

Student Handbook

~ Primary School



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(revised edition 2007)

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Historical Setting

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

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

Statement of Philosophy

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.

Purpose

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

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.
- Everyone to have the right to be treated courteously and respectfully.
- Everyone to have the right to work and play in a clean and safe environment.
- Everyone to have the right to 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

Objectives

1. 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.
2. 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.
3. 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.

4. 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.

5. 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

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. 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
- Entrance data collected and Entry Assessment completed (if required)
- Check on fee paying history
- Interview time made with the Principal includes:
 - values, Christian commitment, finances
 - commitment to goals of the College
 - entry assessment data, interview, reports, recommendation from previous school
- Applicants informed

All applications for enrolment are subject to College Council approval.

The Council will:-

1. Approve applications dependent on vacancies available, provided the College can meet the child's educational needs and provided the child 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.
2. Expect parents and students to show an interest in and compatibility with, Christian values.
3. Authorise 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.

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:

1. Do your best to be successful at your schoolwork.
2. Bring all necessary materials to class and complete set work on time.
3. Be polite and respectful when you speak to others.
4. Take time to personally know and acknowledge Christ in all activities.
5. Be on your best behaviour in public, when travelling to and from school, on excursions and at sport.
6. Cooperate willingly with everyone at all times.
7. Be at College during normal College hours, attend all your classes and be on time.
8. Accept correction without argument.
9. Act in a courteous, Christian and responsible manner at all times and show common sense.
10. Wear your college uniform in a representative manner.
11. Listen to or read all messages carefully.
12. 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 co-operative 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 mental, physical, social and spiritual faculties.

Structure of Classes

The College has both single and multi grade classrooms. Each new year class re-organisation takes place. Students are placed into new classes based on academic needs, social structures and relationships, behaviour and student maturity. Placement is the result of the staff's and Principal's planning for the new year.

Curriculum

A balance is maintained between educational innovation and effective traditional methods of teaching. Our curriculum includes the six Key Learning Areas (KLA'S) from the NSW Board of Studies. These areas are: English, Mathematics, Science and Technology, Human Society and Its Environment, Personal Development, Health and Physical Education and Creative Arts. Other learning areas include: Growing in Faith (a subject which promotes Christian values in the lives of children), Thai, Music, Choir, Computing, Outdoor Education, Sports Competitions and Community Involvement.

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:

- A progress report is issued toward the end of Term 1;
- Pre-K to Year 6 students receive a detailed report at the end of Term 2 (Mid-Year Report) and Term 4 (Year-end Report). These are followed up with Parent/Teacher interviews to discuss progress.
- Parents can access the BCC Board of Studies report on the College website.

Special Needs

The Support Staff provide for students with special needs. Assistance is given to students from K - 6 who are in need of support and extension. This is carried out both in the classroom and in small groups.

LOTE (Languages Other Than English)

All students from Grades 1 - 6 have exposure to the Thai 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

All students have regular Computing classes. By Year 6 students will have received instruction in Word Processing, PowerPoint, spreadsheets, graphics and keyboarding. These skills are a foundation for continuing Computing Studies in Secondary School.

Sports Program

During Term 3, K - 6 students participate in a Gymnastics Program. During Term 4, K - 6 receive swimming tuition. For the remainder of the year a variety of sports are included such as cricket, soccer, athletics, netball, AFL, basketball and tennis.

Students are given the opportunity to qualify for selection to compete at the Border Independent Primary School Sports Association (BIPSA) carnivals in athletics, swimming and cross country. If successful at this level they are invited to the Combined Independent Schools Sports Association (CIS), Primary Schools Sports Association (PSSA) and National Schools Championships.

Students are allocated to one of 2 Sports Houses. The Houses are Red and Blue.

Performing Arts

Students from Years K - 6 are taught basic concepts of music. Music periods are held weekly, and last for 30 minutes. Infant and Primary choirs meet each week during school time and students are encouraged to prepare for the senior BCC Choir (Years 5-12).

Students in Years 3 to 6 have an opportunity to participate in their selected music option for an additional 30 minutes per week, with a view to presenting a public performance. Options available are:

Recorders	Bell Choir	Drama
Primary Choir	Tuned Percussion	Spoken Performance

All students in Year 3 and Year 5 will have the opportunity to participate in class instrumental lessons on woodwind or brass instruments.

Private Music Tuition

Individual music lessons 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

Primary 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 on 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.

Financial Information

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 Kindergarten at \$35 and Grades 1-6 at \$50. 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 child attending our College. The following percentage discount is applied to your fee account:

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

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

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 - 9:00am)
- Morning Recess (10:35am - 10:55pm)
- Lunch (12:00am - 12:50pm)
- Afternoon Recess (2:00pm - 2:20pm)

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.

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.

General Rules & 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 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 child is late (lateness is defined as arriving after classes have started), parents are asked to come into the Office and provide an explanation for lateness to the Receptionist who will complete a late pass for the child 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 child is absent because of sickness, parents should send a dated note to the class teacher with an adequate explanation. If a child is absent for reasons other than sickness, a written explanation (phone calls are appreciated but parents still need to provide a written explanation for their child's absence) that is signed by the parent, should be addressed to the child's class teacher.

Absence during the Day - Where a child is absent for part of any day, parents are asked to come to the College Reception desk and sign their child in or out. At the first instance a written explanation is required, to be given to the child's class teacher.

Absence from Class - Students may only leave class with the teacher's written permission. Students found out of class without permission may be disciplined.

Animal Welfare

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

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. 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.

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.

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. Students living in areas not served by buses are eligible to claim travel assistance where parents have to use their own vehicle.

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 to be made at College Reception).

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. It is a bus regulation that eating on the bus is not allowed due to problems with student allergies.

All student applications for free bus travel are valid from home to school and return only. Any child choosing to use the bus system for travel (e.g. to a child 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. Passes for the old address must be handed to the office staff.

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 3:45pm. For additional information contact the College Receptionist.

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:

1. All students will wait in bus lines in the designated area. If students are being collected other than from the pick-up area, parents should park their vehicles in the western car park and walk to collect their children. Children are **not** permitted to walk across the staff car park unattended.
2. On wet days the above mentioned will apply, but students will remain in the foyer until parents arrive at the pick-up area or park and walk to collect their children from the foyer.
3. At 3:45 pm all remaining children are asked to sit in the foyer at Reception. As supervision of students ends at 3:45 pm, parents are required to make arrangements, ahead of time, with the Receptionist if they are going to be late to collect their child.
4. The bus lanes at the front of the College are for buses only.
5. 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. 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.

Playground Procedures

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

Eating Lunch - Lunch is to be eaten out of doors at the designated Recess & Lunch area. *No food is to be consumed in the classrooms, carpeted areas, Library, or on the playing fields and courts.*

Out of Bounds -

1. Behind the house.
2. Behind the basketball court.
3. Over any perimeter fence.
4. Between Main building and Technology Workshop unless moving to playground.
5. Toilet areas of the other gender.
6. The use of any school or student computer unless directly supervised by a teacher.
7. Staff / Photocopier Room.
8. Sports Room (Sports Equipment Monitor exempted).
9. General classrooms without a teacher present.
10. Car park (Visitors and Teachers)
11. Library, unless the Librarian is present.
12. Beyond the playground/behind the demountables.

All other areas: If you can't see the supervising teacher, you are out of bounds.

Use of Sports Equipment -

School equipment may be borrowed at lunch time from the sports cupboard or, if applicable, from the class teacher's supply in the classroom. A student ID Card or Bus Pass is to be given for students from Grades 3-6. Sports Equipment Monitors or the classroom teacher will issue equipment at the commencement of playtime following lunch. Students will have their borrowing rights removed if equipment is not returned on time.

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.

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 child's Activity Fee account.

The College tries to contact the home in the event of accidents or sickness. However, if no contact can be made, an ambulance is 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.

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 child to school the College should be contacted to establish whether a child should be in attendance if he/she has an infectious disease.

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 child'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.

Immunisation

All new entrants to the College are required to provide a copy of the child's Immunisation Records.

Permission to Leave

No student is permitted to leave the College grounds during school hours, including lunch, without specific permission from the Principal or the Head of Primary. Requests for leave must come directly from parents/guardians in written form. The note must be presented to the Office Staff when signing out.

Banned/Forbidden Items

Inappropriate 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 and audio-visual equipment such as video cameras
- Spray / Aerosol Cans - stick or roll-on deodorants may be used
- Pornographic Literature or material depicting violence, horror or occult themes

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.

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. BCC has installed filtering programs 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. Students found in breach of the rules will have their computer access denied for a period of time.

Lost Property

It is strongly suggested that parents ensure that all items (uniform, stationery, calculators, bags, etc.) are named so that they can be returned, or disputes settled. Lost clothing, etc. is to be handed into the Office. Lost property enquiries can be made at Reception or to your child's class teacher. Unclaimed property will be disposed of at the discretion of the College at the end of each school term.

Confiscated Property

Confiscated property may be retrieved by parents personally calling at the College Office or by the students making arrangements with the Head of Primary. Confiscated items may be held until the end of term. Should the confiscated item be an illegal item, these will be given to the police to dispose of.

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 child 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

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 PA calls is not always guaranteed, and it is often difficult for the Receptionist to leave the office to locate a student. Parent's help in minimising "urgent" messages would be appreciated and would help the College and classes run without interruption. The Office takes every care to ensure messages are delivered, but accepts no responsibility for undelivered messages.

Library

The Library acts as a resource centre to provide for the needs of the College in both curriculum and recreational areas of reading. Each class attends the Library regularly to borrow books and browse. Information and research skills lessons are taught by the Teacher/Librarian to develop independent learning techniques. A number of computers are available in the Library to assist in the research process.

Usage of the Library

Students have regular library time 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. Drawstring library bags (30cm x 40cm or bigger) are required by all borrowers.

Overdue and Lost Books

Reminder slips are issued for overdue books. Any books that are damaged or that are lost, must be paid for at the replacement cost. Any Library 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. The College also offers a number of other book club programs during the course of the year, including the Scholastic Book Club Program. All orders for book clubs must be placed with the money in an envelope and returned to the College office.

Extra Curricula

Extra Curricula activities include:

Maths, English, Science and Computer Competitions
Sports competitions (Indoor soccer)
Community Service opportunities

Sport Tuition
A range of crafts
Pathfinder Club access

Uniform Code & General Grooming

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 polished 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.
- Hats worn must be College hats only. ***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.***
- All students should use appropriate sunscreen when they are out in the sun. Sunscreen is available from the classroom teacher.
- Boys are expected to have their shirts tucked in at all times (playing sport excepted). When wearing the winter uniform boys 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 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 stud earrings. For safety reasons, no other style of earring may be worn.
- 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 child 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.

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. Students will need to visit Reception during the morning recess and borrow the missing item from the clothing pool, which will need to be cleaned, ironed and returned the next school day.

School Hats

The following applies to school hats during Terms 1 and 4:

Hats are to be correctly worn when on the College grounds. Students who do not have their school hat and do not have a note of explanation from a parent/guardian are to sit in the shade in front of the main entrance during play times.

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.

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.

The wearing of the Border Christian College uniform is a pledge of loyalty to the College and an important contribution to its tone. All College uniform items must be kept in good repair, be well fitting, clean, neat and pressed. Shoes must be polished. ALL items of uniform MUST be clearly labeled with the student's name.

Jewellery (bracelets, bands, chains, earrings, studs and rings) is not part of the College uniform and should not be worn. Students with pierced ears are to wear small, plain stud earrings. There are to be no extremes in hairstyle and make-up is to be natural in appearance, this includes nail polish.

Parents are requested to see that their children are correctly dressed at all times. If for any reason it is impossible for a student to be in full school uniform, a written note from their parents should be addressed to the class teacher. Students who do not produce a note for incorrect dress will be disciplined.

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 spaghetti 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 school 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 recognised, 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. In such situations the following discipline policy will apply.

The aim of the discipline program is to assist the student to develop self-discipline. Its intent is to encourage the student to recognise the inappropriateness of their behaviour and modify it accordingly. It also aims to recognise 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 Primary 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.

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

We believe all students at this school have basic rights and accompanying responsibilities. Below is a student charter of rights and responsibilities.

Rights	Responsibilities
I have the right to be treated with courtesy and respect	I have the responsibility to treat others politely, with respect and to develop self-control
I have the right to feel safe at school	I have a responsibility to make the school safe by not teasing, threatening, hitting or hurting anyone in anyway
I have the right to work and learn without being disrupted by others	I have a responsibility to co-operate with teachers and not spoil lessons for others
I have the right to work and play in a clean and safe environment	I have a responsibility to help keep the school grounds and my personal space clean and tidy
I have the right to feel proud of my school	I have a responsibility to demonstrate my pride in my school by the way I dress and behave, both at school and when travelling to and from school

POSITIVE REINFORCEMENT

We believe that it is important to encourage all students to demonstrate courtesy, a caring attitude and good work habits. As a result we wish to encourage positive student contribution to our school life. Each classroom teacher tries to affirm children for good behaviour and work through many different ways, both verbal and tangible (stickers, certificates, etc). This is also done more formally in the following ways:

House Points

Teachers may give “smiley face” tokens to students at any point of the day, in class time and during play times for good behaviour, acts of kindness, or any other form of positive student contributions that they observe. These smiley faces will contribute to House points and the House which gains the most points in the week will be announced and rewarded at Friday's chapel.

Principal's Awards

Affirmation is also given to students who demonstrate a high standard of work in the classroom, for neatness, completion of homework on time, etc. The classroom teacher keeps a record of this, and students may receive Commendation cards, stickers, stars, etc which contribute to a Principal's award, presented during Monday morning assembly. Students who achieve four Principal's awards during the year will receive an annual Principal's Award on Awards Night.

Positive Behaviour Awards

Students can receive Bronze, Silver, Gold and Platinum Awards for maintaining high standards of behaviour. Students who achieve one term without being placed on the Behaviour Ladder will receive a Bronze Award. Two terms without being placed on the Behaviour Ladder results in a Silver Award, three terms results in a Gold Award, and four terms in one year results in a Platinum Award.

Discipline Procedures

Discipline must be clear and consistent, and should follow from a clear communication of teacher expectations to the student. Our system of discipline is designed to help students to see that their behaviour and its consequences are a result of their choices. “Your behaviour is your choice and your responsibility.”

Step One - Disruption

If a child is disruptive in the classroom or during recesses, the teacher will speak to the child, remind them of the relevant rule/expectation, and they will also give them a formal warning.

Step Two – Consequence

If the student chooses to repeat the undesirable behaviour they are indicating their choice not to be a part of the class/not to participate in playing during recess/lunch-time. They then forfeit the right to participate. They are then asked to go to an assigned place where they will have to carry out Step Three.

Step Three – Negotiation

In this place they will need to complete a “Plan” in order to participate again in the class or activity. In this Plan they have to state what they were doing which was inappropriate, state the rule that they were breaking, suggest what steps they need to take to make the situation “right”, and suggest strategies that they can use to make sure that the behaviour is not repeated. When they have completed this procedure they need to book an appointment time with the class teacher/duty teacher to discuss their plan. In this way the child is encouraged to take responsibility for the behaviour and initiate the reconciliation process. The Plan will need to be dated and signed by both the student and the teacher and then filed.

Each time a child chooses, by their behaviour, to leave the classroom, they go one level up the Behaviour Ladder. And if they have five days without incident they then go back to their previous level.

Students Behaviour Ladder

At the beginning of the school year each teacher will discuss their class rules and the school rules with their students, with regard to respect for each other and staff, respect for property, and attitude to work. Teachers will also explain the Student Behaviour Ladder to their class at the beginning of the year and we would ask that parents/guardians also discuss this information with their children to make sure that they all understand the Plan.

Level	Consequences	Intervention
A	Student notified	None
B	Student notified	None
1	Letter home	Child meets with Head of Primary and/or with Chaplain
2	Student and Parents notified	Stage One Card for classroom issues Purple Card for anti-social issues
3	Parent Interview	Stage Two Card Interview with student, parent, classroom teacher and Head of Primary to review behaviour requirements and set goals for improvement of behaviour
4	Suspension	Interview with parent, student, Head of Primary and Principal before being accepted back to school following suspension, re-stating requirements as above (suspension may be for one or two days and may be internal or external). Return to school on Level Two and placed on a Student Contract.

Any student who is on Level Three or above may not be allowed to go on school excursions.

Time Frame

This ladder is only relevant when a behavioural issue arises. If a student is placed on a level of the ladder they will return to the previous level (or be removed from the ladder altogether) after 5 consecutive days where their behaviour has been appropriate and acceptable. Further inappropriate behaviour whilst on any level will result in the student immediately going to the next level.

Serious Offences

Students will go directly to Level 1 for bullying, deliberate defiance and other similar unacceptable behaviour. Serious misbehavior may result in a student being placed directly on a higher level on the ladder, at the discretion of the Principal.

Student Behaviour

Good Behaviour Expectations

Here are some examples of the types of behaviour which result in pupils being eligible to receive Bronze, Silver, Gold and Platinum awards from class teachers. We encourage the following responses from the students:

- Play cooperatively with other pupils
- Try your hardest in class
- Do your homework

- Hand work in on time
- Let others get on with their work
- Be helpful
- Show politeness and respect to others
- Respect the rights and property of others
- Keep the College rules
- Come to line as soon as the bell rings and wait quietly
- Listen to the teachers in class, in line and at assemblies
- Play sports by the rules
- Be fair to others
- Cooperate with ALL teachers including any student teachers
- Wear the school uniform correctly and take pride in your appearance
- Participate happily in class and school activities and make a positive contribution to all aspects of the College program
- Enjoy learning
- Be honest

Unacceptable Behaviours and Attitudes

Here are some examples of misbehaviours that will result in students being disciplined and not receiving Award Levels:

- Teasing, put downs, laughing at and being sarcastic to others
- Being "out of bounds"
- Rudeness to teachers
- Blatant or continual disobedience
- Leaving school without permission
- Persistent classroom disruption
- Disruptive behaviour at assemblies, school functions
- Showing disrespect for the College's worship periods, Bible classes and religious assemblies
- Deliberate interference of others' games
- Dangerous play, including having weapons at school or College functions
- Spitting at others
- Aggressive/violent physical behaviour
- Bullying other children
- Swearing, using inappropriate language
- Damaging or interfering with school property or other people's property
- Wearing incorrect uniform (including jewellery and make-up)
- Behaving in a manner dangerous to oneself and/or others
- Misbehaviour whilst travelling to and from school
- Lying, cheating and stealing
- Unauthorised eating in class
- Possessing or using any form of alcohol or drugs including cigarettes
- Using audio-visual equipment to record the actions or sounds of others unless specifically related to school work and under the direct supervision of the teacher.

Copyright

Any photographic or audio-visual footage taken at the College or at a school related activity is owned by Border Christian College. At no time is this footage or any other medium to be used for any reason without permission from the Principal. This includes any photographic or audio-visual footage relating to the College being posted on the internet.

Uniform List

Primary Girls Uniform

Dress (Summer):	Princess-line in regulation blue check material.
Pinafore (Winter):	BCC regulation tartan.
Blouse (Winter):	Mid-blue school blouse.
Tie (Winter):	BCC regulation tartan.
Trousers (Winter Option):	BCC regulation tartan.
Jumper:	Plain royal blue v-necked knitted jumper with BCC logo.
Jacket:	BCC regulation Jacket with emblem.
Shoes:	Black leather lace up or buckle shoes
Socks:	Plain white ribbed ankle socks
Tights (Winter):	Navy blue.
Hair Ties:	Royal blue or blue check or regulation tartan

Primary Boys Uniform

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 (Winter)	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.

Primary Sports Uniform

Shorts (Summer):	Black BCC regulation sports shorts.
Trackpants (Winter):	Black BCC regulation track pants.
Shirt (Summer & Winter):	Yellow polo shirt with BCC logo.
Jumper:	Yellow sweat-shirt with BCC logo.
Footwear:	White socks and sports shoes (X-Trainers).

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: (02) 6021 6274