.school.nz](mailto:itmanager@lac.school.nz)



- Make sure that the device comes to school fully charged.
- Students need to have their own insurance cover in case of damage/loss.

### Safe Use of Appropriate Devices

- Students sign the 'Digital Integrity Agreement' to signal they understand the expected behaviours for safe use of Digital Devices at LAC.
- Students show respect and integrity when using their device(s). Use the Golden Rule, "Treat others as you would like to be treated" in all their digital communications.
- Any suspected inappropriate use of digital devices will be followed up. This may include an audit of student activity by logging on to their accounts, confiscation of the device in case of immediate inappropriate use and referral to the Year Level Dean.

**Mobile Phones:** Mobile phones will not be used as a primary device for learning. Students will have their phones on silent and will not use them in school time without permission of a teacher.

### Digital Integrity Agreement

When enrolling at LAC, every student is required to sign the Digital Integrity Agreement. The agreement requires each student to adhere to the following statements -

When I use Information Technology (IT), both at school and at home, I have responsibilities and rules to follow.

I agree to:

- Be a safe user whenever and wherever I use that technology.
- Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write, or participate in online bullying. This includes forwarding unhelpful messages or supporting others in harmful, inappropriate or hurtful online behaviour.
- Respect LAC's IT security system. This means that I will not hack, by-pass or use proxies, etc.
- Use the LAC wireless only. I will not create wireless hotspots using personal cellular data and will not share these.

When I am online or using any device, for any purpose at school, I agree to:

- Report to an adult if I feel unsafe or uncomfortable online, or see a friend being unsafe or being made to feel uncomfortable by others.
- Behave in the way outlined in this Longburn Adventist College's eLearning and digital citizen agreement.
- Keep my device switched off and in my bag during class, except for specified learning purposes agreed with the teacher of the lesson.

- Not give out my own or others' personal details including full names, telephone numbers, addresses, images, mobile numbers and email addresses.
- Protect my password.
- Never post or send derogatory comments about someone else using web-based, social media or messaging. If I see this happening or if I am invited into any discussion like this, I will inform an adult.
- Use IT at school for learning, treating the equipment properly and not interfering with it or the work/data of another student.
- Not bring or download unauthorised programs or files.
- Not go looking for inappropriate, rude or offensive sites.
- Get permission if I want to use information or pictures from a website recognising that the content on the web is someone's property.
- Ensure that contributions are my own work and when copied and pasted from an online or another information source, that source will be acknowledged.

Talk to my teacher or another adult if:

- I need help online.
- I am not sure what I should be doing on the internet.
- I come across sites that are not suitable.
- Someone writes something I do not like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
- I feel that the welfare of other students at the school is being threatened.

When taking video/images/sound recording using a camera, computer or device I will:

- Only take photos and record sound or video during class when it is part of the learning in that lesson
- Seek permission from individuals involved BEFORE taking photos, recording sound or videoing them (including teachers).
- Seek permission from individuals involved BEFORE publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Let my teacher/s or parent/caregiver know before uploading or sending any content.

# Student Responsibility

## Academic Policy for Students

### Appeals

If you have a concern about the marking of work, the recording of results or other academic issues, see the class teacher involved. If the issue still remains, obtain an 'Academic Appeal Form' from reception. Return the completed form to the appropriate Year Level Dean.

### Deadlines

Requests for extensions to the assignment due dates need to be made well in advance of the due date. Teachers need to provide students with the opportunity of sighting the marked work within two weeks of the teacher receiving it.

### Authenticity

Students cannot use work that is not their own to gain credits. Whenever someone else's words are used, they need to be acknowledged as the source. Plagiarism is a serious offence and will be referred to the College's Academic Committee for disciplinary action. The student will also gain no credit for the activity and will have no reassessment opportunity.

### Assessments

Teachers will provide wherever possible (some field trips/practical work may not be able to be repeated) at least one reassessment opportunity for each internal Unit Standard/Achievement Standard. Students who know they will miss (or have missed) an assessment need to fill in a 'Compassionate Consideration Form' which is available from reception and then return this completed form to their Year Level Dean.

## Head Girl, Head Boy & Prefects

The Head Girl, Head Boy and Prefects are appointed from the senior school to help with the running of the day school and to represent the school at any official functions during the year. It is an honour for a student to receive such an appointment.

- All prefects will take on a range of roles.
- Each prefect will also select an associate.

## Educational Responsibility

Students have a responsibility to be prepared for class and to strive for their highest possible level of academic achievement. Students are expected to approach their studies with honesty and shall not engage in activities such as cheating in exams, plagiarism or unauthorised use of material. Parents must be notified for an infraction of this rule.

## School Transport Policy

- Consumption of food or drink in vans or buses will be at the discretion of the driver or supervisor.
- Litter is not to be thrown from the vans or buses.
- Objects are not to protrude from the vans' or buses' windows.
- Appropriate behaviour on all school transport is required at all times.

## Social Relations

- There are to be no public displays of affection (PDA) between any students.

# Change to Enrolment

## Change to Academic Programme

If you wish to alter your academic programme, then you must see the Assistant Principal and fill out the appropriate form within the first month of school. No other changes will be made after that time period.

## Change to Student Status

Should you wish to change your status from being a day student to a five-day or seven-day boarder, or vice versa, the application must be made by the caregivers to the Administrative Assistant, [carinah@lac.school.nz](mailto:carinah@lac.school.nz)

## Debtors Policy

The LAC Debtors Policy is available on the [LAC website](#).

## Withdrawal Procedure

If you wish to withdraw from College for any reason, the legal caregiver must first inform the Administrative Assistant who will inform you of the process.

- Textbooks, library books and accounts need to be settled.

# Code of Behaviour

## ASPIRE – PB4L At LAC

Positive Behaviour For Learning (PB4L) is a school-wide supportive approach that develops a school culture where positive behaviour and learning thrive.

At LAC we focus on the following behaviours:

*Leading with Integrity,  
Acting with Respect,  
Cultivating Resilience*

These behaviours are taught through the year and when teachers observe students demonstrating the desired behaviours they reward students by adding a stamp to their diaries. At the end of each term, these stamps are traded in for goods at the ASPIRE Celebration day.



*Lead with*  
**INTEGRITY**

*Act with*  
**RESPECT**

*Cultivate*  
**RESILIENCE**

**ASPIRE** is about who we are and the values we develop and embrace.

The values we embrace and who we are will influence how we behave and the things we do.

(PB4L) **Positive Behaviour for Learning** is about how we behave and what we do in this school.



**ACCOMPLISH**

**SKILLS**

**PURPOSE**

**IDENTITY**

**RELATIONSHIPS**

**EMPOWER**

Longburn  
Adventist<sup>™</sup> College

## Discipline Procedures

### General Expectations

Attending Longburn Adventist College is a privilege. Students are expected to behave in a way that reflects the values and morals of the school's philosophy.

- Longburn Adventist College recognises that students are responsible for their actions and behaviour, and are therefore accountable for the resulting natural consequences of inappropriate actions or behaviour.
- Longburn Adventist College believes that all students and adults at LAC should treat all persons equally and respectfully, and refrain from the wilful or negligent use of slurs against any person on the basis of race, language spoken, colour, religion, gender, disability, national origin, immigration status, or age.
- Students are expected to actively support and assist the school in maintaining a campus free from drugs, alcohol, any form of harmful substances, weapons and gang activity.
- Students are expected to support keeping the LAC campus (including buildings and ground) clean and tidy. This includes no chewing gum.
- Public displays of affection (PDA) is not appropriate behaviour in a school environment.
- Longburn Adventist College also recognises the

responsibility of the parents for the behaviour of their children, and actively includes them in the disciplinary process.

The Deputy Principal has been empowered by the Board of Trustees to investigate and assist the Principal in all matters relating to any student in regard to the breaking of any educational law or school rule.

The Discipline Procedure and Detention outline:

#### Misconduct/Misbehaviour Consequences:

- Students are expected to cooperate with their subject teachers and complete any consequences in the agreed reasonable time-frame. Failure to do this is defiance.
- Continual misbehaviour/defiance is referred to the Year Level Dean. The Dean will use a range of strategies to assist students to self-correct their behaviour. School Detentions are given by the Dean and Deputy Principal.
- Three School Detentions in a term will result in an individual meeting with the Year Level Dean, Deputy Principal, the student and their parent(s)/caregiver(s). The purpose of this meeting will be to address concerns and seek a plan forward for improved conduct/behaviour.

## Restorative Processes

Where inappropriate behaviour/conduct has occurred, students are encouraged to be involved in a restorative process with either their teacher, the Year Level Dean or the Deputy Principal where applicable. The student who has demonstrated the inappropriate behaviour will:

1. Tell the story of what happened;
2. Explore the harm caused by their actions;
3. Repair the harm;
4. Reach an agreement for next steps, including support.

In case of serious misbehaviour/conduct, the students involved will be encouraged to take part in a restorative process.

## Serious Discipline Issues

The following regulations have been adopted to maintain the safety of the campus and while students are on school trips/camps or while the student is wearing the school uniform, to and from home:

- Drug use/abuse - the use, sale, or possession of illicit drugs, tobacco, or alcohol on campus, during the school day, at or after school functions, or on school-sponsored trips, are regarded as severe breaches of school rules. This includes students who attend school-related functions whilst under the influence of a drug or alcohol.
- Gang Involvement - Any type of gang activity or gang association will not be tolerated.
- Gang symbols on notebooks, lockers, bags, etc., or gang clothing are not allowed on campus.
- Weapons - Possession of firearms, knives, or any explosives on campus is expressly forbidden.
- Theft and Vandalism - Students are expected to respect the school's property as well as property belonging to others on campus and in the community. Vandalism and taking property belonging to others are serious offences.
- Threatening behaviour, including verbal or physical behaviour or assault directed towards any employee or students will not be tolerated.
- Violence and fighting will not be tolerated.

## Serious Misbehaviour

Actions that are considered to be serious misconduct:

- If the student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school, or
- Because of the student's behaviour, it is likely that the student or other students at the school will be seriously harmed if the student is not suspended. (School Discipline and the Law p.15)

## Consequences of Serious Misbehaviour:

- **Stand Down:** a student can be stood down by the Principal for one or more specified periods which: do not total more than five days in a school term; do not total more than 10 days in a school year.
- **Suspension:** a student can be suspended indefinitely only by the Board of Trustees, but the Principal may suspend a student for up to seven school days or 10 calendar days if the suspension is given just before the end of the term. The BOT discipline committee meets with the student and parents to discuss the concern(s) and decide on whether the student can return to LAC.
- **Voluntary Withdrawal:** a student can choose to withdraw from the school at any time, but once a student is suspended the BOT is legally bound to make a decision irrespective of the student being withdrawn from school.
- **Exclusion:** A student is not permitted to return to LAC.
- **Exclusion on Health Grounds:** A student can be excluded from school by the Principal under s19 of the Education Act if the student has a communicable disease (within the meaning of the Health Act 1956) or is not clean.

## International Students

### International Department Staff

Head of International Department

Mr Francis Aiono

[international@lac.school.nz](mailto:international@lac.school.nz)

ext 706

International Secretary

Mrs Glenda Higgins [glendah@lac.school.nz](mailto:glendah@lac.school.nz)

ext 700

### International Code

At LAC we use the New Zealand code of practice for the Pastoral Care of International Students, found at:

<http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice-NZQA.pdf>

### Sickness

All international students must have personal medical insurance cover for the full term of their stay in NZ.

## Student Dress Code

The school requires that a student come to school clean, well groomed and with their uniform laundered and in good condition.

### General

Students should always be in uniform unless otherwise specified. The Year Deans, Deputy Principal and the Principal are responsible for interpreting, implementing and enforcing the dress code policy, and the Principal is the final arbiter in determining appropriate school dress.

- All students must wear the prescribed uniform unless permission to do otherwise is given.
- A college tie must be worn in Terms 2 & 3.
- Obvious makeup is not permitted.
- If a student has a tattoo, it must be covered.
- Only clear nail polish is acceptable.
- Trousers must be worn in the proper manner and not hanging down so that the wearer's undergarments can be seen.
- Boys' shirts are to be tucked in at all times.
- Girls' skirts to be worn no higher than 6cm off the floor when kneeling.

If a student is unable to wear their uniform during school hours they must:

1. Wear neat and presentable clothing (not jeans or t-shirts).
  2. Bring a note from their parents/caregivers stating the reason for being out of uniform. Please bring a medical certificate where appropriate.
  3. Apply to be issued with a uniform pass for each day they are out of uniform.
  4. Students can be requested to wear spare clothing provided by the Deputy Principal.
- Students will be asked to return home if dressed inappropriately.

### Hairstyles

Hairstyles are to be clean, tidy and conservative and should not draw attention to the student:

- Fringe hair should **not** be below the eyebrow.
- Dreadlocks, colouring and streaking of hair are **not** permitted.
- Students may use a **limited** amount of hair product.
- 'Rat tails', 'mohawks' and 'mulletts' are **not** considered conservative hairstyles.
- Boys: All hair on, or longer than, the shoulders must be tied back.
- Boys: Any form of facial hair is **not** acceptable.
- Head shaved closer than a number 3, is **not** acceptable.
- Any student who has a hairstyle, which, in the opinion of the Principal, contravenes the above, may be asked to rectify their hairstyle before continuing with class attendance.

### Hats/Headbands/Scarves

- The College encourages school regulation sun hats to be worn during the summer months.
- Other hats are not part of the uniform and can only be worn when students are obeying the appropriate dress code on Mufti days.
- Headbands are only to be worn to keep the hair in place; not as a fashion statement. The only plain colours allowed are black, white or navy blue.
- Scarves may be worn only during the winter terms and only if they are plain black or navy blue. Scarves are not to be worn inside or as a fashion statement.

### Jewellery

Apart from a wristwatch, no items of jewellery are to be worn by students, except for ear-studs as follows:

**1. Females:** plain studs (one in each ear lobe only) may be worn. Cultural, religious or sentimental items may be worn, but only as long as these are not visible. Covering with a plaster is not acceptable.

**2. Males:** not allowed to wear any studs, including plastic ones.

- No body piercing (except for ear studs) is acceptable on the grounds of Health and Safety issues and the Special Character of the school. Using a plaster or covering a piercing is not allowed.
- Items confiscated will be kept in custody at the owner's risk. Parents may collect these items by prior arrangement with the office.

### Mufti Day Dress Standards

- Must be appropriate for a school setting.
- The school's jewellery code remains the same for mufti days.

The following are examples of clothing that are not acceptable:

1. Torn or un-hemmed clothes.
2. Singlet or string shoulder strap tops unless worn under a shirt, blouse or similar top.
3. Crop tops.
4. Patched or dirty clothing.
5. Clothing with offensive logos, pictures or language.

Footwear should be firm-fitting, safe and appropriate to wear in a school setting.

The following are examples of footwear that are **not** acceptable:

1. Bare feet
2. Gumboots
3. Slippers
4. Jandals

### School Bags

All students are expected to bring an appropriately sized school bag to school that contains their school supplies, books and other necessities.

- School bags need to be clean and not have offensive logos, pictures or language.
- School bags are not to block doorways and/or staircases.
- Students may store bags in their lockers or on top of the lockers.



# Student Uniform

A College tie must be worn in Terms 2 & 3



## Boys' Uniform

### Any combination of:

- White short or long sleeve shirt with the college emblem.
- School grey monogrammed shorts (elastic waist or tailored style) with either:
  1. Shoes & socks: Plain grey knee-length school socks and black leather lace-up school shoes with a heel.
  - OR
  2. Plain black roman sandals.
- Dark grey regulation college pants with grey school socks and black leather lace-up school shoes with a heel.
- Optional to wear black belt with tailored shorts or dark grey college pants.
- Navy v-necked woollen jersey with the college emblem.
- Navy v-necked woollen vest with the college emblem.
- Navy college blazer with the college emblem (Yr 10 optional, Yr 11-13 compulsory).

*In all cases, the Principal's ruling on the suitability of any item of clothing or a student's presentation will be final.*

## Girls' Uniform

### Any combination of:

- White short or long sleeve shirt with the college emblem.
- School regulation navy/royal blue/red checked skirt or culottes.
- Skirts to be worn no higher than 6 cm off the floor when kneeling.
- Navy knee length socks, navy cotton tights or navy opaque stockings.
- Plain black roman sandals. Not to be worn with socks, tights or stockings.
- Navy v-necked woollen jersey with the college emblem.
- Navy v-necked woollen vest with the college emblem.
- Navy college blazer with college emblem (Yr 10 optional, Yr 11-13 compulsory).

### Optional Unisex Uniform

- Black satchel or backpack with the college emblem.
- Plain navy blue or black scarf.
- Black, softshell jacket with the college emblem.
- **A plain black feather/down puffer jacket with a discrete label.** These may be purchased from a range of retailers.

## PE Uniform

- Sports top with College emblem and white trim.
- Regulation navy shorts with College emblem.
- Flat, rubber-soled, lace-up sports shoes.

### Optional Items:

- Regulation navy tracksuit jacket with College emblem.

- Regulation navy tracksuit pants with College emblem (may be worn instead of navy shorts).

**Note:** Tracksuits may only be worn in PE classes, for school sports days, lunchtime / breaks when playing sport, or after-school sports events.

## Uniform Supplier

### Academy Apparel

82 Broadway Avenue, Palmerston North

#### Shop Hours:

Monday to Friday 8:30am to 5pm

Phone: 06 354 0979

Email: [sales@academyapparel.co.nz](mailto:sales@academyapparel.co.nz)

Buy online [www.academyapparel.co.nz](http://www.academyapparel.co.nz)



## Uniform Price List

All uniform items except the tie and blazer are available to purchase from Academy Apparel.

The tie and blazer are available to purchase from the LAC Front Office.

|                                       |                      |
|---------------------------------------|----------------------|
| College Monogrammed Tie _____         | <b>\$18.00</b>       |
| Navy Blazer with College Emblem _____ | <b>\$190 - \$200</b> |

### Academy Apparel Price List 2019

*(subject to change) All prices include GST*

Girls' Short-sleeve Blouse \_\_\_\_\_ **\$52.00**

Girls' Long-sleeve Blouse \_\_\_\_\_ **\$48.50**

Tartan Skirt Size 10-14 \_\_\_\_\_ **\$79.00**

Skirt Size S-3XL \_\_\_\_\_ **\$83.00**

Tights (Cotton) Child \_\_\_\_\_ **\$18.00**

Adult \_\_\_\_\_ **\$25.70**

Woolen Jersey 87-102cm \_\_\_\_\_ **\$103.00**

|                                   |                 |
|-----------------------------------|-----------------|
| 107-112cm _____                   | <b>\$115.00</b> |
| Boys' Short-sleeve Shirt _____    | <b>\$43.00</b>  |
| Boys' Long-sleeve Shirt _____     | <b>\$45.00</b>  |
| Boys' Shorts _____                | <b>\$56.50</b>  |
| Boys' Pants _____                 | <b>\$77.00</b>  |
| Sports Top _____                  | <b>\$37.00</b>  |
| Sports Shorts _____               | <b>\$29.00</b>  |
| Tracksuit Jacket _____            | <b>\$65.00</b>  |
| Tracksuit Pants _____             | <b>\$49.00</b>  |
| School Soft Shell Jacket _____    | <b>\$86.00</b>  |
| Socks: Boys (Grey, Knee Hi) _____ | <b>\$11.50</b>  |
| Girls (Navy, 3 pair pack) _____   | <b>\$23.00</b>  |

## Second-hand Uniform

### If you wish to buy:

The second-hand uniform shop is open every day during office hours at the college office. We accept cash or cheque, and EFTPOS facilities are available. Please note that there is not a lot of stock in at this point, so sales are on a 'first in, first served' basis.

### If you wish to sell:

There are two options:

1. Sell on behalf: LAC will send you a cheque, less commission, once items are sold.
2. Donate for fundraising at LAC.

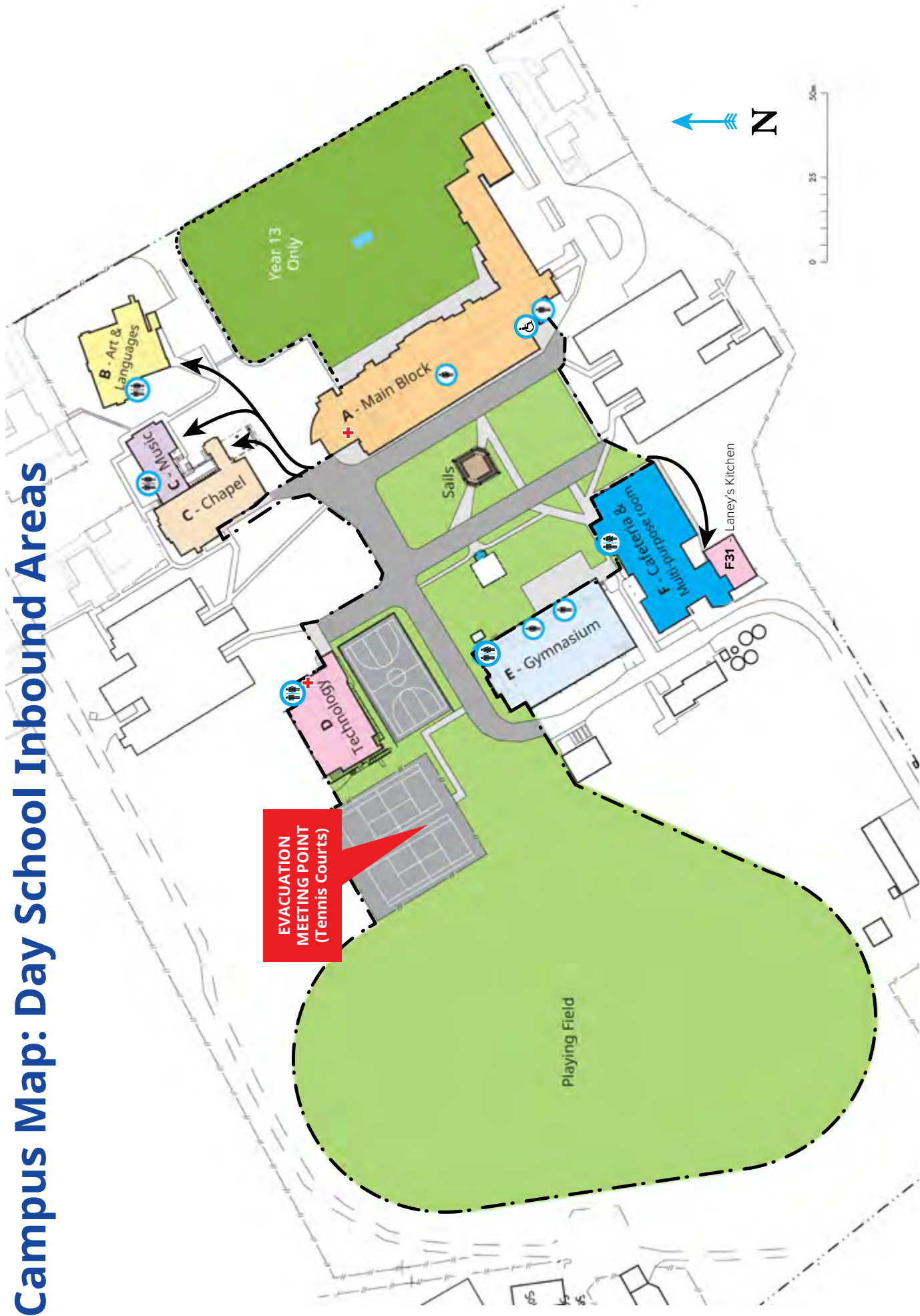
### Notes re Uniform Items for Sale:

- Items must be clean/washed, and in good condition - no rips / tears / holes.
- Blazers should preferably have been dry-cleaned and have the dry-cleaning label attached.
- No footwear can be accepted for sale.

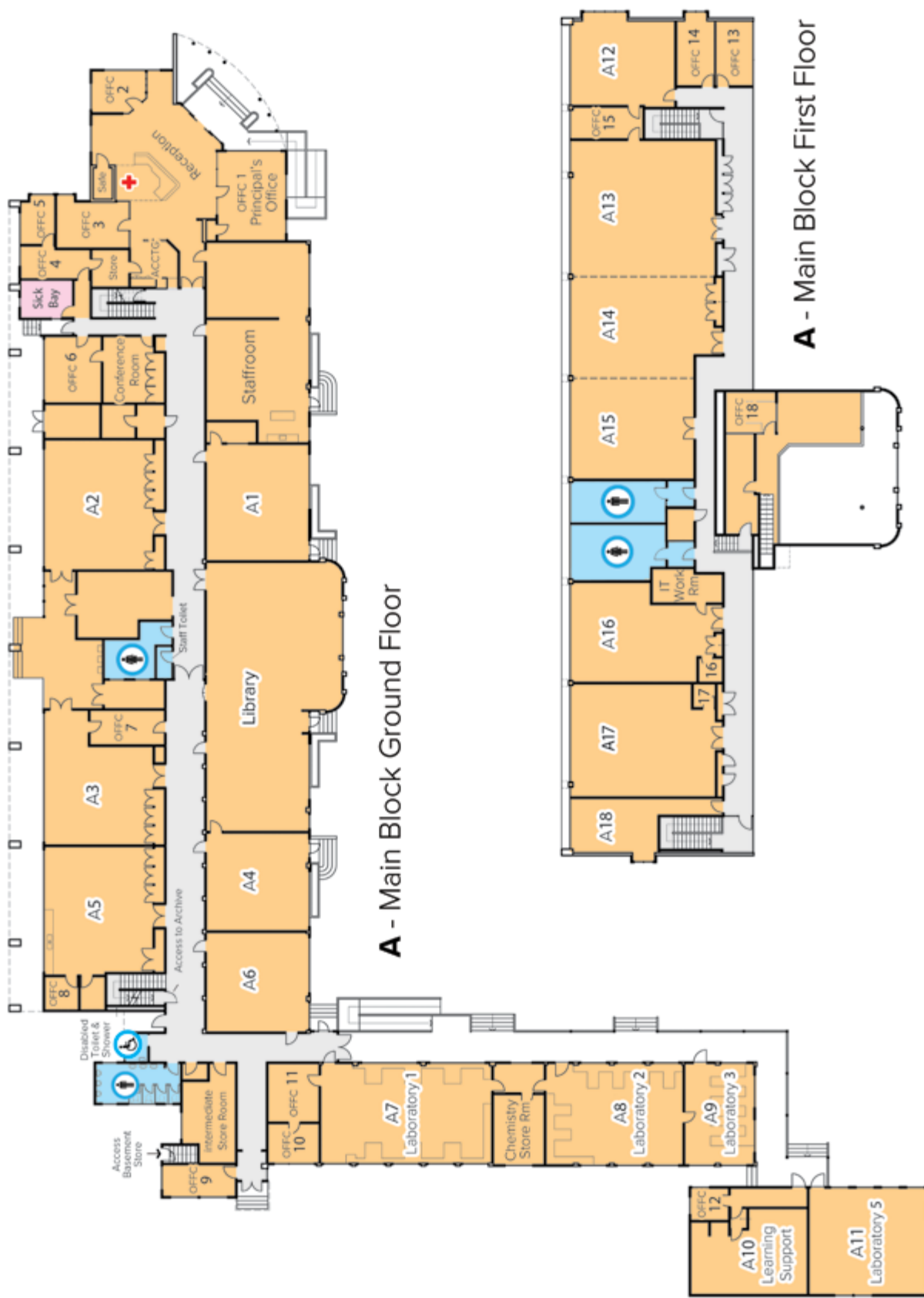
### Collection of LAC Uniform Items for Sale

Items for sale should be sent to the LAC office during regular office hours.

# Campus Map: Day School Inbound Areas



# Classroom Floorplans: A Block





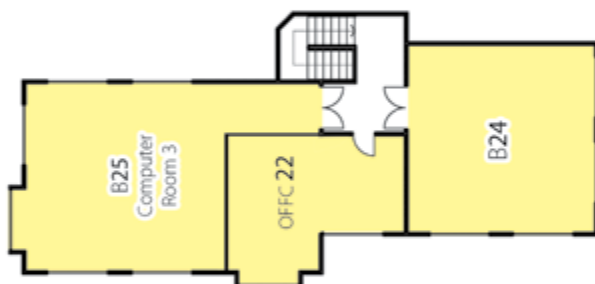
# Classroom Floorplans: B & D Block

## B - Arts & Languages Building

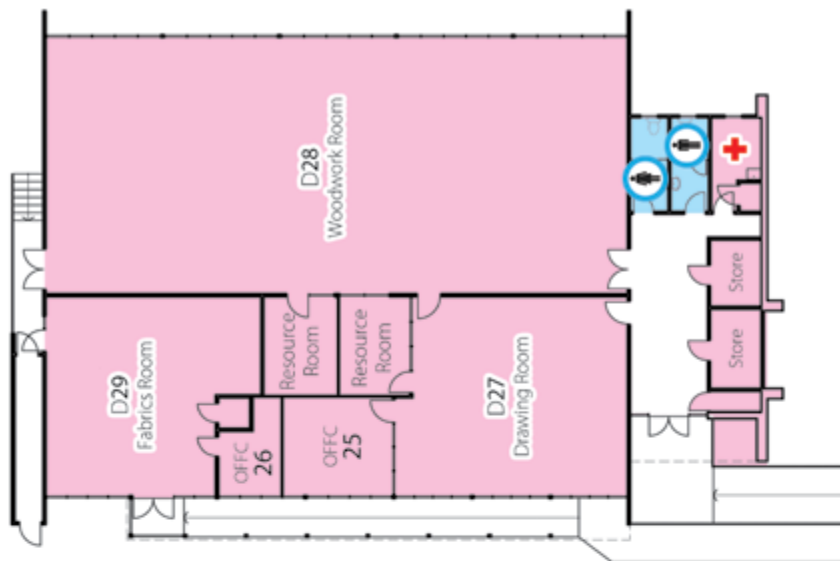
Ground Floor



First Floor



## D - Technology Block



**C - Music & Chapel**  
Music Classroom = **C26**

**E - Gymnasium**  
PE Classroom = **E30**

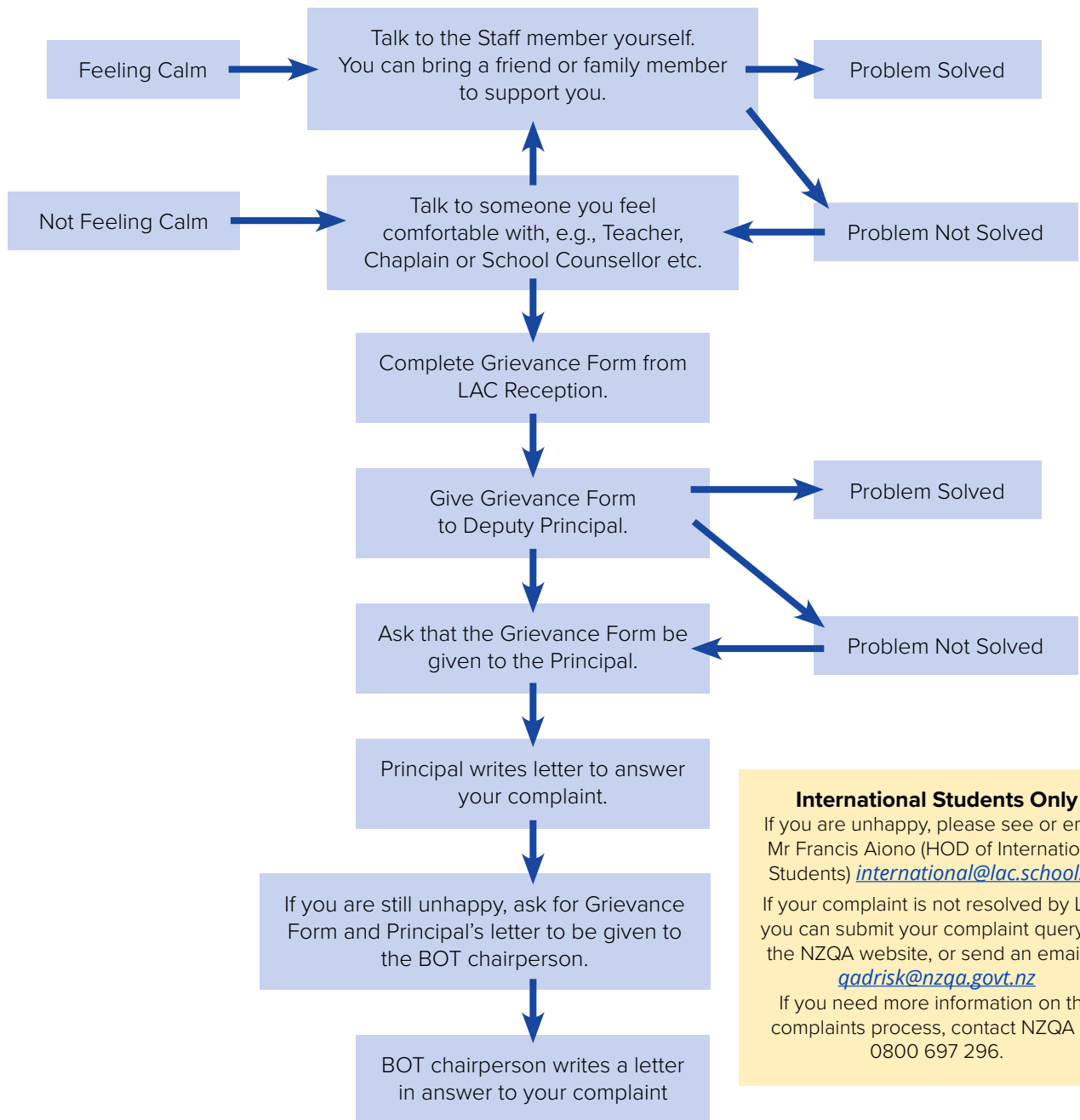
**F - Cafeteria & Multi-purpose Room**  
New Home Economics Room = **F31**



# Harassment/Grievance

## Grievance Procedure

If any student wishes to address an issue of any nature it is suggested they follow the procedure below. It is also a wise idea for the student to talk to their parents/caregivers about what is happening.



**International Students Only**  
 If you are unhappy, please see or email Mr Francis Aiono (HOD of International Students) [international@lac.school.nz](mailto:international@lac.school.nz)  
 If your complaint is not resolved by LAC you can submit your complaint query on the NZQA website, or send an email to [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz)  
 If you need more information on the complaints process, contact NZQA on 0800 697 296.

## Harassment

Longburn Adventist College is committed to provide a learning environment that is free from harassment in any form, including (but not limited to): verbal, psychological, physical or sexual. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

# LONGBURN ADVENTIST COLLEGE EXPECTED BEHAVIOURS

| At LAC, we all...           | All Areas   | Classrooms  | Campus   | LAC House Cafeteria   | Specialist Areas                           | Digital Environments                       | Buses   | Community & EOTC  |
|-----------------------------|---|---|--|---|--|--|---|---|
| <b>Lead with INTEGRITY</b>  | Speak honestly  | Arrive on time with the correct equipment             | Report unsafe activities, accidents and damage | Use appropriate language and speak softly   | Use all equipment the way it is intended   | Use devices and applications appropriately | Treat bus driver and other students with courtesy | Represent the school with pride                         |
|                             | Take ownership of our decisions                       | Complete all work to the best of our ability          | Play fair and by the rules                     | Clean up our own mess and put the chairs in before leaving                                      |  | Use positive language on social media      | Use polite and appropriate language               |   |
| <b>Act with RESPECT</b>     | Consider the consequences of our actions              | Display academic honesty in all tests and assignments | Intervene and help others when needed          | Help clean up and leave the area tidy for the next person                                       |  |  |   |   |
|                             | Use polite and courteous language                     | Value diversity and difference                        | Stay within campus boundaries                  | Think before we speak: Is it true? Is it helpful? Is it inspiring? Is it necessary? Is it kind? | Wear the correct clothing for the activity | Visit appropriate websites                 | Stay on path between bus and school               | Be considerate towards the public                       |
| <b>Cultivate RESILIENCE</b> | Care for the school environment                       | Use equipment the way it is intended to be used       | Put rubbish in bins                            | Respect the communal area and property of LAC House by staying in designated areas              |  | Take care of digital equipment             |   |   |
|                             | Show consideration of other people and their property | Follow instructions the first time                    | Move quietly around classrooms                 |   |  |  |   |   |
| <b>Cultivate RESILIENCE</b> | Persevere when faced with challenges                  | Ask for help when needed                              | Take part in extra-curricular opportunities    | Offer to help where we see a need   | Know and follow safety requirements        | Remember your digital footprint            | Be aware of younger students                      | Listen to safety briefings and follow safety procedures |
|                             | Have a positive attitude                              | Use mistakes as opportunities to learn                | Follow the school's safety procedures          | Wait for your turn to be served and follow teacher's instruction                                |  |  |   |   |
|                             | Support others sincerely                              | Try a range of problem solving strategies             | Interact safely with peers                     | Use our time to get to know others and build relationships                                      |  |  |   |   |