College Handbook 2017

A guide for students and parents of Australian Christian College, Albany.
Welcome to Australian Christian College Albany

We are excited at the wonderful opportunities here in Albany to be a school known for its love of learning. Albany is surrounded by a diverse and unique coastal environment as well as enjoying a rich cultural heritage with its pioneering history and its leading regional role in the arts. Having a world class university committed to further education within our community is another asset for our college.

As a growing and innovative campus, we are building on the strong and proven educational excellence of the Australian Christian College family, but seeking to do so in a way that expresses the excitement of discovering education afresh within the context of Western Australia. That is why we are committed to providing and maintaining an environment which fosters the development of students’ potentials in a friendly, caring, safe and challenging atmosphere under the leadership of well qualified, Christian teachers.

The well-being of each student is the continuing concern of every member of staff now, and into the future. We are motivated by our desire to reflect the message of Faith, Hope and Love as shown in the life of Jesus and so to invite students to make sense of their own life and of their role in society in the light of this Truth.

We are also aware that this is a partnership between the College and parents and so we look forward to working with you in the years ahead. This Handbook is aimed to assist you in this process.

We do not treat lightly this great responsibility in working together in the task of educating your children. If you have any questions or helpful suggestions please do not hesitate to contact the College. May you also be blessed as we travel together on this exciting journey of faith.

R. Malcolm Bromhead
Principal
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College Contact Details

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Principal

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Administration Team

Mrs Barbara Gill
Administration Co-ordinator & PA to the Principal

Mrs Jacqui Crostyn
Administration Support Officer

Chaplain

Mrs Jennifer Wingard

Secondary Teaching

Mrs Jade Baker
English & History & Year 8 Homeroom

Mrs Naomi MacGregor
Mathematics & Years 11-12 Homeroom

Mr Michael Poole
Sciences, Geography & Music
Year 10 Homeroom

Ms Michelle Dragan
Sciences & Year 7 Homeroom

Mr Wing Kuen Wee
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Education Assistant

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Note: Please contact the College Office if you have any queries or concerns (your query will be directed to the relevant staff member).

Parent Contact Details
If you change your address, email and/ or phone number or family circumstances, please inform the College in writing (email is suitable) immediately. Prompt receipt of accurate information ensures your family receives all vital information from the College on time.

Means of Communication
For general matters staff communicate via:

• College Handbook - Updated on the web for parents each academic year
• College Newsletter - Provided to parents Friday each fortnight.
• College Calendar - Provided to parents at the commencement of each new term.

For student specific matters the staff communicate via:

• Student Diary, Phone or email - Teaching staff will be proactive in their
communication with parents/guardians through diary, email or phone in support of student learning and wellbeing.

- **Student Parent/Teacher Nights** - Two formal parent/teacher interviews are held each year. The first in Term 1 (Week 9 or 10) and the second in Term 3 (Week 2 or 3). The meetings have a focus on your student’s learning progress.

- **Semester Reports** - A Student Learning Profile report is issued at the end of Term 1 and student Semester Reports are issued at the conclusion of terms 2 and 4.

- **Parent Initiated Communication** - Parents who wish to discuss their child’s academic, pastoral or co-curricular progress should email their child’s homeroom teacher in the first instance. If you would like to discuss something in person, please phone or email the College office to arrange a meeting or a return phone call. Parents are welcome to discuss students’ progress with any of their teachers. On occasions it may be appropriate to directly contact the Principal.

**Note:** The College continues to develop its Online Platform (ACC Online) for the purpose of providing parents and students with access to the learning program ‘off campus’.

### 2017 TERM DATES

Term 1: 1st February - 7th April  
Term 2: 24th April - 30th June  
Term 3: 18th July – 22nd September  
Term 4: 10th October - 6th December

### DAILY LIFE

**Daily Routine**

The formal timetable runs from 8.45am to 3.00pm each day, with Kindergarten running Monday, Wednesday and Friday only. Each term a Co-curricular program is issued to students with activities that may occur before or after the scheduled school day, including weekend events.

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<td><strong>Comence</strong></td>
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<td><strong>Recess</strong></td>
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<td><strong>Lunch</strong></td>
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<td><strong>Dismissal</strong></td>
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Students (1-12) participate in College Community Gatherings (CCG) on three occasions each term. Each class has opportunity to be actively involved in some form of leadership during these gatherings during the term. Their teacher informs parents when their child is receiving an award. A whole school celebration of learning assembly is also held at the end of each term. The formal School timetable is set aside at different points in the year for the purpose of assessment, camp and excursions/incursions.
Travelling To and From the College

Contacting your child & alternative travel arrangements: During College hours, parents can contact their child through the College Office. Mobile phones are permitted to be used by students outside of school hours, however, all phones during College hours must be stored as outlined in the Mobile Phone policy.

If alternative arrangements need to be made, please contact the College Administration team. Alternative arrangements are not permitted without verbal or written notification from the parents of students.

Student Attendance

For the safety of our students it is important that the following procedures are followed:

Absences due to illness: If students are absent from College, the law requires that the parent/carer provide notification of the date/reason for the absence. Communication from parents informing the College of their child’s absence due to illness may take the form of either a phone call or email to the College Office prior to 9.00am. This information is then made available to all of your child’s teachers. If the College office has not received notification of absence Administration staff will contact parents/ guardians to confirm that the student is not at school. Students are responsible for collecting and completing all studies missed during absences. If students miss exams or assignment due dates without prior arrangements, or where there is no medical emergency, their mark will be recorded as 0.

Late arrival/Early departure to attend an appointment: Students arriving late to school or needing to depart early for an appointment must go to the front office to be signed in or signed out by a parent/guardian. There will be disciplinary action for consistent lateness, unless there exists an agreed prior arrangement with the Principal.

Request for Leave of Absence: Communication from parents requesting a ‘Leave of Absence’ for their child during term time must be made in writing (email is suitable) addressed to the Principal. There is no expectation on staff to develop or provide individual materials in a situation where a family has made a decision to remove their child during school term. In removing your child from school for this period you will be assuming all responsibility for his/her education during this time.

Exclusion from Sport due to medical reasons: Parents requesting that a student be excluded from Sport or Physical Education for medical reasons should write a note or email the College office.

Special College Functions: The College from time to time will have ‘Special Functions’ which will require all students to be in attendance. These may occur outside normal College days/ hours.

Access to the Campus

Access to the campus is via the main car park. At all times care is required due to the presence of young children. It is important that the following guidelines are followed:

- General:
  - Road rules, signs and markings are to be followed at all times.
• Strict observance of a 10 km/hour speed limit on College property is required.
• Cars must give way to buses.
• Pedestrians are to avoid traffic areas.
• Bicycles: Students are to avoid riding their bicycles on campus and in the car park area. It is recommended that they are locked. The wearing of safety helmets while travelling to and from school is compulsory.

Campus Visitors
All visitors to the College must register their presence on campus at Reception and be given a visitor’s badge to wear for the duration of their visit. Parents on campus between 8.45am and 3.00pm are also required to register their presence on campus and wear a visitor’s badge.

Student Supervision
Students may arrive at school from 8.30am onwards, when members of staff assume their duties for the day. At 8.30am when staff commence classroom supervision, students may move to these areas. The playing field is not used before school. All students should be at school no later than 8.40am. From 8.40am students are expected to move to classrooms and prepare for the commencement of the school day. Responsibility cannot be accepted for the supervision of students who arrive at school before 8.30am. Students who are still on campus after 3:15pm will be moved to Reception until they are collected from the College.

Student Uniform
The College views the College uniform as a key element in fostering a sense of unity and equality amongst the student body. The uniform is a symbol of the College and is standard across all of the Australian Christian College campuses.

Many students do not realize that there are many good reasons learning how to wear a uniform:
• It requires students to develop consistent self discipline. This skill is increasingly rare these days.
• It assists students to realise that there are contexts in life that have different presentation requirements. It is good for students to know that whether they are working in a mine, at McDonalds or in a bank there are rules for their presentation of staff.
• It helps students to understand the importance of showing respect to an organisation by the way they present themselves.
• Wearing our school uniform correctly is not only a key life skill but it also plays an important role in developing a positive culture within our school by fostering a sense of unity and equality amongst our student body.

Therefore please ensure that the College uniform is worn appropriately and with pride. This includes travelling to and from the College or its activities.

Students may be given a detention if the uniform continues to be unsatisfactory.
There is a Summer and Winter uniform which students wear in terms 1 & 4 and 2 & 3 respectively.

**Uniform Fitting and Purchase:** The College operates an Online Uniform Shop through which items of uniform may be purchased via the College’s online portal. Uniform size fittings can be arranged through the College Office prior to purchasing online. The College Office has a limited range of second hand items available for purchase. Current items of uniform that are in good condition, washed, ironed, and/or dry-cleaned (blazers) may be purchased through the College Office.

**Uniform Days:**
- Years K & PP: Students are required to wear their College Sports Uniform for each day they are on campus. K & PP students do not wear the College Formal Uniform.
- Years 1-6: Students are required to wear their Formal College Uniform except for their PE/Sports days. Teachers will advise the times that their full College Sports Uniform can be worn to and from school. Please note that the sports day may vary due to timetable needs.
- The Uniform shop is only open Wednesday mornings 8:30 to 9:30 and Thursday afternoons, 2:30 to 4pm.
- Appointments are available outside of these times for new enrolments.

**Uniform Standards:**
- For Requirements and Standards see the separate ‘Uniform’ document.
- School uniform is to be worn correctly by all students while on and off the College Campus, and when travelling to and from College.
- When ties are worn the collar button must be done up, and shirts need to be tucked in.
- A blazer must be worn when travelling to or from College during terms 2 and 3.
- If there is a “uniform emergency” which may require a temporary variation, a note from parents requesting consideration must be sent to College.
- All items of uniform should be clearly labelled. Unidentified College uniform in the lost property will be redistributed to the second-hand uniform shop at the end of each term.

**Please note:** Out of Uniform Days: Occasionally the College will have a Casual Dress Day where students will be permitted to wear casual clothing. This is usually run as a fund-raising exercise. these occasions will be indicated by a note home from a teacher. On such occasions students are expected to maintain appropriate conduct and standard of dress, in accordance with the College’s routine codes of discipline, even when not in uniform. This includes the following:

1. Students are to wear modest clothing – for example, tops and shorts should not be more revealing than the sports uniform;
2. Jewellery, hair, make-up and cosmetic standards will be the same as for uniformed days;
3. The same sun-protection standard of hat is to be worn as for uniformed days;
4. There are to be no insignias or markings that are not in line with the Christian ethos of the College; and
5. Footwear is still to comply with Occupational Health and Safety regulations – for example, closed in shoes should be normally worn at the College, and leather closed in shoes when in technical areas of the College (science and technical labs).

**Girls Summer Uniform Items:**
To be worn on regular uniform days in Terms 1 & 4
- Dress (secondary and primary specific styles)
- Short College socks (navy blue)
- Black leather College shoes
- Broad-brimmed hat
- Jumper (optional)

**Boys Summer Uniform Items:**
To be worn on regular uniform days in Terms 1 & 4
- Short sleeve shirt (secondary and primary specific styles)
- Long pants or shorts (secondary and primary specific styles)
- Black leather belt
- College socks
- Black leather College shoes
- Broad-brimmed hat
- Jumper (optional)

**Girls Winter Uniform Items:**
To be worn on regular uniform days in Terms 2 & 3
- Blazer
- Long sleeved shirt (secondary and primary specific styles)
- Tunic (secondary and primary specific styles)
- Long pull-up socks or cotton tights (College tan coloured, navy blue or black are acceptable)
- Black leather College shoes
- V-neck vest (optional)
- Jumper (optional)

**Boys Winter Uniform Items:**
To be worn on regular uniform days in Terms 2 & 3
- Blazer
- Short sleeve shirt or long sleeve shirt (secondary and primary specific styles)
- Tie
- Trousers
- Black leather belt
- College socks
- Black leather College shoes
• V-neck vest (optional)
• Jumper (optional)

**Unisex Sports Uniform Items:**
To be worn on sports days or as notified by the College
• Tracksuit Top
• Sports shorts or tracksuit pants
• Polo shirts or singlet top (optional during competition sports only)
• Broad-brimmed hat or cap
• Plain white sports socks
• Predominantly white sport shoes

**Interchanging Uniform Items**
Dress and sports uniform should not be interchanged, except for the slouch hat. Sports shoes may be brought to the College and worn during recess or lunch while playing active games on the oval. These must be changed to correct dress uniform before the start of lessons in the following period. Sport and dress uniform items cannot be ‘mixed and matched’.

**Hair:**
• Students should wear their hair in a clean, neat and tidy manner.
• If a girl’s hair extends beyond the shoulder it must be secured away from the face.
• Boys’ hair should not be touching the collar.
• Fringes should not extend below the eyebrows.
• Hair that could fall over the face should be tied back securely.
• Extreme hairstyles, including shaved or ‘number 1’, mohawks, tracks, rats tails, dreadlocks are not acceptable.
• Hair should not be coloured to an unnatural colour or pattern.
• Beards and moustaches are not permitted. Students must be clean shaven at all times.

**Jewellery:**
Earrings: Females only with pierced ears may wear one pair of small plain studs or sleepers, in the earlobes, one in each ear. Additional earrings, fancy earrings, or large earrings must not be worn. Certain physical activities may require the complete removal of earrings for safety reasons.
Rings: Rings of any type must not be worn, as safety issues can arise during a variety of College activities.
Necklaces & Chains: Necklaces, chains and other jewellery must not be worn while in College uniform. Medical information chains may be worn.
Body Piercing and Body Art: This activity is not encouraged by the College. Body Piercing ornament must not be worn while in College uniform. Tattoos must be covered completely.
Other Jewellery Items: Other than wristwatches, items of jewellery not mentioned above, including wristbands of any nature other than medical, must not be worn with the College uniform.

**Makeup:**
Secondary female students may wear light makeup, which must be discreet/natural looking. The wearing of makeup is a privilege not a right, and if these guidelines are not adhered to, this privilege will be revoked. Coloured nail polish is not permitted.
If worn outside the College, coloured nail polish should be removed completely before arriving at the College. Nails should be neatly trimmed and false nails are not permitted.

Canteen
The College, with the help of another local school, runs a canteen on Tuesdays and Thursdays. Students need to order and pay the day prior to canteen.

Lost Property
Although all care will be taken to collect items of clothing or belongings that are left at College by students, no responsibility is assumed by the College. Parents are urged to clearly label all items of clothing to assist with the return of lost items. Labelled lost property is managed by teaching staff through their classrooms. All other items are kept in the Administration Office, those items that have not been claimed by the end of term will be placed for sale in the pre-loved clothing store.

Money and Valuables
It is recommended that students not bring large amounts of money or valuables to the College, as the College assumes no responsibility for damage or loss.

Electronic Devices
Students are responsible for their own electronic devices. Please ensure that all devices are clearly labelled. All electronic devices, with the exception of laptops and iPads are to be switched off during College hours. The College accepts no responsibility for the loss or theft of any electronic device.

Where a student has proven to be irresponsible with an electronic device, the device will be confiscated and held at the front office during College hours, at the Principal’s discretion.

Technology at the College
See Parents and Students Ipad and Macbook Policy and Procedures found on website. Also, see Student Behaviour Expectations Agreement found on web site for more details on policy and procedures related to students and technology. (tps://southlands.acc.edu.au/img/downloads/policies/school-policies/2016StudentBehaviourExpectationsAgreement.pdf)

Computer Devices
From 2017 it will be expected that all High school students will have access to their own personal learning device.

The College requires the Apple range, in particular the iPad or MacBook devices.

To support this endeavour, students and their families are eligible for the computer package education discount offers, which can be ordered through the CompNow online
order application. The details of the packages can be viewed through the following website.

Navigate to https://www.compnow.com.au/store/start enter acc2014 in the token field and click Start. If you make a mistake or want to start over, click in the top right hand corner.

To assist you with this process, the college has made an online tutorial which can be accessed via this link: http://youtu.be/CdIS-HrranU

Computer Network
The College provides a wireless network for students to use the internet on campus. All internet activity is logged for audit purposes. The following activities are unacceptable:

- cyberbullying
- accessing illegal or pornographic material
- any activity requiring 18+ age verification such as gambling
- hacking
- unauthorised attempts to access College resources or other students’ accounts
- unsupervised gaming

Access to the internet is provided solely for the purposes of educational research. Our procedures detail regulations for appropriate use of the internet, passwords and imported files.

Any misuse or damage of the technology that our College provides, will result in immediate individual restrictions that may require financial restitution.

Social Networking
The College endeavours to teach the ethical use of social networking tools.

The College reserves the right to investigate any allegation or problem arising from social networking.

**ACADEMIC**

Curriculum
The College Curriculum follows the developing Western Australian Curriculum & Assessment Outline and Curriculum Framework. Students study subjects from the key learning areas as listed below plus Primary school - Christian Studies and in secondary - Wisdom, Faith and Life.

- English
- Science
- Mathematics
- Humanities & Social Sciences
- The Arts
- Health & Physical Education
- Design & Technology

**General Learning Program:**
The College has a learning program that seeks to develop students with a great interest in
and capacity to learn. The early years program focuses on providing students with a rich language, tactile and social experience to support the child’s intellectual development. In conjunction with this there is explicit teaching and monitoring of the fundamentals skills of literacy and numeracy. As the child matures we seek to develop in the student their capacity as a learner – their ability to self-monitor, to take responsibility and ownership of their learning. Quality relationships, encouragement to take risks, and the space to reflect, think and contribute are at the centre of the College’s learning programs.

**Areas of Focus:**

**Camping Program**

Our camps are an important component of the College’s learning program. The program offers students opportunities to develop and test initiative, leadership and self-reliance. Through this the student grows in awareness of themselves and others. Details of camps are issued to parents during the year and all students involved are expected to attend. Costs of camps is additional to the school fees.

- Every November Year 11 students can attend the Cambodia trip in partnership with Samaritan’s Purse.
- In 2017 a three day camp is planned for years 5-6 in May
- In September 2017 will be a 9 day trip to Vietnam for Years 9-11.
- In 2018 will be the 6 day trip to Canberra for Years 7-8.
- Year 11 and 12 Outdoor Education students are involved in two three-day expeditions each year.

**Music & Arts**

The Music & Arts Program is an inclusive one that is built on active student participation. It is important that students have the opportunity to explore and express themselves through different mediums. The learning of a musical instrument and the associated requirement for discipline to practise regularly is highly valued by the College.

In 2017 extra elective music tuition will be offered to year 5-8 students. Years 9-10 students will also be able to choose an elective music class.

**Communicating Student Progress**

The College seeks to keep its parents informed of their child’s progress throughout the year. On a day to day basis the School Diary, email and telephone are used by teaching staff. At a more formal level Parent Information Evenings, formal Parent/Teacher interviews, and Semester Reports provide important information concerning student learning. Over each semester teaching staff keep key student assessment tasks and work samples. This may be accessed by the parent and is used by the teaching staff in discussing student learning.

**Diary Use**

Secondary students use a diary which is a vital tool for recording information such as homework, assignments, sport or other event requirements. The diary is also used as a communication tool between parent and teacher. Secondary students are required to have their diary each day. All homework is recorded for each day.

**Homework**

The purpose of homework is to provide an opportunity:

- For parents to interact and talk with their child about their school work in a positive manner.
To develop a disciplined and responsible attitude towards learning.

To develop time and resource management skills.

To practise and reinforce work learned in class and to revise content covered in class.

To prepare for an upcoming lesson.

The development of the independent discipline of the student learner is important, with the allocation of the homework task as a means of achieving this. Needless to say, leisure time is important and homework should never be seen as a form of punishment. The Student Diary is a means of managing tasks and time allocation.

**Academic Support & Extension**

All children have the right to access challenging, comprehensive and purposeful educational experiences that are appropriate to their level of development, experience and understanding. It is recognised that all students develop at varying rates, possess an individual profile of relative strengths and weaknesses and have different learning styles and capacities. The College seeks to provide opportunities for students to maximise their potential and experience ongoing success.

**What you can expect:**

- Pre-intervention or baseline diagnostic assessment.
- An individual educational plan for a student working on a program that differs from the normal classroom program.
- Support of the classroom teacher in modifying the curriculum to address student needs.
- Post-intervention assessment to determine progress.
- A written school report at the end of each semester.
- Liaison with the teacher, specialists and parents throughout this process.

**How students are identified for support:**

- School issued standardised tests (ACER), National assessments (NAPLAN), and teacher-devised tests.
- Referral from classroom teachers and/ or concerns raised by parents.

**Student Stationery & Learning Resource List**

Many of the learning resources are provided by the College for students to access. A ‘Student Stationery & Resource List’ can be accessed through the College Office.

**PASTORAL CARE**

**General**

Primary care of the student lies with their classroom teacher whose role it is to know the individual student and their parents well. Quality pastoral care is enhanced by the provision of a rigorous educational program with breadth and depth to stimulate and challenge the student. This along with the openness of communication between teacher, parent and child is the basis of College’s pastoral care provision.

**Chaplain**
What does a School Chaplain do?
A School Chaplain is a safe person for young people to connect with at school and provides a listening ear and a caring presence. Chaplains run positive, fun activities for students and assists them in emotional, social and spiritual support.

Working with other members of the school’s support team, the Chaplain cares for students struggling with issues such as relationships, poor self-esteem, family breakdown, anxiety and depression. The chaplain also supports the school staff by being a resource and a supportive presence throughout the year.

The Chaplaincy Service is available to everyone in the school community regardless of their religious beliefs.

Who is the Australian Christian College, Albany School Chaplain?
Hello, my name is Jennifer Wingard. I have been married 19 years and am a mother of three school aged children. My training is in Psychology and Christian Education. I am most known around school for my American accent and ability to get out in the first round of hand tennis! I love the outdoors, spending time with my family, and am attempting to learn how to garden. I have a passion for students and am honoured to be able to be involved in their daily lives.

What will Chaplaincy look like at ACC Albany?
During the year, I will assist in classrooms, run programs that help students develop social and life skills, and interact with students at lunchtime and recess. In the upper school, I will be teaching the Wisdom, Faith, and Life classes for years 7 through 10. I will also be planning a special emphasis week leading up to Easter for the college community. Students and families may also request to see me on an individual basis for support in personal matters.

Will my child be involved?
Involvement with the Chaplain is entirely voluntary and students choose whether or not they want to be a part of the activities that are offered. Parents will be consulted if their child wishes to be involved in ongoing one-to-one meetings with the Chaplain.

How can I contact the Chaplain?
The chaplain is available on campus, Mondays 8:30-3:30 p.m., Tuesdays and Wednesdays 8:30-12:00 p.m. You can also email her at jenniferwingard@acc.edu.au or just catch her around the school on the above days.

Awards
Recognition of a student’s personal growth and achievement is important for both the student and the whole school community. Students are able to work towards particular awards. Class awards are handed out at the School Community Group meetings throughout the term and special term awards are handed out at the whole of school end of term Celebration of Learning assembly. Major yearly awards are presented at the end of year Presentation occasions in December.

Behaviour Management
The College has a common behaviour management process across all classes. A ‘College Code of Conduct’, shaped by three ‘guiding principles’ and three ‘student behaviour expectations’ is expanded and articulated in every classroom by each class and written up
as an ‘Essential Agreement’.

**College Code of Conduct** - These principles and expectations aim to create in each student a way of doing things which acknowledges their rights and responsibilities.

**Guiding Principles:**
- All members of the College community are to be courteous and respect the rights of others.
- No member of the College community is to behave in a way which is potentially dangerous to themselves or others, or damaging to school property.
- All members of the College community must co-operate to ensure that the College is a happy and safe place to work and play, based on the principles of common sense, courtesy and mutual respect.

**Student Behaviour Expectations:**
- Behave in a way that does not place themselves or others in danger.
- Care for and respect peers through the use of appropriate language, physical contact and respect for opinions and property.
- Conduct yourself in a way that shows respect for the College's traditions, values, rules and standards.

**Essential Agreements** - are class-by-class generated agreements as to the specific detail or rules that govern safe and respectful activity in the College. An Essential Agreement is published in each classroom. Teachers use a common framework to guide their class in developing their agreement in the first week of school. Essential Agreements cover aspects such as:

- student movement in emergency situations,
- management of school bags, laptops and musical instruments,
- movement around the campus and activity in play areas,
- litter management,
- uniform standards and expectations,
- classroom work standards and courtesies.
- Acceptable Use Digital Device Agreement

*Note:* Please refer to College Policies on the College Website.

**Student Responsibilities**
The central principle behind all of the student responsibilities is respect – expecting to give respect & expecting to receive respect with reference to people, opportunities and property.
In accepting enrolment at Australian Christian College in Albany, students shall undertake to:

1. Strive to obtain the best results possible in each aspect of the College’s academic program and behave in a manner, which does not interfere with the learning of others.
2. Uphold the rules, policies and expectations of the College, including requirements regarding attendance, uniform standards, deportment, suitable hair and appropriate language.
3. Support the Christian life view and ethos of the college, both at school and in the community.
4. Involve themselves positively in cultural, spiritual and sporting activities.
5. Treat all of the College community with respect and courtesy, and at all times behave in a way, which will bring credit on themselves, their family, and the school.
6. Comply with all reasonable requests and directions from staff.

Classroom expectations

1. Students must be punctual to class.
2. If students move between rooms they must wait quietly outside the classroom until the teacher is present.
3. Students must have their own equipment for each lesson. This will include: pens/pencils, ruler, calculator, books, student handbook & planner and any specialist equipment and clothing required.
4. When the teacher is giving instructions or explaining material, students are expected to pay attention and listen.
5. Students are to respect the authority of the teacher in order to ensure a constructive learning environment within the classroom.
6. Common courtesy in the classroom should be practised, for example, raising your hand if you want to ask a question, not leaving your seat without permission.
7. Any issues students feel they need to raise with the teacher should be addressed in private after the completion of the lesson.
8. Students are to politely greet visitors who enter the classroom.
9. All work, whether it is classroom or homework is expected to be completed fully and to the best of the student’s ability and set out in a clear, neat and legible manner.
10. Students are not to go to their bags, toilets or lockers between lessons or during lessons unless approved by the teacher.
11. At the end of the period, students are expected to return their chair under their desk, take their rubbish, and leave the classroom in a respectable state. If leaving the room, students are to stand quietly behind their chairs until the teacher dismisses the class.
12. All College Policies and expectations of behaviour apply to excursions and all extra-curricular activities including, but not limited to, camps, sporting events and overseas trips.

General Expectations

1. After arriving at the College, students must not leave the Campus grounds without the permission of the Principal or his delegate.
2. Apart from designated wet-weather areas or under the specific direction of a teacher, students are not to be in College buildings during their recess and lunch breaks. Food is not to be consumed in the classrooms without the permission of the teacher of that class at that time.
3. The neat wearing of the College uniform is compulsory.
4. Bullying and harassment of any nature is not acceptable and students should report any incidents to their class teacher or a member of the school executive.

Items not allowed at school

1. Any item which endangers the well-being of others is not permitted such as aerosol sprays, weapons (e.g. knives), firecrackers, lighters, dangerous toys (e.g. Water missiles including water pistols), etc.
2. Chewing gum, bubble gum, liquid paper in bottles or pens, and metal rulers.
3. Drugs and other dangerous or illicit/illegai substances.
4. Pornographic or other sexually explicit material or material depicting violence.
5. Other items as determined by the Principal. Pupils will be notified of these items, as the need arises.

Inappropriate language

Students are not permitted to use offensive or inappropriate language at any time whilst engaged in any College activities or wearing the College uniform. If they do so, disciplinary action will be taken.

Bullying

The College seeks to affirm each student’s worth and dignity. Bullying strikes at the foundation of these values and prevents students from developing their full potential. Students are entitled to receive their education free from humiliation, oppression and abuse. Bullying affects everyone, not just the bullies and their victims. It also affects those who may witness violence, intimidation and the distress of the victim. It can damage the atmosphere of a class and even the climate of a school.

Bullying is any behaviour intended to hurt, injure, threaten or frighten another person. Bullying represents an imbalance of power or the attempt to gain control over another person. It is persistent and repetitive. It can take a number of forms – physical, verbal,
written or social/ psychological.

Bullying in any of its forms is not acceptable in this college. Should a student be referred to a teacher for bullying behaviour or a series of behaviours, which constitute bullying, a process to support all parties is immediately implemented. The parents of students involved will be contacted and informed of the strategies that will be implemented by the school to support the students. Parents will receive communication from the school until all parties are satisfied that the matter has been resolved.

*Note*: Please refer to College Policies on the College Website

**Student Leadership**
The College’s senior students are provided with formal leadership duties over the year.

**Student/Parent/Teacher interviews**
*Note*: See academic section of this handbook

**Prayer**
The college endeavours to integrate prayer into all aspects of college life with staff contributing to the life of the college through prayerful engagement with their work:

- Staff start the day with prayer and/or class devotion. This process supports students’ personal reflection and provide opportunity for students to actively engage with prayer.
- Teachers are encouraged to pray at other times with their classes as the need arises.
- The college community prays together at assemblies and on other occasions.

**HEALTH AND WELLBEING**

**Allergy Awareness**
An allergy is an adverse reaction to something, which is either ingested, inhaled, injected or comes into contact with the skin. Symptoms of an allergic reaction may be localised or generalised. Food, medications and insect venom are the most common triggers of severe allergic reactions. Anaphylaxis is a sudden and severe allergic reaction – it is potentially life threatening and always requires an emergency response.

On campus there will be students with identified and unidentified allergies that can be severe, such as life threatening allergies to peanuts and/or nuts. Some allergies are so severe simply eating and/or touching these foods may induce that anaphylactic shock.

The College has adopted a series of guidelines to reduce the risk of anaphylaxis and the provision of appropriate action should anaphylaxis occur:
• Parents of students are asked to refrain from sending food products containing nuts or peanuts to school. We recognise that this may at times be difficult however, in the interests of safety, parents are urged to try and respect this request.
• Children will be encouraged to not share food.
• All children will be educated on the need to wash their hands before and after eating food.

It is of utmost importance that parents notify the College of any known or suspected allergies, particularly severe allergies their children may have and provide an Anaphylaxis Action Plan and any relevant medication, i.e. Epipen/oral antihistamine. It is also a parental responsibility to ensure that all medications supplied are ‘in date’ and have not expired. Parents whose child has been prescribed an Epipen or Epipen Jr are urged to register with the Reminder Club at www.epiclub.com.au. This free service ensures a reminder is sent when the Epipen is due to expire so that it can be replaced.

Cybersafety
Being well informed as a parent is key to supporting your child. The following website is designed to help children and whole families find out how to be cybersmart and use the Internet safely.
• http://www.cybersmart.gov.au

Staying on task when completing homework online is a challenge for all students. Two free programs that temporary block social media sites, games and emails are:
• http://selfcontrolapp.com (for Apple)

Medical Issues
The College has limited facilities to care for students who are unwell. Parents will be contacted when the situation is deemed to be more than a passing or minor problem. Simple First Aid will be applied to minor cuts and abrasions at the College.

In the case of an accident of a serious nature, parents will be contacted immediately. If parents or the alternative emergency contact cannot be reached, the Principal will assess the situation and as required, an ambulance will be called. All medical costs are the responsibility of the parent.

It is the responsibility of the parent to ensure that the College has up to date contact and medical information.

• **Student Medical Profile:** Parents/ Guardians are required to provide their child’s current medical history to the College by completing a Student Medical Profile. Parents must notify the College if there are any changes to their child’s medical details so that this information can then be updated.
• **Medications:** If a student requires any medication to be dispensed by the College Office, the Parent/ Guardian must place this request in writing to the Principal. If a student is exhibiting signs of pain and/or fever the College can administer Paracetamol under the direction of the parent. The parent will be contacted regarding this and if no contact is made the child will not be given any paracetamol.

**Infectious Diseases**
Students with infectious diseases must be kept at home in quarantine until cleared by medical staff. Examples include: chicken pox, pneumonia, head lice, etc.

In the case of head lice, parents will be notified immediately and will be required to collect their student. Students may return to school after being chemically treated.

**Non Immunised Students:**
Students that have not received any/their full immunisation program may be required to be excluded from school if there is an outbreak of infectious disease at the College.

**Mental Health**
Good mental health is important as the young person grows and develops into adulthood.
There are a number of resources that are now available to students and their families:

- Headspace [www.headspace.org.au](http://www.headspace.org.au)

**Psychology Services**
All learning and pastoral concerns are to be directed to the classroom teacher in the first instance. Parents are encouraged to see their GP if they believe that their child needs to see a psychologist. The College has access to an educational psychologist through the Non Government Schools Psychology Service (NGSPS). If it is agreed that advice or input from the psychologist would be beneficial, then the College will contact the NGSPS.

**Sunsmart Guidelines**
The following guidelines have been adopted to reduce risk for staff and students from skin damage caused by exposure to the sun. The guidelines apply throughout the school year and while on College camps, excursions, carnivals and co-curricular activities.

- Students are required to wear a College hat outdoors during terms 1 & 4.
- Students without hats are directed to designated shaded areas.
- Staff wear brimmed hats while outdoors, on excursions and on duty.
- Students are educated about wearing and applying their own sunscreen.
- Sunscreen is provided in large tubs during carnivals and other outdoor events.
- Support the homework policy of the College and provide time for studying outside of College hours.

**ACTIVITIES & EVENTS**

**Activities & Events**
Many special events are held at the College throughout the year, including information sessions, assemblies, performances and social events. Details of these are found on the College calendar and often in the College newsletter.

**PARENT SUPPORT**

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The College encourages and values parent involvement in the College community. Following are some of the opportunities where parents can be involved:

- support the homework policy of the College and provide time for studying outside of College hours
- attend College functions, including presentation, carnivals and creative arts events.
- volunteer time during the College day for reading support groups in the primary, parents who wish to participate in this opportunity must complete the Volunteer Application and successfully meet the selection criteria; applications can be obtained from the College Administration team.
- join the ACC Albany Parents and Friends Association.
- help out with the Friday Sausage Sizzle and Milo
- coach sports teams.
- help out at working bees
- covering of school reading texts.
- help out when required during incursions and excursions.

**PARENT RESOURCES**

**Contact List**
The opportunity is available for a class contact list to be provided to parents. This is done on a voluntary basis where permission is granted for contact details to be shared with other parents.

**P & F**
The College P & F provides a formal structure by which parents are able to contribute to the College community through ‘friend-raising’ and ‘fund-raising’. The P & F committee operates with the approval of the Principal.

**COLLEGE POLICIES**

College Policies may be found on the College Website at: southlands.acc.edu.au