

Student Handbook 2021



Longburn AdventistTM College

In Christ, we educate, encourage and empower

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Introduction

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

Mission Statement

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

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

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

Belief Statements

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

- Alumni involvement enhances the College programme.

Special Character

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

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

Preferencing

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

Board of Trustees (BoT)

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

Board of Governors (BoG)

The Board of Governors is the governing body of the LAC House boarding facility on behalf of the Seventh-day Adventist Church. The BoG deals with all matters related to boarding students outside of school hours. For more information, please see the LAC House Boarding Handbook - <https://www.lac.school.nz/boarding/>

General information

LAC Award System

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

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

LCEA Certificate Requirements

The LCEA is a local certificate of achievement that is used to track student progress and is the main currency used to give individual awards at the LAC prize givings.

LCEA Year 7-10

- **Achieve:** 80 credits
- **Merit Endorsement:** 50 of those credits at either Merit **or** Excellence
- **Excellence Endorsement:** 50 of those credits at Excellence

LCEA Year 11&12

To gain LCEA (which includes the EDG Exam results):

- **Achieved:** 80 credits (for Y12, 20 credits carried over from previous year)
- **Merit Endorsement:** 50 of those credits at either Merit **or** Excellence
- **Excellence Endorsement:** 50 of those credits at Excellence
- **10 Religious Studies** credits

LCEA Year 13

To gain LCEA (which includes the EDG Exam results):

- **Achieved:** 80 credits, of which 60 credits must be from Level 3 or higher.
- **Merit Endorsement:** 50 of those credits at either Merit **or** Excellence
- **Excellence Endorsement:** 50 of those credits at Excellence
- **10 Religious Studies** credits
- To gain University Entrance (UE) add:

1. Achieve 14 credits at Level 3 in each of three subjects from the list of approved subjects.
2. Achieve UE Numeracy - 10 credits at Level 1 and above from specific achievement standards, or three specific numeracy unit standards
3. Achieve UE Literacy - 10 credits (five in reading and five in writing) at Level 2 and above from specific standards with the highest number of excellence credits (internal credits plus EDG exams).

Dux

For Y7-13, each Dux is chosen from the students with excellence endorsed LCEA and goes to the student with the highest number of excellence credits (internal credits plus EDG exams).

Assemblies

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

Students should:

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

Bell Times

	Mon-Wed & Fri	Thursday
Warning Bell	8.40 am	8.40 am
Rollmark	8.45 - 9 am	8.45 - 9 am
Period One	9 - 10 am	9 - 10 am
Period Two	10 - 11 am	10 - 11 am
1st Break	11 - 11.30 am	11 - 12 pm
Warning Bell	11.25 am	11.55 am
Period Three	11.30am - 12.30pm	12 - 1 pm
Period Four	12.30 - 1.30 pm	1 - 2 pm
2nd Break	1.30 - 2.15 pm	End of School Day
Warning Bell	2.10 pm	
Period Five	2.15 - 3.15 pm	

Bus Routes & Information

Longburn Adventist College has 6 local buses that service it: 4x Palmerston North buses and a country bus. To see the routes and times for the buses, please visit the LAC website:

<https://www.lac.school.nz/new-students/bus-routes/>

The country bus covers the areas of Levin, Shannon & Foxton.

For more information regarding the buses, please contact Mr Gavin Cornford (LAC Bus Monitor) gavinc@lac.school.nz or phone UZABUS on 06 356 4896. Please note the following:

1. Bus 1 does not go along Tremaine Avenue in the afternoon
2. Except for Thursday, Bus 3 & 4 are combined in the afternoon going down Maxwell's Line then along College Street as per Bus 3.

Fees

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

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

KAMAR Portal

To login to the LAC KAMAR Portal:

1. Go to <https://portal.lac.school.nz>
2. Login as students' username (e.g. Freddie Mercury = freddiem)

School App

The LAC School App is available through the **SchoolAppsNZ** app from the [Android](#) or [iOS App stores](#) for free. All enrolled students and their parents/caregivers can obtain a username and login. This is obtained from Mr Gounder, IT Manager: itmanager@lac.school.nz

Music Lessons (Itinerant Tutors)

Music lessons are available from Itinerant Tutors. Enrolment forms are sent out at the start of the term. The following instrument tuition is available:

- Piano & Keyboard
 - Flute, Clarinet & Saxophone
 - Drumming & Percussion
 - Vocal - Singing
 - Violin, Cello, Double Bass & Ukulele
 - Acoustic Guitar, Electric Guitar
 - Brass available if there is sufficient interest
- Cost of tuition for the whole year:
- Year 7&8: \$210
 - Year 9: \$232
 - Year 10-13: \$242

Office Hours

Monday - Thursday 8.00am - 5.00pm

Friday 8.00am - 4.00pm

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

Publications

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

Real-Time Reporting

Longburn Adventist College uses real-time reporting to inform you about your achievement. Real-time Reporting is accessed via the KAMAR Portal:

- Allows parents and students to read the feedback received from their teacher;
- View grades entered along with teacher feedback about the assessment/assignment;
- View teacher feedback on assessments at least 4 times a year per subject;
- Allows for immediate conversations regarding progress;
- Is current and timely

A formal report is issued twice a year but will only include academic and key competency results. There will be no comments on this report. Other ways in which we formally report are through five weekly reviews and Parent/Teacher evenings.

Sports

Students are encouraged to participate in extracurricular sports. Some of these sports are, but not limited to badminton, basketball, hockey, football, table tennis, touch rugby & volleyball. Other sports activities are offered according to teacher and parent availability, and student request.

For more information, contact the Sports Coordinator, Mr Wynn Llena: sport@lac.school.nz

Stationery

Stationery requirements can be found on this link: <https://www.myschool.co.nz/lac> (OfficeMax). Purchasing through OfficeMax Myschool earns rewards for LAC which we redeem for educational supplies, equipment for classrooms or students in need.

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

Textbooks

Textbooks are issued during the first few days of school. These are issued to students and are required to be returned at the end of the year.

Timetable

The school has a 2-week rotating timetable of 10 days:

Week	One	Two	Three...
Monday	Day 1	Day 6	Day 1
Tuesday	Day 2	Day 7	Day 2
Wednesday	Day 3	Day 8	Day 3

Thursday	Day 4	Day 9	Day 4
Friday	Day 5	Day 10	Day 5

- Students will receive individualised timetables on their first day at school
- The timetable can be accessed through the KAMAR Portal. New students will be given instructions in the new year and information on how to access and login will be emailed home to parents/caregivers.

Visitors

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

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

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

Facilities

Cafeteria

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

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

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

Entrances & Exits

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

- Exits: Students must exit the building at the end of the school day and leave the vicinity of the building as quickly as possible. Students may not loiter in the building, on school grounds or in the vicinity of the building at the close of the school day.

Grounds/Garden

- Stay inbound (refer to map on page [23](#))
- Enjoy the gardens and grounds, but do not remove any flowers or cuttings unless you have permission from Management.
- Put your litter in the bins and do not walk on any gardens or fencing surrounding the gardens.

Gym Usage

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

Library Regulations

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

- Respect for others is to be shown at all times.
- Items can be borrowed with the use of the student ID card issued to all students.

Lockers

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

Music Building

The music building is available for practices, but permission must first be obtained from the Teacher in charge of Music.

- Audiences are not permitted at practices.

Damage

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

General Emergencies

Fire Drill

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

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

Earthquake Drill

DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary. **COVER** your head and neck (and your entire body if possible) and seek shelter if possible, e.g., under a desk. If there is no shelter nearby, get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands. If you are outside, move away from buildings, trees, or power lines if possible then drop, cover and hold.

HOLD on to your shelter (or your position to protect your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. The evacuation siren will sound after an earthquake if required. In the case of a 'small' earthquake, there may be no reason to evacuate

Health and Safety

First Aid/Sickness

If you become sick or injured during the school day, you are to report to reception. Your individual circumstances will be assessed, and the appropriate action will take place. In the event of an injury or near miss, you will need to fill in an incident form. Note: It is a legal requirement to have written permission from your parent(s)/caregiver(s) before you can be given Panadol by the school.

Lockdown Procedures

Why have lockdowns?

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

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

What is a lockdown?

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

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

Who initiates a lockdown and when?

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

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

Things to consider before initiating a

lockdown: • Degree of risk/personal safety e.g. someone carrying a firearm.

- Alternative strategies.
- Our ability to manage people as a group e.g. chemical spill.
- The effectiveness of a Lockdown, they are not good in a fire!

How do I initiate a lockdown?

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

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

Hazards

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

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

Surrender And Retention Of Property & Searches

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

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

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

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

Student Services

Bicycles

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

BoT Representative

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

Diary

Students may supply their own diary.

ID Cards

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

Lost Property and Confiscated Gear

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

Lunchtime Leave

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

Photocopying

A photocopier is available in the library for student use. Black and white costs 4 cents per A4 page and colour costs 40 cents per A4 page. Students start the year with \$20 credit. Additional credit can be purchased at reception.

Student Support Team

- A school chaplain and a guidance counsellor are on site to help care for the spiritual and social needs of the students.
- The school chaplain can be found at the chapel's office.
- The guidance counsellor can be found at the International Student Centre, B Block.
- If neither the school chaplain nor guidance counsellor is not in their offices, please see the receptionist locate them.
- Students need a note from either the school chaplain or guidance counsellor before they can seek permission from their teacher to miss class.
- A nurse is available every Tuesday in the same area as the Guidance Counsellor. See the office to arrange an appointment. This service is available if with your parent/caregiver permission (Parents/Caregivers may opt out only for this service).

Student Vehicle Policy

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

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

Tuck Shop

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

Student Expectations

Attendance

Students are required to attend all classes. The school is required to know where all students are during the school day to ensure their safety.

- If a student is unable to attend school, the parent/caregiver must contact the office via the school app, phone or email before 9.00 am on each day of absence. State the reason for the absence.
- If a student arrives late between 8.45 am and 9.00 am, they need to report immediately to their roll mark class. They will be recorded as 'late'.
- Students who are late and arrive after 9.00 am are required to sign in to the school through reception. A late pass is then issued to be given to their respective class teacher.
- Exams – students are expected to sit related examinations for all subjects that require them. • Students with timetabled study periods, vocational pathways or Te Kura courses must report to the library or place designated on their timetable.
- Catching up after absences: Students are responsible for studying and completing classroom material missed during any absence from school. This applies for GATEWAY, STAR courses off-site as well as other types of absences.

Sign-out Procedure for Leaving Campus

- Sign-out procedures: Students who have appointments outside the school - during the school day are required to show a note to their teacher and then present this to the office. Parent(s)/Caregiver(s) must come to the office to sign their child out of school.
- If a person other than a legal guardian is picking up a student, a letter of permission from the legal guardian must be given to the office. Reception staff may contact parents/caregivers to verify details and are also authorised to ask for proof of identity of anyone signing a child out.

IT Devices Including Cell Phones

Students will bring appropriate devices for educational and learning purposes only. Appropriate devices are ones that have a physical keyboard (this does not include Tablet devices). Students are responsible for the safe use and security of their device.

Support for Appropriate Devices:

- Contact the IT Manager for support with using the appropriate device at school:
itmanager@lac.school.nz
- Make sure that the device comes to school

fully charged.

- Students need to have their own insurance cover in case of damage/loss.

Safe Use of Appropriate Devices

- Students sign the 'Digital Integrity Agreement' to signal they understand the expected behaviours for safe use of Digital Devices at LAC.
- Students show respect and integrity when using their device(s). Use the Golden Rule, "Treat others as you would like to be treated" in all their digital communications.
- Any suspected inappropriate use of digital devices will be followed up. This may include an audit of student activity by logging on to their accounts, confiscation of the device in case of immediate inappropriate use and referral to the Year Level Dean.

Mobile Phones: Mobile phones will not be used as a primary device for learning. Students will have their phones on silent and will not use them in school time without the permission of a teacher.

Digital Integrity Agreement

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

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

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

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

- Report to an adult if I feel unsafe or uncomfortable online, or see a friend being unsafe or being made to feel uncomfortable by others.
- Behave in the way outlined in this Longburn Adventist College's eLearning and digital citizen agreement.

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

Talk to my teacher or another adult if:

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

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

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

Digital Matrix

Lead with INTEGRITY		"Be Good"	
Use devices appropriately for learning		Use other people's ideas and content appropriately	
View and create content that reflects LAC values		Use networks, sites, and applications that are for education	
Act with RESPECT		"Be Kind"	
Follow expectations and instructions around devices		Say only nice things about others	
Treat others the way you would like to be treated		Get permission before recording someone else in any way	
Cultivate RESILIENCE		"Be Prepared"	
Bring a device (and charger if needed) to every class		Make sure your device is working and ready to use	
Learn new skills that will help you succeed		Seek assistance when necessary	
Ensure your device is protected - physically and digitally			

Student Responsibility

Academic Policy for Students

Appeals

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

Deadlines

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

Authenticity

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

Assessments

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

Head Girl, Head Boy & Prefects

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

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

Educational Responsibility

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

School Transport Policy

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

Social Relations

- There are to be **NO** public displays of affection (PDA) between any students.

Change to Enrolment

Change to Academic Programme

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

Change to Student Status

Should you wish to change your status from being a day student to a five-day or seven-day boarder, or vice versa, the application must be made by the caregivers to the Principal's Assistant: pa@lac.school.nz

Debtors Policy

The LAC Debtors Policy is available on the Board of Trustees section of the LAC website:

<https://www.lac.school.nz/about-lac/board-of-trustees/>

Withdrawal Procedure

If you wish to withdraw from College for any reason, please do the following:

- Have your parent/caregiver advise the school by phone/in writing of your plans to leave and what your future intentions are;
- Complete leaving processes (guided by the office) by returning textbooks, library books and having accounts settled.

Code of Behaviour

ASPIRE – PB4L At LAC

Positive Behaviour For Learning (PB4L) is a school-wide supportive approach that develops a school culture where positive behaviour and learning thrive. At LAC we focus on the following behaviours:

- Leading with Integrity,
- Acting with Respect,
- Cultivating Resilience

These behaviours are taught through the year and when teachers observe students demonstrating the desired behaviours they reward students.

Your teacher will award points (instead of stamps) to acknowledge values and expected behaviours demonstrated. You will be told how to keep track of your points. At the end of each term, these points are calculated for rewards on the ASPIRE Celebration Day.



Lead with
INTEGRITY

Act with
RESPECT

Cultivate
RESILIENCE

ASPIRE is about who we are and the values we develop and embrace.

The values we embrace and who we are will influence how we behave and the things we do.

(PB4L) **Positive Behaviour for Learning** is about how we behave and what we do in this school.



ACCOMPLISH

SKILLS

PURPOSE

IDENTITY

RELATIONSHIPS

EMPOWERMENT

Longburn
Adventist College

Expected Behaviours Matrix

Longburn Adventist College Expected Behaviours

At LAC, we all...	All Areas	Classrooms	Campus	LAC House Cafeteria	Specialist Areas	Digital Environments	Buses	Community & EOTC
Lead with INTEGRITY	Speak honestly	Arrive on time with the correct equipment	Report unsafe activities, accidents and damage	Use appropriate language and speak softly	Use all equipment the way it is intended	Use devices and applications appropriately	Treat bus driver and other students with courtesy	Represent the school with pride
	Take ownership of our decisions	Complete all work to the best of our ability	Play fair and by the rules	Clean up our own mess and put the chairs in before leaving	Help clean up and leave the area tidy for the next person	Use positive language on social media	Use polite and appropriate language	
Act with RESPECT	Consider the consequences of our actions	Display academic honesty in all tests and assignments	Intervene and help others when needed	Think before we speak: Is it true? Is it helpful? Is it inspiring? Is it necessary? Is it kind?	Wear the correct clothing for the activity	Visit appropriate websites	Stay on path between bus and school	Be considerate towards the public
	Use polite and courteous language	Value diversity and difference	Stay within campus boundaries	Respect the communal area and property of LAC House by staying in designated areas	Put rubbish in bins	Take care of digital equipment		
Cultivate RESILIENCE	Care for the school environment	Use equipment the way it is intended to be used	Put rubbish in bins	Offer to help where we see a need	Know and follow safety requirements	Remember your digital footprint	Be aware of younger students	Listen to safety briefings and follow safety procedures
	Show consideration of other people and their property	Follow instructions the first time	Move quietly around classrooms	Wait for your turn to be served and follow teacher's instruction	Use our time to get to know others and build relationships			
	Persevere when faced with challenges	Ask for help when needed	Take part in extra-curricular opportunities					
	Have a positive attitude	Use mistakes as opportunities to learn	Follow the school's safety procedures					
	Support others sincerely	Try a range of problem solving strategies	Interact safely with peers					

Discipline Procedures

General Expectations

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

- Longburn Adventist College recognises that students are responsible for their actions and behaviour, and are therefore accountable for the resulting consequences of inappropriate actions or behaviour.
- Longburn Adventist College believes that all students and adults at LAC should treat all persons equally and respectfully, and refrain from the willful or negligent use of slurs against any person based on race, language is spoken, colour, religion, gender, disability, national origin, immigration status, ability or age.
- Students are expected to actively support and assist the school in maintaining a campus free from drugs, alcohol, any form of harmful substances, weapons and gang activity.
- Students are expected to support keeping the LAC campus (including buildings and ground) clean and tidy. This includes no chewing gum.
- Public displays of affection (PDA) is not appropriate behaviour in a school environment.
- Longburn Adventist College also recognises the responsibility of the parents for the behaviour of their children, and actively includes them in the disciplinary process.

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

The Discipline Procedure and Detention outline:

Misconduct/Misbehaviour Consequences:

- Students are expected to cooperate with their subject teachers and complete any consequences in the agreed reasonable time-frame. Failure to do this is defiance.
- Continual misbehaviour/defiance is referred to as the Year Level Dean. The Dean will use a range of strategies to assist students to self-correct their behaviour. School Detentions are given by the Dean and Deputy Principal.
- Three School Detentions in a term will result in an individual meeting with the Year Level Dean, Deputy Principal, the student and their parent(s)/caregiver(s). The purpose of this meeting will be to address concerns and seek a plan forward for improved conduct/behaviour.

Restorative Processes

Where inappropriate behaviour/conduct has occurred, students are encouraged to be involved in a restorative process with either their teacher, the Year Level Dean or the Deputy Principal where applicable. The student who has demonstrated the inappropriate behaviour will:

1. Tell the story of what happened;
2. Explore the harm caused by their actions;
3. Repair the harm;
4. Reach an agreement for next steps, including support.

In case of serious misbehaviour/conduct, the students involved will be encouraged to take part in a restorative process.

Serious Discipline Issues

The following regulations have been adopted to maintain the safety of the campus and while students are on school trips/camps or while the student is wearing the school uniform, to and from home:

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

Serious Misbehaviour

Actions that are considered to be serious misconduct:

- If the student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school, or

- Because of the student's behaviour, the student or other students at the school will likely be seriously harmed if the student is not suspended. (School Discipline and the Law p.15)

Consequences of Serious Misbehaviour:

- **Stand Down:** a student can be stood down by the Principal for one or more specified periods which: do not total more than five days in a school term; do not total more than 10 days in a school year.
- **Suspension:** a student can be suspended indefinitely only by the Board of Trustees, but the Principal may suspend a student for up to seven school days or 10 calendar days if the suspension is given just before the end of the term. The BOT discipline committee meets with the student and parents to discuss the concern(s) and decide on whether the student can return to LAC.
- **Voluntary Withdrawal:** a student can choose to withdraw from the school at any time, but once a student has suspended the BOT is legally bound to make a decision irrespective of the student being withdrawn from school.
- **Exclusion:** A student is not permitted to return to LAC.
- **Exclusion on Health Grounds:** A student can be excluded from school by the Principal under s19 of the Education Act if the student has a communicable disease (within the meaning of the Health Act 1956) or is not clean.

International Students

International Department Staff

Head of International Department

Mr Francis Aiono

international@lac.school.nz ext 706

International Code

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

found at

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

Sickness

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

Student Dress Code

General

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

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

- All students must wear the prescribed uniform unless permission to do otherwise is given.
- A college tie must be worn in Terms 2 & 3.
- Obvious makeup is not permitted.
- If a student has a tattoo, it must be covered.
- Only clear nail polish is acceptable.
- Trousers must be worn in the proper manner and not hanging down so that the wearer's undergarments can be seen.
- Boys' shirts are to be tucked in at all times.
- Girls' skirts to be worn just above the knee or longer where practical.
- If a student is unable to wear their uniform during school hours they must:
 1. Wear neat and presentable clothing (not jeans or t-shirts).
 2. Bring a note from their parents/caregivers stating the reason for being out of uniform. Please bring a medical certificate where appropriate.
 3. Apply to be issued with a uniform pass from the Deputy Principal for each day they are out of uniform.
 4. Students can be requested to wear spare clothing provided by the Deputy Principal.
- Students will be asked to return home if dressed inappropriately.

Hairstyles

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

- Fringe hair should not be below the eyebrow.
- Only one natural hair colour,
- Dreadlocks, colouring and streaking of hair are **NOT** permitted.
- Students may use a **limited** amount of hair product. • 'Rat tails', 'mohawks' and 'mulletts' are **NOT** considered conservative hairstyles.
- Boys: All hair on, or longer than, the shoulders must be tied back.
- Boys: Any form of facial hair is **NOT** acceptable.
 - Head shaved closer than a number 3, is **NOT** acceptable.

- Any student who has a hairstyle, which, in the opinion of the Principal, contravenes the above, may be asked to rectify their hairstyle before continuing with class attendance.

Hats/Headbands/Scarves

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

Jewellery

Apart from a wristwatch, no items of jewellery are to be worn by students, except for ear-studs as follows:

1. **Females:** one plain stud (clear, silver or gold colour, no larger than 5mm) may be worn in each ear lobe. Cultural, religious or sentimental items may be worn, but only as long as these are not visible. Covering with plaster is not acceptable.
2. **Males:** not allowed to wear any studs, including plastic ones.
 - No body piercing (except for ear studs) is acceptable on the grounds of Health and Safety issues and the Special Character of the school. Using a plaster or covering a piercing is not allowed.
 - Items confiscated will be kept in custody at the owner's risk. Parents may collect these items by prior arrangement with the office.

Mufti Day Dress Standards

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

The following are examples of clothing that are not acceptable:

1. Torn or un-hemmed clothes.
2. Singlet or string shoulder strap or strapless tops, unless worn under a shirt, blouse or similar top.
3. Crop tops.
4. Patched or dirty clothing.
5. Clothing with offensive logos, pictures or language. Footwear should be firm-fitting, safe and appropriate to wear in a school setting.

The following are examples of footwear that are **NOT** acceptable:

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

School Bags

All students are expected to bring an appropriately sized school bag to school that contains their school supplies, books and other necessities.

- School bags need to be clean and not have offensive logos, pictures or language.
- School bags are not to block doorways and/or staircases.
- Bags can be stored in student lockers.
- Sports top with College emblem and white trim.
- Regulation navy shorts with College emblem.
- Flat, rubber-soled, lace-up sports shoes.

Optional Items:

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

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

Second-hand Uniform

If you wish to buy:

The second-hand uniform shop is open every day during office hours at the college office. We accept cash or cheque, and EFTPOS facilities are available. Please note that there is limited stock so sales are on a 'first in, first served' basis.

If you wish to sell:

There are two options:

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

Notes re Uniform Items for Sale:

- Items must be clean/washed, and in good condition - no rips/tears/holes.
- Blazers should preferably have been dry-cleaned and have the dry-cleaning label attached.
- No footwear can be accepted for sale.

Collection of LAC Uniform Items for Sale

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

Uniform Supplier

Academy Apparel

82 Broadway Avenue, Palmerston North

Hours: Monday to Friday 8:30am to 5pm

Phone: 06 354 0979

Email: sales@academyapparel.co.nz

Buy online: www.academyapparel.co.nz

Uniform Price List

All uniform items except the tie are available to purchase from Academy Apparel.

School ties can be purchased from LAC Reception.

- College Monogrammed Tie **\$18.00**

Academy Apparel Price List 2021

Subject to change. All prices include GST

- Girls Short-sleeve Blouse **\$52.00**
- Girls Long-sleeve Blouse **\$48.50**
- Tartan Skirt Size 10-14 **\$79.00**
- Tartan Skirt Size S-3XL **\$83.00**
- Tights (Cotton) Child **\$19.00**
Adult **\$25.50**
- Boys Short-sleeve Shirt **\$43.00**
- Boys Long-sleeve Shirt **\$45.00**
- Boys Short **\$61.00**
- Boys Trouser **\$79.00**
- Socks: Boys (Grey, knee-length) **\$13.00**
Girls (Navy, 3 pair pack) **\$23.00**

Unisex Items

- Woollen Jersey 87-102cm **\$117.00**
107-112cm **\$129.00**
- Sports Top **\$37.00**
- Sports Short **\$29.00**
- Track Jacket **\$67.00**
- School Blazer **\$190.00**
- School Jacket **\$86.00**
- School Shoes **\$79.90**
- Roman Sandals **\$49.50**
- Cap **\$19.50**
- Bucket Hat **\$19.50**

School Uniform

A College tie must be worn in Terms 2 & 3



Boys' Uniform

Any combination of:

- White short or long sleeve blouse with the college emblem.
- School regulation navy/royal blue/red checked skirt or culottes.
- Skirts to be worn just above the knee or longer where practical.
- Navy knee-length socks, navy cotton tights or navy opaque stockings with black leather lace-up school shoes with a heel
- Plain black roman sandals. Not to be worn with socks, tights or stockings.
- Navy v-necked woollen jersey with the college emblem.
- Navy v-necked woollen vest with the college emblem.
- Navy college blazer with college emblem (Yr 7-10 optional, Yr 11-13 compulsory).

Optional Unisex Uniform

- Black satchel or backpack with the college emblem.
- School scarf, cap, beanie or bucket hat.
- Black, softshell jacket with the college emblem.
- A plain black feather/down puffer jacket with a discrete label. These may be purchased from a range of retailers.

Girls' Uniform

Any combination of:

White short or long sleeve shirt with the college emblem.

- School grey monogrammed shorts (elastic waist or tailored style) with either:
 1. Shoes & socks: Plain grey knee-length school socks and black leather lace-up school shoes with a heel.
- OR
- 2. Plain black roman sandals.
- Dark grey regulation college pants with grey school socks and black leather lace-up school shoes with a heel.
- Optional to wear a black belt with tailored shorts or dark grey college pants.
- Navy v-necked woollen jersey with the college emblem.
- Navy v-necked woollen vest with the college emblem.
- Navy college blazer with the college emblem (Y7- 10 optional, Y11-13 compulsory).

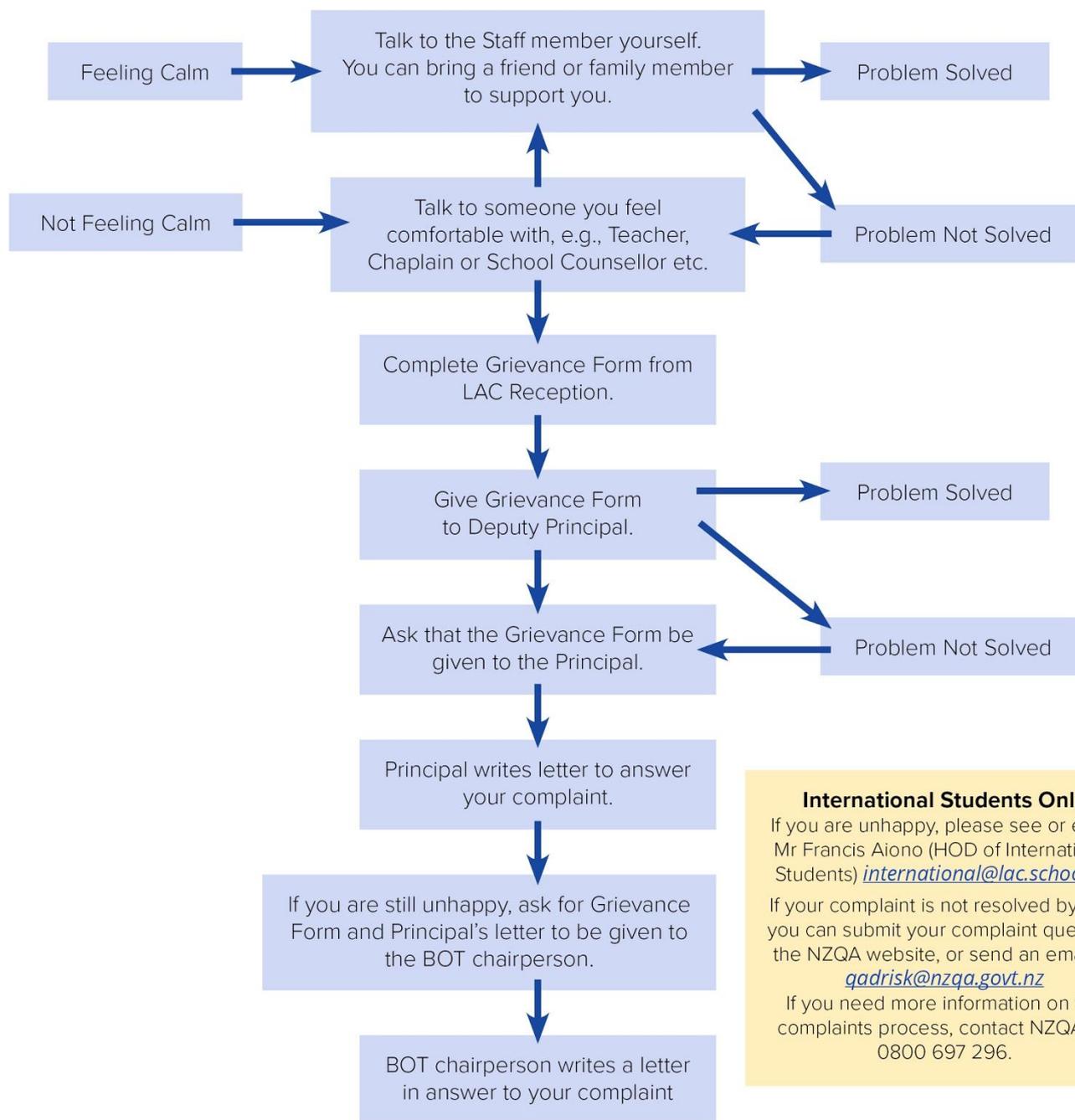
In all cases, the Principal's ruling on the suitability of any item of clothing or a student's presentation will be final.

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Harassment/Grievance

Grievance Procedure

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



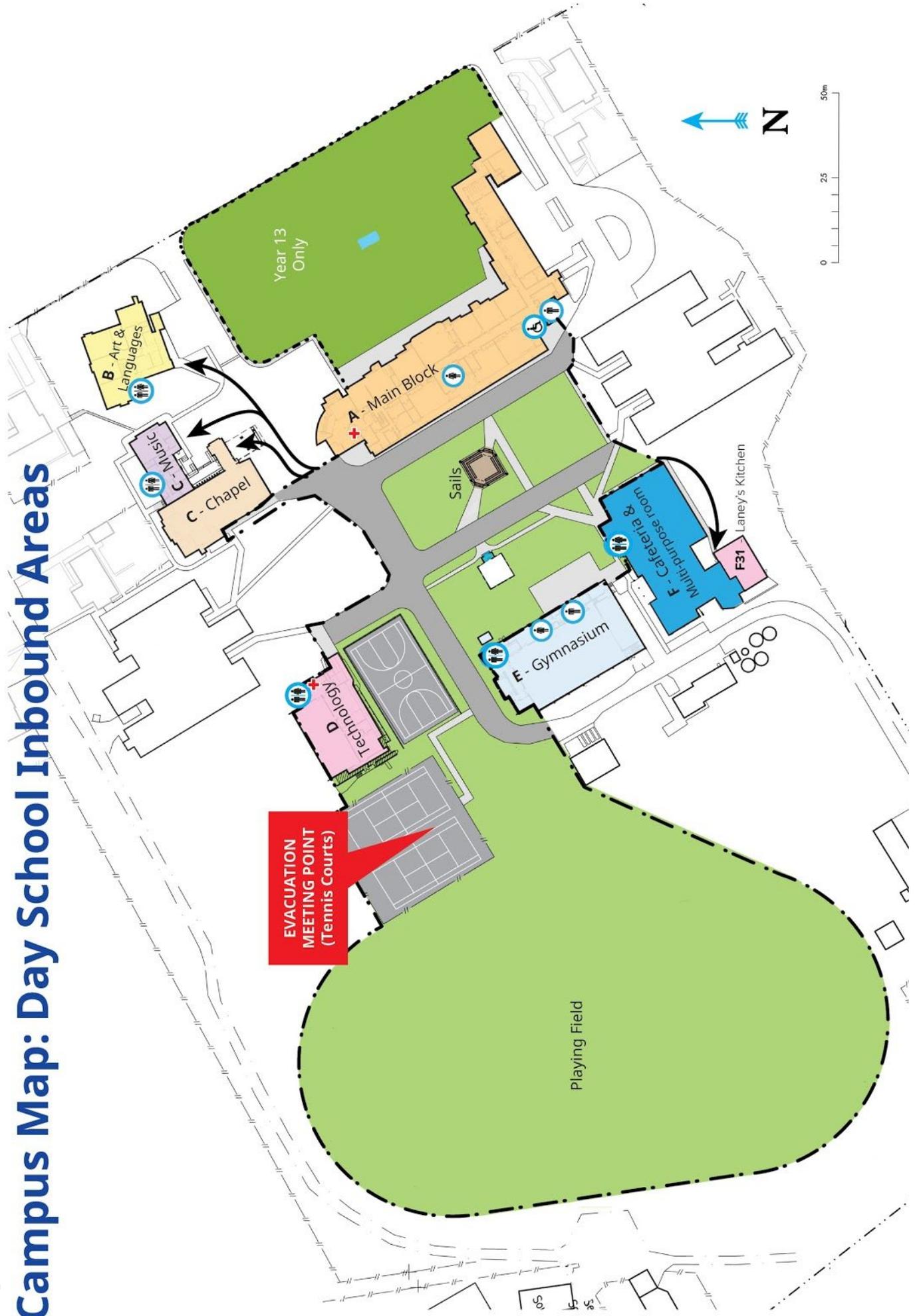
International Students Only
 If you are unhappy, please see or email Mr Francis Aiono (HOD of International Students) international@lac.school.nz
 If your complaint is not resolved by LAC you can submit your complaint query on the NZQA website, or send an email to qadrisk@nzqa.govt.nz
 If you need more information on the complaints process, contact NZQA on 0800 697 296.

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.

Maps

Campus Map: Day School Inbound Areas



Classroom Floorplans: A Block



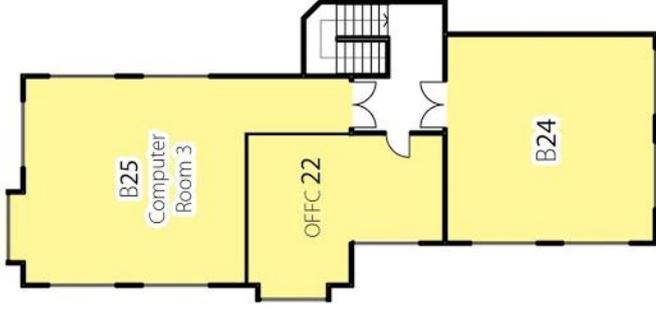
Classroom Floorplans: B & D Block

B - Arts & Languages Building

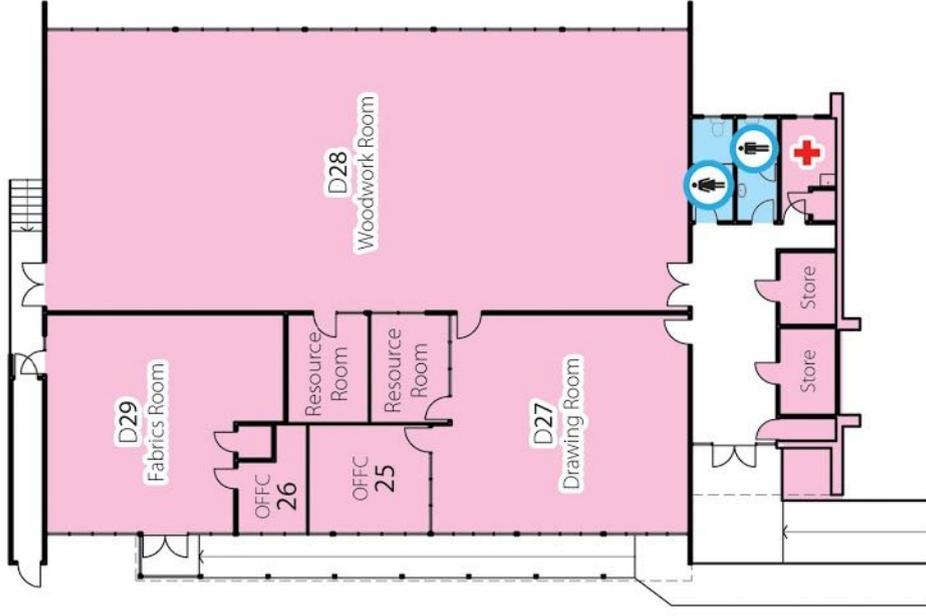
Ground Floor



First Floor



D - Technology Block



C - Music & Chapel
Music Classroom = **C26**

E - Gymnasium
PE Classroom = **E30**

F - Cafeteria & Multi-purpose Room
New Home Economics Room = **F31**