



# Boarding Manual

**For Senior and Assistant Deans**

**Board of Governors**

New Zealand Pacific Union Conference  
of the Seventh-day Adventist Church

100 Walkers Road, RD7  
Palmerston North, 4477

## Introduction

Welcome to Longburn Adventist College House. We are an extended family of student boarders and staff who live on campus 24 hours, 7 days a week.

There are separate dormitory buildings for boys and girls. These buildings are located on campus within a minute's walking distance of the school buildings, gymnasium, school chapel, outdoor basketball court and school dining room.

Each dormitory is built in the shape of the letter H. Year 7-10 occupy twin share rooms on one side of the dormitory while Year 11-13 occupy rooms opposite the junior wing. The connecting corridor between these hallways also leads to the ablution/shower facilities.

Each dormitory is managed by a Senior Dean and Volunteer Assistant Dean who each live in a flat annex of each dormitory.

Over recent years, there has been ongoing maintenance in each dormitory such as re-carpeting of the entrance and chapel areas, painting of corridors, walls and ceilings, bathroom upgrade and new roof on girls' dorm.

For evening study or prep, access to the school library, computer rooms and cafeteria is available for supervised study as well as after school.

All boarding students are expected to comply with student behaviour guidelines as set out in the Education (Hostels) Regulations 2005.

Longburn Adventist College had its beginnings as the Pukekura Training School in 1908 near Cambridge, New Zealand.

The School was transferred in 1913 to its current location at Longburn where it was known as Oroua Missionary School.

In 1992, the school became state integrated and the name Longburn Adventist College or LAC was adopted. The student body now changed from tertiary students to Year 7 to Year 13 school students.

With two school boards - Board of Trustees was established for Day School operations and Board of Governors for boarding - the church owned and operated part of Longburn Adventist College. The name LAC House was adopted in 2015 for both girls' and boys' dormitories.

The Information Book is a living document and will be revised to meet the changing needs of the community. Any comments or suggestions should be referred in the first instance to the Director of Boarding.

## Special Character - Definition

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

- A faith system made up of Christian beliefs, values and lifestyle of the Seventh-day Adventist Church as determined from time to time by the Longburn Adventist College Board of Governors.
- The achievement of these beliefs occurs 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.
- To provide learning with a special character emphasis in harmony with the Christ beliefs of the Seventh-day Adventist Church.
- Seventh-day Adventists believe in the seventh-day Sabbath and the second advent of Jesus Christ.
- Providing an environment wherein students develop a personal relationship with Jesus Christ rather than an intellectual understanding of who Jesus, Son of God is. All knowledge must be measured against biblical truths.
- To equip students through participation in activities and new interests while empowering them to strive for their goals, making Jesus Christ first and foremost in their lives.

## LAC House

We are in a unique position of providing information between Day School and Hostel and Family.

We aim to take advantage of this situation in order to address issues promptly and effectively, to the greatest benefit of students and LAC House.

All significant pastoral care issues such as bullying and harassment must be reported immediately by staff and student/s to the Director.

Bullying, harassment of any form will not be tolerated at LAC House.

At LAC House, we integrate day school motto behaviours as follows:

**Lead with Integrity** - Staff and students are encouraged to take an active role by encouraging each other to develop their potential based on Biblical principles of love and acceptance.

**Act with Respect** - towards each other - building friendships based on affirming each other's differences as unique and God given ability to demonstrate by His power, individual gifts when guided by His Word and the Holy Spirit.

**Cultivate Resilience** - living away from home, community, country is quite a daunting experience for young people, but within an environment of acceptance and compassion, individuals can overcome such things as homesickness and adapt within the boarding family community to be self-reliant and independent.

## The ASPIRE Programme (est. in boarding 2011)

That both students and staff enjoy present and spiritual growth through: Learning, Role Modelling, and Teaching Positive Behaviour

<b>A</b>	Accomplishment	Whakatutuki
<b>S</b>	Skills	Pukenga
<b>P</b>	Purpose	Putaki
<b>I</b>	Identity	Tuakiritanga
<b>R</b>	Relationship	Whanaungatanga
<b>E</b>	Empower	Whakamana

## LAC Mission Statement

*In Christ, we educate, encourage and empower*

- To educate** - for learning and skills, excellence, grace, eternity
- To encourage** - through a caring community service, relationship
- To empower** - toward holistic potential lifelong learning, mission

## LAC House Motto

*Kia Puāwai Tātou - The Lord's Plans – Jeremiah 29:11*

### **RELATIONSHIP OF LAC HOUSE WITH THE SCHOOL**

LAC House is the boarding part of Longburn Adventist College. It is ultimately accountable to the Longburn Adventist College Board of Governors, NZ Pacific Union Conference (headquarters located in Howick, Auckland).

The Boarding Director is to liaise with the School Principal (Longburn Adventist College) and School Administrators (Deputy Principal, School Chaplain, Director of International Students, School Business Manager), Admin/Marketing Manager important matters pertaining to all LAC House staff and student boarders throughout the school year (holidays included).

This manual contains policies and procedures specific to LAC House.

## LAC House Directory

### LAC House Staff (Board of Governors):

Boarding Director 06 3541059 Ext 729	Maria Henry 021 987 161	<a href="mailto:mariah@lac.school.nz">mariah@lac.school.nz</a>
Senior Boys' Dean Phone 06 3541059 Ext 702	Jefferson Souza 021 223 4808	<a href="mailto:royh@lac.school.nz">royh@lac.school.nz</a>
Administration Manager 06 3541059 Ext 734	Eifion Paul 021 229 8199	<a href="mailto:eifionp@lac.school.nz">eifionp@lac.school.nz</a>
Assistant Deans		
Girls': 021 246 2616	021 229 7775	Ext 743
Boys': 021 918 721		Ext 744
School Chaplain Phone	Kofi Amoah 06 354 1069 021 243 7720	<a href="mailto:kofia@lac.school.nz">kofia@lac.school.nz</a> Ext 739

### Residential Address

100 Walkers Road, Longburn 4477, Palmerston North

### Postal Address

PO Box 14001, Longburn 4866

### School Administration (Board of Trustees):

School Principal Phone	Brendan van Oostveen 06 354 1069 Ext 704	<a href="mailto:principal@lac.school.nz">principal@lac.school.nz</a> 021 466 049
Deputy Principal	Ros Burnett	<a href="mailto:dp@lac.school.nz">dp@lac.school.nz</a>
Administrative Assistant	Lynette Strauss	<a href="mailto:pa@lac.school.nz">pa@lac.school.nz</a>
Business Manager Phone	Andrew Chen 06 354 1059 Ext 701	<a href="mailto:finance@lac.school.nz">finance@lac.school.nz</a> 021 987 160
Accounts Clerk Phone	Allison Flood 06 354 1059 Ext 709	<a href="mailto:allisonf@lac.school.nz">allisonf@lac.school.nz</a>
International Students & School Counsellor Phone	Francis Aiono 06 354 1069 Ext 706	<a href="mailto:international@lac.school.nz">international@lac.school.nz</a> 021 260 5173

## Director of Boarding – Job Description:

**Responsible to: Board of Governors & College Principal**

**Function: Student Care**

### *Key Tasks*

1. Be readily available for boarders to discuss issues or seek assistance.
2. Foster a climate of mutual respect and cooperation between student boarders and staff.
3. Ensure there is a clear set of procedures for the day-to-day pastoral care of the student boarders. This will address health and safety, guidance on personal well being, school progress and behaviour and discipline.
4. Ensure that there is a system for in-house counselling and maintain good links with the school counselling system as appropriate.
5. Maintain and improve procedures for ensuring behaviour and discipline standards are sustained.
6. Meet regularly with boarding staff and student deans.
7. Ensure that co-curricular activity is promoted.
8. Ensure that medical matters are attended to in an effective and timely manner.
9. Ensure that the food menu is reviewed twice a year to sustain quality of food (nutritionally) and that quantities are sufficient. Share at least three evening meals per week with student boarders.

### *Expected results*

1. Boarders have easy access to the Director of Boarding.
2. Student Boarders and staff live and work in an atmosphere of mutual respect and cooperation.
3. Day-to-day operational procedures are clear, easily applied and directed towards a positive boarding experience in all respects.
4. Counselling needs are met by in-house or at-school counselling.
5. A clear and workable process for behaviour management exists.
6. Boarders are widely involved in co-curricular activity.
7. The food menu is reviewed at least twice per year and evening meals are shared with the student boarders at least three times per week.

### **Function: Personnel Management**

#### *Key Tasks*

1. Manage Dormitory Staff, namely Senior Boys' Dean, Volunteer Assistant Boys' and Girls' Deans.
2. Meet regularly with the Dormitory Staff / Boarding Committee.
3. Ensure all staff carry out their responsibilities, as specified in their job descriptions.
4. Appraise staff annually and submit an official report to the School Principal/Local BOG member for each staff member.

#### *Expected results*

1. A Boarding Report is produced at each Board of Governors' meeting.
2. Positions are filled in conjunction with the School Principal/Local BOG member, Marketing/Admin/IT Manager as they become vacant.
3. A weekly meeting takes place with the minutes recorded – Mondays - Weekend Debriefing; Thursdays - Weekend Planning.

### **Function: Education**

#### *Key Tasks*

1. Ensure all homework and study preparation is conducted each week.
2. Ensure that an environment that is conducive to good study habits is provided.
3. Communicate regularly with student boarders who are experiencing study difficulties.

4. Coordinate a study programme using Tutors or outside assistance.
5. Communicate promptly with parents whenever study and academic problems arise.

#### *Expected Results*

1. A system of study supervision is in place.
2. The best possible environment of study is established using both dormitories and school facilities.
3. Student boarders who are having study difficulties are identified and assisted.
4. A study programme is established and maintained using Tutors or outside assistance.
5. Parents are contacted when study and academic problems arise.

### **Function: Facilities and Grounds**

#### *Key Tasks*

1. Maintain the dormitory facilities at the most competitive cost in consultation with the school Property Committee.
2. Maintain the grounds in consultation with the Maintenance/Grounds person and school Property Committee.
3. Ensure ease of access to outside organisations wishing to use the dormitories during the school holidays and manage their stay in line with the contract for such groups.

#### *Expected results*

1. The general maintenance of the dormitory facilities is dealt with promptly by using recognised tradesmen/firms.
2. The grounds are kept to the best possible standard.
3. Outside organisations comply with the terms of the contract during their stay.

### **Function: Communication**

#### *Key Tasks*

1. Ensure the Senior Management team is informed of issues warranting their awareness.
2. Liaise with the teaching and support staff of the School as necessary.
3. Communicate promptly with parents directly on matters of concern.
4. Indirect communication takes place by House newsletter at least three times a year.
5. Report on student progress in the dormitories during the year.

#### *Expected Results*

1. The Director meets with the Senior Management Team when appropriate.
2. Liaison with the teaching and support staff takes place as necessary.
3. A newsletter is sent to parents at least three times a year.
4. A system is established to ensure parents have prompt access to the Director.
5. Parents receive reports of student boarders' progress.

### **Function: Financial Management**

#### *Key Tasks*

1. Prepare a budget request document for the following year and submit it to the Business Manager by the date required in Term 4.
2. Manage the dormitory budget in conjunction with the Business Manager.
3. Monitor payment of boarding fees in conjunction with the Finance Committee and Business Manager and, where necessary, contact parents to follow up non-payments.

#### *Expected results:*

1. A budget request is prepared and submitted to the Business Manager as required.
2. The Boarding finances are managed efficiently and within budget.
3. Boarding fees are paid in full by all students.

**Function: General**

*Key Tasks*

1. Be on call for, and attend to, any event or emergency that may arise.
2. Inform the duty staff when the Director's absence from the dormitories is anticipated to be for a lengthy period.
3. Be available for dormitory duties as per the duty roster.

*Expected Results*

1. Emergencies and events are dealt with.
2. Duty staff are made aware of any lengthy absences of the Director from the dormitories.
3. Duties are completed.



## Senior Dean – Job Description:

**Responsible to: Director of Boarding**

**Function: Student Care of Girls / Boys**

### *Key Tasks*

1. Assist the Director to provide clear systems of expected behaviour and fair discipline.
2. Assist the Director to put in place an official counselling system.
3. Meet regularly with the Boarding staff and student deans.
4. Assist the Director to ensure that each girl/boy is encouraged to be fully involved in at least one co-curricular activity.
5. Assist the Director to have roster systems in place to ensure that each boy contributes to the daily functions of girls' / boys' dormitory.
6. Assist the Director to ensure that each girl/boy is given the best of medical care both within the hostel and when taken to an outside medical centre.
7. Assist the Director to ensure that the menu is reviewed twice annually and the girls/boys are well fed.
8. Share at least three evening meals per week with the student boarders.

### *Expected Results:*

1. Documentation outlining expected behavioural codes exists and is complemented by systems for discipline.
2. A counselling system is readily available and records are kept of each session where appropriate.
3. Weekly meetings take place between the Senior Dean's, Assistant Deans, and Student Deans.
4. Girls/boys receive a healthy and ample diet.
5. At least three evening meals per week are shared with the student boarders.

**Function: Personnel Management**

### *Key Tasks*

1. Assist in the management of Girls/Boys' staff.
2. Meet regularly with the Director of Boarding and other boarding staff.
3. Ensure all staff fulfil their responsibilities, as specified in their job descriptions.
4. Assist in appraising staff when required.

### *Expected Results*

1. Assistance is provided for the Director in the management of Girls'/Boys' dormitory.
2. Weekly Boarding staff meetings - Mondays/Weekend debrief, Thursdays/Weekend planning - are attended.
3. Staff fulfil the responsibilities outlined in their job descriptions.
4. Assistance is provided in the appraisal of specific staff members, as required.

**Function: Education**

### *Key Tasks*

1. Assist the Director to ensure all homework and exam preparation sessions are productive and successful.
2. Assist the Director to ensure that an environment conducive to good study habits is provided.
3. Assist the Director communicate regularly with girls/boys who are experiencing study difficulties.
4. Assist the Director to communicate with parents regarding girls'/boys' study and/or academic problems.

### *Expected Results*

1. A system of prep supervision is in place.
2. The best possible environment for study is established using both dormitory and school facilities.
3. A system is established to identify girls/boys who are having study difficulties and these problems

are addressed.

4. A tutor programme is established for study and exams and maintained.
5. Parents are contacted when study and academic problems arise.

**Function: Buildings/Grounds**

*Key Tasks*

1. When on duty, check that grounds and facilities are being used appropriately and that any problems regarding buildings/grounds are addressed and/or reported to the Director.

*Expected Results*

2. The grounds and buildings are maintained to the best possible standard.

**Function: Communication**

*Key Tasks*

1. Assist the Director to liaise with the teaching and support staff of the School about student boarders.
2. Assist the Director to communicate directly with parents on matters of concern.
3. Assist the Director to indirectly communicate at least three times a year, through the boarding newsletter.
4. Provide information to the Director on girls'/boys' progress in the dormitory for reports.

*Expected results*

1. Provide information for the Director for reports and newsletters.
2. Liaison occurs with the teaching and support staff as necessary.

**Function: Finances**

*Key Tasks*

1. Manage financial matters as delegated by the Director.

*Expected Results*

2. Delegated financial matters are managed prudently.
3. Records are kept of individual girls'/boys' accounts and parents have ready access to those records.

**Function: General**

1. Be on call for, and attend to, any event or emergency that may arise.
2. Inform the duty staff when Senior Boys Dean's absence from the dormitory is anticipated to be for a lengthy period.
3. Perform appropriate dormitory duties as per the duty roster.
4. Assume the role of Director when required during the Director's absence from the dormitory for an extended period of time.

*Expected Results*

1. Emergencies and events are dealt with.
2. Duty staff are made aware of any lengthy absences of the Senior Dean from the dormitory site.
3. Duties are completed.
4. The role of Director is assumed during any lengthy absence of the Director from LAC House.

## Administration Manager - Job Description:

**JOB DESCRIPTION:** Administration Manager

**RESPONSIBLE TO:** Board of Governors  
Director of Boarding  
College Principal

**FUNCTIONAL RELATIONSHIPS WITH:** Director of Boarding  
Senior Deans  
College Principal  
Business Manager  
Boarding Parents/Caregivers  
Day school – Deputy Principal and teaching staff  
International Director  
Support Staff – Food & Services, Maintenance, Transport, School Office

### PRIMARY OBJECTIVES:

1. To help promote and market the college, particularly but not exclusively, the boarding component.
2. To be responsible to provide regular information to the college community incl. LAC Newsletter and social media.
3. To be responsible for the college website ensuring it is kept up-to-date and immediately oversee the development of a new website
4. To provide Administrative assistance for the Board of Governors area of the college.
5. To loyally support the school and its management at all times.
6. To actively implement the Mission Statement of the College.

### KEY OUTCOMES:

1. Special Character
  - (a) Maintain standards and values through the religious belief system based on the teachings of the Seventh-day Adventist Church which support the Special Character of Longburn Adventist College,
  - (b) Participate in activities which relate to the Special Character,
  - (c) Implement policies and further Mission Statement Aims and Objectives,

2. Leadership

- (a) Assist in the development and maintenance of a professional and collaborative working relationship with staff and students,
- (b) Take responsibility for the provision of electronic newsletters and website media.
- (f) Communicate well with staff and students.

3. Areas of Responsibilities

Administration, Promotion, marketing and overseeing the production of printed and electronic material including responsibility for the college website. Specific roles will include:

1. Have overall responsibility for communication to community via electronic means
2. Ensure the BOG has a self-review process updated and operating
3. Ensure the BOG has adequate policies to ensure its safe operation.
4. Ensure the BOG Student Handbook is updated each year and available to all boarding students at the start of each year.
5. Have oversight for the BOG property (including vehicles) at LAC. (this includes attending LAC Property Committee meetings)
6. Be responsible for the process of recruitment and appointment of Assistant Deans on behalf of the Board of Governors.
7. Ensure that the 'LAC Offering' collected in NZ SDA Churches, is adequately promoted throughout the SDA churches in NZ.
8. Prepare a Marketing Plan for the college for the start of each year.
9. Have overall responsibility for the marketing of the college to prospective students within NZ, Australia and the Pacific Region, this will include having responsibility for keeping track of enquiries.
10. Ensure the college website is kept up-to-date and used as an effective marketing tool.
11. Along with the Boarding Director, plan boarding student activities on a term by term basis ensuring that boarding students have an adequate and broad range of sporting, cultural and hobby activities outside of the classroom.
12. Support the Chaplain in implementing the ASPIRE program to boarding students at LAC.

## Assistant Dean - Job Description:

**Responsible to:** Director of Boarding  
Senior Girls' or Boys' Dean

**Function:** Student Care

### *Key Tasks*

1. Support the system of pastoral support and the ethos of LAC House.
2. Put into practice the systems that support day-to-day operations and the spirit of LAC House.
3. Work actively with student deans in a positive manner.
4. Encourage the co-curricular activity of each student boarder.
5. Participate fully in the medical welfare of each student boarder, as occasion arises.
6. Supervise mealtimes and preparation of up to three breakfast meals.
7. Ensure routines are followed and rosters observed.
8. Provide information to the Director and Senior Dean, of student boarder with their dormitory at regular boarding staff meetings.

### *Expected Results*

1. Behaviour of the expected order is followed and discipline systems are seen to be implemented.
2. Day-to-day operations and weekend management of LAC House are effectively supported.
3. A positive working relationship is established with student deans.
4. Co-curricular activity is actively encouraged and supported.
5. As medical needs arise, the student boarders are dealt with appropriately i.e. any student boarder who requires medical assistance is brought to the attention of the Senior Boys' Dean (boys), Director (girls) and accompanied to outside agencies where necessary.
6. All student boarders are observed to adhere to routines and rosters of LAC House.
7. The Director is provided with information on student boarders' progress for reports.

**Function:** Education

### *Key Tasks*

1. Ensure that all homework and exam preparation is completed.
2. Enhance the positive study environment by proactive study organisation.
3. Assist with student boarder tutoring where necessary or refer to outside tutoring programme.

### *Expected Results*

1. Student boarders have a good homework record and assessment preparation.
2. Every attempt is made to establish a positive environment.
3. Student boarders are regularly encouraged to prepare well in their studies.

**Function: Facilities and Grounds**

*Key Tasks*

1. Follow the weekly checklist when rostered on duty.
2. Ensure the dormitories remain tidy at all times

*Expected Results*

1. The grounds and facilities in each dormitory are maintained to a good standard.

**Function: General**

*Key Tasks*

1. Be on call for, and attend to, any event or emergency at which the Director or Senior Dean requires assistance.
2. To exercise professionalism and care at all times when dealing with student boarders.
3. Be informed of any current changes in relevant statutes and regulations.
4. Maintain standards and values which support the special character of LAC House.
5. Participate in school activities during day school hours if required.
6. Participate in local church worship programmes.

*Expected Results*

1. The Director, Senior Dean are assisted during emergencies or when requested.
2. Student boarders are dealt with appropriately.
3. Improved Health and Safety welfare of boarding environment in each dormitory.
4. Ensure standards and values of LAC House are supported.
5. If required, participate in school day activities.
6. Being part of a team through discussion groups, praise and worship, sound desk.

## Chaplain - Job Description:

**Responsible to:** Director of Boarding  
College Principal

**Function:** Student Care

*Key Tasks* *Promote the special character of the college.*

1. Support LAC house staff in their support of students as needed.
2. Help provide spiritual and emotional guidance and support to students of LAC House.
3. Provide support to LAC House students and where necessary their families.
4. Provide spiritual resources for Boarding staff to assist in supporting the spiritual growth of LAC House students.
5. Provided mentoring opportunities for students

## Duty Policy:

*Duty of Care is paramount and it is the rationale for all day-to-day procedures that operate in LAC House.*

### Duty Times

The week is split into fourteen duty shifts. Each shift consists of 8 hours' supervision either through contact/on-call hours. The first shift each day is from breakfast/lunch foods preparation until 2.30 pm and the second shift is from 2.30 pm until 10.30 pm. There is an understanding that all student boarders are then in bed, doors alarmed to the morning duty dean's flat in the dormitory.

### Duty Personnel

- Girls' dormitory – The Volunteer Assistant Dean rostered duty is one morning shift then the next day afternoon/evening shift. Weekend roster – one staff per Friday, Sabbath, Sunday, and rotate weekend day the following weekend
- Boys' dormitory – The Volunteer Assistant Dean rostered duty is one morning shift then the next day afternoon/evening shift. Weekend roster is fixed – no rotation unless previously discussed with Senior Boys' Dean.
- The Director of Boarding is expected to be on call if a duty shift cannot be covered for some reason. By default, the Director is on call 24 hours 7 days a week.
- In case of fire, the rostered Duty Dean is the Fire Warden.

### Duty Records

- A staff diary is kept in each dormitory office, and duty staff record activities and movements of student boarders throughout their shift.
- The staff diary is to be kept up to date and accurate for the next shift if any follow up needs to occur such as medical appointments, transport pick up/drop off. This is especially important at weekends, and the staff diary is not for student boarder reference.
- Concerns must be recorded in the staff diary and at the changeover of each staff duty, the staff diary must be read and noted for any follow up. If necessary, contact the Boarding Director.
- All completed daily records are to be filed in the staff office.



## LAC House Structure

### **Director of Boarding:**

1. Approves exeat weekend leaves, recommends suspensions/expulsions/behaviour contracts.
2. Approves casual leave after 5.30 pm for both dormitories
3. Signs forms as 'guardians' – medical application forms
4. Withdraws privileges
5. Gives car exemptions
6. Liaises with School Principal, School Business Manager, International Director of Students
7. Approves Extended Casual Leave
8. Oversee Pastor Management
9. Manage Hostel Staff
10. Chair of Monday Briefing Committee and Thursday Weekend Committee
11. Staff the Hostel
12. Liaise with Dorm Council and Student Deans
13. Liaise with parents/guardians
14. Provide newsletters/student reports
15. Maintain Hostel facilities/buildings/grounds with Property Committee
16. Observe rosters/routines
17. Member of Senior School Leadership Team (ex officio)
18. Attend morning staff worship
19. Oversee study/prep routines
20. Appraise Staff as required
21. Observe progress of International Student Boarders and Holiday Homestay

### **Senior Girls'/Boys' Dean**

1. Oversee the routines and day to day running of the Girls/Boys Dormitory
2. Meet with Assistant Deans each Monday for briefing
3. Provide safe and happy learning environment for girls/boys, seniors and juniors
4. Prepare dormitory cleaning rosters and kitchen cleaning preparation for girls/boys dorm
5. Liaise with parents/caregivers
6. Keep medical records on file when girls/boys attend doctors or other medical facilities
7. Keep the staff diary updated and accurately recorded of sports, practice times
8. Supervision for study/prep for Year 7 to 12 boy boarders
9. Drive the school bus vehicles for Thursday shopping trip, church meetings and long distance outings
10. Oversee Student Boy dean/prefect
11. Check on cleaning of dormitory
12. Assist with morning breakfast preparation

### **Assistant Deans**

1. Report to Senior Dean and Director of Boarding
2. Implement rosters and routines in each dormitory
3. Supervision of boarders in respective dormitory
4. Help to provide a safe learning environment within boarding
5. Learn all boarders names with each dormitory and learn to maintain staff/student relationship within a professional capacity at all times
6. Keep medical records
7. Be a driver when required during duty hours
8. Assist with breakfast preparation
9. Support the local SDA church with attendance and encourage boarders to maintain their relationship with God

## Guidelines for Duty Staff:

1. The office is for duty staff. When boarders enter the office they refer to staff as 'Sir' or 'Miss'. They must not be left unsupervised in the dorm office.
2. Use of the PA or Intercom is for staff only – if for some reason permission has been given to a student to use the Intercom, it must be with the staff member in the office and a polite, courteous tone message must be used at all times. The Intercom system is a public address system within each dorm and any misuse of the system will incur penalties.
3. If the Duty Staff is unable to do their duty, they must negotiate a swap in advance. If this is not possible, consult the Director.
4. LAC House & the school campus are smoke free-zones.
5. If the duty staff is not in the office, please indicate on the office door where you are, how to contact you and time of return.
6. Duty staff are expected to be vigilant and active during their duty, visibly active in all student areas.
7. If a student from the opposite dormitory wishes to visit your dormitory, they must first speak to their duty dean who will contact the opposite dormitory duty dean to request permission for a boarder to pay a short visit, and give purpose of visit. If this is agreed upon, then the boarder must go immediately to the opposite dormitory front entrance only, conduct their request and return to their dormitory with haste. Entering the opposite dormitory without permission will incur penalties.
8. Breakages or unusual events need to be recorded in the staff diary and notified to the Director.
9. The separate procedures for study/prep must be strictly adhered to, to ensure quality homework, study and reading.
10. All visitors to the dormitory must sign in and report to the duty staff member.
11. Day time visitors report to the school reception office who will contact the duty dean to inform you of the who is visiting and purpose of visit to your dormitory. They must sign the visitors' log book before going past the swing doors of the front entrances with the duty dean.
12. After school visitors – report to the duty dean who will assist with queries. If unsure, contact the Director immediately.
13. Day students are not allowed to be in or near the dormitory buildings during school hours.
14. The dormitories are locked between 8.40 am and 3.00 pm on weekdays.
15. Duty staff are required to wear LAC House uniform shirts while on duty. It is important to remember we are on 'show' and the wider community views the whole school based on LAC House staff performance of duties, after-school hours and at weekends.
16. The designated duty staff member is also the Evacuation Warden in case of an emergency. 'High visibility' jackets and roll mark folders are kept in the front office of each dormitory. Follow procedures as outlined in the relevant documents.
17. Room keys issued at the beginning of the year are the responsibility of the boarder. If lost, there is a \$25 replacement fee.
18. Use of school vehicles for personal use - check with on-duty personnel (boys' and girls' dormitories) in the event they may need the vehicle to transport boarders.
19. Visitors to boarding staff flats must be at the discretion and agreement of flatmate, and not go beyond this point into the dormitory.
20. Boarders from your dormitory are permitted to visit staff flats. The visit must not be too long, and be at the discretion and agreement of your flatmate. Clear expectations of behaviour and appropriateness are expected.

## Teacher's Weekend Supervision

### Obligations of LAC Teaching Staff

The teaching staff acknowledge that no contractual relationship is created between them by this memorandum, but agree to work together in the true spirit of partnership to ensure that there is a united visible and respective leadership of weekend supervision in boarding and to demonstrate this commitment to weekend supervision in boarding by means of the following individual services.

### Cooperation<sup>12</sup>

The activities and services for weekend supervision in boarding shall include, but not limited to

a. Services rendered by \_\_\_\_\_

Include : choosing a weekend on the weekend supervision sign up sheet, attend the Thursday Lunchtime Weekend Outline Meeting, help organise Friday evening programme, help coordinate a Sabbath or Sunday afternoon activity, participate and help to organise a Saturday night activity, such as gym times, theme evenings, off-campus outings.

b. Services rendered by Longburn Adventist College House to have available a Term overview of the weekend calendar and pre-planning with the rostered Boarding Duty Dean at least one week prior to the Weekend Outline meeting and present the activity outline for the pastoral care of boarders

### Resources

Longburn Adventist College House will have the final approval and secure any financial contribution if required for weekend boarding activities.

### Weekend Supervision Procedures:

- Each teacher assists with 20 hours of weekend supervision over a year.
- Choose 10 blocks of 2 hour slots. You have this option to do complete weekends or spread slots over multiple weekends in preferred slots (eg 3 Fridays instead of Friday, Saturday and Sunday).
- Create a 'family' atmosphere for boarders by supporting the special character of LAC House
- Meals are optional but you are welcome to join on Friday 5.30 pm, Saturday 1.00 pm and 5.30 pm or Sunday 11.00 am. If you are bringing your immediate family, let the Boarding Director know at least 24 hours beforehand to inform catering of the extra meal numbers.
- Weekend activities are subject to change. A detailed weekend plan will be sent out on the Thursday before your weekend duty. You are welcome to attend the Thursday meetings at 11.00 am.
- If you are unable to attend a slot, please communicate with the Boarding Director by the previous Wednesday.

## LAC House (Dorm) Council:

Each year, Year 13 boarding numbers vary and while it is important that student leadership is encouraged, it is inevitable some Year 13 will be first-year student boarders. This can be confusing when asked to lead out, over boarders who have attended over 3 or 4 years as student boarders and are familiar with the Boarding House system.

In order to combine experience with a fresh perspective, DC (or Dorm Council) was established as a 'voice' for student boarders to LAC House Senior Management on matters regarding concerns and improvement for each dormitory. Its function however, has primarily been to organise social activities at weekends with all the House being involved. A staff member is voted in and reports on Council matters at House Management staff meetings.

Concerns from student boarders to Dorm Council are presented to House Management for further discussion, with positive feedback and outcomes for all concerned.

Each dormitory vote for representatives from each level, and when all votes are counted the successful candidates are announced to the student boarders.

### **Brief Job Description**

- The aim of the LAC House Council is to help organise activities at weekends, assist with evening worship and be a 'voice' to LAC House Management as required.
- Encourage new student boarders to participate in dorm activities and provide opportunities for leadership roles in public speaking, group discussions and presentations.
- Be available to all student boarders as another 'listening ear'.
- Meet fortnightly – elect a chairperson, secretary/minutes recorder, advertise upcoming events.

## Year 13 Duties

- Year 13 boarders assist with supervision in each dormitory, as discussed with Senior Deans.
- Job supervision includes overseeing: sports, worship, cleaning, rostered kitchen duties, mail collector, internationals.
- Sports – arrange early morning runs during summer months.
- Worship – follow up speakers for 7.20 am Morning Watch according to Worship Roster.
- Cleaning – Check that after-school dorm cleaning per Cleaning Roster is done, and check off in the duties book.
- Rostered Kitchen Duties – Follow up rostered duties.
- Mail collector – be prompt.
- Internationals – meet with individuals in each dorm and report any issues/concerns.

### Privileges

- Study in the dorms at prep time.
- Town trip privileges for Sundays, Thursdays and Saturday nights.
- Not required to hand in IT.
- Weekend leave – more than 3 per term.

### Expectations:

- Have the conduct, dignity and style of a leader.
- Attend three out of five morning worships.
- Be firm but fair in all discipline matters.
- Be supportive and caring of students – especially those with special needs.
- Encourage and support inter-dorm activities in a positive manner.
- Undertake training, attend meeting and contribute ideas.
- Have sensitivity to the cultural, religious and financial status of students.
- Promote teamwork – have a sound working relationship with LAC House staff.
- Encourage and assist students in their studies.
- Be a good role model – set a good example to other students.
- Maintain own dorm room and facilities to a good standard.

## School Day Routines

TIME	STAFF	BOARDERS	STUDENT DEAN
0600	Turn on lights, deactivate alarm, read diary, go to café kitchen, prepare sandwich fillings, other staff prepare cereals, hot foods, drink, toast, fruit.	6.15 am – can do own exercise plan in gym or run on campus.	Encourage boarding students to have exercise plan and keep to it.
0630	Intercom both dorms with notice –time to wake up, get up, freshen up, turn up on time for morning watch and notices. Remind to wash hands after toilet.	Remaining student boarders to wake up. Tidy mufti wear or uniforms.	Circulate around own dorm, knocking on doors for further assurance!
0700	When food preparation is finished, return to dorm, write brief notices on whiteboard in chapels. Intercom that morning worship begins soon.	Boarders make way to own chapels.	Continue to assist with getting boarders to worship roll mark.
0720	Morning devotional taken by student.	Seated in own chapels – rostered student/worship.	Mark attendance roll.
0725	All student boarders go to dining room when morning watch has finished.	Queue for breakfast foods.	Breakfast.
0800	Rostered duties commence :-  If your dorm on duty, remain with them until all areas are covered.  Leftover foods divide between 2 dorms and take foods for after school snacks.  No duties, boarders return to dorms.	Duties: Pots – x3 Dishes – x3 Servery – x2 Lunch table x1 Empty Bins – x1 Vacuum – x1 Wipe tables – x1 Microw/Sink – x1	Prep for school
0815	School bell rings – indicate 15 minutes left to exit the dorm. <ul style="list-style-type: none"> <li>Collect IT</li> <li>Absence notes, sign forms if necessary</li> <li>Appointments discussions (opt.)</li> </ul>	5 room points: -make bed -open curtains -tidy bench tops -floor area tidy -tidy loose clothing	Prep for school
0830	Check uniforms and school bags have all essentials for the school day.	Start leaving the dorms for school.	Be prompt for roll mark.
0840	Check all exit doors locked. Turn off lights. Write in diary. Tidy Room points. Contact school office, report absences or confirm attendance of your dorm before 0900 hours.		
0900 to 0930	Conduct Room Check - taking note of boarders who are not maintaining room tidiness.		
0930 to 1100	General tidy up around the hallways, dorm chapel, front entrance and dorm office until 1100 hours. Monitor any sick students in dorm. Ensure they have food and are resting. Make doctors appointment if needed.		
1100 to 1500	On call (mobiles or office phone) during non-contact hours until end of shift.  Take time for meal breaks as necessary. Throughout the day you may be contacted by the school office, if a boarder needs to return because they are sick, or maintenance visits to the dorm.  Compulsory Staff attendance - Monday afternoon; times vary depending on events. Thursday morning: 11 am to 12 pm for Weekend Planning Meeting in Principal's office.  Before end of shift, write details in staff diary of notices for next shift to follow through.		

## Evening Routines

TIME	STAFF	BOARDERS	STUDENT DEAN
1500	Unlock doors, turn on lights, read diary.	Return to dorms end of period 5 at 3.15 pm.	Classes
1515	Be in office as boarders return: Greeting, talk briefly about their day at school. Snacks.	Change out of uniforms and hang up in wardrobe.	Own time
1530	Remind those going to sports games, practices to sign out. Any medical appointments, as directed, contact other dean if you have to leave campus, taking student boarders.	Rostered dorm duties to be completed until finished: Empty bins, wipe down benches, sweep floors	Own time
1530 to 1720	Intercom notices to boarders about sports/exercise activities	30 minutes exercise or more on campus	Own time
1720	Intercom in dorm there are 10 minutes to dinner – make way across to dining room and wash hands before karakia and meal.	Be mindful of dinner time and if takeaways ordered, to be sure you have notified duty dean	Own time
1730 to 1800	Dining meal served. BOT staff also on hand to supervise queue. Boardingware attendance taken through the app on duty dean phone.	Await table to servery instruction – avoid long queue. Leave table tidy and put chairs in when finished	Own time
1800 to 1830	Check that duties team on hand .	Rostered students on kitchen clean up	Own time
1830 to 1850	Prepare for Soultime: Mon-(Combined) Chaplain Tue-Duty Dean Wed-Duty Dean Thu-Duty Dean	Recreation / //Thursdays shopping town trip on boarders' bus 1430.	Own time
1850 to 1900	Intercom – student boarders to be at locations for Soultime Worship.	Take study books, pens, study materials	Own time
1900	Soultime Worship /boardingware roll check.	All student boarders to attend	Own time
1930	Supervise study of your boarding house in designated locations.  Evening BOT teacher supervisor in Computer room Mon to Thu	Library & Computers: Mon & Wed – Girls Tue & Thu – Boys Cafeteria: Mon & Wed – Boys Tue & Thu – Girls	Year 13: in dorms  Year 7-12: location
2030	Study ends. Pack up study areas and leave tidy	Year 7-10: return to dorm	Own study
2045	PA students to ready themselves for bed and juniors that they have 15 minutes to hand in IT.	Year 11, 12 return to dorm - shower, bed prep	Own study
2100	Juniors to hand in all IT to the office. If late, penalty is at discretion of duty dean.	Juniors hand in IT to office	Own study
2130	Turn off lights for junior side. All remaining IT due in office for Seniors Year 11-12.	Juniors in own rooms. Seniors hand in IT.	Own study
2145	Office open for any needs the boarders may have. Deliver bedtime medications as needed.	See Dean duty if anything is needed before bed.	Own study
2200	Lights out senior side, signs on door. Activate door alarms – quiet in dorms.	Lamps after lights out for Year 11-12 only; any other night lights/lamp at the discretion of Boarding Director.	Room to room check, junior side. Report to duty dean if necessary
2015	Room to room check –senior side.	Be in own room	
2030	Finish duty, write in staff diary.	Quiet in dorm	



## Weekend Routine:

### Friday:

- 3.15 pm Return to dorms, change out of uniforms, prep rooms and clothes for church tomorrow. Sports teams / winter season.
- 3.30 pm Dorm cleaning duties / weekend leave people must have rooms tidy before they go on weekend leave. Also arrange cover if on kitchen duty.
- 5.20 pm Intercom – dinner in 10 minutes, make way across to dining room.
- 5.30 pm BOT staff on duty, pray over food – direct table by table to servery.
- 6.00 pm Kitchen clean up.
- 7.00 pm Opening Sabbath.
- 8.30 pm Supper / clean up.
- 9.00 pm Return to own dorms, hand in IT to dorm office.
- 10.00 pm Turn lights off and activate door alarms.

### Sabbath/Saturday:

- 7.00 am Turn lights on, deactivate door alarms, read staff diary, Intercom to wake up.
- 7.30 am Intercom, shower, dress, breakfast at 0800. Dorm staff prepare breakfast.
- 8.00 am Intercom, for student boarders to attend breakfast.
- 8.30 am Clean up duties in kitchen.
- 9.00 am Intercom, 15 minutes until bus to Central leaves.
- 9.15 am Bus to Central SDA church.
- 9.40 am Bus to QEC, Mosaic church.
- 10.00 am Church meetings.
- 1.00 pm Lunch in café.
- 1.30 pm Kitchen clean up.

### Afternoon - Per Dean's discretion.

- 5.15 pm Close Sabbath.
- 5.30 pm Dinner.
- 6.00 pm Clean up roster.
- 7.00 pm Saturday evening activity per Weekend Programme.
- 8.30 pm Countdown shopping trip.
- 9.30 pm Gym - sports evening or be in own dormitory.
- 10.30 pm Intercom for gym to close.
- 11.00 pm Everyone in own dorm, campus quiet, lights out, activate door alarms. Permission for room sleep over by staff only – staff patrol.

### Sunday:

- 8.30 am Intercom, time to wake up, lights on, deactivate door alarms.
- 9.00 am Morning worship and deep clean details.
- 9.15 am Begin deep clean in dorms and on campus.
- 10.30 am Shower, change for brunch.

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- 10.45 am Intercom, brunch in 15 minutes, return equipment from deep clean.
- 11.00 am Brunch – rostered duty change.
- 11.30 am Kitchen clean up.
- 12.30 pm Town shopping trip – Sunday or Thursday NOT both, except Year 13.  
Free time to study, exercise, read, quiet time in dorm room, prep. for school.
- 3.30 pm Pick up town trip.
- 5.30 pm Café dinner.
- 6.00 pm Rostered clean-up.
- 7.00 pm Worship in separate dormitories.
- 7.30 pm Staff /Student Deans – check uniforms ready for school, and own study.
- 8.30 pm Shower, change, get ready for bedtime.
- 9.00 pm Hand in IT to office.
- 9.20 pm Everyone be in own rooms and own bed for lights out.
- 9.30 pm Lights out, doors alarmed, quiet in each dormitory.

## LAC House Expectations:

### Dormitory Property:

- All dormitory property is to be treated with respect. Damages must be reported immediately to the Duty Dean, so that repair or replacement can be arranged.
- Beware of slippery entranceways when wet.
- Wipe shoes on entrance mats before entering dormitory.
- Keep chapel and entrance areas tidy after use.
- Equipment is to be returned to its appropriate place after use.
- No use of skateboards, sports balls indoors at any time of the day or night.
- Chewing gum is prohibited due to damage to flooring and concrete paved areas.

### School Uniform:

- As stipulated in the school diary book, the school uniform must be worn correctly at all times during school hours or at special events. Mufti wear after school .
- Accessories such as beanies, caps that are non-regulation uniform wear must be kept in your room until after school.
- It is important to keep uniforms clean, tidy and fresh looking every day. Shoes must be polished to enable longer wear and less tear.
- Uniform clothing should be clearly labelled.
- The purpose of the school uniform is to develop a sense of belonging to and a pride in Longburn Adventist College.
- Full details of the uniform requirements are available from the school website and are posted in the student handbook. Uniform items are available from Academy Apparel Store, 306 Broadway Avenue, Palmerston North.
- Incorrect uniform requires you to have a uniform pass from the duty dean in the dorm office before 8.25 am.
- School uniform wear is compulsory for Thursday town trip. Incorrect wearing of school uniform during town trip will incur penalties.

### LAC House:

- Change into mufti clothing after school, 3:15 pm.
- All mufti clothing worn in boarding must be of an acceptable standard – upholding special character of the school.
- House Hoodies should be kept clean and be washed every week..

### Dining Room:

- Boarders must attend all meals served at breakfast and dinner time throughout the week.
- Weekends – Sabbath: breakfast, lunch, dinner - Sunday: brunch, dinner.
- Wash hands before meals – no dirty shoes/boots in dining room.
- Footwear must be worn inside the dining room during meal times. Covered footwear compulsory for kitchen duties.
- Remove hoodies, earphones, beanies, caps during dining meal hours.
- No singlets, pyjama wear or dirty clothes allowed in the dining room during meal times.
- Wait quietly in serving line. No cell phones or music players are to be used during meals.

- Prayer before each meal is expected.
- Sit at the table properly and keep tone of conversation level to a minimum.
- Food items reserved for the servery, must not be removed to the dining tables.
- Speak to kitchen staff in a courteous manner at all times.
- Any distraction to other diners will incur extra duties after meal has finished.
- Eat meal within food tray provided.
- When finished, place chair under table and take your tray to the washer servery immediately.

**Meals:**

- Vegetarian only meals are served to boarders in the school dining room.
- Special dietary needs will be made according to the information given at enrolment. Arrangements can be made to assist with lactose, gluten, nuts intolerance.

**Day School:**

- Checklist before you leave the dorm – all books and stationery you need for the school day, PE gear, musical instruments.
- If you need to get something from the dormitory, you must go to reception to have the dean paged before returning to the dorm. If this is not possible, then you will have to go without.
- Returning to the dormitory at your leisure is not an option.

**Morning Watch/Soul Time:**

- These are worship times within each dormitory. It is the responsibility of all boarders to attend as daily notices are given after spiritual sharing time.
- Boarders are rostered for morning watch and encouraged to prepare their presentation with the help of prayer, talking to Bible teachers, deans, family members, video clips.
- The purpose for Morning Watch presentation is that it helps build confidence in public speaking and good role modelling.

**Study Times:**

- Study/prep is a very important part of boarding life and provides an opportunity for boarders to achieve well in their NCEA (National Certificate in Educational Achievement) credits and learning levels.
- Such methods as drawing a personal time management chart/checklist will help students to be better organised during evening study.
- Students should choose a range of subjects at level one so they can keep their options open and prepare for future work or study requirements.
- Check assessment deadlines and write them on a calendar to help guide time management.
- Juniors – Monday to Thursday 7.30 pm to 8.30 pm. Take school diaries, and if homework is completed, read silently until it is time to go.
- Seniors – Year 11 and Year 12 – 7.30 pm to 9.00 pm. Year 13 must demonstrate full use of study time by not giving the opportunity to teachers to email parents/boarding deans about falling behind work. If so, then you will forfeit your privilege to study in the dormitory and join the supervised study locations.
- Study sheet to be signed at dinner time. This sheet will be handed to the study supervisor.
- Food is not allowed in specialist rooms – computer lab and library. Earphones not permitted.
- Have a note for combination study (boys/girls) from your subject teacher to verify study.
- Be prompt to study locations.

- Any activity that clashes with study time must have a written note from the adult/supervisor you are with.
- After-school tutoring is available – see the duty dean for details.

### **Punctuality**

- All student boarders must be on time for all activities, and boarding transportation.
- At study and meal times, line up properly and await instructions – pushing and shoving in the food queue will not be tolerated.
- If you are on kitchen duties and late to the food queue, ask politely if you can get ahead due to finishing your meal and starting kitchen duties. If not, wait patiently.

### **Money & Valuables**

- We advise student boarders to have no more than \$20.00 cash in their possession at any time.
- All student boarders are expected to use automatic teller machines for obtaining personal money.
- Large sums of money or other valuables should be given to the Director or Duty Dean for safe keeping in the locked cabinet.
- Passports, airline tickets must be not kept in a boarder's room. These documents must be handed to the Duty Dean directly or taken to the International Director's office (International students) for safekeeping in the locked safe.

### **BYOD –Bring Your Own Devices**

- Boarders who bring their own devices such as laptops, iPads, iPhones, must first register their device with the duty dean – make, serial number, time of entry to the dorm, and sign a document stating that their equipment is brought to the dorm at the owner's risk. You are advised not to loan your device, due to the risk of damage or loss of property.
- Mobile phones are encouraged, but not their misuse. It is assumed all boarders will keep their phones in credit, for ease of communication with family.
- Mobile phones are not permitted during worship and the first half-hour of study.
- Misuse of cellphones will result in confiscation, and parents will be informed.
- Withholding mobile phones after lights out – these will be confiscated for 3 days and parents will be informed.

### **Phone Booth:**

- When answering the phone booth telephone 'say – 'hello, (girls'/boys') dorm, how may I help you?'...if the person is unavailable, say 'can I take a message and get them to call you back?'. Take the details and write on note paper, give to duty dean.

### **Duties:**

- All student boarders are expected to do some duties around the dormitory and kitchen area to help with household chores and develop such skills as learning to operate commercial machinery safely (e.g. kitchen dishwasher), correct storage of large kitchen equipment, and to work within a team environment.

### **Quiet Times:**

- The dorms will be quiet from 4.00 pm to 5.00 pm Monday to Thursday.
- Boarders may read, sleep, do homework or listen to music using headphones.

### **Visitors to the dormitories:**

- After school visitors must sign in at the front entrance of each dormitory. If they are visiting a certain boarder and do not sign the register, it is up to the person being visited to remind them

of this procedure or forfeit further visits.

- Opposite gender visits to the dormitories must be authorised by the duty dean. This is in the interest of boarders' privacy and safety.
- Boarders expecting a visitor must first inform the duty dean when they become aware of these details beforehand.

#### **Vehicles:**

- No student boarder is allowed to keep a vehicle on the school campus unless they have filled in the correct form and communication has been made between the Director and parents/caregivers concerned.

#### **Hydration:**

- Boarders are encouraged to have their own water bottles and hydrate often, for example 6-8 cups of water a day.
- Water, juice is provided at meal times with the occasional milkshake.
- It is preferable to carry your own water bottles which you must clean regularly and take with you to school.

#### **Dormitories:**

- Behaviour in the dorms must be of a high standard. Examples of things that are specifically prohibited are: bouncing balls in the hallways, leaving rubbish bags outside rooms for more than a day, removing bed mattresses.
- There are to be no visitors in the dorms other than family members with the knowledge of the Duty Dean – visitors may not go beyond the swing doors entrance/use sign in book.
- Posters are allowed on room pin boards and must be of Special Character appropriateness.
- No alterations are to be done to rooms (e.g., extra locks, tampering with ceiling smoke alarms).
- Personal equipment such as radio, stereos must be used properly. If volume is loud, this equipment will be removed.
- No room sleepovers during the week.
- Fire exit doors must not be left open.
- Dorm sports equipment must be returned to sports container in the dorm. This equipment is not for personal use or possession.
- No showers after lights out – except with permission from duty dean and with a time limit.

#### **Sports/Games**

- No sports or physical games are to be played indoors except for table tennis, air hockey, pool.
- Skateboards – use helmet and observe pathway areas for pedestrians on campus.
- Observe signs, e.g. stay off field due to flooding,
- Practice times must be observed when using the school gym, due to other sports' prior bookings.
- 'Play fighting' games that go beyond the boundaries of personal and physical safety are unacceptable.

#### **Out of Bounds Areas:**

- Behind the gym, school sheds near water tanks plus bus parking area.
- Across the road, warehouse or private house dwellings along Walkers Road.
- Being at the opposite dorm without permission.
- Access nearby properties to river.
- Walks along Walkers Road without High Viz jackets or Dean's permission.

### **Access to Dormitories:**

- During school hours, returning to the dormitories is not permitted unless the school office has contacted the Duty Dean.
- Any visitors to the dormitories must be with the Duty Dean's knowledge.

### **Laundry:**

- Boarders do their own laundry however assistance is offered to year 7-10 students.
- Assistance laundry for school uniforms – Sundays and Wednesdays.
- Label your clothing with your name.
- Bed linen must be laundered every week.
- All personal linen must be named.
- The laundry room is locked Friday sunset to Saturday sunset.

*Do not borrow or use equipment from any other part of the school.*

- Each dorm has cleaning equipment for personal room cleaning.
- Tell the Duty Dean if any equipment requires maintenance.

### **Fire**

- Procedures, should the fire alarm ring, are detailed on the notice board at the entrance to each dormitory with a copy on each room's noticeboard.

### **Security**

- Valuables, large amounts of cash, personal documents must be handed to the Duty Dean for storage in the school safe.
- Exit doors must be closed during school hours and off campus outings.
- Lock room doors when not in use.

### **Sickness:**

- Boarders who are sick and need to remain in their dormitory to recover during school hours, must let the duty dean know, as meals will be brought to you.
- The Duty Dean will inform the school office of your absence. When a boarder returns to school, they must take an absence note from the Duty Dean and hand it to their roll mark teacher to avoid penalty for no absence note.
- No IT or cellphones allowed.
- Remain in the dormitory until the following day for full recovery. If a boarder wishes to get fresh air, a stroll around the dormitory courtyard is acceptable.
- Inter-room visits by other boarders who are sick and remain in the dormitory during school hours is not permitted.
- Take medication if necessary, and hydrate often.
- If a boarder is ill for more than 1 day, an appointment to the medical centre will be arranged and email sent to parents after the visit.

## Procedure for Accident or Illness

1. Duty Dean informed - Incident Form filled in
2. Minor cases and emergencies dealt with by Duty Dean
3. Medication or treatment recorded in log book

OR

1. Take student boarder to The Palms Medical Centre
2. Rest in the dorm until recovered
3. For serious cases, A/E clinic
4. Parents informed
5. Treatment noted
6. Record noted in boarder's personal file
7. Return to class



## LAC House Uniform Requirements:

For day-to-day purposes, 'uniform' refers to the usual uniform worn to school by day and boarding students. All the expectations in regard to uniform and personal grooming that apply at school, also apply to boarders during the school day.

### **Uniform:**

Boarders are required to be in uniform when they come to breakfast.

#### **Girls –**

- Terms 1 and 4 – short sleeve blouse, skirt (hem length above the knee), roman sandals, or black leather lace up shoes and dark socks
- Terms 2 and 3 – long sleeve blouse, school skirt, school tie, dark socks, black leather lace up shoes
- School vest (optional)
- School jersey (winter terms)
- School blazer (school and formal occasions)
- Navy blue scarf

#### **Boys –**

- Terms 1 and 4 – short sleeve shirt, trousers or grey shorts, dark socks, black leather lace up shoes or roman sandals
- Terms 2 and 3 – long sleeve shirt, trousers, school tie, dark socks, black leather lace up shoes
- School vest (optional)
- School jersey (winter terms)
- School blazer (school and formal occasions)
- Navy blue scarf

### **Personal grooming –**

- Boys: hair clean, tidy and short. Clean shaven face. Fingernails trimmed. Shoes polished.
- Girls: hair tied back and tidy. Uniform hem length. Clear nail varnish. Polished shoes.

## Changes to Student Procedures:

Changes to procedure are discussed at Boarding Staff meeting.

Possible changes to procedure are discussed with Boarding Staff, student council and inform both dormitories.

Changes that are agreed upon must be approved by the Director and then implemented or trialled.

Changes are explained to both dormitories and added to LAC rules and procedures.

For example – review before-breakfast weekly routine.

## Student Entry:

1. Go to reception with Duty Dean, or Student Assistant to meet Academic Dean by prior arrangement.
2. Student met by Academic or Year Level Dean to complete additional paperwork if necessary.
3. Student given class timetable, school diary and assisted to roll mark or period class.
4. A 'buddy' will assist with first day attendance and general orientation of campus buildings and procedures.
5. Remain with class buddy until familiar with buildings and classroom locations. If further assistance is required, return to school reception area.

## Orientation for New Student Boarder:

1. Arrive at dormitory and report to the Dorm office.
2. Duty Dean introductions – big sister/big brother.
3. Boarding Starter Booklet.
4. Hand room key clearance note from Business Manager to access room key.
5. Student Boarder taken to dorm room.
6. Time allowed for unpacking and orientation.
7. Procedures explained by dorm staff and/or big sister/big brother.

## Code of Conduct:

### Opening Statement:

LAC House staff and students should behave in a mature and acceptable manner.

The following are seen as underlying all behaviours:

1. Consideration and respect for self, for others and for the environment.\
2. Integrity
3. Respect
4. Resilience
5. Loyalty
6. Honesty
7. Trust
8. Maintenance of dignity

### Authority

Boarding staff and student deans have been selected by the Director, Admin/Marketing Manager on behalf of LAC House. Failure to obey these representatives is an offence to LAC House. Boarders must be respectful to these leaders and follow their reasonable instructions without question.

### Theft, Vandalism, Bullying, Harassment and Fighting

- These offences will not be tolerated at LAC House.
- Harassment and Bullying are very serious matters for the school and LAC House. Any Boarder or Staff Member who feels bullied or harassed, either sexually, physically, or emotionally, must report this immediately to the Director or Admin/Marketing Manager.
- All allegations of harassment and bullying must be investigated promptly and steps taken to protect the victim.
- Theft, vandalism and fighting are also regarded as very serious offences against the community. These matters also be reported immediately to the Director or Admin/Marketing Manager.
- These offences may be punished by removal from LAC House, either by way of suspension or exclusion. Suspension or exclusion may only be made by the Board of Governors' Disciplinary Committee, usually at the recommendation of the Boarding Director.
- Suspension or exclusion from LAC House does not affect the day school status of attendance to classes, unless directed by the School Principal.
- If a staff member is found to have engaged in harassment, or bullying, fighting, theft or vandalism, then that will be regarded as serious misconduct, and may affect their employment at LAC House.

### AWOL (Absent without official leave)

- Breaches of sign-out procedures are a health and safety issue and will be treated seriously. They may result in suspension and exclusion from LAC House.

### Banned Substances

- Any boarder found consuming, or in the possession of, drugs or alcohol will face the prospect of removal from LAC House. Any staff member found consuming, or in the possession of, drugs will face disciplinary consequences.
- If you are suspected of using drugs or alcohol, you will be tested at the school's expense, if the Director deems it necessary. It is a condition of boarding/employment at LAC House that you agree to drug testing at the discretion of the Boarding Director.

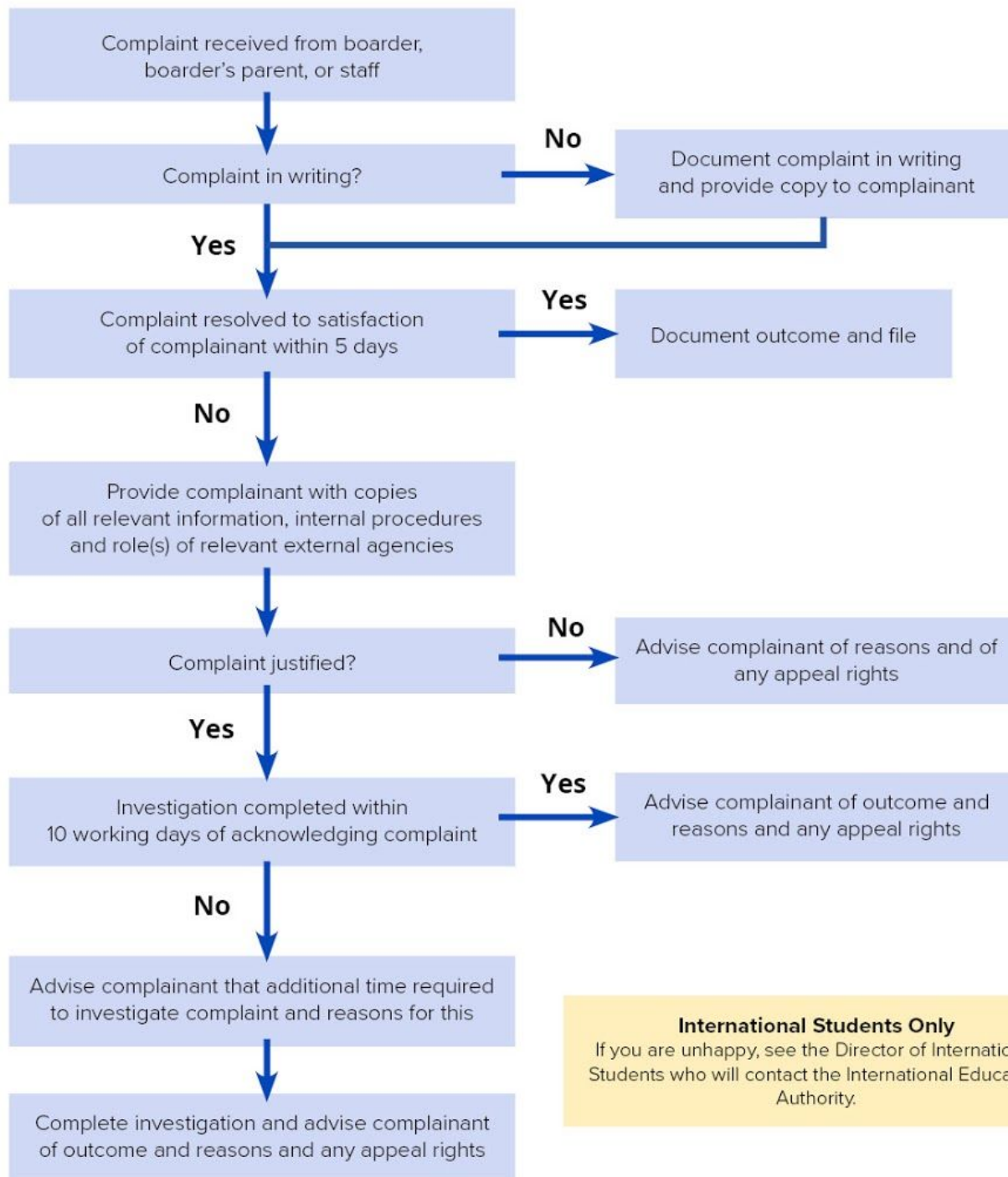
### Banned Material – the following are banned at LAC House

- Knives and any other items that could be used as weapons. Pocket knives are to be left with the Director or Duty Dean for safekeeping (not kept in the dorms).
- Pornographic material, lighters and matches.
- Inappropriate use of the internet and e-mail facilities will result in restricted access.
- Staff and student boarders cannot access inappropriate sites or send inappropriate emails. Breaches of this rule will be treated very seriously.

# Grievance & Complaints

## 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.



**International Students Only**  
 If you are unhappy, see the Director of International Students who will contact the International Education Authority.

## 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.

## Student Counselling:

### Student has a problem

Is it of a medical nature?	Refer to Medical Centre and inform parents
Is it serious?	Refer to Director or raise issue at Boarding staff meeting
Is it a parental issue?	Refer to Director
Is it about another student?	Refer to Duty Dean or Director
Does it concern homework/study?	Refer to Duty Dean, then year level dean or subject teacher
Is it a financial matter?	Refer Duty Dean, Director
Is it of a cultural or religious nature?	Refer Duty Dean, Director, School Chaplain
Counselling takes place	Duty Dean, Director, Student Counsellor

**N.B.** If any International student has a problem, please inform the International HOD, Francis Aiono: [international@lac.school.nz](mailto:international@lac.school.nz)

## **Staff Conduct and Discipline:**

Employees of LAC House are expected to conduct themselves with the highest standards of integrity. They are expected to act as positive role models for the boarders at all times.

They will also be expected to comply with the provisions of this Manual and the LAC House Policy Manual, especially Policies on Harassment, Sexual Harassment, Health & Safety, Student Relationship, Staff Discipline, Alcohol and Drugs, Complaints, Health & Safety, Vulnerable Children.

Where there is an allegation of wrongdoing made against a member of staff, the Director must contact the School Principal and Board of Governors' representative.

The Director will generally make inquiries on behalf of the School Principal and if the matter is serious, then the School Principal together with the local Board of Governors' representative decide whether to commence a formal disciplinary investigation.

### **Suspension of staff**

The local Board of Governors' representative is delegated to contact the chairman of the Board of Governors and other Board members to consider the facts as presented by the Director and School Principal and decide whether to suspend a staff member, transfer to other duties, or, where it is considered appropriate, they be suspended or otherwise transferred to other duties while the matter is being investigated. A decision to suspend or transfer to other duties can only be made after the staff member has been provided with a reasonable opportunity to address the Board of Governors.

### **Warnings and termination of employment**

The local Board of Governors' member has been delegated along with the School Principal and Board-appointed mediator to investigate allegations against staff, and whether to commence formal disciplinary procedures, and, where appropriate, decide in their absolute discretion, to- among other things - dismiss the complaint, take no further action, issue a warning, or terminate the employment of that staff member with or without notice. This will only occur after a full and fair investigation and an opportunity being provided to the staff member to address the Board of Governors' mediator, Director and School Principal be. The Board of Governors' mediator, Director and School Principal may, in appropriate circumstances, delegate to the Director or any other person the authority to make inquiries on behalf of the Board of Governors.

Issues of performance or competence will be handled in accordance with the relevant employment agreement pursuant to the Policies and Procedures that apply to LAC House.

## Student Discipline:

### Student Misdemeanour

Staff member determine nature of misdemeanour.

Document, administer consequence.

### Student Major Offence

Staff member gather relevant data from all those concerned regarding the matter.

Parents informed of the matter concerned and that an investigation is in process to determine whether:

in-house discipline will take place, with consequences imposed, such as removal of privileges, and/or extra duties allocated

OR

An interim Board of Governors' Disciplinary meeting be held with a warning that if such offences continue the student boarder would be stood down from the boarding house for a specified period of time;

OR

The Board will recommend expulsion from the boarding house.

### Note:

Allegations of Bullying or Harassment or Fighting or Theft or Vandalism must be referred in the first instance to the Duty Dean who will contact the Boarding Director.

Such matters will follow the process of :

- Full investigation into the matter concerned
- Document
- Contact parents
- Refer to the School Principal
- Interim Board of Governors' Disciplinary Meeting
- Outcome – stand down or expulsion

## LAC House Disciplinary Procedures

Discipline is one part of pastoral care. Staff and Student Deans undertake to ensure that student boarders are given support to change.

There are a range of impositions available for boarding staff and student deans appropriate to the level of the infraction. All consequences should be actioned after due discussion and fair process has happened. Student Boarders and staff must understand the reason for the consequence.

Consequences should be aimed at modifying behaviour. Possible consequences include dorm duties, LAC House service or withdrawal of privileges.

### **Level One (leading to dorm duties)**

These infractions are minor. They may be a failure to complete tasks that are required by boarders for the day to day running of the dormitories. Consequences for these infractions should be compulsory (and supervised) completion of the task, repeating of the task, extension of the task (multiple days) or additional tasks.

- Strikes Chart – 3 strikes = 30 minutes rocks (duties as set out by staff or student deans) or loss of town trip privilege, Thursday afternoon shopping trip.

### **Level Two (leading to dorm duties or other suitable consequences (confiscation))**

These infractions are more serious and involved breaking general dormitory rules. These incidents and those above must be recorded on the Student Management Systems.

Given by Boarding Staff:

- Not turning up to duties
- Lack of attendance to dormitory meetings
- Consistent room untidiness
- Possession of pornographic material
- Misuse of digital networks
- Inappropriate behaviour in the dorms (e.g. boys - pulling shower curtains)
- Breaking dorm/lounge/dining rules as set by dormitory staff
- Lateness (to school/meals/study/bed)

### **Level Three (leading to Dormitory Report, service and/or getting individual contracts put in place)**

These infractions are more serious, or there are continual and repeated infractions. These incidents require fully documented Incident Reports.

Given by the Director:

- Possession of cigarette lighters, or items which may be used as weapons
- Warnings of public display of affections ignored
- Being in the opposite dorm after lights out without permission
- Intimidation of others' personal safety and property
- Tampering with dormitory equipment
- Not turning up for consequences
- Deliberate damage to boarding property eg tagging
- Defiance to boarding staff
- Minor theft/dishonesty, including blatant lying to staff

### **Level Four (leading to stand down or expulsion)**

**These infractions could be classified as continual disobedience or gross misconduct.**

Given by the Director on the recommendation to the Interim Board of Governors' Disciplinary committee for:

- Substance abuse (alcohol/drugs)



- Harassment
- Bullying
- Theft
- Intentional threatening of personal safety to others
- Fighting, assault
- Persistent disobedience (including repeated serious defiance, AWOL, bullying and breach of personal contract)

### **Appeals of Punishments**

Students may appeal decisions regarding level 1, 2, 3 punishment, to the Director. The decision shall be final.

If the Director issued the punishment, then the student may appeal to the Dorm Council, whose decision will be final.

Level 4 punishments may only be issued by the Interim Board of Governors' Disciplinary Committee. There is no right of appeal against a decision of the Interim Board of Governors' Disciplinary Committee.

All potential Level 4 offences must be referred to the Director, Parents and School Principal.

## **Stand-downs, Suspensions, Exclusions and Expulsions**

Note: It is understood that Longburn Adventist College House comes under the jurisdiction of the Longburn Adventist College Board of Governors, of the Seventh-day Adventist Church of the New Zealand Pacific Union Conference, Head Office, Fencible Drive, Howick, Auckland, including the Education (Hostels) Regulations 2005.

### **Purpose**

It is acknowledged that management of boarders within the Hostel is a unique circumstance within Longburn Adventist College pastoral care system. Therefore, disciplinary situations may require a different approach from that which applies at day school. However, it is important that the procedures employed mirror those that are used in day school so that natural justice applies throughout.

### **Principles**

As with day school, the Hostel must be seen to apply procedures that address:

- Gross misconduct
- Continual disobedience
- Behaviour risking serious harm
- The failure to comply with a condition associated with the lifting or extending of an earlier suspension

In the context of a large group of boarders living in close, continuous contact, it is important that:

- All student boarders are protected (under sections 54 and 55 of the Education [Hostels] Regulations 2005) in relation to personal security, feeling valued, respect, dignity and guidance promoting appropriate behaviour.
- If a situation arises that clearly requires disciplinary judgments in a prompt manner, this is readily achievable.
- Behaviour risking serious harm and discouragement of harmful examples to others are two particular circumstances in which hostel response may need to be particularly prompt and effective.
- Given that family or an alternative contact may be unavailable in a timely fashion, if at all, care must be employed in order to maintain appropriate procedures.

### **Initial Discussion and Initial Process Decision**

Boarding Deans investigate incidents on behalf of the Director of Boarding, but the decision to recommend further disciplinary action on the above mentioned 'principles' matter must be taken by the Director to the School Principal and local Board of Governors' Representative.

An accurate description of the incident is required rather than gaining an admission of responsibility.

### **Investigation Process**

The following are the principles which the Hostel will try to observe in the investigation of alleged infractions of the rules/codes of conduct by boarders. There may be situations where it will not be possible to comply with all steps. Advice should be sought from the Director in conjunction with conversations with the School Principal.

- An accurate description of the incident is obtained through discussion and it is confirmed in writing by the parties to the incident.
- The Director evaluates the facts of the incident and decides if the investigation should continue.
- The Director contacts the family of the student boarder(s) concerned to advise them of the incident.
- Details of the incidents sent to parents and their response to the action is discussed with the Director. The Director will discuss the matter further with the School Principal and local Board of Governors Representative.
- If necessary, a meeting with parents/guardians is arranged. Otherwise a teleconference call is arranged to discuss the process of investigation and procedure if a Stand Down or Expulsion or Suspension is involved.

### **Procedure for Serious Breach of Hostel Rules**

The investigation and punishment of these serious offences are handled by the Director of Boarding, and reported to the Board of Governors' Disciplinary Committee which is made up of nominated Board of Governors' Representatives, School Principal, School Deputy Principal, and School Chaplain.

After the investigation of a complaint, and after hearing from the student and their family or representative, if the BOG Disciplinary Committee decides to stand down the student for a period of time, this action does not necessarily affect a student's enrolment at Longburn Adventist College, as that is governed by the provisions of the Education Act 1989 and the Education (Stand-down, Suspension, Exclusion and Expulsion) Rules 1999. The School Principal shall also have the authority to suspend a student from residing at LAC House on the recommendation of the Boarding Director, pending a hearing or investigation into allegation of gross misconduct or continual disobedience. The power to suspend may be exercised only by the decision of the Board of Governors' Disciplinary Committee's recommendation with the inclusion of the School Principal

Where a boarder is expelled or suspended from Boarding, the Board of Governors' Disciplinary Committee shall determine what fees, if any, are refunded to the student and their family.

## Pastoral Relationship:

- Living within a community atmosphere
- Sound values and principles
- Discipline and individual freedoms
- Meet needs of individual and community
- Home-like atmosphere
- Access to staff
- Fulfil positions of responsibility with understanding
- Develop healthy relationships with boarding staff, primarily pastoral...reflect care and concern, balanced by firm discipline.

### **Preparing your child for boarding school:**

For many new boarders, going to boarding school is the first time they have spent a significant amount of time away from their home, family and friends. Not only are they away from home, but they also have to adjust to continually being in the presence of other students. While this assists them in improving their interpersonal skills and gaining a better understanding and appreciation of others, at times it can result in conflict.

To ensure that your child is better prepared for the change of environment and lifestyle, it is important for parents to discuss these issues with their children.

#### ***Personal skills that are needed include:***

- The ability to make a bed in a neat and tidy manner ...every day.
- Picking up and putting away one's belongings without having to be asked.
- The basic knowledge of how to sew things such as buttons, name tags and simple hems.
- The ability to wash their own clothes using a commercial washer and drier.
- The ability to organise their study time and to achieve study goals, at the start of their boarding term.
- The ability to structure leisure time in such a way as to avoid getting bored or having little to occupy themselves.
- The budgeting of funds allocated as spending money.

Boarding staff provide guidance in all these areas as required. However, new boarders will find it easier to adapt to boarding if they have already practised these skills at home and are aware of certain safety procedures such as not opening the washer lid while the washer is in progress.

### **Other skills that are needed include:**

#### ***Personal hygiene***

It is important for all student boarders to understand the importance of daily showering, changing underwear/socks regularly and bed linen every week, washed and dried towels, the use of soap, shampoo, conditioner, moisturiser and deodorants. Without these skills, a student can be ostracised by his/her peers. This creates a difficult situation for the individual student, other boarders and boarding staff.

#### ***Physical and psychological changes***

Younger students should know about, and be prepared, for the physical and psychological changes they will experience during young adolescence. By being prepared, they will not be surprised when the changes occur.

### ***How to deal with routine***

Dealing with the day-to-day boarding routine can be difficult for some student boarders to adjust to. By talking to a child prior to their arrival to boarding, the child can have strategies in place to cope with the routine and have ideas on how the routine can assist them to be more efficient with their time.

### ***Academic expectations***

Boarders often struggle with creating positive study strategies in their new boarding environment, as there are a significant number of distractions. It helps if staff, parents and teachers can discuss what expectations and goals can be expected so that student boarders hold a realistic idea of what they can, and are expected to, achieve.

### ***Opportunities***

It is important that a new boarder knows the reason for changing schools (if applicable), attending boarding school and the opportunities it provides. By being aware of the advantages of boarding life, the new student boarder will maximise the experiences gained and abilities offered in boarding.

### ***Expressing concerns***

It is important that individual student boarders learn to express concerns, difficulties or problems to staff. By expressing their concerns at an early stage, talking to a friend or take the friend with you to a staff member, the issue can be corrected before it escalates and is a more effective way of dealing with the issue than waiting for other boarders or staff to 'intervene' or assume a concern. It is critical that student boarders know they will have good and bad days, and that life is not always smooth sailing. This is part of life. Boarding staff enjoy hearing about each individual's joys and aspirations.

### ***Security***

Each student boarder needs to take personal responsibility for the care of their personal belongings. Due to the presence of a large number of people, there is a potential for theft or for students to accidentally confuse their belongings with somebody else's. All personal clothing and items should be named, and all money and valuables should be handed to dormitory staff. The practice of 'loaning' personal property and items is discouraged, and removal of such items without the owner's knowledge is an offense.

### ***Conflict***

In a community situation, it is important that everyone has respect and tolerance for other people's space, feelings, privacy and property. However, it is inevitable that at some stage conflicts of interest will occur. By discussing appropriate strategies of how to deal with conflict, each student boarder will develop personal strategies and ways to better equip themselves to avoid or deal with conflict if it occurs.

### ***Budgeting***

Boarders are advised to spend their weekly allowances wisely and by learning how to make choices about what to spend their money on, they are developing a vital life skill.

### ***Communication with Home***

Boarders are encouraged to contact home weekly by letter, email or telephone.

### ***Compulsory Sport***

It is advisable that all student boarders participate in one sporting activity each term. This will enable team morale within the dormitories as well as personal fitness, interschool team play and sporting achievements.

## Physical Restraint Policy and Procedure

### Rationale

LAC House Boarding is committed to providing a safe physical environment for boarding students and boarding staff.

These factors are essential for boarding students to thrive and succeed.

Serious situations can arise in the boarding house where a boarder or boarders risk harm to themselves or others.

Boarding house staff require safe ways to manage these situations to the benefit of themselves or the student boarders.

### Purpose

1. To protect the well-being of staff and other boarders.
2. To provide guidelines for the use of physical restraint when it is seen as a last resort.
3. To provide staff with guidelines and ideas for de-escalating serious situations
4. To record any incidents of physical restraint and provide for debriefing of these incidents.
5. To provide a clear pathway for complaints.
6. To monitor the emotional impact of such an event on staff and boarders.

### Preventative Techniques:

This is about relationship building, and is particularly important for boarders who regularly present with high risk behaviours.

- Attempt to understand the boarder and try to learn the signs of stress or unhappiness.

Respect the boarder by demonstrating that you are there to help; being reasonable, providing choices and compromise while maintaining authority.

Preserve the boarder's dignity. This may mean dealing with things in private. Do not mock or treat the matter lightly.

### De-escalation Technique:

Create space and time: remove the audience; provide physical space; name the emotion calmly (e.g. "I can see that you are very frustrated"); wait.

- Communicate calmly and quietly (even when the boarder is loud).

Monitor your own body language and provide opportunity for the boarder to move out of the situation with dignity.

When appropriate, give the student clear choices and/or directions, to help them feel more secure and regain control.

- If escalation occurs, move further away, have an exit plan and send for help if necessary.

What may escalate the behaviour?

- Threatening the boarder.
- Arguing or interrupting.
- Contradicting what the boarder says – even if they are wrong.
- Challenging the boarder.
- Trying to shame the boarder.

### **Use of physical restraint only when:**

There is 'imminent danger of physical injury'. This can be to the boarder themselves or others.

- Preventative and de-escalation techniques have not reduced the risk of injury.

Match the physical restraint to the situation:

- Use only where justifiable.
- Use the minimum force necessary.
- Use only for as long as is necessary.

### **Examples of "imminent danger"**

A student moving in with a weapon or something being used as a weapon with a clear intent to harm another person.

- A student physically attacking another person, or is about to.

A student putting themselves in danger e.g. running on the road, or trying to harm themselves.

Examples which **do not** represent "imminent danger":

- Refusal behaviours.
- Disruptive behaviour that does not put another person in danger of being hurt.
- Verbal threats.
- Defiant behaviour.
- A boarder wanting to leave without permission.
- A boarder damaging property, unless this could cause injury.

### **Guidance if you have to use physical restraint:**

Ideally, physical restraint should only be used by staff trained in its safe use and trained in emergency first aid.

If there is no one with training nearby, and you feel you can use physical restraint safely – both for yourself and the student – use your judgement and intervene.

- If you don't have the skills or confidence, remove the other boarders and call for help.

Call the police when a boarder cannot be managed safely and the imminent danger to boarders, staff or themselves remains after all alternatives have been explored.

### **Do not use these restraints:**

- Any restraint that inhibits breathing.

Any restraint that inhibits speaking or the main method of communication e.g. sign language if this is the student's main method to communicate.

- Prone (face-down) physical restraint.
- Pressure points and pain holds.
- Tackling, sitting, lying or kneeling on a student.
- Pressure points and pain holds.
- Hyperextension (bending back) of joints.
- Pressure on the chest or neck.
- Headlocks.
- Using force to take/drag a student, who is resisting, to another location.

Restraint when moving a student from one place to another – trying to get them into a school vehicle for example – when they are in an escalated state, as they may escalate them further.

### **Monitoring:**

Monitor continuously while applying the restraint, and stop as soon as the danger has passed.

Monitor the staff member and boarder until further assistance has arrived. Watch for shock, unnoticed injuries and delayed effects, physical or psychological.

### **Contact Parents:**

Contact the Boarding Director as soon as possible after the incident who will contact parents/caregivers with a report of what has happened.

### **On the same day:**

Fill out a Physical Restraint Incident Report, discuss this with the Boarding Director.

- A copy will go to another member of the Senior Management Team.

The Boarding Director will inform the School Principal and/or International HOD.

Within two school days of the incident:

Hold a formal staff debriefing of the incident. Involve any MoE, Caregiver/Social Services, School Principal. Involve the Police if they were called to the incident.

- Continue to involve parents by Skype or Conference phone with the boarder.
- The Boarding Director will decide if the MoE need to be advised and ask for
- Support and assistance.

### **Individual Behaviour Plan:**

If the boarder is on an Individual Behaviour Plan, or it is felt that one is required, then arrange a meeting with all stakeholders to attend to this as soon as possible.

### **Complaint:**

If any boarder, parent or caregiver is dissatisfied with the way an incident has been handled, they are encouraged to follow the Boarding Complaints Procedure. This is on display in each of the dormitories upon enquiry at the dormitory office.

### **Notes on Seclusion:**

Seclusion is when a boarder is involuntarily placed alone in a room, at any time or for any time or for any duration, from which they cannot freely exit. Even if the door is not locked or blocked, there may be a level of authority or coercion which leads the boarder to believe that they cannot exit the room.

Seclusion is not the same as the use of timeout. Timeout can be when a boarder is asked to leave any activity or area because of their behaviour and go to another specified area where they must stay until told they can return. Timeout can also be when a boarder voluntarily takes themselves to an agreed space. With timeout, the room is not locked and although the boarder may well understand that they should stay there, they also realise that they can leave the room at any time if they so choose. The point is that the boarder has a choice about whether to comply or not.

**Seclusion is not to be used at LAC House.**

## LAC House Enrolment Procedures

- All enrolment enquiries to Boarding will be directed to the Boarding Marketing Manager or School Principal.
- The Boarding Marketing Manager sends all application forms to the prospective family with instructions to return them to the School Principal's Personal Assistant.
- On receipt of an application, the Boarding Marketing Manager or School Principal's Personal Assistant will contact the Boarding Director about the application.
- If the enquiry is for an International student boarder, the International Director is contacted and further information about International boarding fees is sent to the prospective family with instructions to contact the School Business Manager regarding student visa arrangements and payment.
- The Director arranges and conducts interviews for LAC House.
- Acceptance to LAC House is conditional upon day-school enrolment acceptance by the School Principal.
- If the student is accepted, then the School Principal's Personal Assistant sends a letter of offer and a contract for the parents/caregivers to sign and return with the relevant deposit. If the student is not accepted, then a suitable letter will be sent to the family.
- The Business Manager arranges banking of the deposit and sends a receipt to the family.
- The School Principal's Personal Assistant adds the student to the KAMAR system as appropriate.

## Boarding Fees

Yearly boarding fees are reviewed and set by the Business Manager/Finance Committee.

Refer to the school website [www.lac.school.nz](http://www.lac.school.nz) for further information

### Reserve Account

Funds to cover :

- School uniforms
- Medical expenses – ambulance call out charges, visit to A/E Clinic or doctor
- Flu injections, if applicable
- Miscellaneous expenses approved by parents/caregivers



## Community Use of Dormitories

Enquiries for use of the dormitories is based on the following conditions:

1. Enquiry
2. Application made to the Business Manager
3. Business Manager contacts the Director of Boarding
4. The Director of Boarding contacts the School Principal
5. The Business consults catering/cleaning personnel
6. The Director is informed of the time and date
7. The Business Manager prepares a quote for the prospective users
8. The Contract is accepted by the applicant
9. If the Applicant withdraws their application, for whatever reason, the matter is closed
10. The Application is confirmed in writing and a deposit is made in advance. Relevant staff are informed, the Director of Boarding contacts the Applicant with details of a time to visit the dormitories
11. Visit takes place
12. The Director of Boarding arranges for cleaning and setup of rooms as per request of the Application
13. Facilities checked for subsequent damage and charge made if deemed necessary
14. Business Manager invoices guest for balance of payment
15. Evaluation of Use of the Dormitories to be filled in by users of the dormitory facilities

## Contract for Community Group Use of School House

### Fees

- All hireage fees are negotiated with the Business Manager
- A deposit is discussed with the Business Manager and when it will be required at the time of confirmation of booking

### Care of facility

- The Supervisor is a facilitator for the visit. This person is not responsible for the visiting group
- Any damage to the facility during your stay, will be at your group's cost
- Security of all buildings is the group's responsibility. All security concerns should be discussed with the Supervisor
- Please ensure that all buildings and grounds are litter free at all times

### Meals

The following is a guideline if the hostel caterers are used during your stay:

- A paging system is available in each dormitory. This must be used at the discretion of the Supervisor and kept to a minimum to announce meals
- All meals are to be negotiated with the Business Manager who will contact the cafeteria caterers
- No one except the catering employees is to use the kitchen unless the Supervisor has made prior arrangements with the caterers
- A duty team from your group is required to clean up tables and dishes

### Dormitories

- Mattresses provided. Discussion for bed linen is with the Business Manager who will consult with the Director of Boarding
- You must provide your own pillows
- Put all rubbish in the skip bins outside girls' dormitory
- Any damage in the dorm should be reported immediately to the Supervisor

### Laundry

- Laundry is the responsibility of the group or individuals
- Washers and dryers are available in each dormitory for use by visitors, by prior arrangement with the Business Manager

## **Emergency Procedures**

- All visitors should read the information sheet on the notice board in each dorm
- When the fire alarm is activated, the Supervisor will act as Warden. Your group must assemble under the green sails area located in the centre of the campus and await the all clear signal from the Warden. In case of a fire, call 111
- To avoid a fire alarm activation, the following points are to be followed:
  - NO SMOKING on campus
  - Do not use aerosol cans in the dormitories – this includes deodorants, fly spray.
  - Use of hair products with hair straighteners should also be used with caution - ensure the windows and doors are open.

## **Other**

- Heating – the heaters are on automatic timer and turn on during winter months
- Please return all keys to the Supervisor at the end of your visit
- The phone booth is for receiving calls only – located in the front foyer of each dormitory
- Television, pool table and table tennis are for visitor use
- Please do not remove any material from the boarding notice boards
- Contracted cleaners will clean during the holiday periods
- Last day clean up – liaise with the Supervisor and inspect the site with the Supervisor before leaving
- Any lost property will be kept safe for a limited time period only
- See the Supervisor if you wish to use the laundry facility. Some washing powder is available but it is better if you provide your own, due to different skin allergies

## **Procedures for Visitors to LAC House**

- Day school hours – the dormitory is locked. All visitors must report to reception for clearance to enter a dormitory
- Visitor arrives after school has ended, they must first check with the Duty Dean in each dormitory
- Is the visitor expected? – No. The Duty Dean attempts to contact the student boarder to ascertain their availability to meet the visitor. Student unable to be located, the visitor invited to leave a message for the student boarder
- Is the visitor expected? – Yes. The Duty Dean locates the student boarders to announce their arrival over the PA system
- Student boarder greets the visitor
- Visitors sign in the visitors' book and advise the Duty Dean as they leave the dormitory building

## Emergency Procedures – Student Boarders

### Fire

- Continual sound of the fire alarm.
- Leave the dormitory immediately by the nearest exit and go quickly to the green sails stand in the centre of the campus.
- Do not return to the dormitory while the fire alarm is in progress.
- Two student wardens go to the front gate with 'Hi Viz' vests to await the fire trucks.
- Remaining student boarders stay at the sails area until the all clear signal is given.
- Duty Dean (in Hi Viz) conduct roll mark and sight the person when they answer their name.
- Await the all clear signal from the Duty Dean to return to the dormitory.

### Earthquake

- In the event of an earthquake, stay in your building and take shelter under doors/tables/roof supports.
- All student boarders wait for the Duty Dean's instructions. The Duty Dean is in sole charge of all emergency procedures, in consultation with the Boarding Director.

### Lockdown

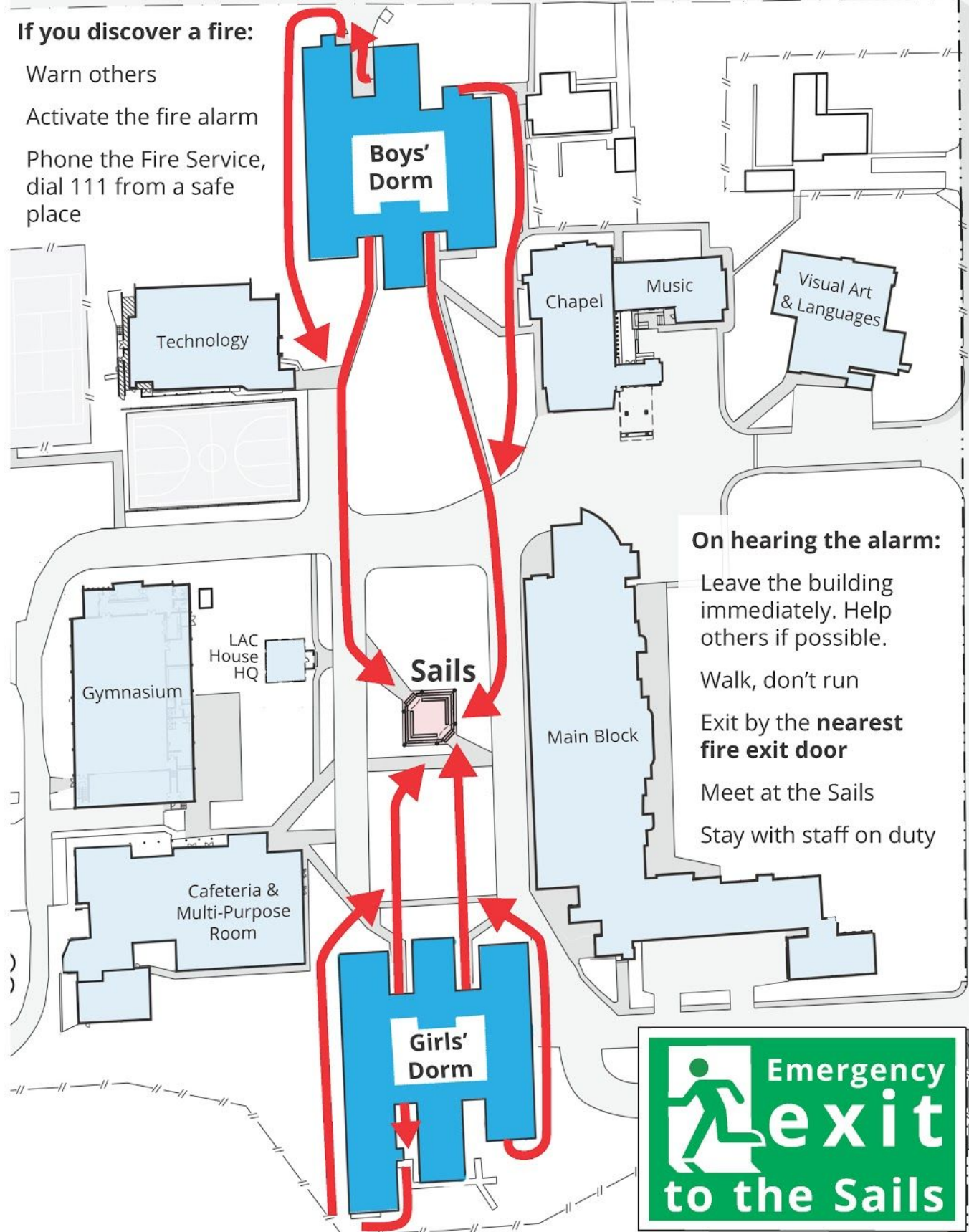
- Students, visitors and staff are to make their way to the nearest lockable room which they have access to and is safe to do so. student Boarders and staff need to consider whether 'fleeing' is a safer option.
- Once in the room, doors are to be locked and barricaded where possible.
- student Boarders and staff are to take cover, preferably under desks and away from sight.
- student Boarders and staff are to remain calm and quiet so as not to alert potential intruders to their whereabouts.
- Stay in the room until the all clear is given by a Police Officer or member of the Boarding Staff.
- STOP, THINK, ACT, REVIEW and be a STAR.

**Wormald – On-campus electrician will contact Wormald to come to LAC House to reset or replace the smoke detector that caused an alarm.**

# Fire Evacuation Guide

## If you discover a fire:

- Warn others
- Activate the fire alarm
- Phone the Fire Service, dial 111 from a safe place



## On hearing the alarm:

- Leave the building immediately. Help others if possible.
- Walk, don't run
- Exit by the **nearest fire exit door**
- Meet at the Sails
- Stay with staff on duty

## Leave

### General

Longburn Adventist College House has accepted responsibilities for the safety and wellbeing of each boarding student. Therefore, it is important we know and record a student's whereabouts at all times.

### Off-Campus Leave

This involves an activity that takes a boarding student off campus. Examples include sport competitions, family visits, medical trips and the like.

Boarders must sign out in the Leave Register located in the entrance way of each dormitory. The leave register is checked by the Duty Dean before leaving campus...where possible.

### Weekend Leave

Weekend Leave Application forms have to be filled in and submitted to the boarding deans by Wednesday, prior to the Weekend Meeting held Thursday lunchtime. Forms that are not correctly filled in will delay the decision of approved or delayed leave.

### Term End/Start Leave

Details for arrival/leave at the start of the term must be sent to the Boarding director via email, boardingware or telephone at least 2 weeks prior to the travel date. This allows boarding staff to arrange pick up or drop off to public transport locations. Boarding staff are also available to assist with booking travel arrangements.

### Long Weekend Leave

What happens at long weekends? Primarily this weekend is for International boarders or Domestic boarders unable to return home. Weekend protocols and supervised activities including study weekend must be followed.

### Public Relations Trip

In addition to extracurricular school excursions to various locations in New Zealand, LAC House also has the opportunity to participate in public relations trips to other locations around the lower part of the North Island such as New Plymouth, Hawera, Whanganui, Hawkes Bay, Wellington, taking Saturday church services. The boarding excursion trips can take place Friday to Sunday or during a two week school holiday break, e.g. overseas mission trip.

### Student Leave

- If a student leaves school during school hours, the subject teacher at the time of leave must have a written note of explanation. The sign in /out leave register at the main school office is to be completed by the student.
- If a student leaves the campus after school hours, the Duty Dean must be informed personally by the student and persons involved as to the purpose of leave and time of return. Specific arrangements must be made in writing by the parents or those concerned, if special circumstances require leave at this time. The kitchen staff must also be informed of any absences at meal times. If, however, extra meals are required, the Duty Dean will inform the kitchen staff. A sign in/out register in each dorm must be completed before leaving the campus.

### Weekend Leave

Weekend leave commences after the last class on Friday until 5.00 pm the day before school starts. If returning by private transport or public transport, before dark (sunset) is expected.

### Weekend Leave Process

1. Fill in Weekend Leave Application Form by Wednesday evening.
2. All details must be accurate and a written/email or Boardingware app be used to confirm

weekend details.

3. The leave form will be discussed and finalised for approval at the Weekend Planning meeting held each Thursday lunchtime.
4. Boarders will be informed after school the same day of the Weekend Planning meeting, whether their weekend leave application was approved, or withheld until contact details with host family and parents have been completed.
5. Part Weekend Leave must also follow the same procedure, with full leave details complete

### **International Student Boarders:**

6. If an International Student boarder is invited to an approved 'police vetted' home for the weekend, the usual weekend leave procedure must be followed and clear expectations of departure and return times to the dormitory explained.

### **Weekend Leave Process for Boarding Staff**

7. Wednesday evening – check for parental permission note, contact Host family and tick box on boarder's weekend leave form. This form will be taken the following day to be presented at the Weekend Leave committee meeting for discussion and approval. At Thursday evening worship, student boarders will be informed of the decision. Incomplete details on the Weekend Leave Form will result in further delay of this application being approved.

### **Sunday Shopping Leave**

8. A sign-up sheet is put in the dining room at brunch. Not all shopping stores are open, however opportunity is given from 2.00 pm to 4.00 pm. Dress code – House hoodie, mufti with LAC House expected. Year 13 boarders (optional wear). Year 7-12 boarders have one shopping day a week, Sunday or Thursday afternoon, not both.

### **Thursday shopping leave**

9. Write name on Thursday shopping list during morning breakfast. Reminder, if a boarder has been to town Sunday at the start of the new week, they will not be able to go again on Thursday (except for Year 13 boarders). Full school uniform wear is required during this outing.

### **All Off-Campus Leave**

10. Walks along Walkers road, visiting staff members' homes, must be with the approval of the Duty Dean. Wearing a 'Hi Viz' jacket for safety along the road is expected, sign out leave register after checking with duty dean.

### **Holiday Homestay Leave**

11. The dormitories are closed at the end of each school term, as well as over the Christmas/New Year school holidays period. During this time, maintenance repairs and minor upgrading of boarding facilities occur. Student boarders who do not live in New Zealand are provided with approved (Police Vet as per Code of Practice for the Pastoral Care of International Students) Homestay Host during the school holidays. This opportunity allows International student boarders to experience 'Kiwi' hosts and New Zealand family life. New Zealand has a population of just under 5 million people in a country similar in size to the United Kingdom or Japan. The population of Palmerston North is approximately 75,000 people with a two hour drive south to Wellington City, capital of New Zealand.

### **Dress Code for Leave During School Hours**

12. If a student boarder leaves during school hours and is going on public transport, it is necessary to wear full school uniform. After-school hours, Year 7 to Year 12 must also be in full school uniform. This is for personal safety travel and identity on public transport.

### **Types of Leave**

**Weekends** – Students apply for weekend by following the procedures outlined in this manual.

**Thursday** – leave for shopping trips conditional to full uniform wear, no strikes and no previous

Sunday shop .. of the same week.

**Leave from School** – an absence note from the Duty Dean to the roll mark or subject teacher excusing the boarder at a particular time of the day is required.

**Authorised Leave** –in the case of medical appointments occurring during school hours, duty staff will be expected to take the student boarder to this appointment (e.g. orthodontist, hospital, x-rays, counselling). Parents/teachers will be informed via email, telephone and advised of the absence.

## Transport

If a student is required to catch public transport to get to their destination, the duty dean will take them to the transport location and this will be noted on the mileage sheet of the school vehicle.

## School Holidays

The dormitory is officially open to boarding students from 2.00 pm on the Sunday before the new school term starts and closes at 5.00 pm on the last day of the school term.

At the end of term, student boarders who are unable to leave on the last day of term, due to long distance travel arrangements, are able to stay in their dormitory until the due date of departure. The school dining room also closes during this time and student boarders are expected to purchase their own meals in town. The Duty Dean will transport student boarders until departure time. Similarly, if a student boarder arrives prior to Sunday before the new school term, this must be with the knowledge and arrangement of parents and the Boarding Director. The student boarder will follow dormitory guidelines and provide enough food for their meals until the school cafeteria begins operating again, which is Sunday dinner before the new school term.

- Town Shopping Trips – Sunday 2.00 pm to 4.00 pm in mufti wear. Thursday 3.00 pm to 5.00 pm – in school uniform.
- Year 7-10 : are buddied up with senior students and allowed to go to town twice a month, on alternate weeks (set by the Duty Dean).
- Year 11, Year 12 students can attend either Sunday or Thursday shopping trip.
- Year 13, or 18 years and above may go both times on shopping trip subject to the Duty Dean's decision.

All student boarders on town trips must register on the sign-up sheet. Students are marked on the school bus as they board the bus and also marked when returning to the school bus. Be prompt, do not keep the bus driver waiting – their work schedule is limited and time must be kept within the limit of driving hours (refer to driving log hours).

If student boarders are very tardy during a shopping trip, they will forfeit any further town trip privileges for the following week. Whenever a student boarder is dropped in town by another staff member, they must inform the duty dean to let the bus driver know, in case there are not enough seats available for the return trip.

All student boarders on any type of short or full weekend leave must act in a way that promotes LAC House Special Character and values and ensure that they do not behave in a way that will bring LAC House into disrepute. Any breaches of laws or unacceptable standards of behaviour will result in disciplinary consequences.

## Exeat Leave

Exeat Leave does not apply to LAC House due to limited Homestay housing for International student boarders as well as domestic student boarders.

Boarders apply to remain at LAC House during long weekends such as Easter, Queen's Birthday and Labour Weekend.



### **Students who wish to use a private car**

- Boarders who wish to use a private car must seek prior approval from the Boarding Director, giving reasons for the request.
- Boarders must complete the acceptable use form (see appendix) sign it and provide a copy of their driver's licence.
- Failure to abide by the conditions of private car use at LAC House is likely to result in the removal of the privilege.

### **Weekend Activities**

LAC House is a Seventh-day Adventist Institution, with Sabbath being observed from Friday sunset to Saturday sunset. As part of Sabbath observance, all student boarders are expected to attend church meetings in Palmerston North on Saturday mornings if they are not on weekend leave. Student boarders are required to abstain from laundry, TV and sporting activities during Sabbath hours.

- Saturday night – A special supermarket trip is available, but not compulsory. This usually occurs after participating in the Saturday night social activities.
- Sundays – 9.00 am – meet in own chapels for worship and deep cleaning notices. 11.00 am – Brunch and names given for Sunday town trip. Afternoons can be spent on campus with music, sports or tutoring practice, rest, school uniform wash and dry for school preparation.

## Driver's Licence Information for LAC House Student Boarders

Name \_\_\_\_\_

Licence Number \_\_\_\_\_

Licence Type (circle one):      Restricted/Full

Expiry Date: \_\_\_\_\_

Vehicle Details:

Make/Model \_\_\_\_\_

Colour: \_\_\_\_\_

Registration Number \_\_\_\_\_

Insurance details \_\_\_\_\_

I agree to the following conditions which govern the use of, and having my vehicle at LAC House:

- I will use my vehicle only for the purpose that my parents have agreed to.
- I will not use my vehicle for casual leave purposes unless permission has been obtained from the Director of Boarding in advance.
- I agree to park my vehicle in the designated car park only.
- I will not lend my vehicle to any other person without my parents' and Director's permission.
- I undertake to be responsible in the use of my vehicle in regards to the usual rules of the road and directions and my vehicle will meet current Road Usage Regulations.
- I will not take LAC House student boarders or other students as passengers unless my licence allows it and the Director of Boarding has been consulted.
- I understand that misuses of this privilege may result in the loss of permission to keep a car at LAC House.
- I must hand in my car keys to the Dean's office in the dormitory as well as mileage details on the log sheet.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_