

# **Border Christian College**

*A Community of Faith and Learning*

## *STUDENT HANDBOOK Primary School*

*(Updated June 2018 – Subject to change. Please refer to the online policy for the latest version)*



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## *Historical Setting*

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Border Christian College was founded in 1950 in Albury. It was transferred to its present site in 1986. The College is governed by a Board of Directors and is a member of the System of Schools of the Seventh-day Adventist Church in Australia. Border Christian College offers co-educational studies PK-12 for Seventh-day Adventist students and other members of the community who wish to take advantage of the excellent tradition of learning within a Christian environment. A Pre-Kinder Program was opened in 2003 and provides an excellent educational program in a specially appointed room.

## *Mission Statement*

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Border Christian College seeks to nurture each child in a safe Christian environment educating them for a life of service to God and humanity.

## *Vision Statement*

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Border Christian College will be a leading Christian educator, developing responsibility, values and integrity; challenging students to excel spiritually, academically, socially and physically.

## *Statement of Philosophy*

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Border Christian College is an educational institution, which provides an educational program based on Biblical truths. It seeks to challenge each student in ways that will have them excel in life and respond creatively to the calling of God. Appreciating beauty, being creative, having healthy relationships and cultural development reflects God our Creator. Border Christian College accepts that human sinfulness limits our God given potential. Only through Jesus can we have redemption, which gives fulfilment and enjoyment in our responsibility and talent. Understanding this then, we recognize that each student is a unique individual, deserving to be supported, treated and educated as such to excel in their academic, spiritual, social and physical life.

Border Christian College also encourages and supports involvement and participation within the community, parents and friends in the student's education, as well as the various intra and inter-College programs.

The general purpose of the educational effort of the College is to structure an environment to allow all students the opportunity to develop their potential as individuals through:

- establishment of a meaningful relationship with God that involves love, trust and fellowship;
- self-acceptance and growth in an understanding of oneself;
- acceptance of, and tolerance toward, others;
- acquisition of the ability to profit spiritually, intellectually, aesthetically and practically from the natural world while acknowledging a responsibility for the stewardship and protection of its resources and beauties;
- experience and appreciation of a variety of art forms and creativity and;
- an understanding of good health principles and a desire for a balanced and healthy lifestyle.

Border Christian College also recognises that one of the major reasons for existence is to serve the needs of its constituency by providing, within a Christian perspective, a quality academic preparation that will enable students to successfully enter the work force and / or pass the standard Higher School Certificate examination administered by the New South Wales Department of Education through the Board of Studies.

Education, as understood by Border Christian College, includes much more than a narrow academic field. Consequently, the prescribed curricula are augmented by other school activities, including co-curricula activities, to provide an integrated educational program. Thus, the College endeavours to operate a balanced program for the optimum development of each student.

### *Values Statement*

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At Border Christian College we value **Hope, Discernment, Excellence, Integrity, Respect, Compassion, Justice, Responsibility and Humility** as we seek to develop the whole person.

Spiritual - to foster and promote **HOPE** and **DISCERNMENT** through:

- Acceptance of Jesus Christ as one's personal Saviour;
- A commitment to a lifestyle consistent with Christian values;
- A desire to serve God and our fellow man;
- An appreciation of Christian worship and spiritual fellowship.

Academic - to foster and promote **EXCELLENCE** and **INTEGRITY** through:

- A recognition of our responsibility to develop our talents as God-given gifts to be used in service for others;
- A commitment to excellence through diligent effort;
- An appreciation of knowledge and faith in harmony with revelation through God's word;
- The development of powers of discrimination to select the best and be authentic;
- The ability to think logically, critically and creatively.

Social - to foster and promote **RESPECT, COMPASSION** and **JUSTICE** through:

- A healthy self-respect based on a knowledge of self-worth in a Christian context;
- The development of self-control and self-discipline;
- Tolerance of others and a concern for their welfare;
- Acceptance of responsibility for one's own actions;
- Habits of courtesy, decorum and graciousness;

Physical - to foster and promote **RESPONSIBILITY** and **HUMILITY** through:

- A recognition that we have a sacred responsibility to care for our physical and mental health;
- The development of physical capacity by a temperate lifestyle and an abstinence from those habits harmful to health;
- An awareness of the positive benefits of healthful diet, exercise, rest, leisure, recreation and dress.

## *School Management*

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Border Christian College is governed by a School Council which directs its development. Council members are elected by the supporting Adventist Churches and are responsible for financial management, pupil enrolment and the maintenance of the College facilities.

Border Christian College is a member of the system of schools owned and operated by the South New South Wales Conference of the Seventh-day Adventist Church. This central organization controls the employment of teaching staff and through a committee of laymen, determines the distribution of financial resources between schools.

Responsibility for the day-to-day operation of the College rests with the principal.

## *Enrolment Procedure*

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The members of the Seventh-day Adventist Christian community operate Border Christian College. It is open to students without regard to their ethnic background, sex or national origin. Students are expected to live in harmony with the College's standards and regulations, show respect for the Word of God and to attend the regular religious classes and activities of the College. Every effort is made to provide opportunity for both girls and boys to participate in all College activities and as far as possible the College attempts to accommodate disadvantaged students.

As a Seventh-day Adventist Christian institution, it is intended that the College should function to supplement the work of the Christian home. Thus, students are expected to join in all spiritual, academic, social and recreational activities of the college.

Parents will be required to notify the school of any family law or custody requirements relating to the student. Only the legal custodial parent will be allowed access to the student at the school. Any special arrangements for variation of this must be in writing from the custodial parent. If a non-custodial parent is to receive copies of accounts or school reports this must be only by written request from the custodial parent.

### New Enrolments

Families seeking to apply for a place will submit a completed enrolment application form, together with the latest reports from the previous school, copy of a birth certificate and immunization records. An enrolment fee is payable with the application and an Entry Assessment will be conducted (if required). An interview with the Principal will be arranged at which the parents and the student will be present. The admissions committee will then assess the application. Applicants will receive a written response detailing the decision of the committee.

### Re-enrolments

All students currently attending the school are required to re-enrol each year. Forms for this purpose are distributed to parents of these students.

### Termination of Enrolment and De-registration

Students will not be permitted to remain at the College if their behavior does not meet the College standards, or if no attempt is made to pay outstanding accounts. Upon termination a de-registration form must be completed.

Any family wishing to de-register must give 4 weeks notice, complete a de-registration form and meet with the principal for an exit interview.

## *Financial Information*

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### Tuition

Charges for the school year are kept as low as is consistent with good management and quality education. Border Christian College gains its financial resources for operation from tuition and levy fees, Commonwealth and State Government grants and contributions by supporting churches

### Outstanding Fee Accounts

The financial viability of the College is largely dependent on the faithful and regular financial support of parents who avail themselves of the services the College provides. If fees are outstanding and a satisfactory arrangement for payment has not been entered into, reports and other College documentation may be withheld until accounts have been finalised. Fee accounts that extend beyond the College guidelines may result in education privileges being withdrawn and accounts placed in the hands of a Collection agency.

## *Student Code of Conduct*

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The behavior expected of each student should contribute towards an environment that is most conducive to growth and learning.

The underlying principle for this is found in Matthew 7:12.

“So in everything, do to others what you would have them do to you...”

### Student's Code of Conduct

To get the greatest benefit from my time at Border Christian College, I will:

1. Treat other students with consideration and kindness;
2. Obey and respect teachers so that they can teach me;
3. Behave in a way that makes it possible for all students to achieve the best they can;
4. Uphold the standards of the school in all I say and do;
5. Behave in a way that is mindful of my safety and the safety of others;
6. Be proud of my school uniform, wearing the appropriate items correctly and neatly;
7. At all times behave in a way that brings credit to my school.

This means that the following would be considered unacceptable:

1. Behaviour that interferes with another student's right to learn and the teacher's right to teach;
2. Physical or verbal abuse to others;
3. Dishonesty, lying or theft;
4. Using profane or obscene language or possessing obscene materials;
5. Possession of dangerous substances or implements;
6. Disrespect or disobedience to teachers;
7. Undermining the Christian standards of the school;
8. Vandalism or tampering with school property or the property of others;
9. Using or possessing tobacco, alcohol or illicit drugs;
10. Behaviour that places oneself or someone else at risk (physical or psychological).

## *Student Management Policy*

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In accordance with our Statement of Objectives, the school seeks to assist students' character development exemplified through self control, tolerance, concern for others and accepting responsibility for one's actions. The school operates a student management system to both affirm positive behavior and to manage inappropriate behavior in a consistent and fair manner.

### School Expectations

Rules act as guidelines to help a student determine whether his/her course of action is going to interfere with others who are attempting to achieve their educational goals.

The School Expectations are a set of rules that have been adopted for each classroom and in the playground at the school. They are:

1. Follow directions.
2. Everyone has the right to feel safe.
3. Respect school and personal property.
4. Work quietly in class.
5. Be kind with your words and actions.
6. Take responsibility for your choices.

### Overview

Border Christian College identifies boundaries, rules and expectations, which students and teachers will share. Parents, students and teachers will have agreed upon the following procedures:

1. The student is to take responsibility for his/her behavior in both the class and playground. The teacher wants the student to be involved in the school program. Ultimately, the student has the choice to do so but must make appropriate choices to be included in school activities.
2. The student will be encouraged to identify his/her own behavior and evaluate it according to the School Expectations. The challenge is for the student to consider the consequences of inappropriate choices.
3. When a student chooses, by his/her actions, to no longer be involved in the school program he/she will not be allowed to participate again until a suitable plan has been written and negotiated with the teacher.



## Primary School Behaviour Management Procedures

### **Positive Reinforcement Programs**

#### *Values Program*

As part of encouraging students to become the best citizens they can be, we have a values program where the focus is on one character value each week of the school year. We discuss the importance of these values, and ways in which students can practice them. Each week student/s from each class are honoured for their demonstration of the value.

#### *Student of the Week*

This program is a way in which we can acknowledge a student or students for their contribution to improving the College experience for themselves and those around them. The staff meet to discuss the excellent choices that students have made and choose a individual or group of students to reward for their choices. This can be for excellence in the Spiritual, Academic, Social, Physical or Vocational areas.

#### *Classroom Positive Recognition*

Each classroom has a positive recognition program that motivates the students at the level and interests of the individual group. Teachers are aware of the importance of appropriate rewards which take into account positive health and trying not to have disparity between students. Our overall goal as staff is to encourage intrinsic motivation rather than extrinsic motivation. So that we can produce life long motivated learners.

### **Discipline Procedures**

#### *Yellow and Red Cards*

If it is considered necessary by the Primary Coordinator for a student's behaviour to be monitored in all classes, that student will be required to carry a Yellow Card and present it to the teachers of each of their classes for the week. Teachers will deem that student's behaviour during the lesson to be either satisfactory or unsatisfactory and will record it on the card with a signature. Students who receive three 'unsatisfactory' determinations will be considered to have failed the card and will move on to a Red Card. The same process applies to a Red Card with the added requirement that a student must remain in the direct company of the duty teacher at break times. In the event of a student failing a Red Card, enrolment at the College will be seriously reconsidered. Note: Any student on a Yellow Tracking card may not be allowed to attend off campus events. And student on a Red Card will not be participating on any off campus events.

#### *Isolation and Suspension*

If a student is considered to be a threat to the safety or efficacy of the learning environment, then the principal, in consultation with the Primary Coordinator may consider it necessary to remove them from the classroom for a specified period of time. Students placed on isolation or suspension should expect to return to the College under conditional enrolment.

#### *Expulsion or Deregistration*

If a student is considered to be a serious or continued threat to the safety or efficacy of the learning environment, then the Principal, in consultation with the School Council, may consider it necessary to review their enrolment and/or expel or deregister that student.

#### *Grace*

As a Christian institution, Border Christian College seeks to implement the principles of grace and redemption in disciplinary dealings with students. Grace may be offered to students who display an earnest willingness to grow and improve. The desire to extend grace will always be tempered with recognition of our responsibility to provide a safe and learning conducive environment for all students.

## *Uniform*

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The college uniform plays an important role in helping your child realise his/her potential. It eliminates competition between individuals in dress and the resultant feelings of inferiority, prompting a sense of belonging and unity. A student who is neatly dressed looks successful and this will lead him/her to feel successful. Consequently, students are encouraged to wear their uniform with pride. This means that the uniform is neat, tidy and clean at all times.

The **school hat** is part of the school uniform. It is a school and State requirement that during Term 1 and 4 hats are worn outside at all times.

The contribution that the school uniform can make to your child's educational experience is only possible with your co-operation, so please ensure that they come to school each day in their full uniform. If, for some reason, a non-uniform item has to be worn, a signed note must be sent explaining the reason.

### Supplier of School Uniform

The main uniform requirements are made from a regulation material and/or embroidered with the college logo. Regulation School Uniform items are ONLY available at LOWES Albury.

### Uniform Requirements

#### *Summer Terms 1 and 4*

Girls: Checked dress, white plain ribbed ankle socks.

Boys: College grey shorts, short sleeved mid blue shirt, grey socks.

#### *Winter Terms 2 and 3*

Girls: BCC tartan Pinafore, long sleeved mid blue shirt, navy blue or black tights.

Boys: College grey tailored trousers mid blue long-sleeved shirt with tie, and grey socks.

#### *Unisex Items*

BCC Royal blue V-neck Jumper

BCC Zippered Jacket

BCC Softshell Jacket

BCC dark blue hat

BCC Secondary Back Pack

BCC School Diary (distributed by the College)

Shoes – school black leather lace-up

#### *Sports Uniform*

Girls and Boys: Blue short-sleeved polo, ink shorts or tracksuit pants, white socks and gym shoes.

#### *Optional Items*

Black Scarf, black gloves and black beanie

### General comments regarding uniform

- The dress code applies during school hours, while travelling to and from school and when students are on school excursions. This includes hair, jewellery and makeup standards.
- Hair must be neat, clean, tidy and worn off the face. Extremes of colour and style are not acceptable. For safety reasons, long hair must be tied back at all times. Hair accessories must be navy blue, black or white.
- Jewellery items that may be worn include medical alert bracelets, wrist watched (that don't distract from the uniform) and a single set of plain gold or silver stud earrings. No other jewellery or visible piercings are permitted.
- Minimal makeup that is natural in appearance is permitted (clear nail polish and skin-toned concealer). Coloured nail polish must not be worn.
- Dress length is to be such that the bottom of the hem is below the knee.
- Casual Dress Days: Students are still required to wear closed in shoes (not thongs), and modest clothing. Standards regarding jewellery and make-up apply as for a normal school day.

### *Academic Information*

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At Border Christian College the Key Learning Areas from the NSW Board of Studies are thoroughly covered at all year levels. In addition a range of curriculum activities are made available that enhance student development in music, physical education, technology and spiritual development.

### Homework

Primary homework is in place to serve two main purposes and as such differs between class levels. Purposes include revision of work covered in class and the development of good study habits as they progress into high school. Students are actively encouraged to regularly read as an aid to all areas of learning.

Each teacher will outline at the start of each year the home work expectation for their students.

## *Miscellaneous*

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### Attendance (including arrival and departure guidelines)

The State Education Act requires regular attendance at school by all children. Consequently, absences should be clearly explained in a note from parents/guardians. It is the parents/guardians legal responsibility to explain all absences. This explanation should be presented to the teacher on the first day back at school after the absence.

It is difficult for the teacher and parents/guardians to find time to help children catch up with their schoolwork after extended periods away from school. If a parent/guardian knows in advance of an absence, it would be appreciated if this were communicated before the child is away from school.

Students arriving late to school must present a written explanation from the parent or guardian and collect a late pass. Students who need to leave during school hours, must present written permission from the parent or guardian and sign out at the office before leaving.

### Breakages

The cost of breakages and damage caused by irresponsible, careless or malicious behaviour will be charged to the parent or guardian of the student involved.

### Chewing gum

Chewing gum is not to be brought to or chewed at school.

### College Policies

All policy documents are available at the school. Copies for perusal can be obtained upon request from the College Receptionist.

### Contact information

It is most important to notify the school of changes to your residential or postal address and home, work or mobile telephone numbers. **Emergency contact depends on accurate information.**

### Home and School Association

Our Home and School Association operates to support the school program, provide additional resources for the school and to facilitate parent input to the School Council.

Dates of meetings will be notified through the school newsletter. Parents are invited and encouraged to attend these meetings.

### Mobile Phones and Electronic devices

Mobile phone for primary students are not encouraged however if students are required to contact parents outside of school hours we do have the following policy.

To ensure that mobile phones are not a disruption to education, they must be switched off and left in bags during and between classes. Students who ignore this policy will have their phones confiscated by the classroom teacher and handed in to the front office. Phones can be collected at the end of the school day. If a student repeatedly uses their phone inappropriately, the phone will be confiscated and the Primary Coordinator will contact parents.

Parents are reminded that in case of an emergency, the school should be contacted (02 60493200). The office staff will ensure that your child is reached as quickly as possible and will assist in any appropriate way.

Please refer to the College's complete policy on mobile phones and other electronic devices for more information.

## Newsletter

The school newsletter shares important information with families, providing opportunities for input and involvement. The school newsletter is distributed electronically via email.

## Parents and Visitors

Parents are more than welcome at the school and their contact is encouraged. However, between the hours of 8:45am and 3:10pm, students are under constant teacher supervision. Should a parent require an appointment with a teacher, this should be arranged before 8:45am and after 3:10pm, when staff can give their full attention.

## Parent Concerns

1. Discuss the concern initially with the teacher. If the issue is unresolved then...
2. Write to and discuss the concern with the Secondary Coordinator. If the issue is still unresolved then...
3. Write a letter and discuss with the Principal.

## Parent Involvement

Parent/guardian involvement is encouraged in the following ways:

- Listening to children read;
- Working bees and fundraising committees as determined by the Home and School Association;
- Covering library books;
- Volunteering in the school canteen;
- Assistance with duties at sports days;
- Help out with supervision on Excursions including presentative sports activities.
- Any area of the curriculum that parents enjoy or in which they have special expertise.

Parents/guardians volunteering their help are reminded that it is a requirement to sign a "Working with Children" form.

## Prohibited items

While under school supervision, students will not possess items that can be a distraction from the school program. Items such as comics, magazines, playing cards, electronic devices, and toys are liable for confiscation. Parents are asked not to allow their children to bring these items to school. Please note, the school will not be held responsible for the loss or damage of any such items.

## Reports and Interviews

Assessment of students occurs on a continuous basis throughout the school year. A range of evaluation instruments and techniques are used. The College welcomes regular communication between parents and teachers. Appointments for interviews with teachers should be made through the College Receptionist who will endeavour to arrange a mutually suitable time.

An Interim Report of pupil progress is issued part way through First Term. A more detailed report is available at the end of each Semester. Parent-teacher interviews are arranged at the end of Mid-Year Reports. The final report is distributed near the close of the school year.

## Supervision of Children

The school is responsible for the safety and well-being of the students during the normal school day, which is between the hours of 8:15am and 4:00pm. Students arriving before 8:15am and staying after 4:00pm cannot be provided with teacher supervision and therefore parents are advised to make appropriate arrangements.

## Sickness or Accidents

It is the responsibility of the parent/guardian to notify the school of a child's condition of health. If medication or special supervision is required it is the parents/guardians' duty to keep the school fully informed. Any medication left at the College must be clearly marked with the child's name, medication name, prescribing doctor's name, dosage and times to be taken.

The school reserves the right and responsibility to remove from students any medications that have not had prior authorisation by the parent/guardian.

In the event of illness or accident prompt attempts will be made to contact the parents/guardians. In all emergency cases students will be transported to the local hospital by ambulance for treatment. The school reserves the right to decide on the degree of urgency in each case.

All associated medical costs become the responsibility of the parents/guardians.

Every student is covered for ambulance while at school and on any school activity.

## *Infectious Diseases*

Please be aware of the following exclusion requirements for students who are diagnosed with infectious diseases. This information has been obtained from the National Health and Medical Research Council. with parents and students as to their progress at school is essential. Regular reports are sent home to parents as follows:

<b>Chicken Pox</b>	May not attend until fully recovered or at least 5 days after the eruption first appears.
<b>Conjunctivitis</b>	May not attend school until discharge from eyes has ceased.
<b>Diarrhoea</b>	May not attend school until diarrhoea has ceased.
<b>Diphtheria</b>	Child is able to come back to school once a doctor's certificate has been obtained.
<b>Glandular Fever</b>	Exclusion is not necessary
<b>Head Lice</b>	May not attend school until treatment is complete and eggs are removed from hair.
<b>Hepatitis</b>	Child is able to come back to school once a doctor's certificate is obtained.
<b>Measles</b>	May not attend school for at least 4 days from the appearance of rash, or until a medical certificate is obtained.
<b>Meningitis</b>	Child is able to come back to school once a doctor's certificate is obtained.
<b>Meningococcal</b>	Child is able to come back to school once a doctor's certificate is obtained.
<b>Mumps</b>	May not attend school for at least 9 days after the onset of symptoms.
<b>Poliomyelitis</b>	May not attend school for at least 14 days from onset.
<b>Ringworm</b>	May not attend school until the day after treatment has commenced.
<b>School Sores</b>	May not attend school until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.
<b>Streptococcal</b>	May not attend school until the day after treatment has commenced.
<b>Tuberculosis</b>	Child is able to come back to school once a doctor's certificate is obtained.
<b>Whooping Cough</b>	May not attend school for 5 days after treatment has commenced.

## Transport

### *Bicycles and other Equipment*

Students riding their bicycles to school are not permitted to ride them within the College grounds. When not in use, all bicycles, skateboards and scooters are to be placed in the racks provided. Riders must wear an approved safety helmet and follow all road rules. All equipment must be stored on arrival each morning and collected at the end of each day. These items are not to be ridden on the College grounds. It is a NSW State recommendation that if your child is under 12 you need to consider their spatial awareness and road sense. If under 10 they need to be accompanied by a parent or competent adult.

### *Walking to school*

Students walking to school need to be aware of many hazards. Wherever possible the NSW Transport recommends that students avoid crossing roads at all but if they must be crossed until at least to the age of 10 years they should do it while holding an adults hand. It is best to avoid crossing at roundabouts or other busy intersections. It is recommended that correct walking paths are used where ever possible and that students are encouraged not to cross through areas where there is a high risk of encountering undesirable persons. It is the recommendation of the College that all parents walk the route to school with their children no matter the age to carefully check for dangers.

### *Bus*

The standards of behaviour required at the College apply equally during travel to and from the school. It is expected that on any transport system students will conduct themselves in a quiet, considerate manner, and be in full uniform, worn correctly.

Because the driver has such a huge responsibility for the safety of the children, those students who take the driver's attention from driving and thus place all children in danger, will be disciplined and may be put off the bus for a period of time. Students must remain in seats allocated at all times and wear seat belts where fitted