

# Student Handbook

~ Secondary School



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(revised edition 2007)

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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 student 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 spiritual, academic, 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 recognizes 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.

## ***Purpose***

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The College is staffed by a team of professionals who provide a nurturing environment. These are the values on which we build:

- a spiritual focus that invites a personal commitment to Jesus Christ
- a student focus that seeks to inspire a love for learning, individuality, creativity, and respect for diversity
- a professional focus, with a staff that is dedicated to teaching and service to others.

## ***Our Aims***

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To promote in students:

- an understanding of God.
- Christian values for their lives
- a tolerance of the rights and opinions of others
- an appreciation of the need to acquire knowledge
- the process of critical thinking
- the joy of imagination
- the satisfaction of effective communication
- the spirit of cooperation both at school and within the home, and in the wider community
- an appreciation of a healthy lifestyle in regard to diet, recreation, exercise and rest

A practical extension of these aims is for everyone to have the right to:

- work and learn without being disrupted by others.
- be treated courteously and respectfully.
- work and play in a clean and safe environment.
- feel proud of this College.

The College's Behaviour Management Policy, described in this booklet, outlines the way in which the students are encouraged to act responsibly. Parents should be familiar with and support the College's approach to student management.

Our aim is to ensure that all children at school have access to quality learning within a safe and caring environment, and to encourage all students to strive towards academic and behavioural excellence and increased personal responsibility.

*“Treat others the way you would like to be treated”. Matthew 7:12*

## ***Values***

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Spiritual - to foster and promote:

- acceptance of Jesus Christ as our 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:

- 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 and critically;
- the process of locating, processing and organizing information;
- the skills associated with problem solving.

Social - to foster and promote:

- 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:

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

Vocational - to foster and promote:

- A commitment to service for humanity as the most fulfilling of life's expectations;
- The development of skills that can be used to spread the Gospel of Christ and His soon return;
- The dignity of labour and a sense of pride in a job well done;
- The development of skills preparatory to earning a livelihood;
- The knowledge and skills required to make intelligent vocational choices.

## ***Enrolment***

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Border Christian College is operated primarily for the benefit of the members of the Seventh-day Adventist community but is open to students without regard to their faith, gender, or national origin. While no religious test is applied, all students are expected to live in harmony with the school'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 boys and girls to participate in all school activities and, as far as possible, the College attempts to accommodate disadvantaged students.

As a Seventh-day Adventist institution, it is intended that it should function to supplement the work of the Christian home. Thus all students are expected to join all spiritual, academic and recreational activities of the College and to commit in writing that they will cooperate in all the activities of the College and help to maintain its standards as a Christian institution by their behaviour at all times.

### **New Applicants**

Application forms are obtainable from the College or our Website [www.alburybcc.nsw.edu.au](http://www.alburybcc.nsw.edu.au) These are to be completed and returned, together with the latest reports from the last school attended where applicable.

An appointment will then be arranged for students to sit an Entry Assessment (if required) and for an interview with the Principal. At a later date the application will be presented to the Border Christian College Council, which will vote on the application and advise the parent/caregiver's of its decision.

### **Admission Policy**

A typical enrolment procedure may include the following:

Border Christian College Enrolments:

- Tour of College
- Application form submitted and enrolment fee collected
- Enrolment data collected and Entry Assessment completed (if required)
- Check on fee paying history
- Interview time made with the Principal. Discussion points will include:
  - values, Christian commitment, finances
  - commitment to goals of the College
  - entry assessment data, interview, reports, recommendation from previous school
- Applicants informed of outcome.

*All applications for enrolment are subject to College Council approval.*

The Council will:

- Approve applications dependent on vacancies available, provided the College can meet the student's educational needs and provided the student meets the College's registration requirements. (See the Principal for further details). All new students are accepted on a provisional basis of one school term.

*The College Council reserves the right to accept or decline applications.*

- Expect parents and students to show an interest in and compatibility with, Christian values.
- Authorize the Principal to interview all applicants and make a report to the College Council
- Require an assessment of children and accept those that meet policy guidelines where vacancies exist (See Principal for further details)
- Expect all new entrants to present their birth certificates and immunisation records on admission

### **Student Withdrawal**

When a student decides to withdraw from the College, it is necessary that the parent or guardian officially inform the Principal in writing of the decision and the last day that the student will be attending school. Students are to complete a Clearance Form, available from Reception, and have the relevant sections signed. This form is then to be handed in at Reception for the final signature.

### **Student Re-enrolment**

If a student has previously withdrawn or had enrolment terminated by the College, re-entry may be considered by College Administration providing the following are in place:

- New application to enter
- Positive school report from previous school attended
- Recommendation from previous school's administration

### **Legal Constraints**

The College must be informed, in writing, of the existence of any legal constraints, such as a Family Court order, as soon as they become effective. The legal parent/s or guardian/s must be clearly identified as the one/s to whom the College is responsible. In the absence of this information, the fee paying parent/guardian will be the one referred to by the College.

### **Collection Notice**

Border Christian College collects personal information, including sensitive information about students, parents and guardians as an essential part of the student's enrolment at school. The primary purpose of collecting this information is to satisfy the College's legal obligations and to enable the College to discharge its duty of care under the principles of the Privacy Act 2001.

## Message to Students

As a student at Border Christian College you are expected to:

- do your best to be successful at your schoolwork
- bring all necessary materials to class and complete set work on time
- be polite and respectful when you speak to others
- take time to personally know and acknowledge Christ in all activities
- be on your best behaviour in public, when travelling to and from school, on excursions and at sport
- cooperate willingly with everyone at all times
- be at College during normal College hours, attend all your classes and be on time
- accept correction without argument
- act in a courteous, Christian and responsible manner at all times and show common sense
- wear your college uniform in a representative manner
- listen to or read all messages carefully
- make your College a happy place by avoiding fights, inappropriate language and acts of vandalism

## Message to Parents & Guardians

Parents and guardians should encourage students to uphold Christian standards and College standards at all times. The College's educational program gives primary emphasis to the development of Christian traits in the lives of students.

Every effort is made to work closely with parents for the success of each student's program. Occasionally, questions or problems arise between the student and the College. In some instances, the College is unaware that a problem exists. If such reports are brought home, please phone or visit the school so that a cooperative effort may be made to resolve the problem.

Parents or guardians are expected to attend all College functions with their children, thereby helping to develop a close bond between the home and school.

A part-time College Chaplain is on staff. While it is the Chaplain's role to cater for the needs of the student body, parents are invited to communicate with the Chaplain on any matters pertaining to spiritual, personal or family dilemmas.

### Home and School

The *Home and School* is a parent body that operates under the auspices of the College Council. The Association's main aim is to strengthen the relationship between the home and school. All parents are welcome and encouraged to attend. *Home and School* meetings are held throughout the year. Dates of meetings will be notified through the Newsletter but are usually conducted on the first Tuesday of each month apart from holidays. The Association is run by an elected executive body. Teacher representatives are elected by the staff.

## Academic Information

The College is a registered and accredited co-educational College and is operated by the Seventh-day Adventist Church. Emphasis is placed on the development of a Christian character and a life of service in the community. The program of the College is directed towards the harmonious development of the spiritual, mental, physical and social faculties.

### Bell Times:

Period	TIME (Mon - Thurs)	TIME (Fridays)
Roll Call	8:55 - 9:05	8:55-9:05
Worship/Chapel	9:05 - 9:15	9:05-9:50
1	9:15 - 10:05	9:50-10:35
2	10:05 - 10:55	10:35-11:15
Recess	10:55 - 11:15	11:15 - 11:35
3	11:15 - 12:05	11:35- 12:20
4	12:05 - 12:55	12:20-1:05
Lunch	12:55 - 1:40	1:05-1:45
5	1:40 - 2:30	1:45-3:15
6	2:30 - 3:15	(sport)

### Curriculum

A balance is maintained between educational innovation and effective traditional methods of teaching.

All subjects are Board of Studies endorsed and consistent with the NSW Board of Studies curriculum. Refer to the table below for curriculum content and elective offerings.

Secondary (7-8)	Secondary (9-10)	Secondary (11-12)	
Religious Studies English Mathematics Science Geography/History Technology Visual Art PDHPE/Sport Computing Studies Commerce LOTE Music	Religious Studies English Mathematics Science Geography/History  <u>Electives</u> Computing Studies Legal Studies Visual Art Design & Technology (Food/Textiles) Industrial Technology (Wood/Graphics/ Automotive) Music OTEN PASS	Studies in Religion 1 English Standard English Advanced English Ext 1 (1U) General Mathematics Mathematics Mathematics Ext 1 (1U) Senior Science Biology Physics Geography Chemistry Modern History Legal Studies Information Processes Software Design Photography	Music Textiles Design Food Technology PDHPE Visual Art Work Studies  <u>TVET</u> A Selection of 25 subject options are available on request.  <u>DISTANCE EDUCATION</u> A varied selection of OTEN subject options are available on request.

### Performing Arts

Students are introduced and encouraged to be involved in music and drama at the outset of their schooling at Border Christian College. Music is part of our daily worship, weekly chapel programs and school curriculum. Students in Years 7&8 attend a mandatory music class for three periods per fortnight. A music elective for Years 9-12 students is available but will only be offered based on student numbers. The College runs a Senior Choir (Years 5-12), who participate in public performance at various venues and events throughout the year. High School students are given the opportunity to participate in a major musical production every two years.

A range of private music lessons is available during or after school by qualified music teachers. Brass, flute, piano, guitar and voice lessons are currently available.

### **Chapel**

High School Chapel is a time for students to enjoy fellowship and camaraderie through worship. Students sing, pray and listen to a variety of interesting topics from guest speakers from church ministries or the local community. It is also a time of information sharing about coming events and school happenings.

### **Peer Support Program**

Each fortnight students are involved in a Peer Support Programs. This program involves separating into small groups and participating in activities to develop cross grade relationships.

### **Board of Studies Annual Report**

It is a requirement of all NSW schools to provide a Report to the Board of Studies. The Annual Report is part of the Registration and Accreditation requirements detailed in the Registration Systems and Member Non-government Schools (NSW) Manual which is designed to comply with Section 39 of the Education Act 1990. For a full version of the BCC BOS Report visit our Website.

### **Assessment and Reporting**

Assessment is an on-going means of diagnosing academic strengths and weaknesses. Records are kept of work completed and standards reached. Regular communication with parents and students as to their progress at school is essential. Regular reports are sent home to parents as follows:

#### **Progress Reports:**

**(Pre-K to Year 12):** issued at the end of Term 1.

#### **Major Reports:**

Years 7-12 students receives a detailed report at the end of Term 2 (Mid-Year Report) and Term 4 (Year-end Report).

#### **Trial Reports:**

**(Year 10):** A progress report is issued prior to School Certificate Exams in November.

**(Year 12):** A progress report is issued two weeks after the HSC Trial Exams.

- These are followed up with Parent/Teacher interviews to discuss progress.
- Parents can access the BCC Board of Studies report on the College Website.

### **Student Diaries**

All students are issued with a BCC Diary which is charged to the student's Activity Fee account. The diary is to be used to record homework, assignments and tests as a way for the College to communicate with parents. It is to assist students with time management and planning and is not to be defaced with liquid paper, graffiti or pictures. All students in Years 7-12 are to use the diary correctly including the entry of parent/caregiver signatures acknowledging entries for each school week.

### **Homework**

Research verifies that when work done during the day is reviewed at night, the child has a much better chance of assimilating the patterns of information. All students are expected to do regular homework.

**Years 7 & 8** 60 - 90 minutes per night five nights per week.

**Years 9 & 10** 90 - 120 minutes per night five nights per week.

**Year 11&12** 120 – 180 minutes per night five nights per week.

Note: This homework time should consist of both set homework and general revision. It is the responsibility of both the College and Parents/Caregivers to ensure this is achieved.

### **Special Needs**

The Support Staff provide for students with special needs. Assistance is given to students from Years 7-10 who are in need of support and extension. This is carried out both in the classroom and in small groups. Some students with learning difficulties require the services of a reader or writer or both. When possible this service is provided by trained teachers for the purpose of maximising exam results, to afford students every opportunity for success. Eligible students must have satisfied the requirements outlined by the Board of Studies for the School Certificate Reader/Writer eligibility criteria. Approval must first be granted from the Principal.

### **LOTE (Languages Other Than English)**

All Year 7 students have exposure to the French language. This provides a cultural experience giving a broader view of their world, whereby students develop an understanding of, and an appreciation for, the country and the customs of the people, together with basic vocabulary and the confidence to use it in context with others. This part of our curriculum provides valuable enrichment to students, with many links to other subjects.

### **Computing**

Students in Year 7 & 8 participate in mandatory Technology classes. In Years 9-12 students may choose a variety of elective Information Technology subjects where there is an emphasis on real world scenarios and projects.

### **Sports Program**

Border Christian College runs an extensive sports program throughout the year. A variety of sports activities (indoor and outdoor) is offered including; cricket, soccer, netball, basketball, AFL and tennis.

Activities included during the year are:

Term 1 Swimming program in preparation for the annual school carnival.

Term 2 Indoor and Outdoor sports plus Athletics training for the annual school carnival.

Term 3 Team sports supported by the Sport Education Physical Education Program (SEPEP\*) and Cross Country training in preparation for the annual school carnival.

Term 4 Bronze Star or Bronze Medallion program.

*\*This program assists students learn physical, cognitive and social skills by forming a team and electing peers to perform the roles of referees, captains, coaches, and public relations officers. The teacher is the facilitator of a tribunal in which students can discuss the concerns and grievances about the days sporting activities.*

Students also have the opportunity to compete at the Border Independent Secondary Sports Association (BISSA) in athletics, swimming and cross country. If successful at this level, students are given the opportunity to compete at a state level in the Combined Independent Schools Sports Association (CIS).

### **Private Music Tuition**

Individual music lessons (piano/strings/brass/woodwind/singing) are conducted by College approved music teachers on the College premises during school time and out of school hours. Financial arrangements are made directly with the music teachers. Lesson times must be approved by the class teacher and the Principal before arrangements are finalised. Students will need to catch up on the class work they have missed. Brass, flute, clarinet, piano and guitar lessons are currently available. Contact the College Office for details.

## **Student Leadership**

High School Captains are nominated by BCC students and staff, and the announcement of new student leaders is made during the Awards Night Ceremony at the end of the school year. The Captains lead out on Monday morning school assembly and represent the College at official occasions. Other positions of leadership include Student Representative Council (SRC) and House Captains. Student leaders are given the opportunity to attend the Annual National Young Leaders Day at the commencement of the new school year and a visit to the NSW Government House during the year.

## ***Financial Information***

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It is the purpose of the Board of Directors and the South NSW Conference of Seventh-day Adventists Executive Committee to keep the charges for the school year as low as is consistent with good management and quality education.

Border Christian College is provided, maintained and operated from three main sources of finance:

1. Tuition Fees.
2. State and Commonwealth Government Grants.
3. Funds raised to meet allocations from each SDA Church within the area served by the College.

## **Activity Fees**

An Activity Fee is payable with the Terms Fees which is used for educational and school related activities and supplies such as bus transport to carnivals and other local excursions, competition entry fees, etc. This Activity Fee has been set for Years 7-12 at \$75 per student per term. This fee is non-refundable.

## **Computing Levy**

A \$10 fee per student per term is charged to keep our computing technology equipment current and in good repair. The College renews their computers every three years and constantly upgrades its networking and internet facilities.

## **Building and Development Levy**

To finance current and future development of the College's facilities, a levy of \$25 per student per term is added to the school fees. (Please note that this is not tax deductible).

## **Family Discounts**

Border Christian College offers discounts to those families who have more than one student attending our College. The following percentage discount is applied to your fee account:

- 1 student - full fee
- 2 students - 15% discount on both students
- 3 students - 30% discount on all three students
- 4+ students - 40% discount on all students

## **Cash Payments**

It is strongly suggested that no cash be brought to school for the payment of fees and excursions, etc. If however, this cannot be avoided it is recommended that the cash be brought to the College Office as soon as students arrive at school.

The following methods of payment are available to you:

- EFTPOS - during office hours (8:30am - 4:00pm)
- Credit Card - by mail, telephone or in person
- Cheque - during office hours (8:30am - 4:00pm) or by mail

- Direct Debit - you authorise us to make deductions from your bank account.
- Direct Deposit - you will need to organise this with your bank
- Cash - during office hours (8:30am - 4:00pm).

## **Mid-Term Deregistration**

If a student deregisters part way through a term, Tuition Fees are charged for weeks that classes were attended. In addition, 20% of the adjusted Tuition Fee will be payable as an Administration Fee.

## **Fee Refunds**

Tuition Fees and Activity Fees are paid on a term's basis for attending classes and associated activities. Refunds will be granted in the event that students are absent due to illness (more than half of a term). All tuition and activity fees will be refunded for the weeks away. In addition, 10% of the adjusted Tuition Fee will be payable as an Administration Fee.

## ***Facilities & Services***

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### **College Office**

Students are not to go to the College Office during class time without written permission from their teacher. The Office is open to students at the following times:

- Before school (8:30am - 8:55am)
- Morning Recess (10:55am - 11:15am)
- Lunch (12:55pm - 1:35pm)
- After school (3:15pm - 4:00pm Monday -Thursday) and (3:15pm - 3:30pm Friday)

### **Telephone Access**

The telephone is not for private use by students. Permission to use the phone may be given only for emergencies. All calls must be paid for.

### **Student Lockers**

Lockers are available for High School students to safely store their books and other equipment at no cost to the student. Students are responsible for looking after their lockers and will be charged for any damage to lockers or lost keys. If a student leaves a locker key at home a \$2 fee is charged for the use of a spare key for that day only. For lost keys a \$5 replacement fee is payable. Lockers are issued at the start of the year. Students are not to tamper with other student's lockers. Students are not to leave their books lying on top of the lockers or nearby seats. Lockers may only be accessed at the start and end of the school day and during recess and lunch. The locker room is closed to students during class time. College Administration reserves the right to inspect the contents of any locker at any time.

### **Canteen**

Border Christian College is a Health Promoting College, encouraging a healthy diet for students. The Home and School Association run the College Canteen, providing a meat-free menu on Tuesdays. Since food is not prepared at the College all lunch orders are required by the start of school and taken to a local supplier to be filled. The operation of the BCC Canteen complies with government regulations and therefore excludes those food items not to be sold from NSW schools such as sugary drinks.

## ***General Rules & Procedures***

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The following are rules and procedures that have been adopted to ensure the smooth operation of the College. These may be added to or changed by the College at any time if deemed necessary.

### **Attendance**

All students are expected to arrive at school on time and to be on time for all classes and other appointments. If absent or late, the following procedures must be followed:

- **Lateness for School** - Where a student is late (lateness is defined as arriving after the first bell), students are to come to Reception, sign-in and then provide an explanation for lateness to the Receptionist who will complete a late pass for the student to take to their class teacher. Students who are late for Monday morning assembly are to assemble on the path near the assembly area until after the National Anthem and Prayer.
- **Absence from School** - If a student is absent for any reason, parents are requested to notify the Receptionist prior to the commencement of the school day. A written explanation must be given for all absences. The note must include a valid reason, date of absence/s and parent's/caregiver's signature. Students will have points deducted from their PRP score each day an absence note is not produced.
- **Absence during the Day** - Where a student needs to be absent for part of any day, they must have written permission from parents to do so. The note is to be handed to the Year/Coordinator during Roll Call in the morning. At the appointed time the student is to report to Reception and sign out then wait until his/her parent arrives at Reception to collect them. At no time will students be permitted to wait in any place other than the Reception area. Year 11 & 12 students may be permitted to leave school during school hours. This will be negotiated with students and their parents and will only be allowed with written permission from parents/caregivers.
- **Absence from Class** - Students may only leave class with the teacher's written permission. Students found out of class without permission may be disciplined.

### Classroom Procedures

All students are expected to behave in the classroom in a manner that will contribute to its successful operation. Students are expected to make sure they arrive to class on time. Students may not enter the room unless their teacher is present and they are invited to do so. Students may not use classroom equipment unless given permission by a teacher. This includes opening and closing windows and turning heaters and fans on or off.

### Excursions

All students are encouraged to attend and participate in planned excursions as they can provide a rich learning experience outside the classroom. Normally all students are required to wear full school uniform when attending activities away from the College. Students may not be able to attend excursions if a permission note is not completed and handed in on time or the cost of the excursion is not paid prior to the event. Student Activity Fees cover local day excursions and field trips but over-night excursions and school camps require additional up-front payment.

### Travel Code

Whereas the College accepts its share of responsibility for students travelling to and from school, the standards of behaviour required at school apply equally during travel.

Failure to maintain standards of behaviour acceptable to the school, or bus company, can result in cancellation of the bus pass.

Students are expected to be considerate and courteous, and to wear their full school uniform while travelling on buses. To protect students with food allergies, eating on the bus is prohibited.

Currently the NSW Government provides free bus travel to all children living more than 2 km radial distance from the school, or if students have to walk more than 2.9 km.

To qualify for free travel an appropriate bus form must be completed on enrolment, or upon change of address, and a bus pass will be issued. Damaged or lost bus passes may be replaced for a fee of \$10. (All travel enquiries are to be made at College Reception).

All student applications for free bus travel are valid from home to school and return only. Any student choosing to use the bus system for travel (e.g. to a student minder's or friend's place) must be prepared to pay a fare and have a covering letter from the parent both for the school and the bus driver. It is essential that a new application be completed on change of address. Invalid passes must be handed in to Reception.

Families living in areas not served by buses are eligible to a Private Vehicle Subsidy\* to assist in the transportation costs of taking students' to the nearest bus stop. (\*Enquiries can be made at reception regarding this subsidy).

### Student Vehicles

Students who drive a vehicle to school are expected to observe the traffic rules including a maximum speed limit of 10 k/hr whilst on College grounds. Students may park their vehicles only in the designated area: along the western road car park but not beyond the Skip Bin/Library area. Students are not to congregate in or near vehicles. Drivers must park their vehicles in a thoughtful manner and return to them upon leaving the College grounds. Teacher's permission must be sought if vehicle owners need to visit vehicles during class times or recess/lunch. Students breaking the road laws will be referred to the Police.

### Bus Routes

The following bus companies service the College:

- Martin's Bus Company - (Albury, Thurgoona & Tabletop)
- Mylon's Motorways - (East Albury & Wodonga)
- Lodges—(Hume Highway-Tabletop to Culcairn)

In the afternoon buses depart between 3:20 and 4:00pm. For additional information contact Reception.

### Pick-up Arrangements

Parents who wish to collect their children after school should be aware that the pick-up area at the front of the College becomes very busy at that time. Parents using this area are required to remain with their vehicles until their child is directed by a teacher to move to the pick-up area. Parents wishing to leave their vehicles parked for any reason may access the adjacent car park, west of the main driveway. Additionally, parents are asked to observe the following:

- Students may walk to their parent's vehicles via the staff car park, but only under the direction of the supervising teacher.
- At 4:00 pm all remaining students are asked to sit in the foyer at Reception. As supervision of students ends at 4:00 pm, parents are required to make arrangements, ahead of time, with the Receptionist if they are going to be late to collect their child.
- The bus lanes at the front of the College are for buses only.
- It is important that parents observe the 10 kph speed limit while on College grounds.

### 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. It is recommended that suitable locking devices be used. 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.

### Animal Welfare

If for any reason, a student wishes to bring an animal to the College, arrangements should be made with the Secondary Coordinator prior to the animal being brought to school.

### Playground Procedures

To maximise the College's resources and maintain them in good order, the following rules and procedures apply:

- Lunch is to be eaten out of doors at the designated Recess & Lunch area. *At no time is food to be consumed or stored in the classrooms, carpeted areas, Library, Science classrooms or on the playing fields and courts.*
- Use of Sports Equipment - School equipment may be borrowed at lunch time from the Sports Coordinator. A student ID Card or Bus Pass is to be given for security to the Sports Coordinator. Students will have their borrowing rights removed if equipment is not returned on time and in good condition.
- Use of Playing Fields - The playing fields are sometimes unavailable for use due to the effects of wet weather or maintenance programs. Students will be informed of such a situation and must not use the Playing Fields until further notice.

### Out of Bounds

- Behind the house.
- Behind the basketball court.
- Over any perimeter fence.
- Between Main building and Technology Workshop unless moving to playground.
- Toilet areas of the other gender.
- The use of any school or student computer unless directly supervised by a teacher.
- Staff / Photocopier Room.
- Sports Store Room.
- General classrooms without a teacher present.
- Car park (Visitors and Staff)
- Library, unless the Librarian is present.
- Beyond the playground/behind the demountables.
- All other areas: If you can't see the supervising teacher, you are out of bounds.

### Sickness or Accident

The enrolment form must have the Medicare number included. All medical costs are the responsibility of the parents or guardians. At the commencement of each school year an Accident Insurance Policy is paid by the College on behalf of all parents and students. This premium is taken from your student's Activity Fee account. In the event of accident or sickness the College will endeavour to firstly contact the parents. If a parent cannot be contacted the Emergency Contact person will be phoned. However, if no contact can be made, an ambulance will be called if warranted. As there is no sick bay area allocated at the College, parents are requested to collect children if they are too sick to participate in any activity.

### Medication

Current legal considerations forbid the College staff from dispensing medication, including headache tablets without written permission from parents/caregivers. Written advice must be given to the College Receptionist outlining any medical management required. Any medication left at the College must be clearly marked with the student's name, medication name, prescribing doctor's name, dosage and times to be taken. All medication is secured within, and dispensed from, the Reception Office. At no time is a student to store medication at school apart from at the College Reception Office.

### Infectious Diseases

If the student is suspected of being in the early stages of a communicable disease, the College is instructed to immediately send them home. Prior to sending your student to school the College should be contacted to establish whether a student should be in attendance if he/she has an infectious disease.

### Immunisation

All new entrants to the College are required to provide a copy of the student's Immunisation Records. Yearly immunisation programs are conducted for some students and will be outlined in the BCC weekly Newsletter.

### Sun Protection

All students should use appropriate sunscreen when they are out in the sun. Sunscreen is available from Reception or the Sport Coordinator.

### Banned/Forbidden Items

The following items are not to be brought onto the College grounds by students. These include:

- Chewing gum
- Jewellery and Make-up
- Drugs, tobacco, alcohol or other dangerous substance
- Any inflammable matter, cigarette lighters/ matches / fireworks / explosives, etc
- Playing Cards
- Laser Pointers
- Discmans, MP3 players, other sound equipment and any electronic item, such as games
- Any dangerous weapons including firearms / pocket-knives / electrocution devices etc
- Mobile Phones
- Spray / Aerosol Cans - stick or roll-on deodorants may be used
- Pornographic Literature or material depicting violence, horror or occult themes
- Any audio/visual equipment including video cameras unless required by the teacher.

### School Bags

It is important that school bags are of a sturdy construction and not overloaded causing them to be too heavy. Currently, there are no College-supplied bags available. All school bags are to remain outside the classroom. Only books, diaries and pencil cases are to be taken into the classroom.

### Inter-Pupil Relationships

Students are encouraged to conduct friendships with each other in a wholesome manner in keeping with the College's philosophy and standards. Kissing, cuddling, holding hands and other similar forms of physical contact are not permitted at the College.

### Mobile Phones

The College provides a landline phone for students to use for emergencies only. **Mobile Phones** must not be brought into the College grounds unless prior arrangement has been made with the Principal. Students who need to bring a mobile phone to school may bring a letter of explanation and permission from their parent to the Principal. The mobile phone should then be given to the Receptionist for safe storage at the start of the school day and collected as the student leaves to go home in the afternoon.

### Computers/Internet Usage

All students are actively encouraged to use the internet for educational purposes but only under the direct supervision and instruction from their teacher. Whilst filtering programs have been installed to screen inappropriate material from being accessed by students, at no time are students to download any material without the teacher's permission. All computers used for student research are monitored on a weekly basis for inappropriate content. All students must follow the Computer use Guidelines as posted in the Computer Room. Students found in breach of the rules will face disciplinary action and may have their internet access revoked.

### Lost Property

It is strongly suggested that all items (uniform, stationery, calculators, bags, etc.) are named so that they can be returned, or disputes settled. Lost property enquiries can be made at Reception where a Lost Property Box is located. Unclaimed property will be disposed of at the discretion of the College and at the end of each school term.

### **Confiscated Property**

Confiscated property may be retrieved by parents personally by calling at the College Office or by students making arrangements with the Secondary Coordinator. Confiscated items may be held until the end of term. Should the confiscated item be an illegal item, these will be surrendered to the Police.

### **Distribution of Information**

A Newsletter, containing items of news and interest, information sharing, and announcements of future events, is sent home with the youngest BCC College student in each family on Thursdays. Parents are requested to ensure they receive a copy. Alternatively, parents and students may visit the BCC Website where the Newsletter is posted: [www.alburybcc.nsw.edu.au](http://www.alburybcc.nsw.edu.au)

### **Holidays and Pupil Free Days**

Holidays and special pupil-free days for staff professional development may be called during normal school time. All holidays are authorised by the Board of Directors. All school dates are accessed in the BCC Calendar.

### **Messages for Students**

Please organise all plans and messages for travel, dental, hairdressing appointments, etc. outside school hours. Student response to Public Announcement calls is not always guaranteed and it is often difficult for the Receptionist to leave the office to locate a student. Parent's can help to minimise messages by making appropriate arrangements with their child at the beginning of the school day. This will help the College and classes run with minimal interruption. The Office takes every care to ensure messages are delivered, but accepts no responsibility for undelivered messages.

## ***Library***

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The Library acts as a resource centre to provide for the needs of the College in both curriculum and recreational areas of reading. A number of computers are available in the Library to assist in the research process.

### **Usage of the Library**

Students have regular access to the library each week, during which time they may borrow books. The library is also open during some lunch and recess times for a variety of activities such as reading and borrowing books, using CD ROM'S, or taking part in quiet indoor games.

### **Borrowing Procedure**

Loan periods are for 1 week, with the opportunity for extension on return of the book.

### **Overdue and Lost Books**

Reminder slips are issued for overdue books. Any books that are damaged or not returned, must be paid for at the replacement cost. Any Library books including text books, which are left at a place where they should not be, will be returned to the Library. Students will need to pay \$2 to the Librarian to have this book reissued to them.

### **Resources**

Naturally, books are the Library's major resource; however, many other resources are provided, e.g., magazines, newspapers, maps, audio visual material and student access to World Book Encyclopedia via the Internet (ask the Librarian for the password to log on).

### **Library Programs**

A Book Fair is held in the Library annually. High School students are encouraged to participate in this program.

## ***Extra Curricula***

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Extra Curricula activities include:

- Maths, English, Science and Computer Competitions
- Community Service opportunities
- School Musical Production
- Sporting Teams

### **Outdoor Education**

Border Christian College is currently launching an Outdoor Education Program. Students in Years 9 & 10 will be participating in a program that includes learning skills in abseiling, map and compass reading, hiking, camping and canoeing. At the end of their training, students will put their knowledge into action on an overnight hiking expedition.

The Duke of Edinburgh Award is being offered from 2007 to students from 14 years of age. This program is non-competitive and involves a program of community, practical, adventurous and physical activities embracing the four sections of Service, Skills, Expeditions, and Physical Recreation. These provide an opportunity for students to acquire and develop skills; initiative and self-esteem which will help them become more confident members of the community.

## ***Uniform Code & General Grooming***

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The College uniform is intended to give the student identification with the College and is an important contribution to the school tone. The wearing of the uniform is a mark of loyalty to all that the College stands for. Students are required to wear College uniform, including hats, on all occasions unless special instructions have been given by College administration. The wearing of school uniform is required on all public transport travelling to and from school. Sports uniform is to be worn on regular sport days and when students are representing the College at sports events away from school.

In regard to uniform, please note the following:

- Shoes are to be black leather school shoes. Shoes are to be kept clean and polished. No shoes other than black leather school shoes are to be worn except where written permission has been received from the Principal in advance for documented medical reasons. Suede leather shoes are not permitted. Boots are not part of the school uniform. Under no circumstances are students to walk around the school without wearing shoes.
- All head wear must be College regulation only. Hats are to be correctly worn when on the College grounds during Terms 1 & 4. Students who do not have their school hat and do not have a note of explanation from a parent/guardian are to remain at the lunch area for the duration of recess and lunch. ***Non school uniform hats may only be worn as a temporary measure and only during PE and Sport with a note of explanation from a parent.***
- Students are expected to have their shirts tucked in at all times (playing sport excepted). When wearing the winter uniform all students are to have their shirt top button done up and ties are to be correctly worn unless other instructions are given.
- Shirts should be in good repair (as should all articles of College uniform) and of an appropriate size to allow top buttons to be done up and shirt tails to remain tucked in.

- There are to be no extremes in hairstyle, cut or colour. Make up or hair colouring, which produces an artificial appearance, including glitter, is not to be used. Nail polish if worn, should be clear. It is recommended that students who have hair below shoulder length tie it back. This list is not exhaustive. ***If there is any doubt then consult the Principal before any action concerning hairstyle or jewellery is taken.***
- Jewellery is not part of the College uniform and rings, necklaces, chains, bracelets, bangles, tongue and body piercings are not permitted. However, students may wear small, plain silver/gold stud earrings. For safety reasons, no other style of earring may be worn.
- Sports uniform is to be worn for the entire day of Sport and PE. However, if full PE/Sport uniform cannot be worn students must wear the regular school uniform and bring suitable sports clothing to change into for that class. Students out of uniform must obtain a uniform pass from their Rollcall teacher before their first class. A note must be presented from a Parent/Caregiver.
- A student out of uniform for no acceptable reason will be placed on detention and have points deducted from their BCC Positive Recognition tally.
- Full school uniform is expected at all times. Effort should be made to ensure uniform items are ironed and presentable. "In the wash" should not be an excuse for a student being out of uniform. If students must come to school out of uniform, only the item that is not available should be substituted.
- Sports uniform with joggers (cross-trainers, sports shoes) is compulsory for all PE and Sports activities. Full sports uniform (not a mixture) may be worn on Sport Days only.
- Summer uniform is worn during Terms 1 and 4, with winter uniform worn Terms 2 and 3.
- Where a student needs to wear a non-uniform item (eg shoes wet from prolonged rain!) the College Policy requires parents/guardians to send a note of explanation to the class teacher. When it is not possible to wear regular school uniform students are expected to wear their sport uniform. If a student is unable to be in uniform for more than one day, one note may be used to cover the student for the entire time.

#### **School Uniform Outside of School Hours**

- It is expected that students wear full school uniform (including hats, ties and shoes) for excursions, formal College functions and when travelling to and from school, both in and out of the College grounds; including bus stops, walking to and from school with the exclusion of hats indoors (ie buses, cars and shops). When the school uniform is being worn, students still represent the College and it is appropriate for the students to still have respect for the College outside school hours by wearing the school uniform correctly.

#### **Mufti Days**

- On days when students are allowed to come in casual clothes, they are still required to wear closed in shoes (not thongs), and they are not permitted to wear singlet style tops or tops with straps. Rules regarding jewellery and make-up apply as for a normal school day.

### ***Conduct Guidelines***

Being a student of Border Christian College is a privilege and carries a responsibility. No institution can function successfully, nor any society exist, harmoniously and happily, without the discipline of order. It is therefore expected that students will demonstrate such deportment and behaviour as will enhance their own self-esteem and uplift the College's standing in the community.

Courtesy, modesty, refined speech, sensitivity, responsibility, integrity, truthfulness and a caring attitude are all important aspects of growing toward maturity. Students are taught to respect the rights of others and to take pride in themselves.

The College is strictly against disrespectful actions to others such as stealing and bullying and will not tolerate the use of alcohol, tobacco or drugs of any kind. Underlying all College rules and regulations is the aim of developing, within the individual, self-control and a sense of responsibility toward themselves, others and the community.

Border Christian College students are to:

- Demonstrate Christian values in their lifestyle both in and out of College.
- Demonstrate pride in their school.
- Show respect to all persons involved with the College or visiting the College.
- Have respect for the property of others.
- Adopt a lifestyle based on sound health principles.
- Accept the need for rules to ensure the College functions smoothly and that the goals of the College and each student are realised.

#### **BEHAVIOUR MANAGEMENT PHILOSOPHY**

The College's Pastoral Care Program is designed to meet all the needs of every student and encourage them to live, work and behave in an acceptable manner. The College encourages each student to develop and adopt a set of values in harmony with the Christian ethic and the accepted standards of society. It is recognized however, that students will not always respond appropriately to all the situations they will encounter at school, nor will they always exhibit an appropriate level of self-discipline. The aim of the discipline program is to assist the student to develop self-discipline. It's intent is to encourage the student to recognize the inappropriateness of their behaviour and modify it accordingly. It also aims to recognize and affirm positive student behaviours.

#### **Behaviour Management Policy**

The staff at Border Christian College want to help students to develop maturity and Christian growth during their time in the High School. We believe that discipline should be based on the following:

- We are created in the image of God
- Children should be treated with unconditional love just as God loves us
- The way children view themselves is influenced by the way others view them
- Children are responsible for their own behaviour, and consequences are a natural response.

It is the aim of the staff that discipline should reflect the love and concern of the teacher, and should focus on future, acceptable behaviour, with the key focus being on self-discipline.

(With this in mind it should be noted that Border Christian College does not use corporal punishment by staff or non-school persons)

"In everything, do to others what you would have them do to you." Matthew 7:12

#### **RIGHTS AND RESPONSIBILITIES**

All students have rights which teachers and other students must respect. All students and teachers have the responsibility to respect the rights of other students and teachers. When all rights are respected and responsibilities are carried out, the College should run smoothly as students prepare themselves for the adult world.

The following outlines the rights and responsibilities of all students at Border Christian College:

RIGHT	RESPONSIBILITY
I have the right to be happy and to be treated with understanding.	I have the responsibility to treat others with understanding – not to laugh at others, tease others, or try to hurt their feelings.
I have the right to be treated with respect and politeness.	I have the responsibility to treat others politely and with respect.
I have the right to be safe.	I have the responsibility to make the College safe by not threatening, hitting, or hurting anyone in any way.
I have the right to expect my property to be safe.	I have the responsibility not to steal, damage or destroy the property of others, and to take good care of my own property.
I have the right to obtain maximum benefit from all lessons and classes – other students will not deprive me of this by their behaviour.	<p>I have the responsibility to cooperate with teachers and other students to make sure that lessons proceed and that I keep up-to-date with required work.</p> <p>I will not behave so as to interfere with other student's right to learn.</p> <p>I also have the responsibility to be punctual, to attend College regularly and to take part in activities that will be of benefit to me.</p> <p>I have the responsibility to bring required books and equipment for each lesson.</p>
I have the right not to have health habits interfered with.	I have the responsibility not to interfere with the health of others by smoking, taking alcohol or drugs; and have the responsibility not to encourage others to do these things.
I have the right to have a pleasant, clean and well-maintained College and grounds.	I have the responsibility to care for the College environment – to keep it neat and clean and to be prepared to remove litter.
I have the right to be provided with a College in which I am physically safe. When defects occur in the buildings they will be repaired as soon as possible.	I have the responsibility to tell teachers about defective buildings or fittings.
I have the right to expect the local community to support, respect and have pride in the College.	I have the responsibility to behave so that the community will respect the College.
I have the right to be helped to learn self-control. I will be suitably attended to if I abuse my rights.	I have the responsibility to learn self-control.
I have the right to expect that all rights will be mine, as long as I am carrying out all my responsibilities.	I have the responsibility to protect my rights and the rights of others by carrying out my responsibilities at all times.

## ***Discipline Procedures***

### **GENERAL RULES AND PROCEDURES**

The following are rules and procedures that have been adopted to ensure the smooth operation of the College. These may be added to or changed by the College at any time if deemed appropriate.

### **STUDENT BEHAVIOUR**

Courtesy, modesty, refined speech, sensitivity, responsibility, integrity, truthfulness and a caring attitude are all important aspects of growing toward maturity. Students are taught to respect the rights of others and to take pride in themselves. The College is strictly against disrespectful actions to others such as stealing and bullying and will not tolerate the use of alcohol, tobacco or drugs of any kind. Underlying all College rules and regulations is the aim of developing within the individual self-control and a sense of responsibility toward themselves, others and the community.

Border Christian College students are to:

#### **Demonstrate Christian values in their lifestyle both in and out of College.**

Consequently all students:

- are honest in their dealings with others
- show by their conduct that they support Christian morals
- participate positively in the College's religious activities
- communicate with others in a wholesome manner.

Correspondingly, all students are to refrain from:

- telling lies or cheating in tests or assignments
- any form of immoral behaviour both in and out of College
- showing disrespect for the school's worship periods, Bible classes and religious assemblies
- swearing and other coarse language.

#### **Demonstrate pride in their school.**

Consequently, all students:

- behave at all times, both in and out of school, in such a way that brings credit to themselves and to the College.
- make a positive contribution, where possible, to all aspects of the College's program
- take pride in their personal appearance and that of the College.
- wear their regular College uniform and PE uniform, with pride.

Correspondingly, all students are to refrain from:

- littering the classrooms and playgrounds
- using substances such as chewing gum at College
- wearing incorrect items of uniform (including jewellery and makeup) or wearing the uniform incorrectly.

#### **Show respect to all persons involved with the College or visiting the College.**

Consequently, all students are to:

- be polite and courteous to teachers, staff members and visitors to the College
- show consideration to their fellow students
- treat other people in the manner that they would wish to be treated themselves.

Correspondingly, all students are to refrain from:

- gossip
- verbal abuse of other students, teachers or visitors
- any form of physical abuse.

**Have respect for the property of others.**

Consequently, all students are to:

- use the College facilities and equipment in an appropriate manner.
- use the property of others (College, teachers’ and students’) only with their approval.

Correspondingly, all students are to refrain from:

- theft (stealing anything, no matter how small its value, is unacceptable)
- graffiti (on buildings, furniture, books, clothes, or people)
- damaging College property or the property of others.

**Adopt a lifestyle based on sound health principles.**

Consequently, all students:

- practise habits of eating, drinking and exercising that are conducive to good health
- wear appropriate clothing and safety equipment when working in potentially dangerous areas such as laboratories and workshops, while playing in the sun, or when using potentially dangerous equipment such as bikes.

Correspondingly, all students refrain from:

- the use of tobacco, alcohol and other harmful drugs or substances at all times
- exposing themselves unnecessarily to the effects of the sun
- riding bicycles (both to and from College and at the College) unless wearing an approved safety helmet.

**Accept the need for rules to ensure the College functions smoothly and that the goals of the College and each student are realised.**

Consequently, all students are to:

- abide by the College’s rules
- support the teachers and staff in seeing that the College’s rules are adhered to.

**EXPECTATIONS OF CONDUCT**

**Behaviour:**

Students are required to be respectful to teachers and peers in and outside of the classroom. Swearing, put-downs or extreme noise are not permitted. Vandalism of any form is not acceptable. The student involved will pay for damage incurred.

**Major Infringements:**

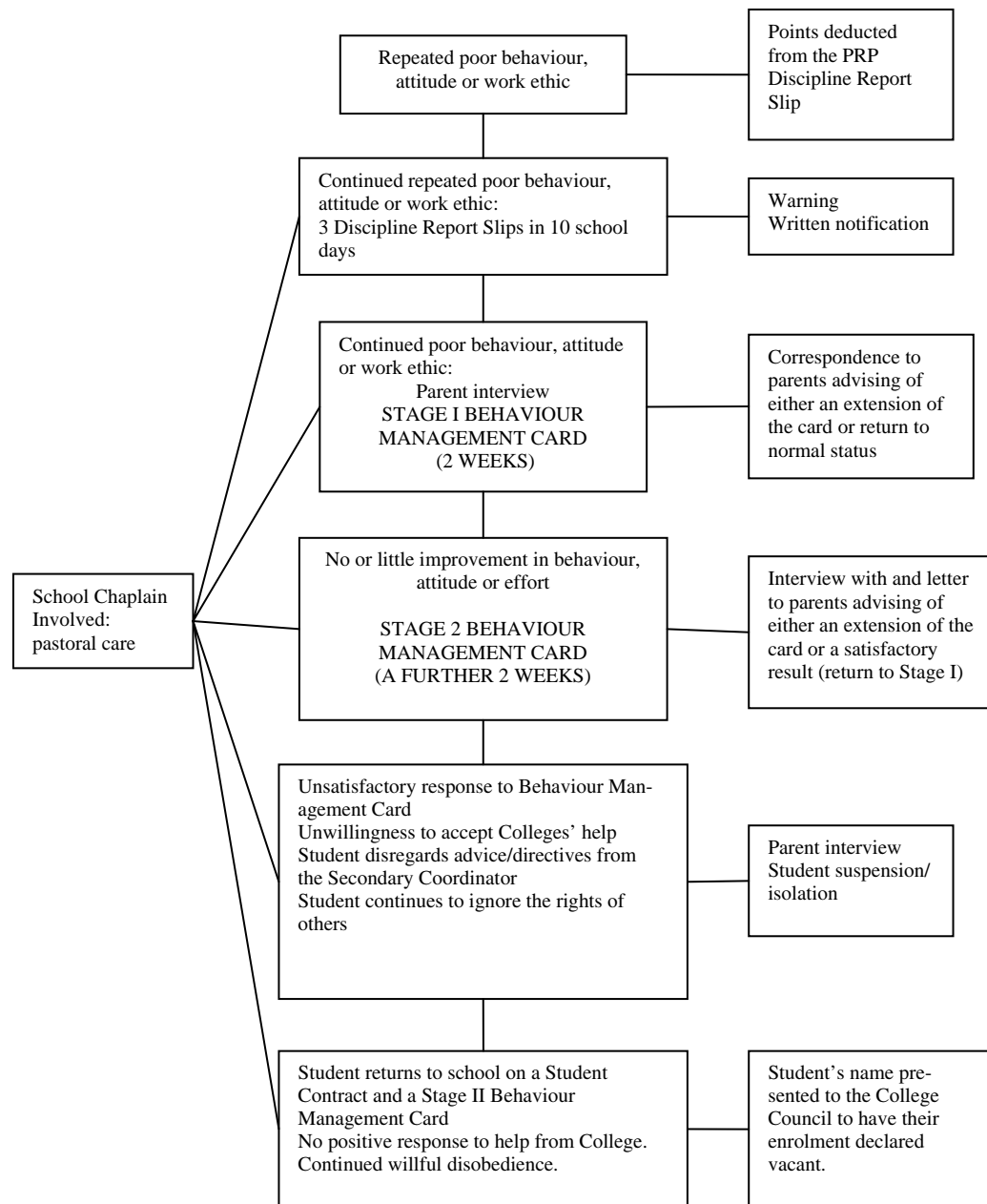
The following activities are considered serious infringements and may be referred to the College Council by the Discipline Committee:

- Using, handling, possessing, or furnishing to others, tobacco, alcoholic beverages, narcotics or restricted drugs
- Improper conduct of a sexual nature, including sexual harassment
- Wilful destruction of College property
- Using profane or indecent language, possessing or displaying obscene literature, pictures or articles
- Performing or participating in initiations or any other act that may injure, degrade or disgrace a fellow student or reflect poorly on the reputation of the College
- Defiance or insubordination to any staff member including threats of violence.
- Undermining the religious ideals and faith of the College
- Theft
- Possessing dangerous items such as firearms, knives etc. on College property
- Persistently disruptive behaviour in class
- Bullying
- Using the internet or other media to defame the College

**Behaviour Management Procedure**

Students who demonstrate repeated incidences of poor behaviour, attitude or work ethic will be subject to the following procedural steps as outlined in the following chart:

**DISCIPLINE PROCEDURE & LEVELS**



### Damage to Equipment

All damage to equipment must be reported to the Principal. Students will not be held responsible for costs arising from genuine accidents. Where the damage was due to other causes the teacher should assist the Principal by establishing the cause of the accident and those responsible. Students may be required to pay for damaged equipment if school rules were not followed.

### Positive Recognition Program

The Positive Recognition Program at Border Christian College (High School) is designed to encourage and affirm all students to behave in a way to maximise learning and maintain student and teacher morale. The program operates on the maintenance of points, these points given to each student at the commencement of each school week. Students choose to keep these points by observing the school rules and expectations as outlined in the Border Christian College Handbook (High School edition) and Student Diary. When a student accrues sufficient points they will progress to a Bronze Level of achievement after which they will receive a Bronze Merit Award Certificate. Students achieving this award by the end of the first Term will receive a special award as deemed appropriate by the Principal. The Silver, Gold and Platinum Award Certificates can be achieved in like manner with the student rewarded for achieving successive awards within the time frame.

It is not practical to expect all students to achieve a level every term. For example, it may take some students up to three terms to achieve the Silver Level. There is allowance in this program to allocate points to students who perform above that, which is normally expected of them. Extra curricula activities on weekends and helping the teacher without being asked are some examples.

The program is designed primarily to affirm students who consistently conduct themselves in an acceptable manner at school. Students, who are often disruptive in class or rarely submit completed homework for example, will find that their points will quickly diminish. This program is not designed to replace the current Discipline system comprising Discipline Report Slips and Level Cards. Moreover, this program is intended to compliment it, to focus more on good behaviours and to lessen the frequency of students receiving Discipline Report Slips. Teachers will continue using the Discipline Report Slips as a way to draw attention to repeated work or behaviour habits.

The teacher's normal classroom behaviour strategies will continue to be employed with the addition of a clipboard carried with them to every class. On the clipboard will be a list of all High School students. Teachers will deduct points only after a warning for in-class behaviour, i.e. talking without permission. No warnings will be necessary for homework not submitted or lateness to class. All teachers should, as much as possible, be consistent in their deduction or giving of points.

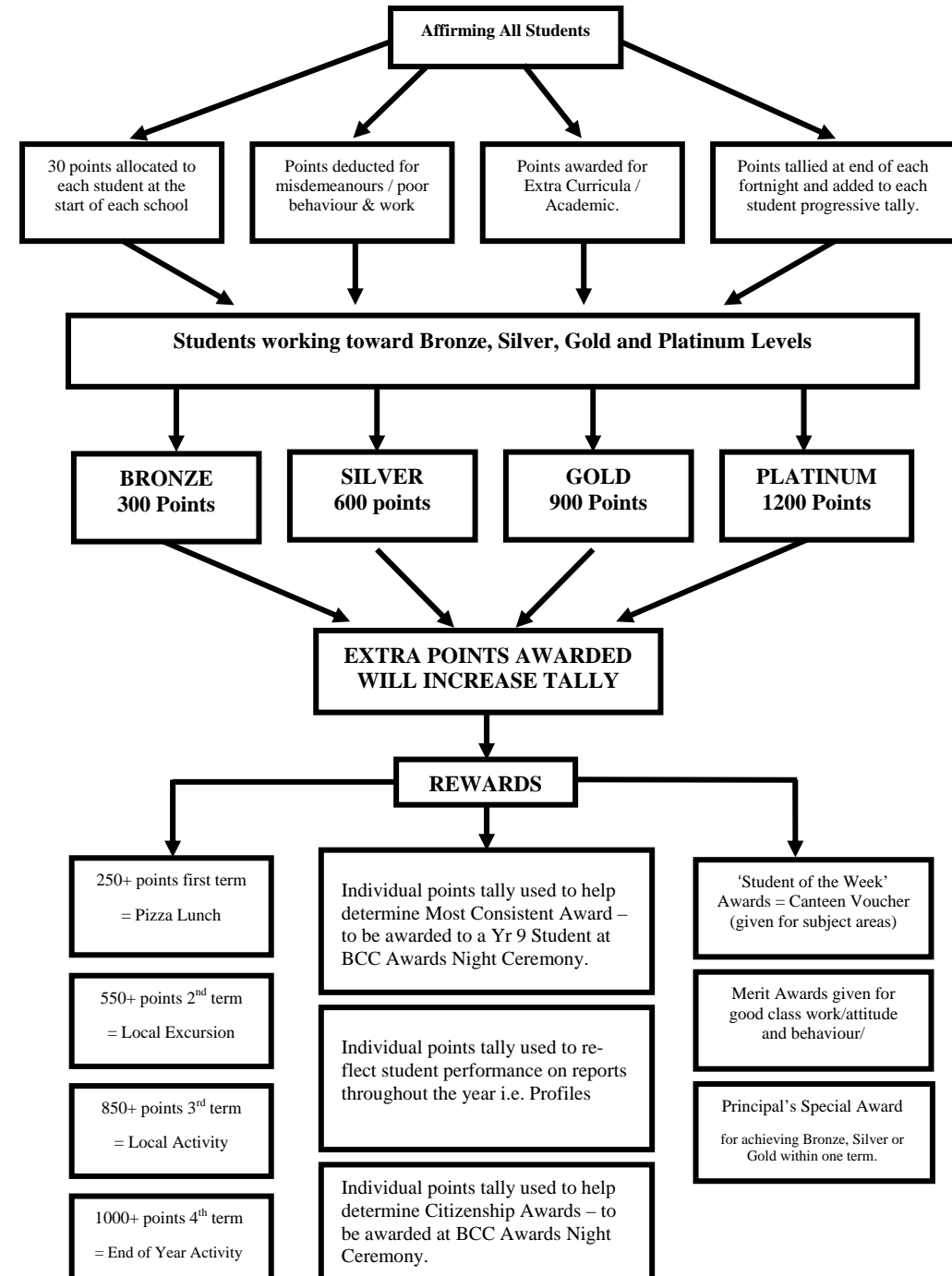
Each student is given a 'fresh start' by being given 30 points each Monday. When a student engages in off task behaviour, such as talking without permission, a warning should be given. If the off-task behaviour continues points will be deducted, i.e. 1 point deducted for talking in class without permission and another point for not following instructions. This will be a total of two points deducted for the off task behaviour.

Students who maintain their points each term are rewarded with a PRP Rewards day. To qualify for the reward day students must have maintained 250 points or more by the cut off time prior to the rewards day. This allows students who have not achieved the required points to start afresh each term. If students do not maintain sufficient points during either Term 1 and/or Term 2 but maintain points during Terms 3 or 4, they will need to pay for their rewards day activity. In other words, students who maintain their points during all terms are rewarded financially.

### Students on Behaviour Levels

Students, who have demonstrated a pattern of misbehaviour and have been placed on either a Stage 1 or Stage 2 Card, will not be given 30 points at the start of the each new school week. Instead they will be awarded points for a good register of lessons, i.e. 1 point for each satisfactory lesson.

### Border Christian College Positive Reinforcement Program Model



### Points Reference Charts

	<i>Activity/Achievement- Extra Curricula/Academic</i>	<i>Plus Points</i>
1	Peer support (i.e. assisting other students)	5
2	Assisting teacher	2
3	Church service assistance (band, PowerPoint)	10
4	Representing BCC at public functions (teams)	10
5	Test results (for every 10% over 60%)	2
6	Outdoor Education participation (per event)	40
7	Merit Awards (per award) to be given for improvement etc.	20
8	Student of the week award for excellent work. (per subject)	30
9	Student initiative	5
10	Any other – teacher’s discretion (no more than +5 points)	Teacher’s discretion

	<i>Behaviour / Misdemeanour – Work Ethic</i>	<i>Minus Points</i>
1	Homework not attempted (no warning)	5
2	Homework not complete (no warning)	3
3	Missing or incorrect equipment to class (no warning)	3
4	Late assignments – per day	5
5	Late to class	5
6	Equipment left at school over night (eg, on benches)	5
7	Out of uniform (per item without a letter from parent/caregiver)	2
8	Diary not being used	2
9	Diary not being signed by a parent or caregiver	1
10	Unexcused absences – (note from parent/caregiver) per day	6
11	Any other – teacher’s discretion (no more than –5 points)	Teacher’s discretion

	<i>Behaviour / Misdemeanour - Behaviour / Attitude</i>	<i>Minus Points</i>
1	Chewing Gum (no warning)	10
2	Shirt untucked / incorrect wearing of uniform (no warning)	2
3	Talking without permission	5
4	Writing notes in class (no warning)	2
5	Reading notes in class (no warning)	2
6	Throwing things (no warning)	5
7	Not following instructions	2
8	Leaving the room without permission (no warning)	20
9	Graffiti (no warning) including school diary and books	20
10	Rudeness to teacher (no warning)	20
11	Rudeness to another student i.e. put downs	5
12	Bringing a forbidden item to school (no warning)	15
13	Leaving seat without permission (no warning)	5
14	Bus driver report – any (no warning)	20
15	Interfering with other people’s property	10
16	Truancy (per day)	100
17	Bullying (no warning) discretionary	10
18	Inappropriate language (no warning)	15
19	Truanting class (per period)	10
20	Any other – teacher’s discretion (no more than –5 points)	Teacher’s discretion
21	Make-up	10

### STUDENT GUIDELINES FOR EXAMINATIONS

The following guidelines are designed to:

1. Provide an environment for students participating in the exams that will maximise their performance.
2. Ensure that each person’s examination paper is as fair a response as possible.

To accomplish this, the following policies and procedures will be adopted:

- The examination **Timetable** will be issued at least two weeks before the examination.
- Students should come to the examination with all the necessary **equipment** to complete the examination. **Equipment Failure** should be allowed for, e.g., pens
- The following items of equipment may be taken into all exams: *Pens, rulers, erasers, pencils.*
- These items may be taken into a specific exam if so indicated by the teacher of the subject: *Calculators, drawing equipment and mathematical instruments.*
- Students may take study material for the next exam into the exam room as directed. This is to be placed under the student’s desk during the exam period and used only when the exam paper has been handed in.
- The exam supervisor will determine seating position in the exam room. Tissues will be available for students in the exam room. Students may also have their own water bottles.

Students will not be involved in any of the following activities during the examination:

- Talking
- Communicating with other students, either verbally or non verbally
- Lending or asking for the loan of any equipment
- Engaging in any other activity that may be construed as cheating
- Disturbing the peace of the examination room in an unnecessary way.

**Students found cheating may have some or all marks deducted from their exam result.**

Any person or persons involved in any of the above activities may have their papers cancelled and further disciplinary action taken.

### STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council is a forum designed to enable students to participate in the management of the College in a meaningful way.

#### Membership

The High School Council shall consist of: the current High School Captains, two students elected from each class and one teacher.

Student and teacher representatives are elected at the commencement of the school year.

#### Meetings

- The first meeting for the year shall be called by the teacher representative.
- At this meeting officers (Chairperson, Secretary and Treasurer) shall be elected and a regular meeting time established.
- The council will meet at least once every two weeks.
- An agenda must be prepared prior to any meeting and a record of minutes taken.

#### Responsibilities

- Convey student interests and concerns to the staff and administration.
- Promote good relationships between students and support the standards of the College.
- Make recommendations to the staff for the improvement of the College.
- Organise social activities for the College as requested or approved by the staff.
- Arrange for fund raising activities, with Administration approval, and disburse those funds wisely in the interests of the College.

## *Uniform List*

### **High School Girls Uniform – Years 7 to 10**

Dress (Summer):	Princess-line in regulation blue check material.
Skirt (Winter):	BCC regulation tartan with pleats.
Blouse (Winter):	White school blouse.
Tie (Winter):	BCC regulation tartan.
Jumper:	Plain royal blue v-necked knitted jumper with BCC logo.
Shoes:	Black leather lace up.
Socks:	White plain ribbed ankle socks.
Tights (Winter):	Navy blue.
Hair Ties:	Royal blue or blue check or regulation tartan.

### **High School Girls Uniform – Years 11 & 12**

Blouse (Summer)	BCC design.
Skirt (Summer)	Navy Blue BCC design.
Skirt (Winter):	BCC regulation tartan with pleats.
Blouse (Winter):	White school blouse.
Tie (Winter):	BCC regulation tartan.
Jumper:	Plain royal blue v-necked knitted jumper with BCC logo.
Shoes:	Black leather lace up.
Socks:	White plain ribbed ankle socks.
Tights (Winter):	Navy blue.
Hair Ties:	Royal blue or blue check or regulation tartan.

### **High School Boys Uniform – Years 7 to 10**

Shorts (Summer):	College grey, tailored school shorts.
Trousers (Winter):	College grey, tailored trousers.
Shirt (Summer):	Mid-blue short sleeved open-neck style with BCC logo.
Shirt (Summer):	Mid-blue long sleeved with BCC logo.
Tie:	BCC regulation tartan.
Jumper:	Plain royal blue v-necked knitted jumper with BCC logo.
Jacket:	BCC regulation Jacket with BCC logo.
Belt:	Black.
Shoes:	Black leather lace up.
Socks:	Grey plain ribbed ankle socks.

### **High School Boys Uniform – Years 11 & 12**

Shirt (Summer):	White short sleeved open-neck style with BCC logo.
Shorts (Summer):	BCC Navy Blue, tailored school shorts.
Shirt (Winter):	White long sleeved with BCC logo.
Trousers (Winter):	BCC Navy Blue, tailored trousers.
Tie:	BCC regulation tartan.
Jumper:	Plain royal blue v-necked knitted jumper with BCC logo.
Belt:	Black.
Shoes:	Black leather lace up.
Socks:	Navy blue plain ribbed ankle socks.

### **High School Sports Uniform – Years 7 to 12**

Shorts (Summer):	Black BCC regulation sports shorts.
Tracksuit (Winter):	Royal blue BCC regulation tracksuit.
Shirt (Summer & Winter):	Blue polo shirt with BCC logo.
Footwear:	White socks and joggers.

### **Hats**

All students are required to wear regulation broad brimmed navy blue hats during Terms 1 and 4.

### **Cold Weather Options**

Royal blue BCC tracksuit jacket or plain black weatherproof jacket; black beanie, scarf and gloves (no markings).

### **Uniform items are available from:**

**Albury Wool and Uniforms, 546 Olive Street, ALBURY. Phone: 6021 6274**  
**Directions on Griffith, Shop 3/326 Griffith Road, LAVINGTON. Phone: 6040 2236**