

STUDENT HANDBOOK 2017



IN CHRIST,
WE EDUCATE, ENCOURAGE AND EMPOWER

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INTRODUCTION

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

Mission Statement

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

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

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

Belief Statements

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

Special Character

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

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

Preferencing

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

Board of Trustees (BOT)

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

GENERAL INFORMATION

LAC AWARD SYSTEM

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

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

Assemblies

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

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

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

Fees

All fees are payable by the conclusion of the academic year. Outstanding fees will result in de-registration unless acceptable arrangements are made. For a more detailed listing of fees and the LAC Debtors Policy, refer to the LAC website - www.lac.school.nz

Any concerns or questions, in relation to fees, should initially be made to the Business Manager:
Mr Andrew Chen andrewc@lac.school.nz ext 701

Office Hours

Monday - Thursday 8.00am - 5.00pm
Friday 8.00am - 4.00pm

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

Publications

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

Reports

Approximately every five weeks, between school reports, a quick assessment is made by teachers as to how students are progressing. The Year Level Deans contact Parent/Caregivers, and students are notified

when progress is unsatisfactory. Students identified as making unsatisfactory progress will be asked to develop a plan of action, in conjunction with the Dean, to get back to satisfactory progress.

- Parents are invited to attend parent-teacher interviews on a Tuesday evening in the second week of Terms 2 and 3.

Sports

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

For more information, contact the Sports Coordinator, Mr Ferreira: troyf@lac.school.nz

Visitors on Campus

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

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

- Management must have at least one week’s notice in writing, and the request will not be approved until cleared and verified by parents/caregivers/guardians.
- Management reserves the right not to allow any visitor to the Longburn Adventist College campus.

FACILITIES

Cafeteria

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

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

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

Entrances & Exits

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

- Exits: Students must exit the building at the end of the school day and leave the vicinity of the building as quickly as possible. Students may not loiter in the building, on school grounds or in the vicinity of the building at the close of the school day.
- Students may not invite visitors into the school without authorisation.

Grounds/Garden

- Stay inbound (refer to map on page 15)
- Enjoy the gardens and grounds, but don’t remove any flowers or cuttings unless you have permission from the grounds supervisor.
- Put your litter in the bins and do not walk on any gardens or fencing surrounding the gardens.

Gym Usage

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

Library Regulations

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

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

Lockers

It will cost \$10 for the use of a locker over the year. This fee is to recover the costs of new lockers. Students are required to have a lock, key and paid the \$10 fee to the accounts clerk, who is located in the reception area, before being allocated a locker.

Music Building

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

- Audiences are not permitted at practices

Damage

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

GENERAL EMERGENCIES

Fire Drill

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

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

Earthquake Drill

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

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

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

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

First Aid/Sickness

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

Note: It is a legal requirement to have written permission from your parent(s)/caregiver(s) before you can be given Panadol by the school. Permission slips are available from reception. Boarders need to report to L.A.C. House Deans out of school hours.

Lockdown Procedures

Why have Lockdowns?

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

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

What is a Lockdown?

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

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

Who initiates a Lockdown and when?

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

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

Things to consider before initiating a lockdown:

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

How do I initiate a Lockdown?

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

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

HEALTH AND SAFETY

Hazards

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

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

Surrender And Retention Of Property & Searches

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

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

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

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

STUDENT SERVICES

Bicycles

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

BOT Representative

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

Diary

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

ID Cards

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

Lost Property and Confiscated Gear

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

Lunchtime Leave

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

Photocopying

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

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

Student Support Team

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

Student Vehicle Policy

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

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

Tuckshop

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

STUDENT EXPECTATIONS

Attendance

- Students are required to attend all classes.

If a student is unable to attend school, it is important that the parent/caregiver phone the office reception prior to 9.00am on each of the school days of absence. The school is required to know where all students are during the school day. Please do not send an email as there is no guarantee it will be received/read in time

- After an absence or lateness (if a parent/caregiver has not already signed their child in at reception), the College requires a note on the day of return to school
- If a student arrives late between 8.45 and 9.00am, they need to report immediately to their roll mark class
- Students who are late and arrive after 9.00am, are required to sign into the school through reception. A late pass is then issued to be given to their respective class teacher.
- Students who have appointments through the school day are required to show a note to their teacher and then present this to the office. Parents must come to the office to sign their child out of school. If a person other than a legal guardian is picking up a student, a letter of permission must be given to the office of the legal guardian.
- Students are expected to sit related examinations for all subjects that require them.
- Students with timetabled non-contact periods and correspondence classes must report to the library
- Students are responsible for studying and completing classroom material missed during any absence from school.

Sign-out Procedure for Leaving Campus

During the school day, it is imperative that we are at all times able to keep track of the whereabouts of our students, to ensure their safety. Consequently, all students leaving the campus outside of normal opening/closing times must be signed out by a parent/caregiver at the reception.

- If someone other than the main parent/caregiver (as listed on the school database) is to pick up a student, a note must be provided which has been signed by the parent/caregiver, giving authority, and reception staff may also need to phone the parent/caregiver to verify this before releasing the student
- Reception staff are authorised to ask for proof of identity of anyone signing a student out

IT Devices Including Cell Phones

Students are encouraged to bring digital device/s for educational and learning purposes. All devices need to remain in silent mode or switched off, if not in use for a specific educational and learning purposes, as instructed by the classroom teacher.

The recommended primary device is a Chromebook or better. Minimum specifications are not required, however, in 2018 students will be required to bring a device with a physical keyboard

Students must have active anti-virus software, if using a

windows computer, with all the latest operating system patches. Devices may be blocked from accessing LAC network if this is not met. (IT Manager is happy to provide some support in regards to this).

- Devices need to come to school each day fully charged.
- Students need to have their own insurance coverage for damages and loss. It is highly recommended that physical protection (bag, impact resistant casing, etc.) is used by students.
- For support with Digital Technologies, please contact the IT manager: itmanager@lac.school.nz
- If teachers suspect breaches of policy, they may audit student activity by logging on to their accounts.
- Trying to get around the school's security, i.e., hacking, by-passing, using proxies, etc. is forbidden.
- All device internet access must be through the LAC wireless. Creating wireless hotspots using personal cellular data and sharing it is forbidden.
- Students may not use cell phones during class time without teacher permission or in an inappropriate manner. They are to be used for educational purposes only.
- Subject teachers may give permission to use devices during class-time otherwise devices are not to be visible. The purpose of using a device would be for educational purposes ONLY. Staff will decide what is educational.
- Devices are not to be visible or be used outside of class-time.

When students use digital devices without permission, staff have been instructed to confiscate the item. The student will then be asked to write out a copy of the Digital Integrity Agreement and give this to their Year Level Dean. When this is completed, a parent/caregiver will be required to pick up the device.

Safe storage facilities for digital devices during the school day is available at reception. Please note that lockers are available for students who need access to their digital devices during school hours.

Digital Integrity Agreement

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

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

I agree to:

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

- Use the LAC wireless only. I will not create wireless hotspots using personal cellular data and will not share these

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

- Report to an adult if I feel unsafe or uncomfortable online, or see a friend being unsafe or being made to feel uncomfortable by others.
- Behave in the way outlined in this Longburn Adventist College's eLearning and digital citizen agreement.
- Keep my device switched off and in my bag during class, except for specified learning purposes agreed with the teacher of the lesson.
- Not give out my own or others' personal details including full names, telephone numbers, addresses, images, mobile numbers and email addresses
- Protect my password
- Never post or send derogatory comments about someone else using web-based, social media or messaging. If I see this happening or if I am invited into any discussion like this, I will inform an adult
- Use IT at school for learning, treating the equipment properly and not interfering with it or the work/data of another student.
- Not bring or download unauthorised programs or files.
- Not go looking for inappropriate, rude or offensive sites.
- Get permission if I want to use information or pictures from a website recognising that the content on the web is someone's property.
- Ensure that contributions are my own work and when copied and pasted from an online or another information source, that source will be acknowledged.

Talk to my teacher or another adult if:

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

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

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

STUDENT RESPONSIBILITY

Academic Policy for Students

Appeals

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

Deadlines

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

Authenticity

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

Assessments

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

Head Boy, Head Girl & Prefects

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

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

Educational Responsibility

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

School Transport Policy

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

Social Relations

- There are to be **no** public displays of affection between any students.

Stationery

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

CHANGE TO ENROLMENT

Change to Academic Programme

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

Change to Student Status

Should you wish to change your status from being a day student to a five-day or seven-day boarder, or vice versa, the application must be made by the caregivers to the Principal.

Debtors Policy

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

Withdrawal Procedure

If you wish to withdraw from College for any reason, a Student Leaving Clearance form needs to be collected from the office and completed.

Textbooks, library books and accounts need to be settled.

CODE OF BEHAVIOUR

ASPIRE – PB4L At LAC

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

At LAC we focus on the following behaviours:

Leading with Integrity

Acting with Respect

Cultivating Resilience

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

General expectations

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

- Longburn Adventist College recognises that students are responsible for their actions and behaviour, and are therefore accountable for the resulting natural consequences of inappropriate actions or behaviour.
- Longburn Adventist College believes that all students and adults at LAC should treat all persons equally and respectfully, and refrain from the willful or negligent

use of slurs against any person on the basis of race, language spoken, colour, religion, gender, disability, national origin, immigration status, or age.

- Students are expected to actively support and assist the school in maintaining a campus free from drugs, alcohol, any form of harmful substances, weapons and gang activity.
- Longburn Adventist College also recognises the responsibility of the parents for the behaviour of their children, and actively includes them in the disciplinary process.

DISCIPLINE PROCEDURE

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

The Discipline Procedure and Detention outline:

Detentions

- Detentions may be given for a range of situations where a student has not followed school expectations.
- These detentions are usually completed at lunchtimes. Students are required to attend these at the next possible opportunity after the detention is issued.
- Failure to attend will result in further consequences which will vary on the specific circumstances.
- Three school detentions in a term will result in an individual meeting with the Year Level Dean, Deputy Principal, the student and parents.

Serious Discipline Issues

The following major regulations have been adopted To maintain the safety of the campus,

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

Please note, any of the above can apply while the student is on campus, on a school trip/camp or while the student is wearing the school uniform, to and from home.

Serious Misbehaviour

Will result in serious consequences as listed below:

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

Exclusion

A student can be excluded from a state or integrated school by:

Exclusion on Health Grounds

A student can be excluded from school by the Principal under s19 of the Education Act if the student has a communicable disease (within the meaning of the Health Act 1956) or is not clean.

Stand Down

A student can be stood down by the Principal for one or more specified periods which: do not total more than five days in a school term; do not total more than 10 days in a school year.

Suspension

A student can be suspended indefinitely only by the Board of Trustees, but the Principal may suspend a student for up to seven school days or 10 calendar days if the suspension is given just before the end of the term. The BOT discipline committee meets with the student and parents to discuss the concern(s) and decide on whether the student can return to LAC.

Voluntary Withdrawal

A student can choose to withdraw from the school at any time, but once a student is suspended the BOT is legally bound to make a decision irrespective of the student being withdrawn from school.

Exclusion

A student is not permitted to return to LAC.

INTERNATIONAL STUDENTS

International Department Staff

Head of International Department

Mr Francis Aiono francisa@lac.school.nz ext 706

Administrative Assistant

Mrs Glenda Higgins glendah@lac.school.nz ext 700

International Code

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

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

Sickness

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

STUDENT DRESS CODE

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

General

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

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

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

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

Hairstyles

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

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

Hats/Headbands/Scarves

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

Jewellery

- Apart from a wristwatch, no items of jewellery are to be worn by students, except for ear-studs as follows:
 1. Females: plain studs (one in each ear lobe only) may be worn. Cultural, religious or sentimental items may be worn, but only as long as these are not visible.
 2. Males: not allowed to wear any studs, including plastic ones.
- No body piercing (except for ear studs) is acceptable on the grounds of Health and Safety issues and the Special Character of the school. Using a plaster or covering a piercing is not allowed.
- Items confiscated will be kept in custody at the owner's risk. Parents may collect these items by prior arrangement with the office.

Mufti Day Dress Standards

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

The following are examples of clothing that are not acceptable:

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

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

The following are examples of footwear that are not acceptable:

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

School Bags

- All students are expected to bring an appropriately sized school bag to school that contains their school supplies, books and other necessities.
- School bags need to be clean and not have offensive logos, pictures or language.
- School bags are not to block doorways and/or staircases.
- Students may store bags in their lockers or on top of the lockers.

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

PE UNIFORM

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

Note: House colour shirts and old-style PE shorts are permitted until the end of 2017.

Optional Items:

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

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

UNIFORM SUPPLIER

Academy Apparel

306 Broadway Avenue, Palmerston North

Monday to Friday 8:30am to 5pm

Phone: 06 354 0979

Email: sales@academyapparel.co.nz

Buy online www.academyapparel.co.nz

SECOND-HAND UNIFORM

If you wish to buy:

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

If you wish to sell:

There are two options:

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

Notes re Uniform Items for Sale:

Items must be clean/washed, and in good condition - no rips / tears / holes.

Blazers should preferably have been dry-cleaned and have the dry-cleaning label attached.

No footwear can be accepted for sale.

Collection of LAC Uniform Items for Sale

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



BOYS' UNIFORM



GIRLS' UNIFORM



A College tie must be worn in Terms 2 & 3.

Any combination of:

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

Any combination of:

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

Optional Uniform

- Black satchel or backpack with College emblem.
- Plain navy blue or black scarf.
- Black, softshell jacket with college emblem.

UNIFORM PRICE LIST

- All uniform items except the tie and blazer are available to purchase from Academy Apparel.
- The tie and blazer are available to purchase from the LAC Front Office.

College Monogrammed Tie _____ **\$18.00**
 Navy Blazer with College Emblem _____ **\$190 - \$200**

Academy Apparel Price List 2017 (subject to change)

All prices include GST

Girls' Short-sleeve Blouse _____ **\$48.50**
 Girls' Long-sleeve Blouse _____ **\$48.50**
 Tartan Skirt _____ **\$79.00**
 Socks (Girls & Boys) _____ **\$11.00**

Tights (Cotton) Child _____ **\$18.00**
 Tights (Cotton) Adult _____ **\$25.50**
 Woollen Jersey XS - L _____ **\$103.00**
 Woollen Jersey XL + _____ **\$115.00**
 Boys' Short-sleeve Shirt _____ **\$43.00**
 Boys' Long-sleeve Shirt _____ **\$45.00**
 Boys' Shorts _____ **\$54.50**
 Boys' Pants _____ **\$69.50**
 Sports Top _____ **\$37.00**
 Sports Shorts _____ **\$29.00**
 Tracksuit Jacket _____ **\$63.00**
 Tracksuit Pants _____ **\$49.00**
 School Soft Shell Jacket _____ **\$86.00**

SCHOOL TERM DATES, 2017

TERM 1

Boarding Students' registration - All Year Levels _____	Sunday 29 & Monday 30 January
Orientation Day for New Students _____	Monday 30 January
Classes commence - Years 7-10 _____	Tuesday 31 January
Classes - All Year Levels _____	Wednesday 1 February
Swimming Sports (<i>weather dependent</i>) _____	Thursday 11 February
Athletics Day (<i>weather dependent</i>) _____	Wednesday 22 February
Teacher Only Day _____	Wednesday 15 March
Last day of Term 1 _____	Thursday 13 April

TERM 2

First Day of Term 2 _____	Monday 1 May
Week of Worship _____	Monday 22 to Friday 26 May
Last Day of Term 2 _____	Friday 7 July

TERM 3

First Day of Term 3 _____	Monday 24 July
Week of Worship (<i>student led</i>) _____	Monday 7 to Friday 11 August
Trial Exams _____	Wednesday 20 to Friday 22 September
Last Day of Term 3 _____	Friday 29 September

TERM 4

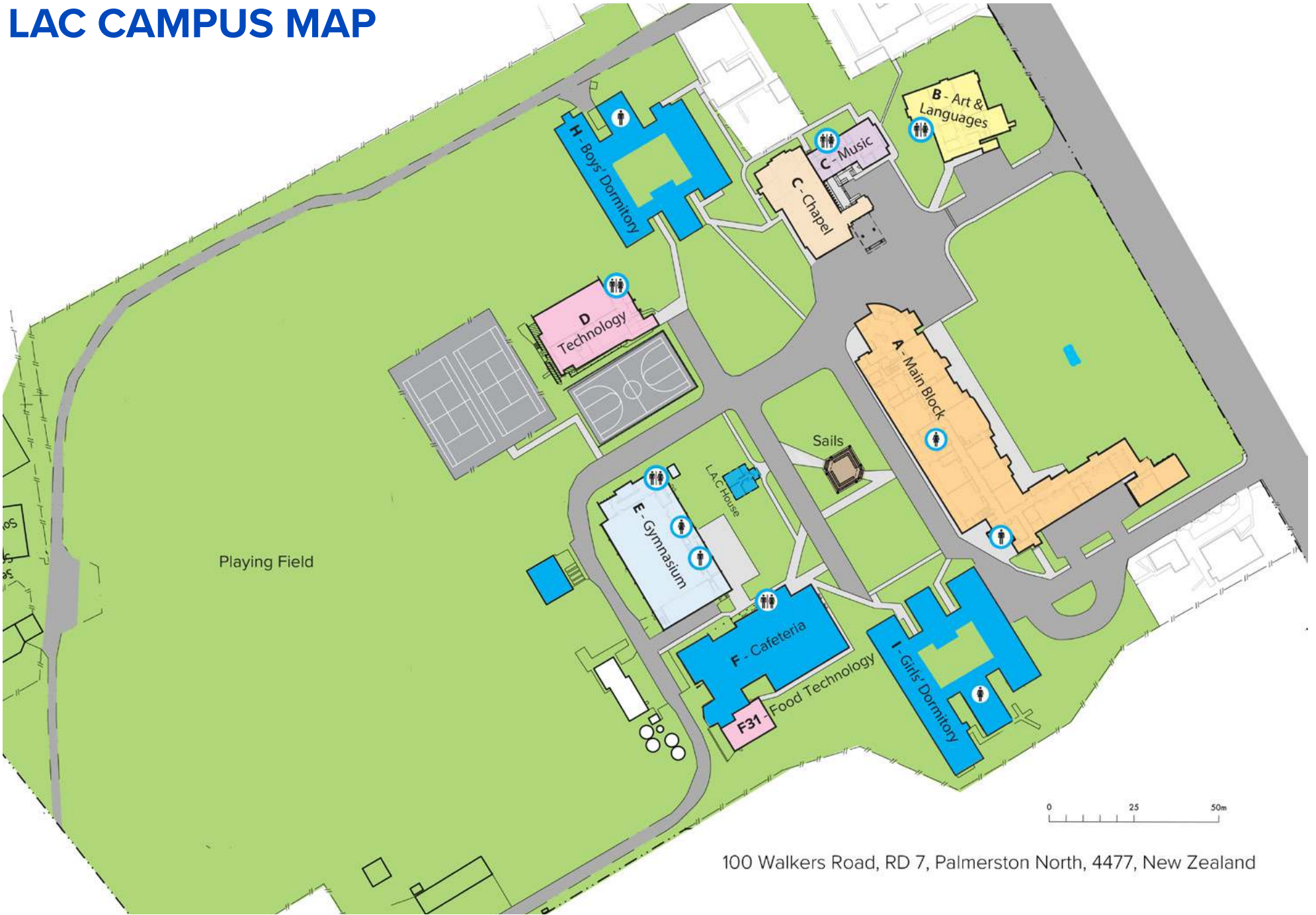
First Day of Term 4 _____	Monday 16 October
Year 13 Last Day _____	Wednesday 1 November
Graduation Weekend _____	Friday 3 & Saturday 4 November
NCEA Exams Begin _____	Thursday 9 November
Year 11/12 Prize-giving _____	Monday 6 November
Last Day of Term 4 _____	Friday 8 December

PUBLIC HOLIDAYS

Schools must be closed in 2017 on Saturdays and Sundays, and on these days:

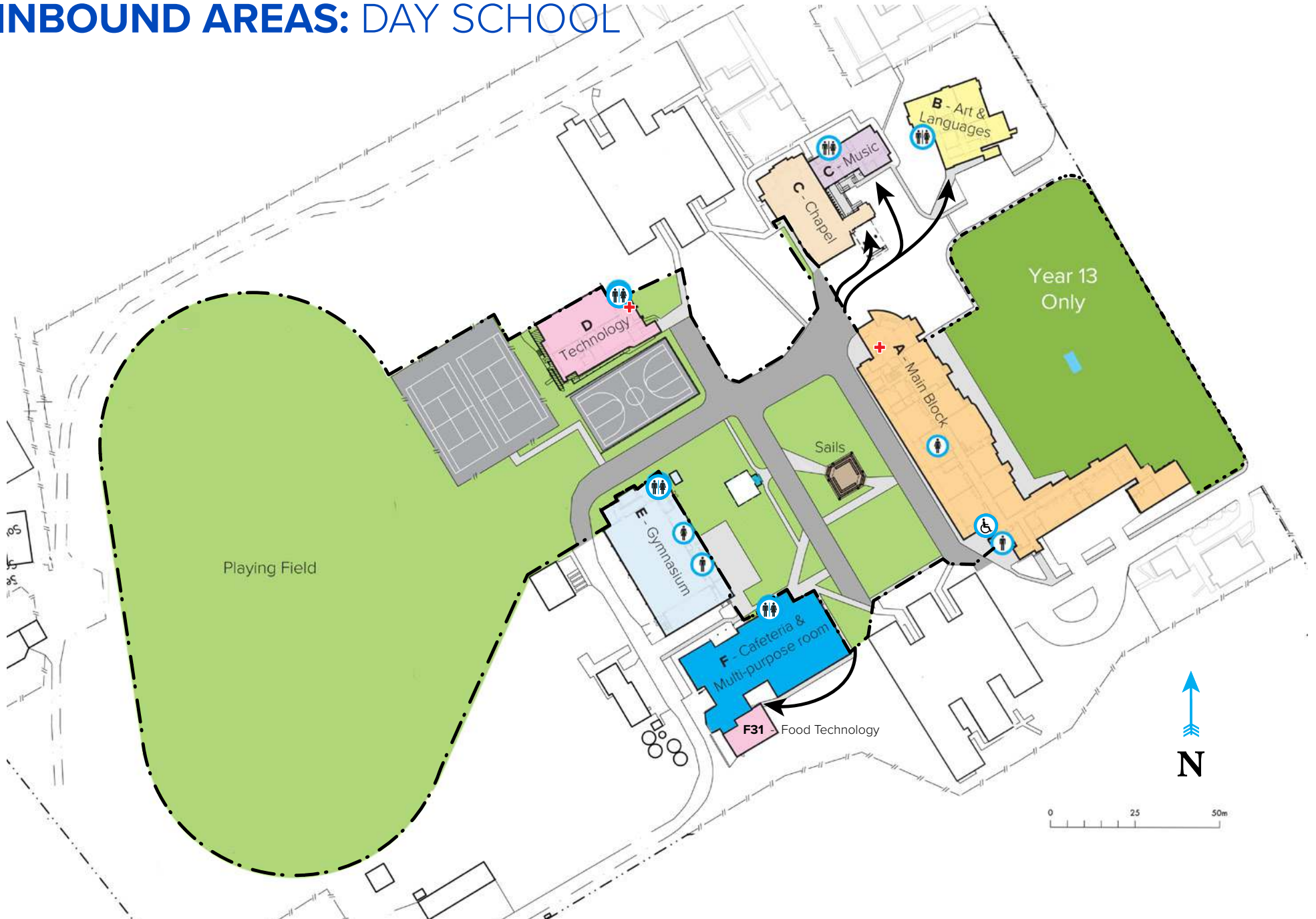
Wellington Anniversary _____	Monday 23 January
Waitangi Day _____	Monday 5 February
Daylight Saving ends _____	Sunday 2 April
Easter Weekend _____	Friday 14 to Monday 17 April
ANZAC Day _____	Tuesday 25 April
Queen's Birthday _____	Monday 5 June
Labour Day _____	Monday 23 October
Daylight Saving Starts _____	Sunday 24 September
Christmas Day _____	Monday 25 December
Boxing Day _____	Tuesday 26 December

LAC CAMPUS MAP



100 Walkers Road, RD 7, Palmerston North, 4477, New Zealand

INBOUND AREAS: DAY SCHOOL



PALMERSTON NOTH BUS ROUTES

Bus 1 - Starts 8.25am

- Coronation Park
- Between Tiki Place & Parani Place
- Between Lynwood Place & Parani Place
- Between Athena Grove & Highbury Avenue
- Corner Opie Place & Ronberg Street
- Ronberg Street near Monrad Street
- Corner Pencarrow St. & Amberley Avenue

Bus 2 - Starts 8.05am

- Stad Café, Main Street, Terrace End
- Fish 'n' Chips shop Corner Main Street/Napier Road
- Vogel Street across from Bristol Crescent
- Vogel Street - across from Haydon Street
- Vogel Street - across from Rata Street
- Tremaine Avenue - before Thames Street
- Tremaine Avenue - Hospital
- Tremaine Avenue - Corner Roy Street
- Botanical Road between Duna Place & Rewa Street
- Pioneer Highway between Lewis Place & Nottingham Ave.

Bus 3 - Starts 8.15am

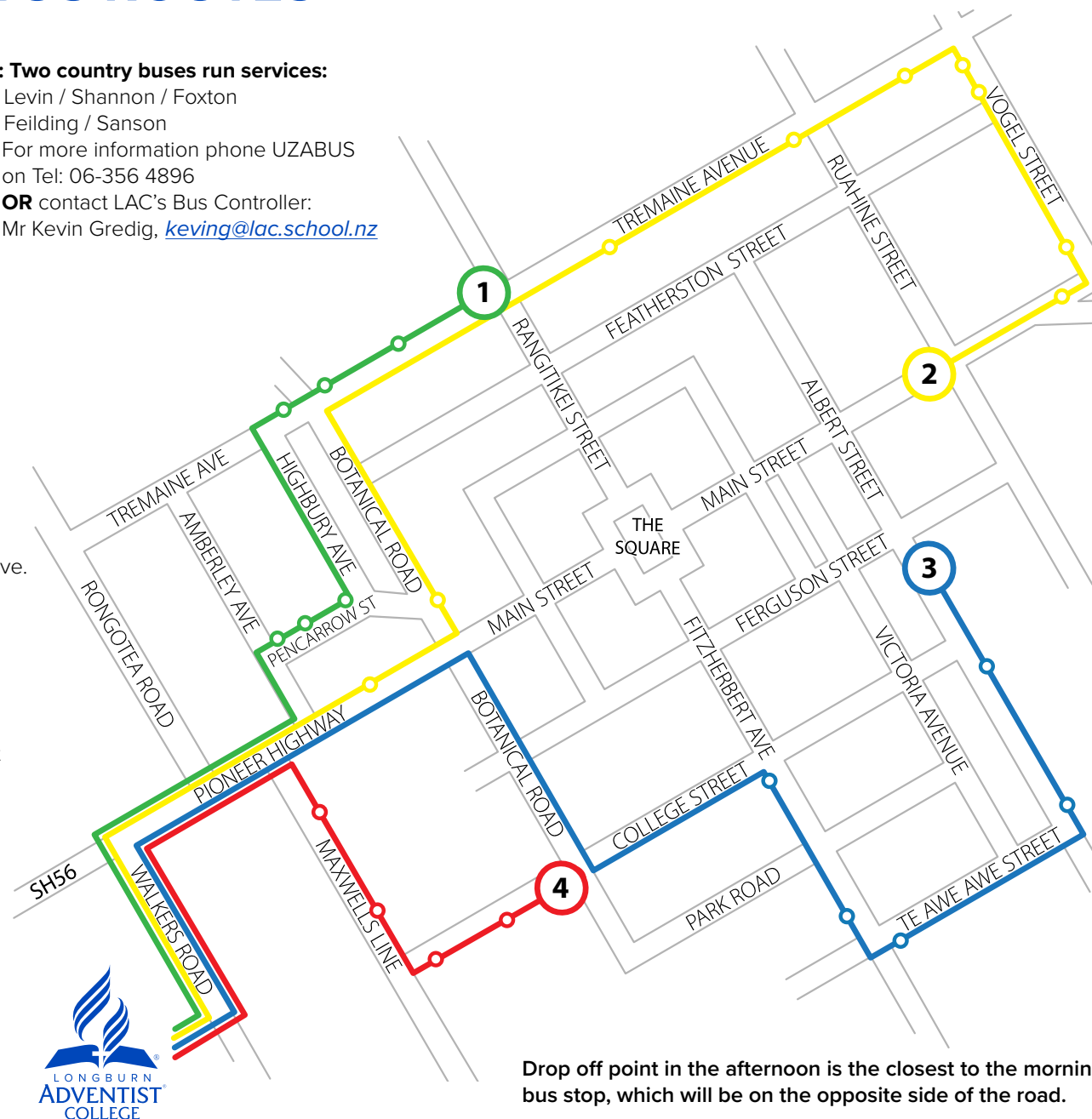
- Albert Street - across from Manapouri Crescent
- Hokowhitu Domain
- St Albans
- Te Awe Awe Street, Wallace Park
- Fitzherbert Avenue - between Manawaroa St & Huia St
- Corner of College Street & Fitzherbert Avenue

Bus 4 - Starts 8.20am

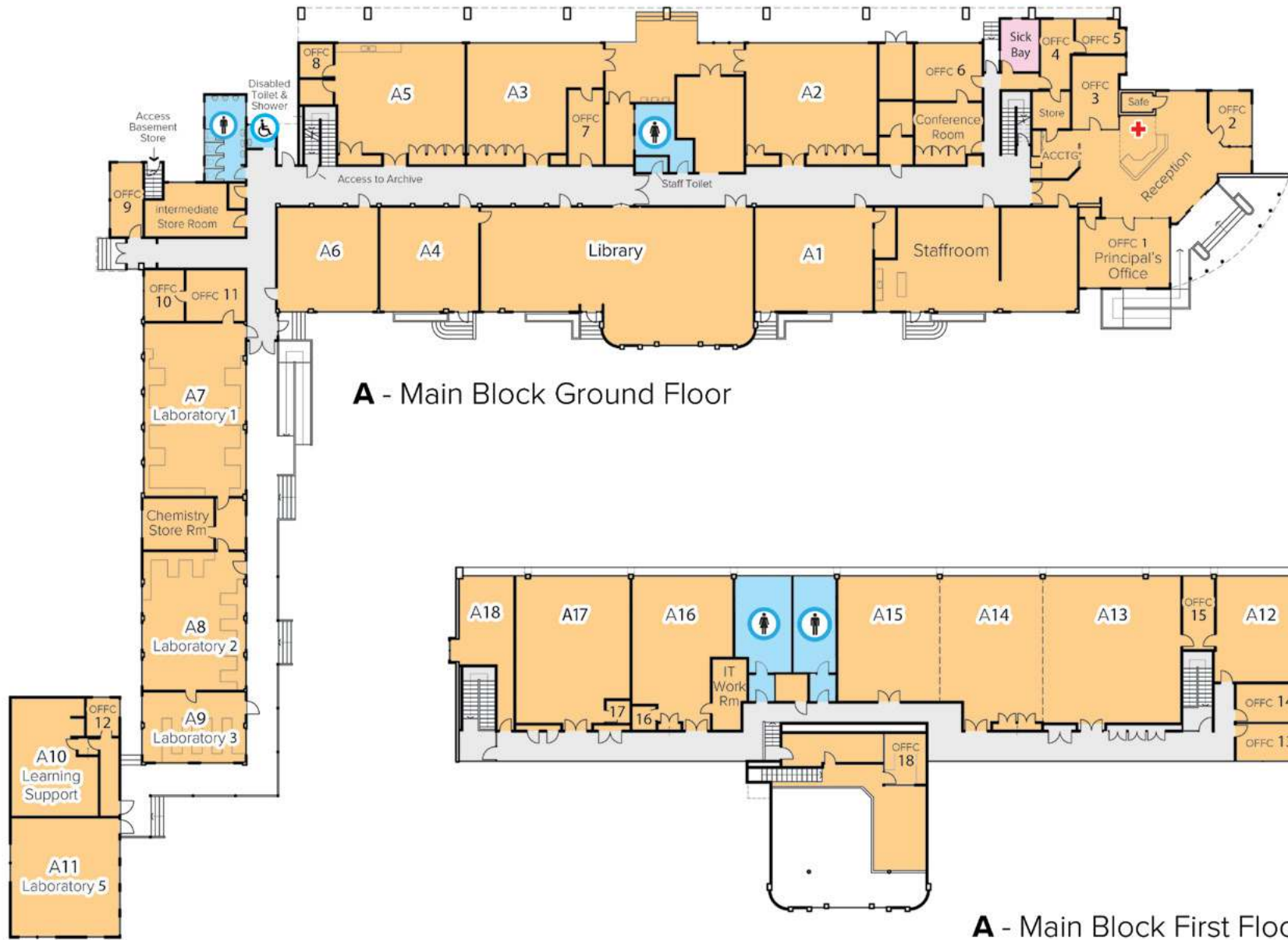
- Between Strathmore Place & Botanical Rd.
- Pitama Road - Awapuni Shopping Centre
- Between Hurley Place & Alexander Street
- Between Racecourse Road & Carter Crescent
- Between Carter Crescent & Pioneer Highway

NB: Two country buses run services:

- Levin / Shannon / Foxton
 - Feilding / Sanson
- For more information phone UZABUS on Tel: 06-356 4896
- OR** contact LAC's Bus Controller:
Mr Kevin Gredig, keving@lac.school.nz



CLASSROOM FLOORPLANS: A BLOCK



A - Main Block Ground Floor

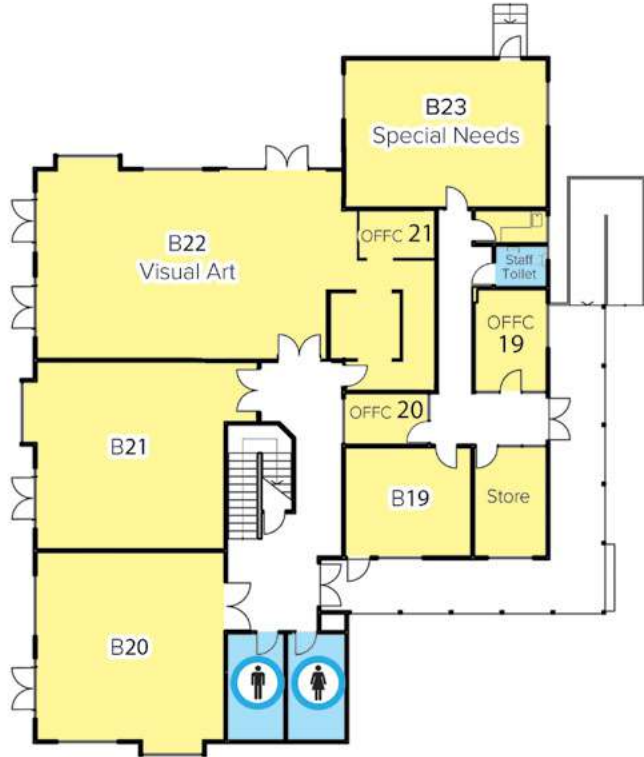
A - Main Block First Floor

CLASSROOM FLOORPLANS: B & D BLOCK

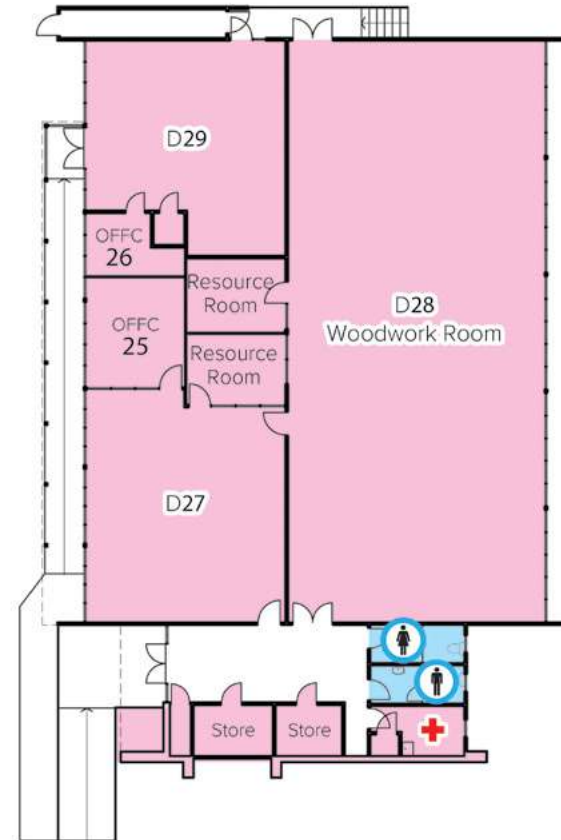
B - Arts & Languages Block

D - Technology Block

Ground Floor



First Floor



C - Music & Chapel
 Music Classroom = **C26**
 Mrs S. van Wyk, Office 23
 Mr K. Gredig, Office 24

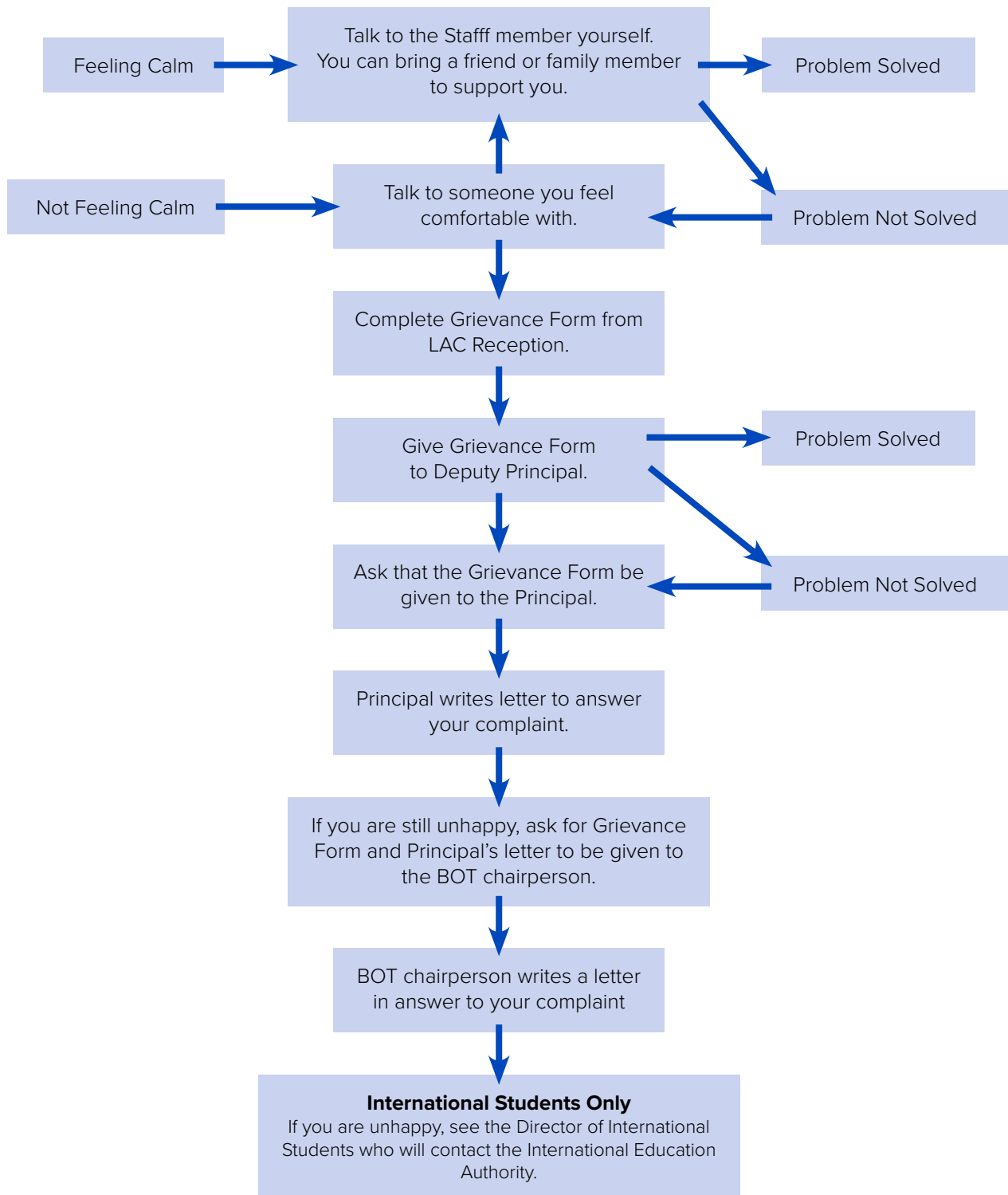
E - Gymnasium
 Gym Basement = **E30**
 Mrs O. Korte, Office 27

F - Cafeteria & Multi-purpose Room
 Food Technology Room (rear of building) = **F31**
 Miss C. Leach, Office 28

HARASSMENT/GRIEVANCE

Grievance Procedure

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



Harassment

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

LONGBURN ADVENTIST COLLEGE EXPECTED BEHAVIOURS

At LAC, we all...	All Areas	Classrooms	Campus	Specialist Areas	Digital Environments	Buses	Community & EOTC	Toilets
Lead with INTEGRITY	Speak honestly	Arrive on time with the correct equipment	Report unsafe activities, accidents and damage	Use all equipment the way it is intended	Use devices and applications appropriately	Treat bus driver and other students with courtesy	Represent the school with pride	Use the facilities the way they are intended to be used
	Take ownership of our decisions	Complete all work to the best of our ability	Play fair and by the rules		Use positive language on social media	Use polite and appropriate language		Leave the facilities clean and tidy after use
	Consider the consequences of our actions	Display academic honesty in all tests and assignments	Intervene and help others when needed					
Act with RESPECT	Use polite and courteous language	Value diversity and difference	Stay within campus boundaries	Wear the correct clothing for the activity	Visit appropriate websites	Stay on path between bus and school	Be considerate towards the public	Use the facilities at an appropriate time
	Care for the school environment	Use equipment the way it is intended to be used	Put rubbish in bins		Take care of digital equipment			
	Show consideration of other people and their property	Follow instructions the first time	Move quietly around classrooms					
Cultivate RESILIENCE	Persevere when faced with challenges	Ask for help when needed	Take part in extra-curricular opportunities	Know and follow safety requirements	Remember your digital footprint	Be aware of younger students	Listen to safety briefings and follow safety procedures	Respect the privacy of others
	Have a positive attitude	Use mistakes as opportunities to learn	Follow the school's safety procedures					
	Support others sincerely	Try a range of problem solving strategies	Interact safely with peers					