



Kia Puāwai Tātou

The Lord's Plans, Jeremiah 29:11

Boarding Student Handbook

Boarding Director and Senior Girls' Dean:

Mrs Maria Henry

Email: mariah@lac.school.nz

Mobile: 021 987 161

Senior Boys' Dean:

Mr Jefferson Souza

Email: jefferson@lac.school.nz

Mobile: 021 223 4808

Welcome

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

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

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

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

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

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

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

We look forward to meeting, and of the potential successes, you will develop at LAC House.

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

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

Yours sincerely

Maria Henry

Boarding Director

LAC House Contact Information

Residences Address: 100 Walkers Road
RD7
PALMERSTON NORTH 4477

Postal Address: PO Box 14001
Longburn 4866

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

LAC House Staff List:

Boarding Director and Senior Girls' Dean:

Mrs Maria Henry Email: mariah@lac.school.nz Mobile: 021 987 161

Senior Boys' Dean:

Mr Jefferson Souza Email: jeffersons@lac.school.nz Mobile: 021 223 4808

Assistant Girls' Deans:

Brooke Davidson Email: brooked@lac.school.nz Mobile: 021 987 159

May Kwong Email: mayk@lac.school.nz Mobile: 027 327 8614

Assistant Boys' Deans:

Wynn Llena Email: wynn@lac.school.nz Mobile: 022 491 6421

Board of Governors (Boarding)	Board of Trustees (Day School)
Chairman - Graeme Drinkall, NZPUC Secretary	Chairman - Graeme Drinkall, NZPUC Secretary

Boarding Handbook

The Boarding Handbook is reviewed and regularly updated on the LAC website. Where there is no access to the internet, parents/caregivers may request a copy Boarding Handbook by contacting the Director of Boarding.

School Mission Statement

In Christ, we **educate** for learning and skills, excellence, grace and eternity. We **encourage** a caring community service relationship. We **empower** toward a holistic potential lifelong learning mission.

LAC House Motto

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

At LAC House, we focus on the following behaviours:

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. Still, 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

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

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

LAC House Guidelines

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

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

Living away from home

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

First-Day Arrival

Day School

School hours – 8.45 am to 3.15 pm (Mon. to Fri.)

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

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

After-School Arrival

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

Boarding

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

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

7.20 - 7.25 am Morning Worship

7.30 - 7.55 am Breakfast and self-made lunches

5.30 - 5.55 pm Dinner served then clean up

7.00 - 7.20 pm Soul Time (worship) including evening dormitory notices

Boarding staff/deans will assist all boarders with:

Transportation

- Deans will pick up/drop off for Intercity bus transport and flights from Palmerston North airport. The buses stop at the i-Site in the Square (near the Town Clock).
- Please contact Maria Henry (girls') or Jefferson Souza (boys') to inform of arrival/departure times.

School Uniforms

- Deans will take boarders to purchase school uniform items from the Academy Apparel uniform store, 82 Broadway Avenue, PN.
- A purchase order from Mr Chen (Business Manager) stating what items to be purchased and for any amount outside of the fund included in the boarding fees; caregivers will be notified then invoiced.
- A selection of second-hand uniforms is available for purchase from the school office. Contact Mrs Allison Flood for more information (allisonf@lac.school.nz)

School Stationery

- A purchase order from Mr Chen (Business Manager) to purchase school stationery from the Office Max store, Princess Street, PN.
- Items can also be ordered online: <https://www.myschool.co.nz/lac>

Campus Orientation (if arriving after orientation day)

- The orientation of the school campus (boarding hours), also, meet with school staff for class placement at the beginning of your first day at school.

What to Bring

Clothing

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

NB: All clothes/personal items must be marked with your name. Any clothes or items without names cannot be returned and if unclaimed will be disposed of or donated to charity.

Bedding

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

Toiletries

- 3 x Bath Towels & face cloths
- Shower gel
- Shampoo & conditioner
- Toothpaste & toothbrush
- Deodorant (***please note that aerosol cans are prohibited in the dormitories***)
- Hairbrush/comb
- Moisturiser
- Hair products
- Foot deodoriser

Other

- Washing powder/detergent
- Laundry basket and pegs
- Plate, cutlery and cup for personal use in the kitchenette
- Alarm clock
- Personal items e.g. Photos, pictures (use push pins for walls) and ornaments.
- Bible and devotional materials
- Headphones
- Clothes hangers

NOTE:

All clothing, bedding and extra belongings MUST adhere to values and beliefs of LAC. Any items that are deemed inappropriate will be confiscated by boarding staff.

Prohibited Items

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

Prohibited items include:

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

Also prohibited for health & safety requirements and consideration of others living within LAC House:

1. Televisions, Games Consoles & HiFi systems
2. Kitchen Appliances
3. Heaters

LAC House Rules and Responsibilities

Each student boarder agrees to:

Lead with Integrity

1. Properly carry out duties without being chased up.
2. Avoid harm to self and others. This means not carrying, storing and using flammable goods, cigarettes, alcohol, drugs (including prescription drugs), drug apparatus or items that simulate or promote drug, cigarette or alcohol use.
3. Be courteous to each other and not overstate a situation or circumstance that is likely to show you better than someone else.
4. Bring people into the dormitories at approved times only and with the Dean on Duty permission. Ensure that visitors sign in and out and comply with visitor requirements.
5. Follow LAC House timetable and procedures; arrive on time for morning/evening worship, meals, and leave for school on time.

Act with Respect

6. Display appropriate manners and courtesy to other Boarders and staff and follow staff instructions.
7. Behave in such a way that other Boarders are not disrupted, disadvantaged or put at risk.
8. Respect others' property – be honest and have no involvement in theft.
9. Actively participate, contribute and aim to achieve personal best in academics, arts, cultural, sports, leadership and/or service opportunities.
10. Put litter in bins and be careful with LAC House property. Do not bring chewing gum into LAC House or expect to pay compensation for damage.

Cultivate Resilience

11. Be hygienic and present yourself in accordance with LAC House dress and grooming standards.
12. Wear the correct uniform. Girls one set of small studs or sleepers in the lower ear lobe is permitted only, hair tone must be one natural colour, boys-no facial hair, no facial piercings and clean trimmed nails expected.
13. Being able to overcome struggles and difficulties, by asking for help.
14. Train for the trials you are not yet in.
15. To not hold grudges against each other.

A

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

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

B

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

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

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

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

The 5 behaviour categories (including positive examples)

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

Boardingware – the digital management system used by the LAC House Deans to monitor each boarder's location and keep track of day to day life in the dorms. The system allows roll checks for worships and meals to be stored and monitored. Also as part of the Boardingware system, boarders and parents can create accounts to apply for weekend leave. For more information visit <http://www.boardingware.com/> or contact the Boarding Director.

Buildings & Facilities

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

C

Complaints/Grievances – See Appendix for Grievance Procedure.

If you have a concern and feel that you may have a grievance or complaint about how you are being treated by an individual/s at LAC, we encourage you to speak to someone. This person may be your friend, a teacher, dean, counsellor, chaplain or parent. You are welcome to either write a full account of your concern to the Boarding Director. This will activate the complaints and grievance procedure. Please refer to the appendix.

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

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

D

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

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

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

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

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

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

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

E

Emergency Procedures:

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

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

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

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

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

F

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

H

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

Boys – clean-shaven appearance is required at all times.

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

Intercom Paging System – each dormitory is equipped with an intercom system used for notices/announcements made from the Deans' office. A separate microphone is used for internal dorm use only.

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

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

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

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

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

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

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

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

Initiatives – any student initiatives such as prayer groups, tutorials, craft making groups, reading book clubs, physical fitness. Projects should be discussed with a

Dean and efforts made to purchase materials if necessary to establish these initiatives.

J

Jewellery - LAC House follows the same guidelines as stated in the LAC student Handbook, e.g. piercings for girls only, one plain stud (no larger than 5 mm) per earlobe and dress jewellery kept to a modest appearance.

L

Leave – is a privilege, not a right. Safety is paramount. Even if a parent/caregiver approves the leave, Duty Boarding Staff or Boarding Director makes the final decision. **Weekend leave requests must be handed in no later than 9.00 pm Wednesday and approved by parent/caregiver by 10.30 am Thursday.**

When approval is given for leave at any, an agreement based on trust is entered between the Boarder and LAC House. The Boarder is trusted to go ONLY to the place approved. Breaches of trust are viewed very, and consequences apply.

Leave: Boarder Responsibilities

Year 7 & 8	
Weekends	Approved by Parent, Host family, Boarding staff – return to the dormitory no later than 5 pm on Sunday. Room left clean and tidy before going on leave.
Town	Be with another boarder at all times – Thursday full school uniform. One Saturday evening per month, one Sunday afternoon per month. Must wear clothing with a school label.
Overnight	No overnight to a friend's house Monday to Thursday nights.
Family	With special permission from duty staff and parent contacted. Return to the dorm by 7 pm – arrange cover for kitchen duty if necessary
Special	An email is required from parent/caregiver to Boarding Director, approving involvement in the sport for each term.

Year 9 & 10	
Weekends	Approved by the caregiver, host family, boarding staff – return to the dormitory no later than 7 pm. Room left clean and tidy before going on weekend leave.
Study	No more than one evening per week out of full study.
Sport	Email required sent to Boarding Director from parent/caregiver approving involvement in the sport for each term.
Town	Sunday afternoon – wear clothing with school label, tidy mufti on Thursday if taking a Sunday trip. For Thursday – full school uniform is required. Saturday evening-tidy mufti or wear LAC House hoodie.
Special	Sabbath lunch – MUST speak directly to the duty dean with Sabbath host contact details to arrange to drop off by the host family or pick up by duty dean.

Family	See duty dean with details of outing with family and return times.
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Year 11 & 12	
Sport	An email from parents approving involvement in the sport for each term.
Town	Sunday – tidy mufti with school label clothing. Thursday – school uniform wear only – no extras such as caps, beanies and shirts tucked in at all times.
Overnight	No overnight to a friend's house Monday to Thursday.
Special	With family from 3.15 pm until 7.00 pm. (no meal saved and get cover for kitchen duties if necessary) Sabbath lunch – aim to have this outing arranged and inform deans by Thursday 8.00 am – complete Leave form with details
Work	Prior written application and supporting email from parent/caregiver to the Boarding Director before approval obtained. Work to be rostered no more than twice per week on school nights.

Leave: Parents/Caregivers

When approving a leave, please note the following:

1. Leave is a privilege and is at the discretion of the Dean and/or Boarding Director. Leave may be revoked as part of disciplinary procedures. A boarder must not leave the dorm until the duty Dean has approved leave outside the parameters of permitted leave, the leave may be declined. Dress is to be appropriate to the occasion and shoes must be worn at all times. A high standard of presentation and behaviour is expected when representing LAC House.
2. Weekend leave: Boarders must complete the Leave Form with all details to ensure approval at the Thursday Weekend Meeting. Incomplete details will delay a response or forfeit the leave request. Transport is to be by an approved adult (as listed on the Leave Form), and school uniform wear is required for public transport.
3. Details of the host family receiving the boarder into their home must be complete and accurate as stated on the Request Leave Form. Changes to leave cannot be made by a boarder.
4. When going on special leave in a group, a leave plan is to be submitted to the duty Dean at least five days in advance of the proposed activity. If going to a licensed restaurant, an adult is to accompany the group.
5. Rules for exam leave must be observed and will be on the dormitory noticeboards. The structured study is compulsory over this period. No visitors allowed during exam leave periods. In Term 4, a boarder's last day in the dormitory is the same as your last exam. International boarders must have flight details to the duty Dean

Laundry - Laundry room that has washing machines and clothes dryers. You must provide your own wash powder. A washing basket is available for use. See the Deans for assistance with laundry. School uniforms must be clean, ironed and tidy every day.

P

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

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

Prohibited items include:

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

Also prohibited for health & safety requirements and consideration of others living within LAC House:

1. Televisions, Games Consoles & HiFi systems
2. Kitchen Appliances
3. Heaters

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

R

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

S

Sabbath Observance – Friday sunset to Saturday sunset. We refrain from usual weekly activities such as sport in the gym/court/outside, movies/gaming, music with non-Christian lyrics, shopping. These are replaced with church fellowship, praise-singing and listening to messages of hope in Jesus Christ. The Sabbath has to do with God's great purpose for creating man. It is a reminder of God Creator and Sabbath observance is one of the great signs by which people could be reminded of who God is, and of His creation.

The word Sabbath means “rest” in the original Hebrew language. Physical rest and mental relaxation and refreshment after a busy week at school are obvious reasons for the Sabbath.

Most of you are under pressure from time to time – assignments, deadlines, studying for a test, extracurricular activities, to name just a few. Hobbies, special interests are for the first six days of the week. The Sabbath is a special time God claims – puts His name on – then gives back to us entirely for our good. Then to top it all off, He promises blessings now and a great future reward for cheerfully and truly keeping Sabbath.

During the warmer months in Terms 1 and 4, we can explore the various reserves and bush walks of Manawatu-Whanganui Sabbath afternoons – a real treat to see.

Opening and closing Sabbath is held every, and we ask that you refer to the weekend planner sheet on your dormitory noticeboard for the location and times.

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

Security Cameras – CCTV cameras are operational throughout the campus, for the safety of our boarders and deans.

Sickness – procedure: let the Duty Dean know you are sick. If you are going to be absent from school, you **MUST** remain in the dormitory for 24 hours, no IT during school hours, and meals will be brought to you in the evening. If sickness persists after 48 hours, parents to be advised that you will be taken to see a doctor.

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

Social Media – All students of Longburn Adventist College must agree to the Digital Integrity Agreement. Please see the LAC Student Handbook for more information. Correct use of any digital equipment is expected at all times.

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

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

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

T

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

Town Trips – Regular opportunities are available for boarders to visit town to run personal errands. Boarders are expected to use these opportunities to organise their shopping as it is only in special circumstances (e.g. doctor's visit) that a Dean on duty will give lifts to town.
For Years 7-9: A staff supervisor will assist during their town excursion. Town trips are a privilege, not an expectation.

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

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

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

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

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

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

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

U

Uniform wear – school wear as outlined in the School Handbook. Clothing with school logo is preferable for off campus to wear Saturday evenings and Sunday afternoons.

V

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

Y

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

Examples of Y13 Privileges:

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

Weekday Dorm Routine

Mornings (am)

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

NOTE:

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

Afternoons (pm)

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

Evenings (pm)

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

Weekend Dorm Routine *(Example)*

Saturday/Sabbath

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

Sunday

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

* Sunday evening lights out time for all year levels*

LAC House Glossary

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

FAQ

Who do I see if I...

...am feeling homesick?

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

...just need someone to talk to?

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

...have questions about my subject choice?

Mrs Aiono is the best person to talk to in regards to subject options. Please ask at school reception if he is available (during school hours). Email: tamara@lac.school.nz

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

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

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

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

...want to take music lessons?

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

...have questions about exams?

Talk to your Year Level Dean. If they are unable to help, see Mrs Aiono.

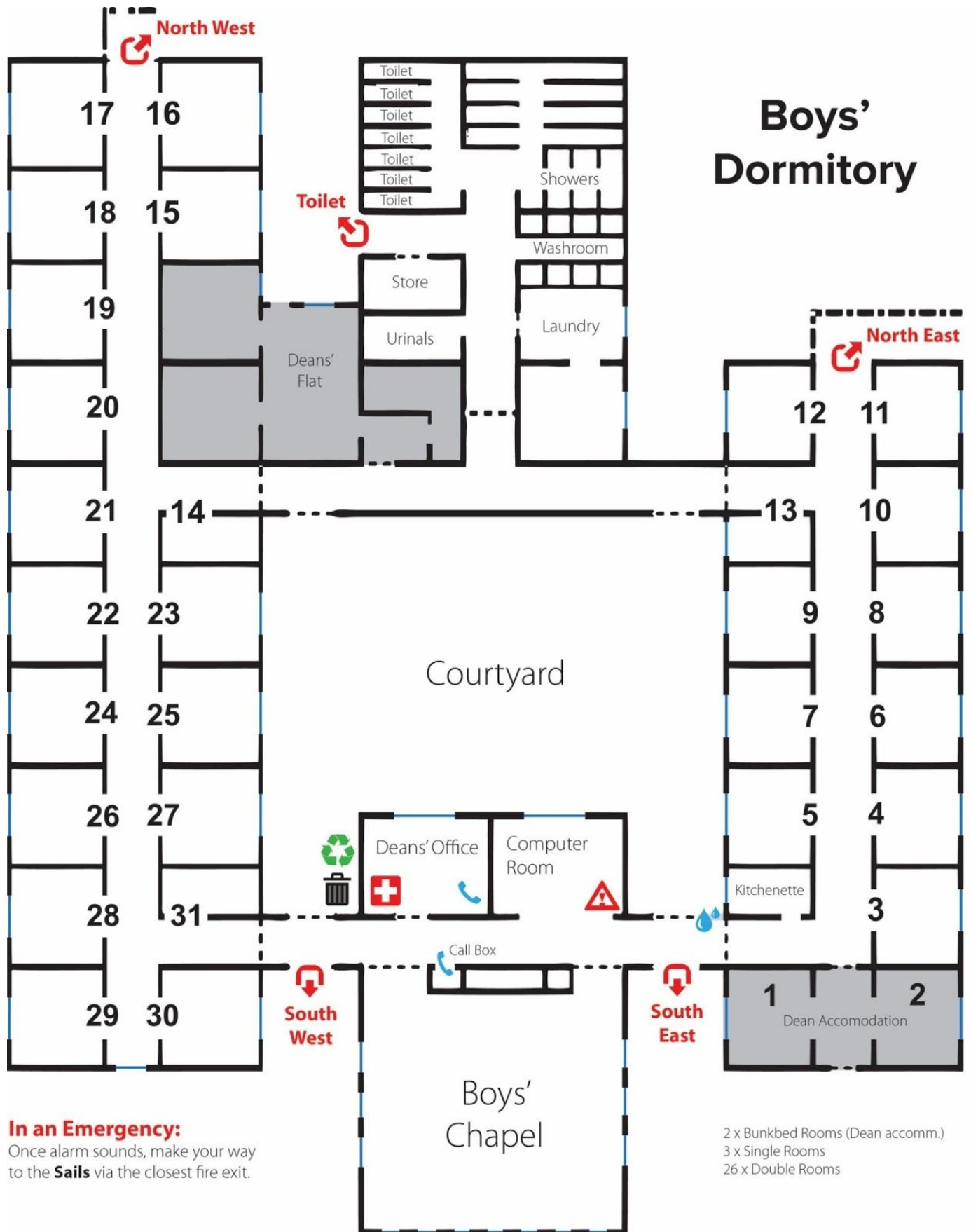
...need to sort out finances?

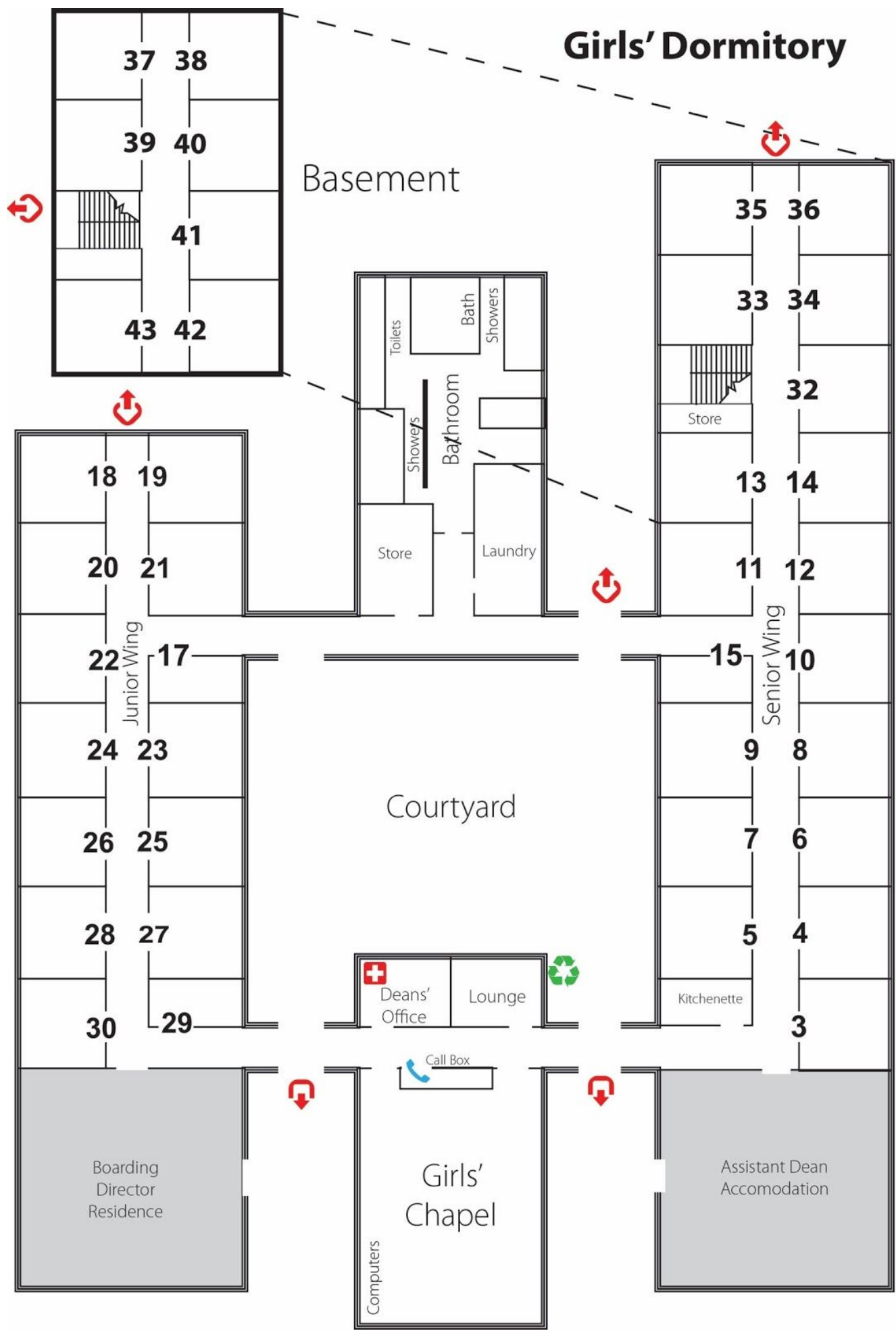
Mr Andrew Chen (Business Manager) or Mrs Allison Flood (Accounts Clerk), can help you with such things as what to do if you need to charge items against your school account or pocket money arrangements. Email: finance@lac.school.nz or allisonf@lac.school.nz

...need to talk about my future?

Mr Rob Gardner is the STAR/Gateway Coordinator – his office is in the Library. Email: robg@lac.school.nz

LAC House Layouts





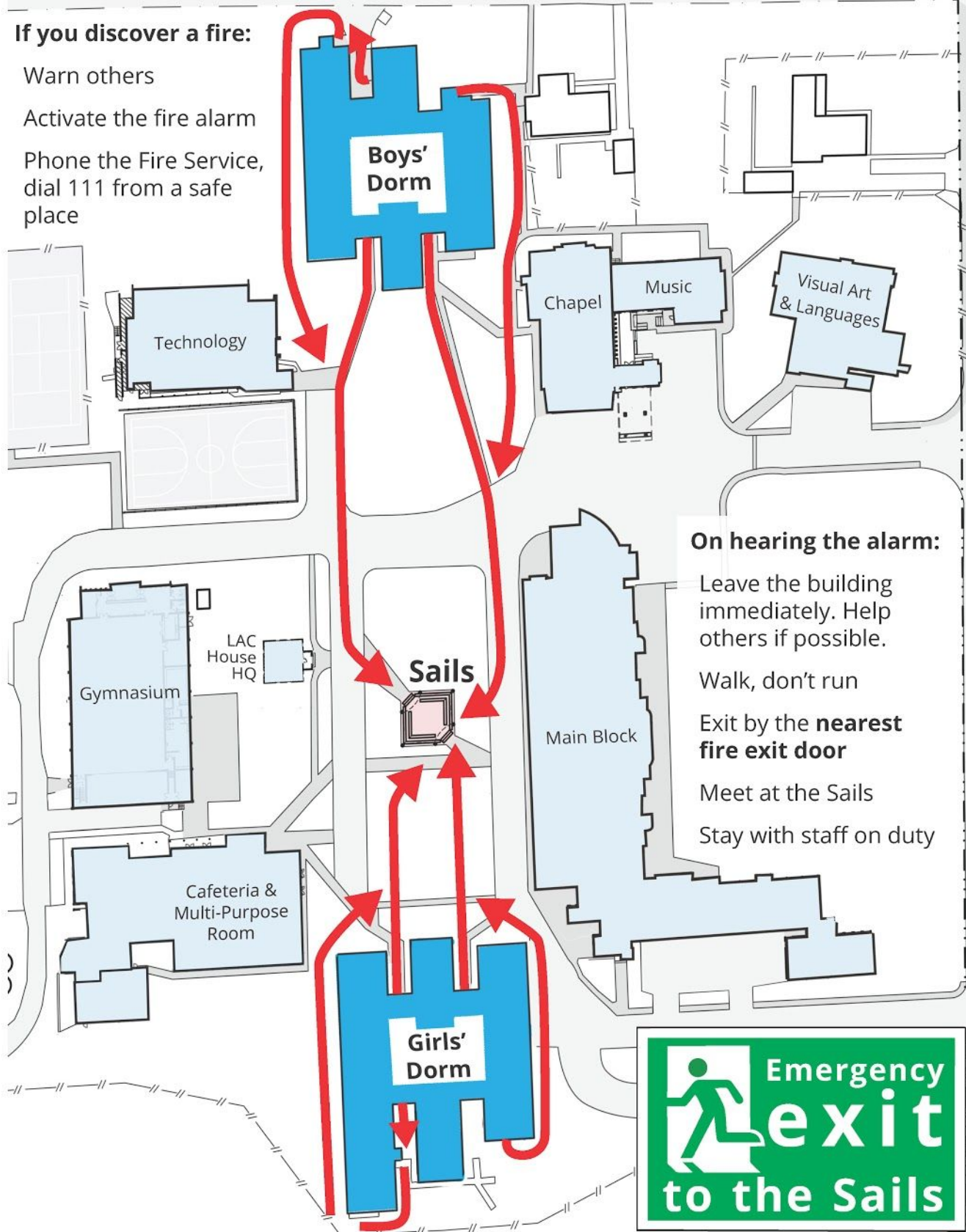
Fire Evacuation Guide

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

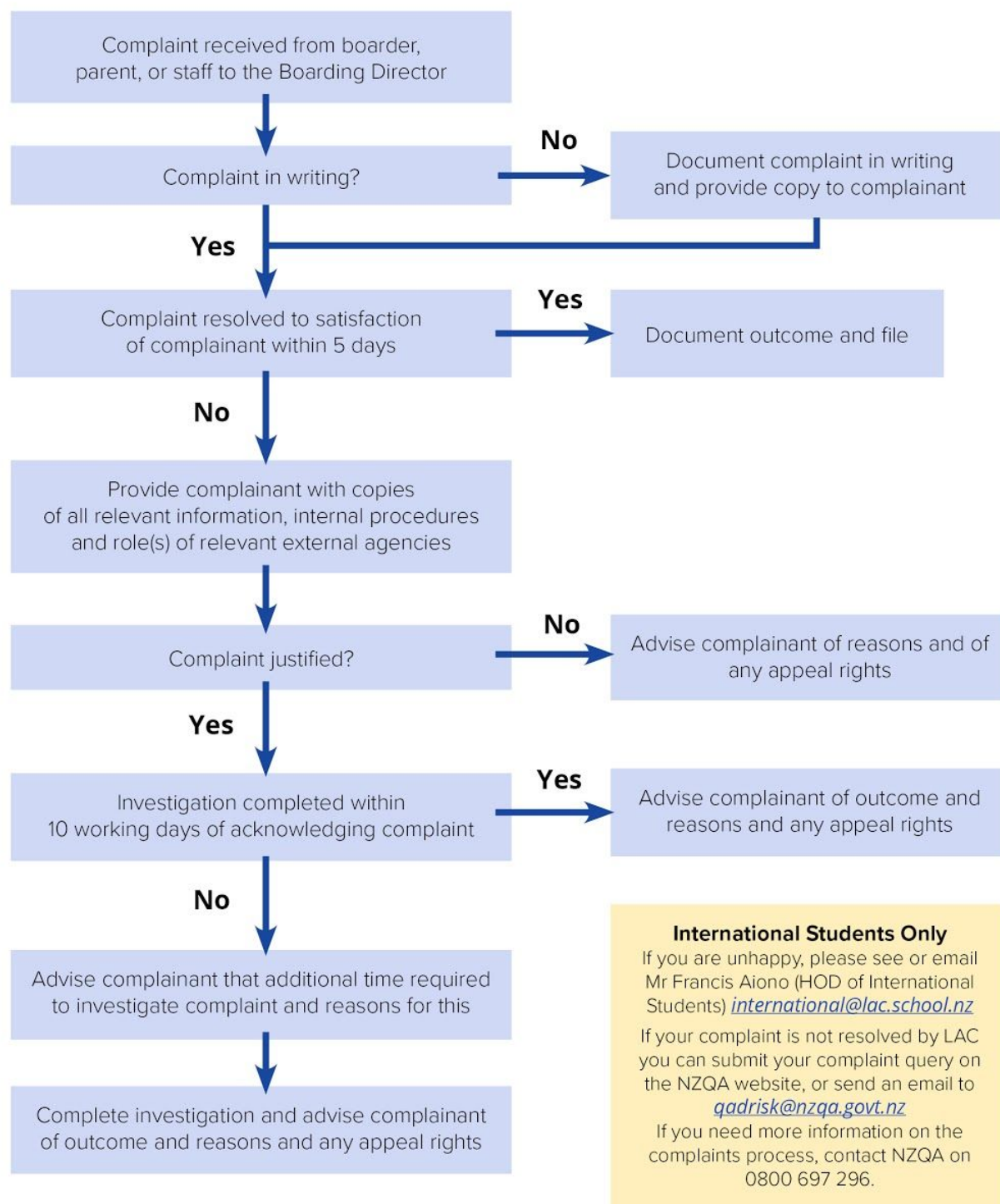
Stay with staff on duty



Grievance & Complaints

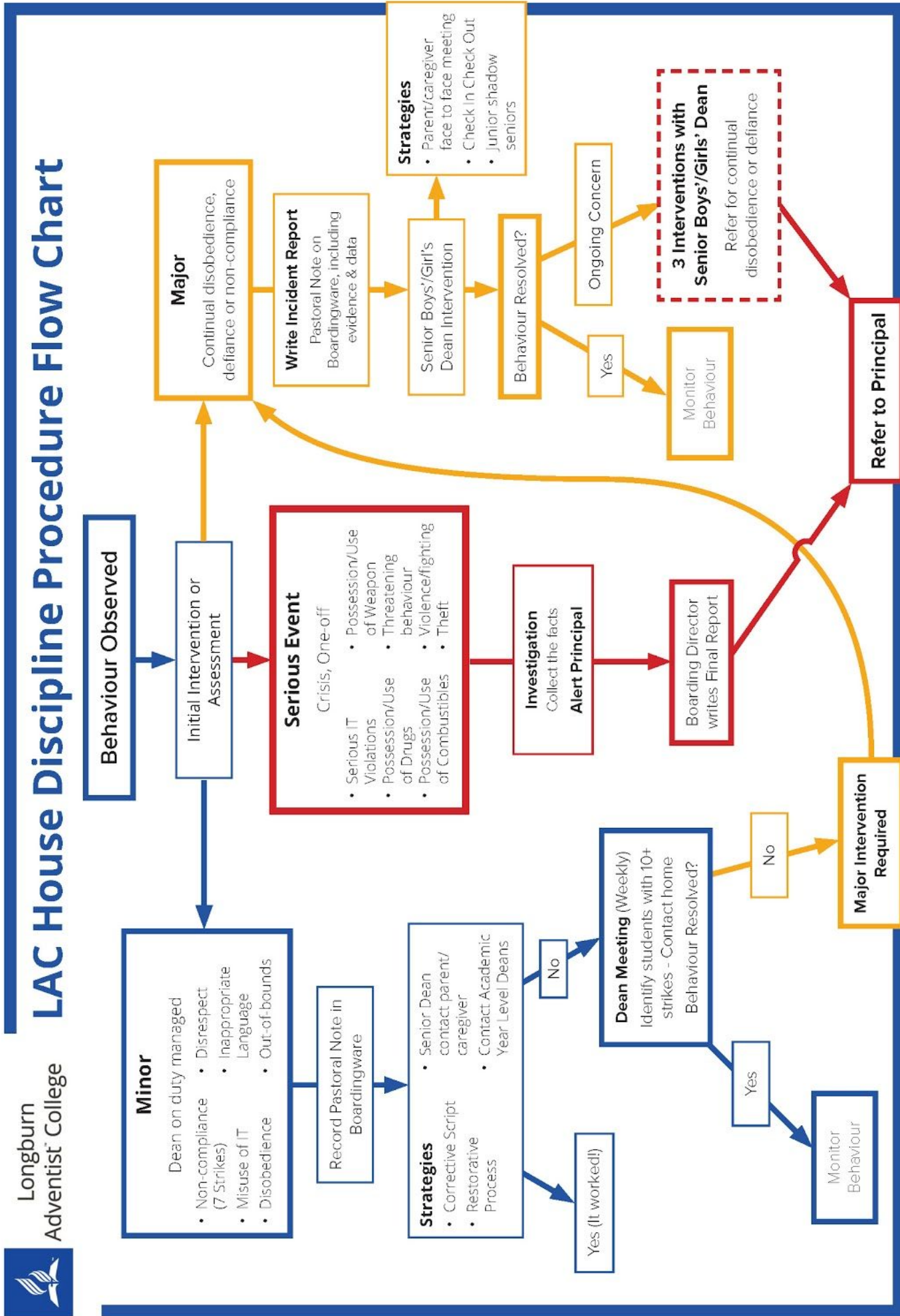
Grievance Procedure

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.



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.





2021 Boarder Agreement

To the Boarding Staff of LAC House

I , Year.....

Have read through the 2021 LAC House Boarding Handbook and understand the rules and regulations contained.

By presenting this signed agreement for admission to LAC House, I recognise my responsibility to abide by the ideals and regulations of the College and to co-operate in all aspects of the LAC House Boarding programme.

Signed

Date.....