



Longburn Adventist[®] College House

Kia Puāwai Tātou

The Lord's Plans, Jeremiah 29:11

Boarding Student Handbook 2017

Longburn Adventist College
100 Walkers Road, RD7
Palmerston North 4477, NZ

Boarding Director and Senior Girls' Dean:

Mrs Maria Henry

email: mariah@lac.school.nz

mobile: 021 987 161

Senior Boys' Dean:

Mr Roy Henry

email: royh@lac.school.nz

mobile: 021 223 4808

Welcome



Dear New Boarding Student

Welcome to Longburn Adventist College Boarding. We are an extended family of students and staff who live together 24 hours a day, 7 days a week. We look forward to including you in our great big family.

You are invited to read through this Starter Pack and write your comments/questions at the back of the book to discuss with your Boarding Dean this week.

We are a co-educational boarding establishment for Year 7 to 13 students within the South Pacific Division of the Seventh-day Adventist Church World Wide Organisation.

The Hostel Licensing Authority of the NZ Ministry of Education grants Hostel Licences to boarding establishments such as LAC House; licence is subject to renewal every 3 years.

LAC House is owned and operated by the Longburn Adventist College Board of Governors, headquarters in Auckland City.

To help with settling into boarding life, a 'big brother/big sister' will be assigned to you for the first week; our friendly boarding staff will also be on hand to assist with any of your questions.

Every student boarder you meet will have been through the beginning process you are now facing. It will take time, and we are willing to guide you through the first few weeks.

We look forward to meeting you and building wonderful memories of your time at LAC House.

Any questions you have about boarding or school, see the duty Dean in your dorm or ask your dorm buddy.

We wish you an enjoyable and happy boarding experience at LAC House.

Yours sincerely

Maria Henry

Boarding Director

LAC House Contact information

Residences Address: 100 Walkers Road
RD7
PALMERSTON NORTH 4477

Postal Address: PO Box 14001
Longburn 4866

Telephone: +64 6 354 1059 Ext 703 (Girls' dorm office)
Ext 761 (Girls' phone booth)
Ext 702 (Boys' dorm office)
Ext 760 (Boys' phone booth)

Boarding Director and Senior Girls' Dean:

Mrs Maria Henry email : mariah@lac.school.nz mobile: 021 987 161

Senior Boys' Dean:

Mr Roy Henry email: royh@lac.school.nz mobile: 021 223 4808

Boarding Administration & Marketing:

Mr Eifion Paul email: eifionp@lac.school.nz mobile: 021 229 8199

Assistant Girls' Deans:

Marianne Rasmussen email: marianner@lac.school.nz mobile: 021 246 2516

Katherine Zoch email: katherineh@lac.school.nz mobile: 021 987 159

Assistant Boys' Deans:

Kofi Amoah email: kofia@lac.school.nz mobile: 021 243 7720

Alexander Hales email: alexderh@lac.school.nz mobile: 021 918 721

LAC Administration

Business Manager:

Andrew Chen email: andrewc@lac.school.nz

Accounts Clerk:

Allison Flood email: allisonf@lac.school.nz

Head of International Students:

Francis Aiono email: francisa@lac.school.nz

Key Locations

-  **Mosaic Community Church**
Meet at Queen Elizabeth College hall, opposite BP, Rangitikei St.
-  **Palmerston North Central SDA Church**
257 Ferguson Street
-  **The Plaza Shopping Centre**
84 The Square
-  **Westpac, BNZ and ASB banks in the Plaza**
-  **ANZ Bank**
Cnr The Square and Broadway Ave
-  **Academy Apparel - LAC uniform supplier**
306 Broadway Ave.
-  **Countdown Supermarket**
249 Rangitikei St
-  **New World Supermarket**
179-197 Main St
-  **Pak n Save Supermarket**
327 Ferguson St



Longburn Adventist College
100 Walkers Road, RD 7
7km from The Square



Palmerston North Airport
1.3km / 15min drive to LAC

-  **Bus Stop - Intercity and Nakedbus**
Located in The Square
-  **Palmerston North Hospital**
50 Ruahine St, Roslyn
-  **Radius Medical at The Palms**
445 Ferguson Street
-  **City Library**
4 The Square

First-day arrival

Day School

School hours – 8.30am to 5.00pm

Report to school reception staff, who will contact dormitory staff about your arrival.

At school, you will be introduced to a Year Level Academic Dean who will assist you with class/subject placement. Full school uniform wear is required before starting class.

After-School Arrival

Report to either boys' or girls' dormitory buildings (see signpost by chapel).

Boarding

A Dorm Dean will take you to your room and help settle you into your dormitory accommodation. You will be assisted to the school reception office the next day to await a Year Level Dean.

Meals are in the school cafeteria which is located beside the girls' dormitory building.

7.20 - 7.25/30am	Morning Watch (worship)
7.30 - 7.55am	Breakfast and self-made lunches
5.30 - 5.55pm	Dinner served then clean up
7.00 - 7.20pm	Soul Time (worship) including evening dormitory notices

School Uniforms

Boarding staff will assist with:

- Purchase order from Mr Chen (Business Manager) to purchase school uniform items from the uniform store in town.
- Purchase order from Mr Chen (Business Manager) to purchase school stationery from the stationery store in town.
- The orientation of school campus (boarding hours). Also meet with school staff for class placement at the beginning of your first day at school.

General Information

School Mission Statement

In Christ, we educate, encourage and empower.

LAC House Motto

Kia Puāwai Tātou | The Lord's Plans, Jeremiah 29:11

Each boarder is expected to develop these qualities:

- L - Lead with integrity (there is no 'I' in TEAM – Together Everyone Achieves More)
- A - Act with respect (Do unto as others as you would have them do to you. Luke 6:31)
- C - Cultivate resilience (when the going gets tough, the tough keep going)

LAC House Guidelines

LAC House Guidelines are based on the Special Character beliefs, values and lifestyles of the Seventh-day Adventist Church.

LAC House stands for the belief that God loves us and desires the best for every one of us intellectually (education), physically (exercise, fitness, diet, rest), spiritually (develop relationship with God through Bible study and prayer), socially (our relationships/friendships with each other) Luke 2:52.

Living away from home

At LAC House, we believe that every boarder has the opportunity to realise their potential with God-placed talents and abilities and to strive for excellence in each aspect of boarding life. Homesickness is a reality but it is not a way of life. Choose to do your best and learn skills that will equip you to overcome obstacles to become the best citizen within L.A.C. House and beyond.

LAC House Guidelines

A

Accounts - The school account is set up by your parent/caregiver with the Business Manager and information to the School Accounts Clerk. You are advised to open a bank account (contact your parents) for funds to be deposited into this account for pocket money spending.

After school - This means you must change out of your school uniform and hang uniforms up nicely in your wardrobes ready for the next day. You must change into mufti wear for recreation or duties etc.

B

Behaviours - Developing an ongoing relationship with God through prayer/Bible study is one of the main goals of life at L.A.C. House.

It is expected that our co-educational boarding facility fosters healthy friendships within our boarding family environment. Senior boarders are expected to be good role models through daily lifestyle decisions, e.g. dress code, big brother/sister, little brother/sister, action = consequences scenarios, how and who to go to for help.

We are protective of our 'family' environment and ask that you respect this mandate for your personal wellbeing and safety of those around you.

Consequences – There are 5 categories in which each boarder's behaviour is monitored during each week. Positive will be rewarded each week, however demerits will incur consequences. An example of a consequence for repeated misbehaviour can be 30 minutes of extra duties (or until the task is completed) at a time agreed with the dean on duty. Charts displaying merits and demerits will be displayed on the office door window for all boarders to be aware of their monitored behaviour.

The 5 behaviour categories (including positive examples)

1. **Behaviours** – helping out when not asked, folding others' clothes in laundry, cover duties for a sick boarder, representing L.A.C. House with pride through presentation and discipline.
2. **Punctuality** – arrive early to worship; help others get to meetings on time.
3. **Preparation/Study** – always have books ready for each evening study session, focused on work through study, being a study partner, have uniform cleaned and ironed ready for the next school day.
4. **Room** – organised room, bed made each day.
5. **Other** – this can include doing duties in the kitchen and dorm, showing leadership and service, taking worship etc.
6. **Behave** to others as you would have them behave to you.

Boardingware – the digital management system used by the L.A.C. House Deans to monitor each boarder's location and keep track of day to day life in the dorms. The iPad-based system allows roll checks for worships and meals to be stored and monitored. Also as part of the Boardingware system, boarders and parents are able to create accounts to apply for weekend leave. For more information visit <http://www.boardingware.com/> or contact LAC House Admin: Mr Eifion Paul eifionp@lac.school.nz

Buildings & Facilities

- Respect the dormitory facilities.
- Vandalism is unacceptable and consequences immediate.
- Nothing is to be suspended from ceilings or windows.
- Avoid eating food in dorm rooms.
- Clean footwear is required inside buildings at all times. Jandals can be used for showering.
- Report any room maintenance to the Duty Dean.
- Dispose of litter into the bins provided – littering is unacceptable.
- Any damage must be reported to the Duty Dean immediately.

C

Complaints/Grievances – If you feel you have a complaint about the way in which you are being treated by an individual/s in boarding, at school, or any other time of the school term, you must tell someone – your dean, a friend, teacher, counsellor, chaplain, parent - and write a full account of your complaint to The Boarding Director which will be processed within 5 days from the time your complaint/grievance is registered.

Chewing gum – is prohibited due to the disposal of used chewing gum and health concerns.

Church attendance – each Saturday (Sabbath) morning, all boarders dress up nicely and attend one of two SDA churches within a 7 km radius of Palmerston North – Central Seventh-day Adventist Church and Mosaic Community Church.

D

Damage to boarding property – Boarders responsible for damage to boarding property will be required to write an Incident Report, assessment of any cost of damages, and assist in extra duties that will deter further damage to boarding property. Details to parent/caregivers expected.

Day School hours – 8.40am to 3.15pm. Each boarder is expected to complete their checklist of what to take to school the following day. You cannot return to the dorm during the day without permission from the school and the LAC House dean on duty.

Dining Room – you are required to attend all meals in the dining room. A code of dress and behaviour is expected. Meal attendance is compulsory. The use of headphones, IT during meal times is to be avoided. Polite conversation tone and correct table manners are encouraged.

Dorm Council (DC) – A group of boarders representing year levels will meet at specific times to discuss student matters and suggest activities which can then be passed on to the Deans for follow up. The DC room is in the L.A.C. House HQ building in front of the gym. Each dorm will vote in Term 1 to choose their representatives on the DC (typically 2 juniors and 2 seniors from each dorm).

Dress Code – Modest clean clothing wear is expected to reflect the Special Christian Character of LAC House at all times.

Labelling – it is compulsory to name/label all clothing and personal items. If not labelled, it is very difficult for misplaced items to be returned.

Duties – Each boarder is expected to assist with day to day housekeeping chores within the boarding environment and cafeteria kitchen. A roster of duties is published at the start of each term for morning worship; dorm cleaning and kitchen clean up.

E

Emergency Procedures:

First Aid – Available from each dorm office. All accidents must be reported to the Dean on duty.

Fire Drill – At the sound of the fire alarm, boarders must proceed immediately to the meeting point (green sails area) at the centre of the campus to assemble and await instructions from the duty fire wardens. The All Clear Signal will be given to return to your dorm. A fire drill is conducted each term.

Earthquake: Stop, Drop, Cover and Hold. Do not attempt to leave until the tremors have finished.

Lockdown Procedures – What do I do when I hear the Lockdown siren?

- Make your way to the nearest lockable room and remain quiet/still.
- Once in the room, doors are to be locked and barricaded where possible.
- Close windows, curtains depending on the room.
- Remain where you until the all clear signal is conveyed by a Police Officer or Boarding Staff.
- REMEMBER – STOP, THINK, ACT, REVIEW and be a STAR.

F

Food – After-school snacks will be provided on Monday and Wednesday. Please remember to put rubbish in the bins provided. If you receive home baking or purchase personal snacks or food, ensure these are kept in a labelled sealed plastic container in your room or in the kitchenette fridge (for perishable items).

H

Hair – same colour. Boys –short top and sides, girls – tidy and long hair tied back is preferable.

Homesickness - Most boarders experience homesickness as a transitional stage before they get used to their new life at L.A.C. House. Homesickness is very real, but temporary. Hearing others' memories of times of homesickness may help. Get involved with something new and meet friends who share your interests – often talk to others or join an after-school sports team to help combat homesickness.

I

Intercom Paging System – each dormitory is equipped with an intercom system used for notices/announcements made from the Deans’ office by dialling *37 for both girls’ and boys’ dorm, *33 for the whole campus. This facility is operated at the discretion of the Duty Dean. A separate microphone is used for internal dorm use only.

Information Technology (IT) – For all IT Equipment (laptops, iPads, mobile/smart phones, video game consoles etc.), the Digital Citizenship Agreement must be filled in by every boarding student in order to operate personal IT equipment within LAC House.

Cell phones/Mobiles – If you do not hand in your phone during school hours and it is confiscated by a teacher, you must obtain a copy of the school cell phone policy, handwrite 2 copies and bring one copy to the Dorm Dean. The Duty Dean will collect the phone from the school safe at their convenience.

IT Evening Sign-in - All IT must be handed in to the dorm office before lights out each evening (apart from Saturday). For parent/caregivers wanting to contact their child, please do so before 10.00pm each evening. If you need to contact anyone after these hours, please call the senior Deans (contact details can be found on page 3).

WiFi/Internet – The school is supplied internet through the Network for Learning (NFL) service supplied by the New Zealand government. This internet service is designed to provide internet use for educational purposes. As part of the Digital Integrity Agreement, any inappropriate internet use will deny the student access to the service.

Wifi is disabled at 11pm each night and switched on again at 6am. The late switch off is to give Year 13 an extra hour of use after senior lights out (which is 10pm) for study if permission is granted by the Dean on duty.

Incidents – An incident is any situation that will affect your personal Health and Safety or that of others while in boarding. All reported incidents must begin with a handwritten Incident Report Form (blue sheet) which is handed to the Duty Dean for processing.

- In-House Incidents - House Deans
- Out of the boarding house Incidents – Deans’ Committee
- Further discipline incidents - Boarding Disciplinary Committee including the Boarding Director

Indoors – be sensible and think about safety such as bouncing basketballs indoors. These will be confiscated for one week

Initiatives – any student initiatives such as prayer groups, tutorials, craft making groups, reading book clubs, physical fitness. Projects should be discussed with a Dean and efforts made to purchase materials if necessary to establish these initiatives.

J

Jewellery - LAC House follows the same guidelines as stated in the LAC student Handbook.

L

Leave – Weekend leave: A leave form (yellow) must be filled in and handed to the Deans’ office by 5pm Wednesday. Details will be checked by Deans, and caregiver’s approval

sought and reported to the Weekend Committee, which meets each Thursday at 11am. Boarders will be informed after school whether their leave has been approved.

- Years 7-10 are allowed two weekend leaves per term.
- Years 11&12 are allowed three weekend leaves per term.
- Return to the dorms after weekend leave is expected by **5pm Sunday**.

Part leave – A leave form (yellow) must be filled in and deans informed of the outing to seek permission, at least 24 hours before departing the dorms.

Early leave from school – this request must be made directly to the Deputy Principal dp@lac.school.nz with details of the early leave from day school.

M

Morning Watch – Student devotion time (usually 5-8 minutes) in the morning before school. A roster for each boarder to take a morning watch is published at the beginning of each term.

Meals – Every boarder is expected to arrive 5 minutes before meal times to be ready for the Karakia (blessing of the food).

Music – It is expected that individual choice of music be kept within the Special Character of L.A.C. House and volume at a level that is acceptable to the L.A.C. House staff.

N

National Certificate in Educational Achievement (NCEA)

- Year 11 = 80 credits (10 credits in Numeracy, 10 credits in Literacy)
- Year 12 = 60 credits plus 20 Level 1 credits. University Entrance
- 5 credits reading, 5 credits writing
- Year 13 = 60 credits plus 20 Level 2 credits.
(Some may have previous year but not for writing.)

LAC House Dux

The overall Dux (top performing academic Y13) is recognised each year by the school. For boarders who are awarded the Dux, a special award has been created to recognise this prodigious achievement.

O

Out of Bounds Areas – include behind the gym, playing field (except for sports games and fitness), the Manawatu River and nearby private properties, factory building opposite LAC, Pioneer Highway and Walkway.

P

Parental Contact – It is preferable to ring the dormitories during the following hours: weekdays before 7pm and weekends after 1pm on Saturday and any time before 8.30pm on Sunday. Otherwise contact the dorm office or senior Deans via mobile.

Prayer Groups – prayer/Bible study groups that will lead to service projects or baptism are encouraged. See a Dean or a senior boarder for details.

Personal Laundry – each dormitory has a small laundry room that has washing machines and clothing driers. You must provide your own wash powder. A washing basket is available for use. See the Deans for assistance with laundry. School uniforms must be clean, ironed and tidy every day.

Personal Hygiene – You must shower every day. If you play sports, exercise, shower twice a day. Use roll on deodorant and moisturise often. The use of AEROSOL cans is prohibited within each boarding house, due to Health and Safety regulations and the possibility of the roof alarms being set off by the fumes. Footwear is required on all carpeted areas in the dorm and café buildings. Bedding must be changed every week.

Prohibited items – due to Ministry of Education Hostel Regulations (2005), the following items or practices are prohibited – NOT ALLOWED ANYWHERE ON CAMPUS or IN YOUR POSSESSION as a boarder at LAC House.

Prohibited items include:

1. Alcohol and Drugs (prescription drugs must be held in safe keeping in the dorm office)
2. Cigarettes, cigarette lighters
3. Weapons (including dummy firearms)
4. Aerosols (including spray deodorant)

Misuse of campus property that would endanger the health and safe wellbeing of yourself or others will face stiff disciplinary action.

R

Room keys are issued by the Accounts office. The Business Manager's permission must be given for you to receive a personal room key. If key is lost, a \$25 replacement fee must be paid before a new key can be issued.

S

Sabbath Observance – Friday sunset to Saturday sunset. We refrain from usual weekly activities such as sport in the gym/court/outside, movies/gaming, music with non-Christian lyrics, shopping. These are replaced with church fellowship, praise singing and listening to messages of Hope in Jesus Christ.

School Holiday breaks – At the end of each school term in April, July, September and December. The dormitories are closed for school holidays and Homestays arranged for boarders with student visas, if required. Each boarder is required to clean their room thoroughly, pack all belongings away (including any room decorations). Storage of personal belongings – the school will not be responsible for the safety of personal items left in the rooms during end of school breaks. Exceptions will be for those with student study visas.

Security Camera (Boys' dorm) –The cameras are set up to monitor movement in the corridors from the Deans' office. In the unlikely event of any issues occurring in the dorm, L.A.C. House staff can review the footage to gather evidence. Please note: All recordings are stored in the dorm office and will never be made public.

Sickness – procedure: let the Duty Dean know you are sick. If you are going to be absent from school, you **MUST** remain in the dormitory for 24 hours, no IT during school hours,

and meals will be brought to you in the evening. If sickness persists after 48 hours, parents to be advised that you will be taken to see a doctor.

Sign in/Sign out Book – In the front hallway of each dorm there is a register for each boarder to sign out if they have permission to leave campus for any activity. Boarders must sign back in by filling out the required field on the register.

Social Media – any attempt to use social media as a form of destructive communication through personal or school IT equipment will result in disciplinary action. Cyberbullying is a serious offence. All students of Longburn Adventist College must agree to the Digital Citizenship Agreement. Please see the LAC Student Handbook for more information.

Soul Time – Evening worships from 7-7.20pm on school evenings.

The typical weekly Soul Time schedule is: Mondays – Chaplain, Tuesdays - Duty Dean, Wednesdays - small groups, Thursdays - Duty Dean

Spending – contact your parents/caregivers for pocket money spending. An EFTPOS card is advisable but be careful how these funds are used. \$20.00 per week is sufficient for weekly provisions.

T

Time Management - we are invested in your personal wellbeing and happiness at L.A.C. House. To achieve this level of satisfaction, you are encouraged to plan ahead of time within the framework of boarding house routines, e.g. know well the dormitory routine times for meals, worships and study.

Town Trips – Regular opportunities are available for boarders to visit town to run personal errands. Boarders are expected to use these opportunities to organise their own shopping as it is only in special circumstances (e.g. doctor's visit) that a Dean on duty will give lifts to town.

For Years 7-9: A staff supervisor will assist during their town excursion. Town trips are a privilege, not an expectation.

For special occasion town trips outside of the hours listed below, boarders can request permission to go to town by filling out a leave form (yellow) for the Thursday Weekend Planning Committee. Approval may be granted subject to academic work and dorm commitments being up to date. Any change to these criteria will forfeit future requests.

Thursday: 2.30-4.30pm. You must be dressed in full school uniform wear and represent the school well during this excursion to The Square, Palmerston North.

Saturday Evenings: A planned half hour outing to Countdown for essentials is available.

Sunday Afternoon: 2-3.30pm available for trips to town or for swimming at the Lido.

Please note that only Year 13 boarders are allowed to travel to town on both a Thursday and Sunday in one week.

Transport - School vehicles (10 seater van, 7 seater, 4 seater cars, 30 and 48 seater buses) available to transport you to sports, church, shopping, public transport stations, errands, medical appointments and so on. Boarding staff are not expected to juggle their duty time between unscheduled trips. Be wise and arrange ahead of time with the Dean on duty for off-campus appointments.

Travel Arrangements – Transport to and from Palmerston North Airport, Bus and Railway stations are provided by L.A.C. House. The arrival and departure details should be communicated ***at least a week before travel***. Boarders are required to arrive for each 1/2 term the day before school starts, by 9:00pm, and are not meant to come any earlier than the day before, unless arranged with staff under special circumstances. Boarders are also to depart for breaks no later than 9pm the day following the end of term, unless otherwise arranged with staff.

V

Vehicles – On the rare occasion that a Year 13 boarder wishes to keep a personal vehicle on campus (e.g. car or motorcycle) they must follow the LAC school Vehicle Policy.

Y

Year 13 Privileges - As a senior boarder at L.A.C. House, you will be allowed certain privileges not given to other boarders. Along with the privileges you will be expected to be examples of responsibility to the younger boarders. Your senior Dean may seek you out to help with senior duties e.g. taking roll mark, supervising Sunday clean up, monitoring uniform of junior boarders.

Examples of Y13 Privileges:

1. IT does not need to be handed in at night time.
2. The option of going on both Sunday and Thursday town trips in the same week.
3. Study in the dorms during evening study period after Soul Time.

What to bring

Clothing

- School uniform - Apparel Academy store, PN or ask your Dorm Dean
- Church wear – smart/formal style clothing for winter and summer
- Modest casual clothes for after school and weekends (any items deemed inappropriate will be confiscated by the deans).
- Dressing gown/wrap – to be worn to and from the shower. Wearing a towel to and from the shower is not permitted.
- Footwear – sports shoes, jandals and smart shoes for church.

Bedding

- 1 pillow
- 2 pillow cases
- 2 fitted single sheets
- 2 flat single sheets
- 1 duvet inner
- 1 duvet cover
- 2 additional blankets (for winter)
- Electric blanket (optional)

Extras

- Clothes hangers
- 2 bath towels
- 2 face washers

Toiletries

- Shower gel
- Shampoo & conditioner
- Toothpaste & toothbrush
- Deodorant (please note that aerosol cans are prohibited in the dormitories)
- Hair brush/comb
- Moisturiser
- Hair products
- Foot deodoriser
- Washing powder/detergent
- Laundry basket and pegs
- Plates, cutlery and cups for personal use in the kitchenette
- Alarm clock
- Personal items e.g. Photos, pictures and ornaments
- Bible and devotional materials
- Headphones (for mp3 players etc.)

NOTE:

1. All clothing, bedding and extra belongings **MUST** adhere to values and beliefs of Longburn Adventist College. Any items that are deemed inappropriate will be confiscated by the Deans.
2. All clothes/personal items must be clearly marked with your name. Any clothes or items without a name will be confiscated by the Dean

Prohibited Items

Banned items in dormitories due to safety and/or discipline criteria

- Aerosols of any kind incl deodorants eg. Axe body spray
- Kitchen appliances, including toasters, fridges etc
- Televisions – console video games only to be played in common room
- Weapons of any kind, including imitation weapons such as firearms

Weekday dorm routine

Mornings (am)

- 6.00** Dorm lights turned on, alarm deactivated.
- 6.30** Notice over intercom to wake up, stretch, toilet, freshen up.
- 6.45** Change into uniforms, make own beds (monitors assist in dorms).
- 7.00** Tidy bench tops, open curtains, pack school bag. ***Prep for worship when rostered.***
- 7.20** Be seated in chapels (full school uniform) for student Morning Watch/roll mark.
- 7.30** Head to the cafeteria for lunch making/queue for breakfast foods.
- 7.55** Breakfast and lunches made – kitchen duties or return to the dorm for grooming.

NOTE:

Dormitory buildings locked, 8.40am to 3.15pm. Go to reception to contact Deans if needed.

Afternoons (pm)

- 3.15** School finishes, return to dorms and change out of your uniform. Dorm duties, after school sports, recreation, 4-4.30pm out-of-dorm fitness.
- 5.25** Be seated in the cafeteria room, wearing correct cafeteria dress code, and await instructions.
- 5.30** Karakia/Pray. Dinner will be served to staff followed by duties people (if present), then table by table to food servery.
- 6.00** All food trays to wash servery, kitchen duties begin until 6.25/30pm. Recreation time starts for non-duty people after dinner until 6.55pm.

Evenings (pm)

- 6.55** Return to own dorm - take study books to worship (Soul Time).
- 7.00** Evening worship (Monday/combined, Tuesday/small groups, Wednesday and Thursday own dorms).
- 7.30** Evening study time in cafeteria, library or computer room.
- 8.30** Juniors (Years 7-10) return to respective dormitory buildings and get ready for bed.
- 8.45** Study ends. Pack up, return to dorm. Shower & bed prep. Hand in all IT to office.
Lights out: juniors 9.30pm, Year 11 9.45pm, Years 12/13 at 10.00pm.
- 10.00** Seniors lights out, can have lamps on. Doors alarmed, quiet in dorms. Staff patrol.

Weekend dorm routine

Saturday/Sabbath

- 7.30am** PA notice over your dorm to wake up, have a wash, get changed for breakfast.
- 8.00** Breakfast prepared by dorm staff – (Central Church, be ready and dressed).
- 9.15** Bus to Central Church.
- 9.40** Bus to Mosaic Community Church.
- 12.45pm** Return to campus for lunch.
- 12.55** Seated at tables for lunch.
- 1.00** Lunch time in the cafeteria. Student roster cleaning duties 1.30pm.
- 3.00** Afternoon activities - refer weekend sheet. Duty Deans will PA any changes.
- Sunset** Worship and notices for Sabbath closing.
- 5.30** Dinner – take your tray to the washer as soon as you finish, and chairs in.
- 7.00** Evening activities (notices in each dorm).
- 11.30** Get ready for dorm lock up, doors alarmed, quiet on campus.

Sunday

- 9.00am** Wake up! Stretch your muscles before leaving your room.
- 9.25** Be seated in the chapel for morning worship and deep cleaning notices.
- 9.40** Duties around the dorm and campus. Deep cleaning procedure.
- 10.55** Be seated in the cafeteria for brunch.
- 11.00** Brunch – sign sheet for town visit (choose Sunday OR Thursday of same week, unless Year 13).
- 11.30** Kitchen-rostered cleaning, rest of afternoon, own recreation on campus.
- 2.00pm** Town trip – mufti wear unless otherwise directed. Return time as directed.
- 5.25** Make your way to the cafeteria for dinner.
- 5.30** Dinner/clean up/worship in each dorm, preparation for school tomorrow.
- 7.00pm** SOUL TIME in own dorms/or combined – Hand in IT before 9pm.
- 9.30** Lights out and quiet in dorms until 6.00am.

* Sunday evening lights out time for all year levels*

LAC House Glossary

Boarder	Students living away from home on school campus.
Boarding House	Building where boarders live.
Dormitory	Another term for boarders' living environment.
Cafeteria	Building where day students can eat during school hours. A tuck shop operates during school hours. Students pay for purchases from the latter.
Churches	Palmerston North Central SDA Church and Mosaic SDA Community Church.
Deans	Different from Year Level Deans at school. Boarding Deans are not teaching staff, and monitor close supervision in the dormitories and general boarding after school and during weekend hours.
Deep Clean	Each Sunday morning before brunch, all boarders are expected to help thoroughly clean their dorm, ready for the week ahead.
Dining Room	Boarders' cooked meals: Breakfast and Dinner in the cafeteria.
Dorm Council	Assist with student boarders' social and general matters in boarding.
House Hoodies	Talk to your dean about the purchase of a House Hoodie.
Hostel	Legal reference to the dormitories, boarding house establishment.
Intercom	An intercom/PA system per dormitory, is used for notices.
Morning Watch	Early morning devotion taken by rostered boarders throughout the school year
School Lunches	At breakfast time, boarders make their own sandwiches and choose other food items such as fruit, muffins, snacks for their lunch packs.
Study	Study or Prep refers to supervised times of study by dorm staff.
Soul Time	Evening worship taken by Deans or invited guests.

F.A.Q.

Who do I see if I...

...am feeling homesick?

Talk to any of L.A.C. House Deans; they will be more than happy to have a chat with you and make sure you are feeling ok.

...just need someone to talk to?

Again, the dorm Deans will be more than happy to have a chat to you about anything that might be bothering you, or talk to your friends, school counsellor Mr Aiono, teacher, or Mr Gredig (school chaplain).

...have questions about my subject choice?

Mr Walsh is the best person to talk to in regards to subject options. Please ask at school reception if he is available (during school hours). Email stanw@lac.school.nz

...want to talk about God or other spiritual matters?

You can either speak to one of the L.A.C. House staff or talk to the school chaplain, Mr Gredig.

...want to join an after-school sports team?

Mr Ferreira is the person in charge of after-school sports so he will be able to tell you what sports are available and when they are on. Email troyf@lac.school.nz

...want to take music lessons?

Talk to Mrs van Wyk/roll mark teacher/Year Level Dean. They will let you know what instruments are available for itinerate lessons. Email sandyvw@lac.school.nz

...have questions about exams?

Talk to your Year Level Dean. If they are unable to help, see Mr Walsh.

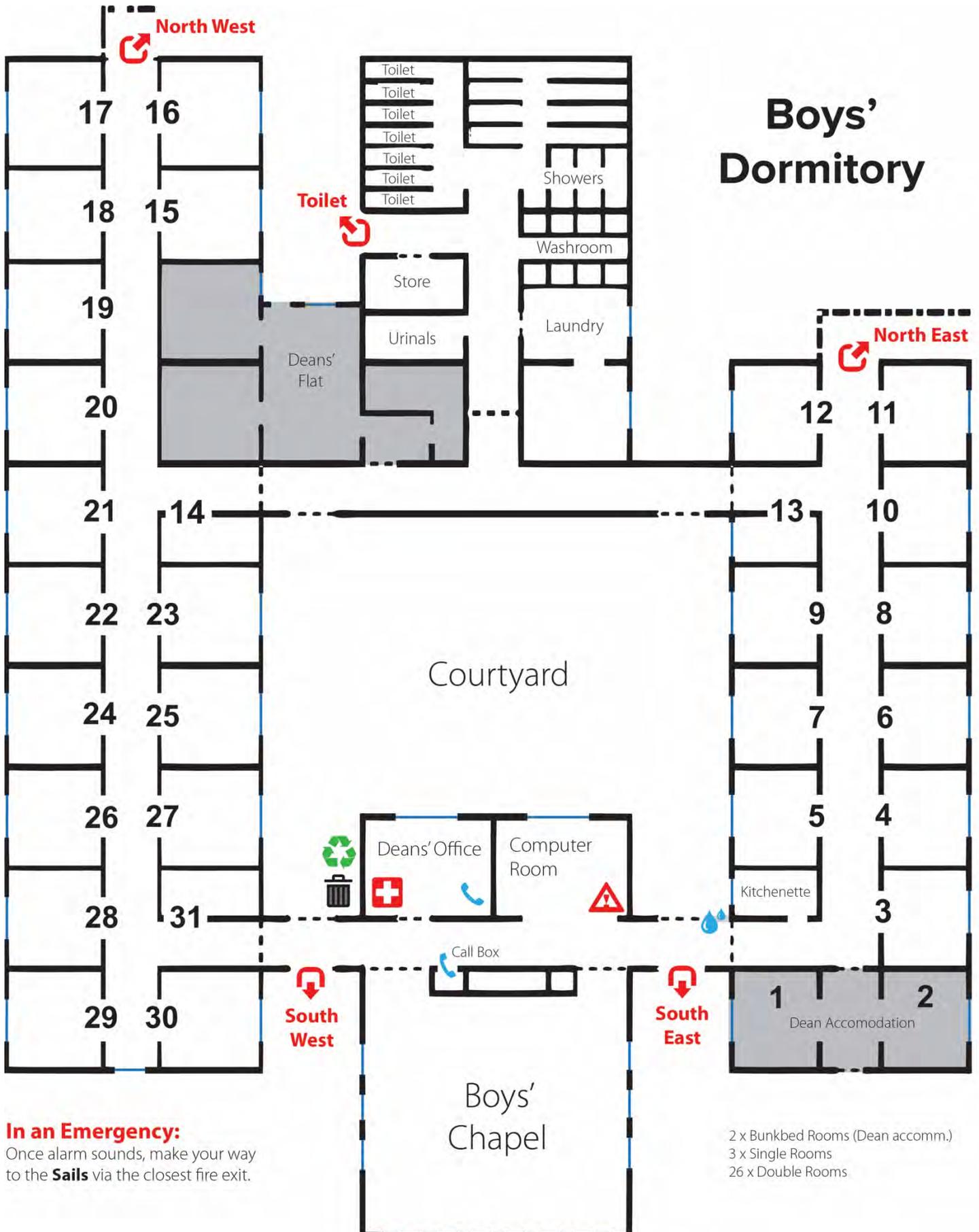
...need to sort out finances?

Mr Andrew Chen (Business Manager) or Mrs Allison Flood (Accounts Clerk), can help you with such things as what to do if you need to charge items against your school account, or pocket money arrangements. Email andrewc@lac.school.nz or allisonf@lac.school.nz.

...need to talk about my future?

Mr Troy Ferreira is the career officer – his office is located upstairs in the library: Email troyf@lac.school.nz

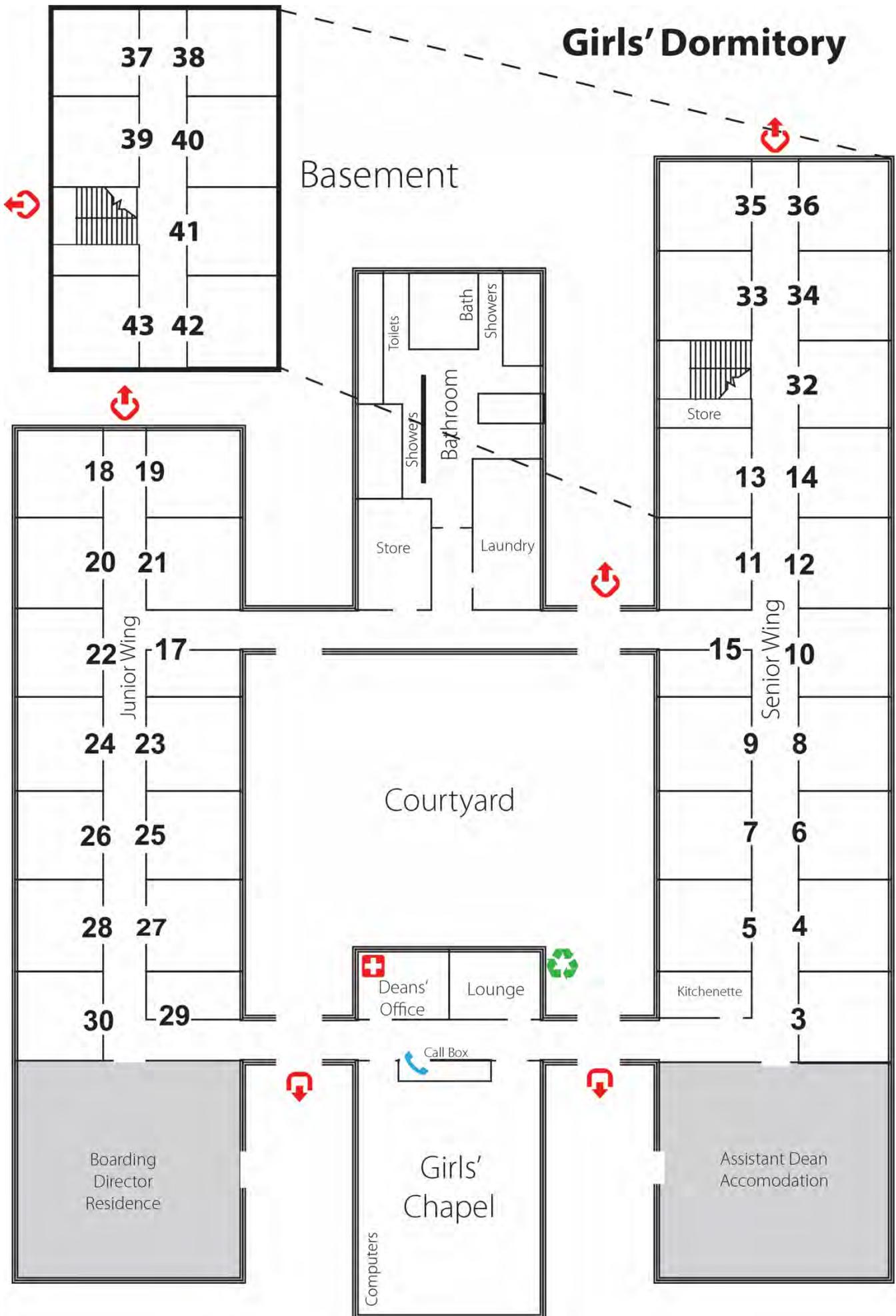
LAC House Layouts



Boys' Dormitory

In an Emergency:
Once alarm sounds, make your way to the **Sails** via the closest fire exit.

2 x Bunkbed Rooms (Dean accomm.)
3 x Single Rooms
26 x Double Rooms





To the Boarding Staff of L.AC. House

I..... , Year.....

have read through the Boarding Starter Pack (date).....,
and accept the rules and conditions of my entry as a 5 or 7 day boarder
at L.A.C. House.

Signed

Date.....

