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*Note: Avondale School Administration can make changes to this Handbook at any time.
This policy published 5 June 2020, supercedes any policy previously published.*

Historical Setting

Avondale School was founded in 1897 on the Avondale College campus and moved to its present position at the end of Avondale Road in 1980. The School is governed by a School Advisory Council and is a member of the System of Schools of the Seventh-day Adventist Church in Australia. Avondale School offers coeducational studies K - 12 for Seventh-day Adventist students and other members of the community who wish to take advantage of the tradition of learning within a Christian environment. An Early Learning Centre was opened in 2003 and provides excellent facilities for preschool children.

Mission Statement

Avondale School provides students with the *opportunity* to know *Christ*, to develop their full potential and cultivate a love of *learning. We learn. We value. We serve.*

Vision Statement

Knowing Christ

To nurture each other's relationship with Christ, to encourage spiritual development and welfare, and to express our Christian values in selfless service.

Developing Full Potential

To enthuse students through excellent modelling and example, to achieve their best in all endeavours.

To equip students to become responsible global citizens by facilitating and encouraging adaptable and independent thinking, together with the development of appropriate life-skills.

Learning for Life

To engage as staff and students in learning that develops curiosity and creatively uses our differences, the available technology and an open sharing of resources and ideas.

Statement of Philosophy

The educational program offered by the School is based on certain philosophical presuppositions. Firstly, God is recognised as the personal Creator, Sustainer and Redeemer of the earth and the entire universe, and is the source of all life, knowledge, wisdom and truth. Secondly, God cannot be known by unaided human reason, but has revealed Himself, His nature and purposes through divine revelation. Holy Scripture contains a special revelation of the divine will and thus constitutes the guiding principle in the School's educational philosophy.

The Biblical understanding of the origin, nature and destiny of man gives particular shape to the educational program offered by the School. According to Scripture, man was created with the power of choice. It is important, therefore, that young people are made aware of this quality but, more importantly, that they are educated how to exercise wisely the power of choice.

The general purpose of the educational effort of the School then, is to structure an environment to allow all students the opportunity to develop their potential as individuals through:

- establishment of a meaningful relationship with God that involves love, trust and fellowship;
- self-acceptance and growth in an understanding of oneself;
- acceptance of and a tolerance toward others, involving a willingness to place value on others and a desire to serve one's fellows;

- acquirement of the ability to profit spiritually, intellectually, aesthetically and practically from the natural world while acknowledging a responsibility for the stewardship and protection of its resources and beauties;
- experience and appreciation of a variety of art form and creativity;
- an understanding of good health principles and a desire for a balanced and healthy lifestyle.

Avondale School also recognises that one of the major reasons for existence is to serve the needs of its constituency by providing, within a Christian perspective, a quality academic preparation that will enable its students both to successfully enter the work force and/or to pass the standard Higher School Certificate examination administered by the New South Wales Department of Education through the Board of Studies.

Education, as understood by Avondale School, includes much more than a narrow academic field. Consequently, the prescribed curricula are augmented by other school activities, including co-curricular activities, to provide an integrated educational program. Thus, the School endeavours to operate a balanced program for the optimum development of each student.

Our Objectives

1. **Spiritual** – to foster and promote:
 - Acceptance of Jesus Christ as our personal Saviour.
 - A commitment to a lifestyle consistent with Christian values.
 - A desire to serve God and our fellow man.
 - An appreciation of Christian worship and spiritual fellowship.
2. **Academic** – to foster and promote:
 - A recognition of our responsibility to develop our talents as God-given gifts to be used in service for others.
 - A commitment to excellence through diligent effort.
 - An appreciation of knowledge and faith in harmony with revelation through God's Word.
 - The development of powers of discrimination to select the best and shun the spurious.
 - The ability to think logically and critically.
 - The process of locating, processing and organising information.
 - The skills associated with problem solving.
3. **Social** – to foster and promote:
 - A healthy self-respect based on a knowledge of self-worth in a Christian context.
 - The development of self-control and self-discipline.
 - Tolerance of others and a concern for their welfare.
 - Acceptance of responsibility for one's own actions.
 - Habits of courtesy, decorum and graciousness.
4. **Physical** – to foster and promote:
 - A recognition that we have a sacred responsibility to care for our physical and mental health.
 - The development of physical capacity by a temperate lifestyle and an abstinence from those habits harmful to health.
 - An awareness of the positive benefits of a healthy diet, exercise, rest, leisure, recreation and dress in harmony with the standards of the Seventh-day Adventist Church.
5. **Vocational** – to foster and promote:
 - A commitment to service for humanity as the most fulfilling of life's expectations.
 - The development of skills that can be used to spread the Gospel of Christ and His soon coming.
 - The dignity of labour and a sense of pride in a job well done.
 - The development of skills preparatory to earning a livelihood.
 - The knowledge and skills required to make intelligent vocational choices.

Our Aims

To promote in students:

- An understanding of God.
- Christian values for their lives.
- A tolerance of the rights and opinions of others.
- An appreciation of the need to acquire knowledge.
- The process of critical thinking.
- The joy of imagination.
- The satisfaction of effective communication.
- The spirit of co-operation at school, within the home, and in the wider community.
- An appreciation of a healthy lifestyle in regard to diet, recreation, exercise and rest.

A practical extension of these objectives is that:

- Everyone has the right to work and learn without being disrupted by others.
- Everyone has the right to be treated with courtesy and respect.
- Everyone has the right to work and play in a clean and safe environment.
- Everyone has the right to feel proud of this school.

The School's 'Student Behaviour Plan', outlines the way in which the pupils are encouraged to act responsibly. Parents should be familiar with and support the School's approach to discipline.

Our aim is to ensure that all children at the School have access to quality learning within a safe and caring environment, and to encourage all students to strive towards behavioural excellence and increased personal responsibility.

"Treat others the way you would like to be treated." Matthew 7:12

Message to Students

As a student at Avondale School you are expected to:

1. Take time to personally know and acknowledge Christ in all activities.
2. Act in a responsible manner at all times.
3. Be polite and respectful when you speak to others.
4. Cooperate willingly with everyone at all times.
5. Make your school a happy place by avoiding fights, bad language and acts of vandalism.
6. Do your best to be successful at your school work.
7. Be on your best behaviour in public, travelling to and from school, on excursions and at sport events.
8. Accept correction without argument when you have misbehaved.
9. Be at school during normal school hours, attend all your classes and be on time.
10. Listen to or read carefully all messages.
11. Bring all necessary materials to class and complete set work on time.
12. Wear your school uniform in a representative manner.

Message to Parents and Caregivers

Parents and guardians should encourage students to uphold School standards at all times. The School's educational program gives primary emphasis to the development of Christian values in the lives of students.

Every effort is made to work closely with parents for the success of each student's program. Occasionally, questions or problems arise between the student and the School. In some instances, the School is unaware that a problem may exist. If such reports are brought home, please phone or visit the School so that a cooperative effort may be made to resolve the problem.

Parents or guardians are encouraged to attend all school/parent functions with their children, thereby helping to develop a close bond between the home and school.

Avondale School camps provide nutritious, healthy vegetarian meals that feature salads, fruits and protein options as a lifestyle choice. School camps are organised to minimise costs and allow for appropriate and safe food handling. Hygiene requirements, food preparation and storage conditions at some camp venues support this as a viable option.

The Pastoral Care team includes a full-time School Chaplain on the staff. While it is the Chaplain's role to cater for the needs of the student body, parents are invited to communicate with the Chaplain on any matters pertaining to spiritual, personal or family matters requiring support. The School also provides qualified School Counsellors to deal with specific difficulties students may experience. The School values a close working relationship with parents for the benefit of the students' personal and spiritual growth.

Parental Code of Conduct - *Independent Schools in NSW*

This Code has been developed so that parents and those with parental responsibilities are aware of and meet the School's expectations with regard to their interaction with the School, its teachers, other parents and students. Adherence to this Code is important to promote positive and productive relationships within the School community.

Role Of The School Generally

The School is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the school. It is important that parents recognise and respect this, adhere and have their children adhere to the School's requirements, and support these decisions.

Discipline

The School expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of the School. Parents are expected to support the School in relation to its discipline policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the School will be the arbiter of what took place and what is a fair punishment it will not engage in debate about the details of the conduct for the appropriateness of the punishment.

In relation to more disciplinary matters which may result in suspension or expulsion the School will inform parents of the matter and will deal with it in accordance with the School's disciplinary policy. While parents will be consulted, the final decision will be the School's.

Interaction With Staff

The School conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the School Office.

Parents should never attempt to contact a staff member at their home, unless the staff member requests this.

Parents can also make an appointment to see the Principal about any particular concerns they may have relating to their son or daughter.

It is important that parents show respect for staff and not publically criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Principal. However when doing so they should observe the general rules of conduct set out in this Code.

The School has a duty of care to protect all staff and for this reason any aggressive or abusive behavior will not be tolerated.

Complaints

If a parent has a complaint about an issue, this should be directed to the Principal, Head of School or to the teacher responsible for the particular area of activity.

If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

Interactions Generally

Communications whether verbal or in writing with other members of the school community whether teachers, administration staff, other parents or students should:

- show respect, courtesy and consideration;
- not harass or bully another person;
- not use intemperate language; and
- not be confrontational.

Social media should not be used to criticise or denigrate others in the school community.

Sport

Parents are welcome to attend sporting events, but should exercise restraint when supporting school teams. In particular, this should not abuse, threaten or otherwise seek to intimidate an umpire or referee or be directed against a player, or any School representatives.

The Sport coaches at the School pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their daughter to be picked for a particular team.

Separated Parents

Where some students have parents that are separated or divorced, parents should not attempt to involve the School in any parental dispute that may arise. The School is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which would or is designed to disadvantage one party. The School will of course, observe any orders made by a Court in relation to a student or communications with parents.

Failure To Observe This Code

If a parent fails to observe this Code after being warned about a breach, the School may:

- limit access to a teacher or teachers;
- limit access to the school premises or sporting or other school events; or
- terminate the enrolment of the student.

Avondale Parents and Friends

The Avondale Parents and Friends is a parent body that operates under the auspices of the School Advisory Council. The Association's main aim is to strengthen the relationship between the home and the school. Parents and Friends' Meetings are held regularly. Dates will be posted at the beginning of the year and reminders of meetings will be listed in the Newsletter. Parents/guardians are encouraged to become involved.

General Directions to Students

1. Changing classrooms is to be done quickly and with the very minimum of noise.
2. Good manners and respect for others and their property are to be observed at all times. Bullying, fighting, put-downs and racism are not acceptable. Graffiti offenders will be dealt with severely. Students are to pay for any damage to or loss of other students' belongings or school property.
3. Students are to keep their desks and lockers tidy and free of rubbish at all times.
4. No student is to touch any television set or any other electrical appliance in any classroom at any time. No student may operate any electrical control panels.
5. All students are to wait outside classrooms before the commencement of each period. Students will enter a classroom only at the instruction of a teacher. When lining up outside classrooms, do not block the path of other students. Students should walk on the left hand side of the paths and hallways. There should be NO RUNNING or PUSHING.
6. Students are to take care with and be neat in their work.
7. Students should not join in any sport or activity while eating. All rubbish should be placed in the bins provided.
8. It is good manners and a school requirement that you do not eat while travelling on buses or trains.
9. Bags are not to be taken to class but left on bag racks. They must not block traffic.
10. Students are expected to go to their locker only before school, during recess, during lunch and after school. This means planning for two periods at a time. A small bag may be used to carry PE gear.

Enrolment

Rationale

Avondale School is a Christian School and a member of the Seventh-day Adventist Schools (NNSW) Ltd. Enrolment at Avondale School is non discriminatory, however all students are expected to live in harmony with the School's standards and regulations, show respect for the Word of God and practise the Christian Code of Conduct. Every effort is made to provide opportunity for all genders to participate in all school activities and as far as possible the School attempts to accommodate special needs students.

As a Seventh-day Adventist facility, it is intended that the School should function to supplement the work of the Christian home. Thus, all students are expected to participate in all spiritual, academic and recreational activities of the School and pledge in writing that they will cooperate in all the activities of the School and help to maintain its standards as a Christian institution by their behaviour at all times.

New Applicants

Application forms are obtainable from the Administration Office or website. Information packs are available on request.

We do not take overseas students at Avondale School.

Enrolment Procedure

1. Application forms received should include all supporting documentation:

- Birth Certificate.
 - Previous school reports and NAPLAN results.
 - Immunisation Certificate / Conscientious Objector Certificate.
 - Legal documents relating to special family circumstances eg. AVO, access.
 - Welfare issues.
 - Special needs and medical documentation must be handed in with application.
2. Background checks on behaviour will be done by the Assistant Head of Secondary and Head of Primary with the applicant's previous school. Fee paying history will be checked by the Business Manager if applicable.
 3. Academic Assessment will be organised by the Registrar.
 4. Interview with the Principal and Head of School which includes:
 - values and Christian focus of the School
 - commitment to goals and ethos of the School
 - transport, school uniform
 - tour of school if they haven't already done so
 - discussion about the student's needs and successful transition.
 5. Application is reviewed by the Enrolment Committee and a recommendation is made.
 6. The application is confirmed in writing by the Principal. The Registrar also informs the applicant of the outcome by phone.
 7. The Enrolment Bond is payable once confirmation is confirmed.
 8. The Enrolment is recorded by the School Advisory Council.

Children entering Kindy must turn 5 years of age before April 30. Children who turn 5 after April 30, but before July 30, may be assessed and considered for enrolment at the discretion of the Enrolment Committee and confirmed by the Principal.

Subject options for Years 9 and 11 will need to be discussed with Director of Learning or Head of Secondary to determine subject alignment and availability of choices.

Year 11 and 12

The Preliminary Course (Year 11) runs from Term 1 to Term 3 of the same year. The HSC course (Year 12) commences in Term 4 (Year 11) and continues until November the following year. All students are required to go through the enrolment process before acceptance into Year 11. There are limited enrolment opportunities given to students wishing to attend for Year 12 only. Subject choices and availability requires clearance from the Director of Learning for all enrolments.

Office staff will collate all the enrolment information and place it in the relevant student files. In addition, office staff will place the name of all new students into Denbigh and the appropriate roll class.

Student De-Registration

When a parent/caregiver decides to withdraw a student from the School, it is necessary for the parent or guardian to officially notify the Principal, with a copy to Head of Secondary or Head of Primary, in writing of the decision and the expected last day of attendance.

Students in Year 11 may leave school at the end of Term 3 without giving a term's notice. Notice is required if they wish to leave earlier.

Secondary Students

It is the student's responsibility to obtain a De-Registration Form from the Office and return all hired textbooks and equipment, including the school laptop in good condition. Subject teachers' or coordinators' signatures are recorded as evidence of returned texts. A locker clearance signature from Secondary Administration is gained after the locker has been inspected. The Librarian's signature is also needed to show that all library books have been returned. The Business Manager's signature is needed to certify that all academic aspects of de-registering have been completed and to determine the final account. If applicable, the Enrolment Bond will then be returned upon application to the Business Manager. (Forms are available from the Business Office).

It is a NSW Government legislated requirement that all students attend a Registered Education provider until 17 years of age. Parents of all students under 17 years of age are required to declare the school to which the student is transferring. Home School students are required to provide the Registration Program number before leaving the School.

Student Re-Enrolment Following School Disciplinary Action

If a student has previously been withdrawn or had enrolment terminated by the School, re-entry may be considered by School Administration, providing the following are in place:

- new application to enter;
- positive school report from previous school attended, including positive academic performance, behaviour and attendance;
- letter of recommendation from local pastor or significant community member, including church involvement, attendance, attitude (where applicable) and general behaviour;
- recommendation from previous school's administration will be sought by the Principal.

Legal Constraints

It is essential for the School to have accurate and current information about custody and access rights for relevant students. The School must be informed, in writing, of the existence of any legal constraints, such as a Family Court order, as soon as they become effective. The legal parent/s or guardian/s must be clearly identified as the one/s to whom the School is responsible. This information is strictly confidential and is intended for use to protect the students' and parents' rights.

The Principal of Avondale School maintains a register, in a form approved by the Minister of the enrolments and daily attendance of all children at the school, which includes information for each student as required by Section 3.8 of the NESA Registered and Accredited Individual Non-Government Schools (NSW) Manual.

Where the parent of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the Principal will process the parent's application in accordance with the guidelines from NSW Department of Education.

The Principal may exercise the Minister's delegation under Section 25 of the Education Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

Collection Notice

Avondale School collects personal information, including health information, photos, address and contact details and sensitive information, about students, parents and guardians as an essential part of the student's enrolment at Avondale School. The primary purpose of collecting this information is to satisfy Avondale School's legal obligations and government requirements, and to enable the school to discharge its Duty of Care under the principles of the Privacy Act 2001.

On occasion, information such as academic and sporting achievements, pupil activities and other news and photos of events are published on the school website, in school newsletters, for marketing purposes and in the year end school magazine. An ID photo is included on School Library cards. Parents can request to see the data collected and are requested to inform the school of changes of phone numbers, address, email addresses etc to keep data up to date in case of emergencies.

Requests for a change to information sharing practices should be made in writing and addressed to The Principal, Avondale School.

Multicultural Education Policy

We believe that an essential facet of Christian education deals with relationships with others. Given the multicultural society in which we live, this school fosters empathy between individuals and groups, recognising the common humanity of all. Students from all cultural backgrounds are welcome.

Aims

We aim to:

1. Recognise the multicultural composition of our school, community and nation.
2. Provide programs eg. ESL, to assist ethnic migrants to understand and participate in Australian society.
3. Recognise the contribution of ethnic communities to Australian society.
4. Incorporate multicultural themes across the curriculum.
5. Develop interest in the arts of other cultures and where possible encourage active participation in them.
6. Develop each child's pride in national background (together with common religious heritage) to achieve healthy identity and self-image.
7. Develop attitudes of acceptance of people from different cultures and races, especially those represented in our school.
8. Accept that all people have basic rights in society and that discrimination on the basis of colour and ethnicity is unchristian and unacceptable.
9. Avoid verbalising stereotypical judgements based on ethnic group membership.
10. Develop safety arenas for the 'settling-in' periods as students merge from one cultural setting to another.

Group Interaction Skills

The child will be guided to:

1. Accept students from ethnic backgrounds as group members and be accepted by them.
2. Acquire cultural information from a variety of sources (books, DVD's, internet, artefacts, interviews, discussion).
3. Apply and communicate information via:
 - a) oral discussion
 - b) written summaries, plays, poems
 - c) DVD's, computer, internet
 - d) interviews with people from different ethnic backgrounds
 - e) graphs
 - f) drama, role-plays, music, songs
 - g) artefacts, models, paintings
 - h) cooking
4. Apply concepts and generalisations at an interpersonal level, developing tolerance towards members of cultural and racial groups.
5. Understand that cultures are not static but dynamic, with aspects changing over time.

Financial Information

It is the aim of the School Administration and the SDA Schools (NNSW) Ltd directors to keep the charges for the school year as low as is consistent with sustainable operation and quality education.

Avondale School is maintained and operated from three main sources of finance:

1. Tuition fees.
2. Commonwealth and State Government grants.
3. Funds raised to meet allocations from each SDA Church within the area served by the School.

All Inclusive Fee

Avondale School issues an annual school fee invoice. This will be sent to you early January with follow-up statements throughout the year. Our Option Sheet will continue to outline the many acceptable payment plans to assist with your family budget.

The table below highlights some of the inclusions.

	K-2	3-4	5-6	7-8	9-10	11-12
Tuition	✓	✓	✓	✓	✓	✓
Stationery	✓	✓	✓			
Excursions	✓	✓	✓	✓	✓	✓
Laptop/iPad & Educational Software	✓	✓	✓	✓	✓	✓
Elective Subject Choices					✓	✓
Outdoor Education Camps			✓	✓	✓	✓
Horizon Magazine	✓	✓	✓	✓	✓	✓
Locker			✓	✓	✓	✓
24 Hour Accident Insurance	✓	✓	✓	✓	✓	✓
Learn to Swim Program	✓	✓	✓			
Textbooks	✓	✓	✓	✓	✓	✓
NAPLAN & ICAS Test Fees		✓	✓	✓	✓	✓
Peer Support Program				✓		✓
Majority HRIS Sport & Transport Fees		✓	✓	✓	✓	✓

Building & Maintenance Fund

To finance future development of the School's facilities, a levy of \$220 per family per annum is added to the school fees. (Please note that this is not tax deductible.)

Enrolment Bond

Each new student starting at Avondale School is required to pay an Enrolment Bond as follows:

1st student attending Avondale School	\$350
2nd student attending Avondale School	\$200
3rd student attending Avondale School	\$150
4th student attending Avondale School	FREE
Subsequent students	(maximum of \$700 per family)

This bond will be held for the duration of the family's stay at Avondale School and will be refundable in full once deregistration is finalised and all associated fees paid.

If an offer of enrolment at Avondale School is not taken up, an administration fee of \$100 per child is withheld from the Bond.

Prompt Payment Discount

A prompt payment discount of 2.5% is applied to the fee account if the full term's fees are received by the allocated

date. A prompt payment discount of 7% is applied if the full year's fees are received by February 7, 2020. Discount dates for 2020 are as follows:

Term 1	February 7, 2020
Term 2	May 1, 2020
Term 3	July 31, 2020
Term 4	October 16, 2020

If fees have not been paid in full by these dates or special arrangements have not been made with the Principal or Business Manager, action may be taken by the School that may lead to your child being de-registered.

Late Payments

If payment or a payment arrangement, is not received within 21 days of the commencement of each term, a late fee of \$150 will be levied on your account.

Fee Refunds

For students not attending for any length of time, refunding of Tuition Fees will take the following calculations. Non-attendance because of sickness or other reason (more than half of a term) will entitle the student to a refund of tuition fees for the weeks absent. There will be an Administration Fee of 10% / 20% respectively to hold registration position of Tuition Fee withheld.

Optional Charges

Further to our excellent opportunities for quality education, students are invited to participate in a number of optional programs such as the After School Program. These additional charges are to be paid prior to the program/event.

Mid-term Deregistration

One full term's notice is requested to be given in writing to the appropriate Head of School prior to the withdrawal of a student from the School.

Year End Sign-Off

As part of the process at the end of each year, it is necessary for each student to return all textbooks and library books to the school. One further step to complete this process is for all school fees to be settled prior to Speech Night.

Laptops / iPads

For those students who have possession of a School owned laptop/iPad, it will be a requirement for IT staff to sign off during de-registration and end of year sign-off, signifying the equipment is in good working order. If there is any damage, Avondale School holds the right to retain possession to seek appropriate repairs.

Damages requiring repairs and subsequent insurance claims will attract a \$250 excess fee from the student.

Textbooks and Specialised Stationery

These are loaned to students by the school and the cost included in school fees. Textbooks and readers are available for almost all subjects. Students are required to return books in good condition to the iCentre at the end of the year. Lost or damaged books are to be paid for at replacement cost.

Stationery Requirement Lists will be available on the school website/Facebook. Please have these ready for class commencement.

Tool Kit Information

Tool kits are loaned to students studying the Year 11 and 12 Hospitality Operations course. Students are required to return the tool kits, with all items included, in working condition with the lock and key.

Secondary Locker Hire

Lockers are allocated to students each year. Students must take care of these lockers and ensure they are not defaced or damaged. Lost combination locks must be reported to the Office and replaced at the student's expense. At the end of the year lockers will be inspected.

School Excursions

The costs of the excursions are drawn from school budget. There is no direct charge to parents. Excursions do not attract refunds for non-participation.

Cash Payments

It is strongly suggested that no cash be brought to school for the payment of fees etc. If however, this cannot be avoided, it is recommended that the cash be brought to the Business Office as soon as students arrive at school.

The following methods of payment are available to you:

- BPay - fee accounts only
- Credit Card - by mail, telephone or in person
- EFTPOS - during office hours (8.00 am - 4.00 pm)
- Cheque - during office hours (8.00 am - 4.00 pm) or by mail
- Cash - during office hours (8.00 am - 4.00 pm)
- Direct Debit - you authorise us to make deductions from your credit card or bank account.
- Website - access www.avondaleschool.com.au

Family Discounts

Avondale School offers discounts to those families who have more than one child attending our School. The following percentage discount is applied to your fee account (tuition fees only):

1st child	Full fee
2nd child	35% discount on tuition fees
3rd child	45% discount on tuition fees
4th child / subsequent child/ren	FREE

Church Subsidy Discount

Families claiming this subsidy will have membership confirmed by their local Seventh-day Adventist Church as an offset.

Employee Subsidy

If your employer contributes to your school fees, kindly complete information requested on the Fee Information Sheet. Please discuss this with your employer if you are unsure.

Academic Information

The School is a registered Business Managery coeducational school and is operated by the Seventh-day Adventist Church. Emphasis is placed on the development of a Christian character and a life of service in the community. The program of the School is directed towards the harmonious development of the mental, physical, social and spiritual faculties.

Curriculum

All course requirements of NESA (NSW Education Standards Authority) are followed. Religious Studies is a compulsory course for all students. The Year 9 and 10 course, Religious Studies, has been approved by NESA.

Years 7 and 8

In harmony with the philosophy of the School and in order to lay a balanced foundation for subject choices in future years, all students study a common course comprising the following:

Bible	Mandarin (<i>Year 7 only</i>)
English	Music
Mathematics	PDHPE
Science	Sport
Geography (<i>Year 7 only</i>)	Technology
History (<i>Year 8 only</i>)	Visual Arts (<i>Year 8 only</i>)

Years 9 and 10 (RoSA)

Compulsory Subjects (both years):

Bible	Geography
English	History
Mathematics	PDHPE
Science	Sport

Year 9 and 10 Elective Subjects

Subjects offered at Years 9 and 10 levels in 2020 are as follows. Students should consult the Director of Learning for the current subject lines.

Commerce	Industrial Technology
Design and Technology	Music
Drama	Photographic and Digital Media
Food Technology	Textiles Technology (<i>Y10 only in 2020</i>)
Information and Software Technology (<i>Y10 only in 2020</i>)	Visual Arts

Years 11 and 12 (Preliminary & HSC Course)

Study for a Higher School Certificate involves completion of the Preliminary Course (usually studied in Year 11) and the Higher School Certificate Course (usually completed in Year 12). Students must complete the preliminary component of a subject before they are able to undertake the HSC component of the same subject.

Students studying the Preliminary Course will complete the work required by the end of Term 3 of that year and will move into the HSC course at the beginning of Term 4. HSC assessment tasks for each elected course will also commence during Term 4. Students will be required to carry either 12 or 13 units for the Preliminary course but may elect to carry only 10 or 11 units for the HSC course.

The School reserves the right not to run subjects when there are insufficient student numbers in a class.

Year 11 and 12 Elective Subjects

In 2020 subjects offered to Years 11 and 12 are to be chosen from the following list. Students should consult the Director of Learning for the current subject lines.

Year 11

Ancient History	Design and Technology	Mathematics Extension 1
Automotive (VET)	English (Advanced)	Mathematics (Standard)
Biology	English (Standard)	Modern History
Business Studies	English Extension 1	Music 1
Community and Family Studies	Geography	PDHPE
Chemistry	Hospitality (VET)	Physics
Construction (VET)	Mathematics	Visual Arts

Year 12

Ancient History	English (Advanced)	Mathematics Extension 1
Automotive (VET)	English (Standard)	Mathematics (Standard)
Biology	English Extension 1	Modern History
Business Studies	Food Technology	Music 1
Community and Family Studies	Geography	PDHPE
Chemistry	Hospitality (VET)	Physics
Construction (VET)	Information Processes & Tech	Studies of Religion 2
Design and Technology	Mathematics	Visual Arts

Academic Rules

Students are encouraged to choose subjects wisely. No changes are permitted in Years 9 and 11 after the first four weeks of the course. Requests to change subjects must be made in writing on the correct form to the Director of Learning, who approves all study programs, in consultation with Subject Coordinators.

Changes of levels are determined by Subject Coordinators and the Director of Learning, who monitor changes of levels and Higher School Certificate requirements. Students should consult with the Director of Learning and Subject Coordinators before making application to change courses.

Students seeking to gain a Higher School Certificate must meet all the external requirements. One of the requirements is certification from the School Principal that the candidate's attendance, participation, conduct and progress have been satisfactory. If these have not been satisfactory, the student's Certificate will indicate this. In Years 10 - 12, Assessment Tasks are set as part of course work. Separate handbooks are published which outline policies and procedures for assessments during these years. Students studying Vocational Education and Training (VET) courses also receive assessment procedures.

Examination Reports

All Years 7 to 10 students will receive two formal Reports and one Interim Report during the year. One formal Report will be issued at the conclusion of Semester One and the other after Final Examinations, Semester Two. An Interim Report will be issued at the end of the first term so that parents can see how their children are progressing.

Preliminary HSC students (Year 11) will receive an Interim Report at the end of Term 1, formal Reports after the end of the first semester and after the Final Examinations in September (Term 3). This also includes VET reports for students studying Automotive, Construction and Hospitality.

For HSC students, formal Reports and VET reports will be issued after the Term 1 Mid Year Examinations at the end of the year.

Guidelines for Examinations

The following guidelines are designed to:

1. provide an environment for students participating in the examinations that will maximise their performance; and
2. ensure that each person's examination paper is as fair a response as possible.

To accomplish this the following policies and procedures will be adopted:

1. the examination timetable will be issued at least 1 week before the examination. It may be altered, although every attempt will be made to avoid this;
2. students should come to the examination with all the necessary equipment to complete the examination. Equipment failure should be allowed for (eg. pens running out of ink);
3. the following items of equipment may be taken into all examinations:
 - ***Pens, rulers, erasers, pencils***These items may be taken into a specific examination if so indicated by the teacher of the subject:
 - ***Calculators, drawing equipment, mathematical instruments, specific equipment.***Under NO circumstances are the following to be taken into the examination room:
 - ***Texts, other books, notes or written material, blank paper, liquid paper, pencil cases.***Equipment taken into the examination room should only bear the original inscribed information and will be subject to inspection before the examination commences;
4. seating position in the examination room will be determined by the examination supervisor;
5. students needing to leave the room temporarily during the course of the examination must be accompanied by a supervisor;
6. students will only be allowed to leave the examination room on completion of their examination at the scheduled completion time. For senior examinations of more than 2 hours, early leave MAY be granted at the discretion of the subject teacher; and
7. students should not be involved in any of the following activities during the examination:
 - ***Communicating with other students, either verbally, by notes, or any other means.***
 - ***Lending or asking for the loan of any equipment.***
 - ***Engaging in any other activity that may be construed by the supervisors as cheating.***
 - ***Disturbing the peace of the examination room in any unnecessary way.***Any person or persons involved in any of the above activities may have their papers cancelled and further disciplinary action taken.

Special Needs

The Learning Support Department provides for students with special needs. Assistance is given, when possible,

to students from K - 12 who are in need of support.

LOTE (Languages Other Than English)

Students in Year 7 are given a program in Mandarin. This provides a cultural experience whereby students develop an understanding of the country and the customs of the people, together with basic vocabulary and confidence to use it in context with others.

This part of our curriculum provides valuable enrichment to students, with many links to other subjects.

Music Program

All students in Year 7 and 8 complete the non-elective music course. The Secondary Campus has a choir that rehearses on Wednesday after school each week. Auditions for entry are open to all students. From this group, small ensembles, quartets and trios emerge. The Choir performs regularly at school functions and in local churches.

Students have the opportunity for individual tuition leading to selection in the Concert Band which rehearses on Tuesday after school each week. The Concert Band's stronger performers are invited to also play in the Stage Band. Like the Choir, both Bands perform regularly for community and School functions, as well as in local churches.

Private Music Tuition

Individual music lessons are conducted by music teachers on the School premises during school hours. Financial arrangements are made directly with the music teachers. Students should aim to have lessons before/after school or lunchtime, which can include only 10 minutes of class time. Lesson times must be approved by the class teacher before arrangements are finalised. The parents must accept the responsibility of the lesson time that is lost. Brass, flute, piano, violin, cello, drum, guitar and voice lessons are currently available. Details of music teachers are included in our Newsletter.

Sport Program

It is expected that all students will participate in the School's Sport Program. Students who are unable to participate due to sickness or injury must bring a letter from their parents/caregivers and report to the Sport Coordinator as soon as possible on the day of sport. Opportunity is given to nominate the activity of your choice each term, but once allocated, students must remain in that activity unless approval is given by the Sport Coordinator to change.

Alternative sports are offered each new term and students are given the opportunity to fill out sport option forms. Some sport options are available for specific years only and the Sport Department retains the right to allocate students.

The School Sport Program operates a House system with four houses. The houses are named after regional geographical features: Pacific (blue); Watagan (green); Macquarie (yellow); and Hunter (red). On enrolment, all students are allocated to a House and remain in that House while they are students at the School. Each year at the first House meeting, each House elects its officers – male and female House Captains and Vice Captains.

School sporting events - swimming, athletics and cross-country, etc. - are organised on a House basis. The results of these, along with participation in inter-school sporting activities and academic competitions, are used to determine the champion House.

Check-in Groups

All students are divided into Check-in Groups. These Groups meet each morning for worship, sharing of information, mail deliveries and roll marking.

Prefect System

Each year Prefects are elected from among the Years 10 and 11 students to provide student leadership and support the staff in the operation of the School. Prefects begin their duties at the beginning of Term 4 each year. Voting for Prefects takes place before the end of Term 3 to enable the incoming Prefects to take over from the outgoing group.

All students and staff participate in the vote. Votes are weighted according to year - senior year votes carrying more weight than junior years. The current year School Captains are given the opportunity to vote for the new School Captains along with the newly elected Prefects.

All students are expected to treat the Prefects with courtesy and respect as they perform their responsibilities.

Student Representative Council

A Student Representative Council meets regularly. Members are the Prefects and School Captains and one representative from each class from Years 5 - 12 as nominated by their class members.

School Excursions

School excursions are organised by teachers as an extension of classroom learning or as a sporting/recreational challenge for students. Excursions also teach students to practise responsibility and independence in and out of the School environment.

Avondale School completes Risk Assessments as an integral part of the event organisation. As required, parents may nominate to support an event or be invited to do so. The number of parents, the skills and experience of parents are considered when finalising event organisation. The appointed parents are included in the Risk Assessments and are responsible for duty of care for students as a group. The teacher and Head of School, and the Principal, as required, negotiate the final decision on the teams of adults.

The costs of the excursions are drawn from School budget. There is no direct charge to parents. Excursions do not attract refunds for non-participation.

Facilities and Services

Secondary School Office

Students are not to go to the Secondary School Office during class time without written permission from a teacher or staff member. The Office is open to students at the following times:

- Before school (8.25 am - 8.40 am, Staff Worship is from 8.15 am - 8.25 am)
- Morning recess
- Lunchtime
- After school (3.20 pm – 4.00 pm)

Primary School Office

Students are not to go to the Primary School. If the need dictates, permission to go to the Primary Office must be given by the Secondary Office.

Uniform Shop

The Uniform Shop is open on Mondays and Wednesdays, 8.30 am - 10.30 pm and 2.30 pm - 5.30pm, during the school term or at other times as notified in our School Newsletter. You will find the Uniform Shop at the front of the Multi-Purpose Centre.

The School Uniform Shop has stocks of uniform items as outlined in *Uniform Code and General Grooming*. The range caters for all students from Kindy to Year 12. All items have a 14 day warranty. If returned within this time, it will be replaced.

Telephone Access

A telephone is situated at the Office for student use. Should students choose to make a phone call, they must seek permission from the Office staff.

Sick Bay

All students who are sick must report to the Office. Students coming from class must have a note from the teacher to come to the sick bay. The Office staff will assess the need and will permit the student to recuperate in the sick bay for a short period of time or will contact the parents to collect and take the sick student home.

Students who circumnavigate the Office and duty of care by use of other communication such as mobile phone or email to organise collection, are liable for discipline.

The Office cannot dispense panadol, cough lozenges or any other pain medication to students. It is recommended that students carry their own small supply of panadol or cough lozenges in their bag for when the need arises.

Canteen

The Secondary School canteen operates from Monday to Friday. Orders may be made online using Munch Monitor or may be written on a paper bag and the correct money placed inside. Students should place orders at the canteen before school or at recess. Food may not be purchased at times other than recess or lunch.

Supervision

Staff will supervise students from 8.15 am to 3.45 pm. Students should not remain on School grounds outside of these times unless under the direct supervision of a staff member. The School will not be responsible for any student on the grounds outside normal school hours.

Year Advisors

Each year group is allocated a Year Advisor who is responsible for providing pastoral care and support to students, as well as facilitating communication between home and school.

Chaplaincy Team and Pastoral Care

Avondale School employs Chaplains and Counsellors to assist in the wellbeing of students within the school community. The Secondary School Chaplain and Counsellors are available by appointment only. Counselling appointments are made through the Secondary Office or directly with the School Counsellors. Excluding exceptional circumstances, prior arrangement with teachers will be made to meet these appointments. Students who want to visit the Chaplain/Counsellors during class time must follow correct procedure. The Chaplain's appointments can take the form of Bible studies leading toward commitment to Jesus Christ and baptism, as well as mentoring. The Chaplains are available when crises occur for support and encouragement of students and staff.

General Rules and Procedures

The following are rules and procedures that have been adopted to ensure the smooth operation of the School. These may be added to or changed by the School at any time if deemed appropriate.

Attendance

The Association of Independent Schools and Avondale School advise that it is a legal requirement that students attend school for the entire school day, each day that the school is open. Absences should only occur because of:

- **illness**
- **natural causes (eg. flooding)**
- **all other reasons are requests to be approved by the Principal.**

Note: It is not legally sufficient for parents to approve absences.

It is a legal requirement that all absences be explained in writing, dated and signed on the return of the student to school.

Absence from School

If a student is absent parents should send a dated note, fax or email to the Office with an adequate explanation. A phone call to the Office is also accepted and recorded as an explained absence.

If notification is not submitted to the school within 7 days of returning to school, the absence must be recorded as 'Unexcused' on the Class Roll as this is a legal requirement.

Students will be responsible for any work missed during their absence from school. Student attendance has a direct correlation to academic performance and we value your support in this matter.

The government requires students to provide a **medical certificate** if they are absent due to sickness for more than three days consecutively. However, a written note is still required to cover the recorded absence.

Extended Leave Absences

Parents are required to apply for extended leave from school for their children for the following:

- **family holiday during school time that is in excess of 2 days**
- **participation in an elite sporting event (not a school event)**
- **participation in the entertainment industry**

This is a government requirement!

Extended Leave Forms are available from the School Office. A certificate granting permission from the Principal will then be issued to the parent.

Absence Notes

It is recommended that all absence notes be given directly to the Office to ensure that absences are excused on the School's database. The Office are the only staff who process absences. All notes are processed and filed on the same day the notes are received.

Notification can be made by phone, email or note, and must include the following:

- full name of the student
- the date of the day/s absent
- an explanation for the absence
- the name of the parent/guardian.

Please note the Office does not accept medical certificates as official absence notes.

Absence during the Day

Students must report to the Office when leaving and returning to the School campus. Under no circumstances will a student be permitted to leave the School campus before the end of the school day unless they have a dated note written by the parent/guardian requesting to leave early, or unless a parent/guardian is signing the student out. If students need to leave school early or for a part of the day, they must bring a written request from their parents/guardians and present it to the Office on departure/arrival.

Under exceptional circumstances, students needing to leave the school during the lunch break must consult with the Head of Secondary and provide a note from parents/guardians to the Office. If approved a Leave Pass will be issued. (Senior students who have permission to leave the School grounds during the day must sign out at departure and sign in on return.)

It is a legal requirement of the School to only allow a parent or legal guardian to sign out their child/children during school hours. Siblings or family friends cannot sign students out without written parent permission! If you wish for someone other than a parent or legal guardian to pick up your child during school hours, a written leave note from the parent/guardian must be presented to the Office stating who is picking your child up.

Absence from Class

Students may only leave class with the teacher's written permission. Students found out of class without permission are liable for discipline.

All students are expected to arrive at School in time enough to cater to any office or uniform needs, and to be on time for the commencement of Check-in. A class roll is taken at the commencement of Check-in. Any student arriving after that roll is taken is considered late and must report to the Office to sign in. If absent or late, the following procedures must be followed:

Lateness for School

All students who are late for Check-in or school must sign in at the Office either by a note from the parent / guardian or by the parent / guardian signing them in at the Office. If no note is provided, students will receive a Detention and have a Late Pass issued which must be signed by the parents/guardians and returned to the Office by the next school day.

Students who fail to report to the Office when late will be disciplined.

Ongoing notes for students arriving late cannot be accepted. A note will need to be written for each late.

If a student attends music lessons on the School campus causing them to miss Check-in, they must sign in at the Office after their lesson and the Office will excuse their lateness. No note from the parent is required.

Lateness to Class

Students with a valid reason should obtain a note / Late Pass from the teacher of the class or appointment they have just completed and present it to their next class teacher. Those late without a valid reason will have their lateness recorded or be disciplined depending on the reason or length of lateness.

Permission to Leave

No student is permitted to leave the School campus during school hours, including lunch, without specific permission. Any student who does leave school grounds without being legally signed out through the Office is truant and liable for discipline.

Ongoing notes for students leaving early cannot be accepted. A note will need to be written for each leave.

It is a legal requirement of the School to only allow a parent or legal guardian to sign out their child/children during school hours. Siblings or family friends cannot sign students out without written parent permission! If you wish for someone other than a parent or legal guardian to pick up your child during school hours, a written leave note from the parent/guardian must be presented to the Office stating who is picking your child up.

Absence SMS System

An SMS is sent to parent/s mobile phones on a daily basis to those students who are noted as having an unexplained absence on our database for the day.

- This automated SMS process is an extra service we provide to you, as parents. It is a courtesy text and nothing more.
- An SMS only gets sent to you if our records indicate an unexplained full day absence.
- IF you hand in an Extended Leave Form or Absence Note BEFORE the absence or you make a phonecall/ email to school BEFORE 9.30 am on the day, a text will not be sent.
- If you receive an SMS and your child should be at school, please call the school and we will double check the classroom to see if your child is present.
- Please note that we can see your reply texts, but we cannot reply to them. This means it is not a formal communication about the absence (and thus any text you send cannot be counted as an official absence note).

Visitors to the School

Students are not permitted to arrange for visitors to meet them on school property. All visitors must report to the Office.

If a student needs to visit the school at any time and they are not attending school for a valid reason and are not in school uniform, they are required to sign into the school through the Administration Centre and visit with other students only in the front Secondary Office area. Should they obtain permission to see a staff member they must obtain a Visitor's Pass and sign out after a reasonable time (15 minutes).

Animal Welfare

A student wishing to bring an animal to School must make arrangements with the Head of Secondary prior to the animal being brought to School.

Travel Bus and Rail

The NSW Government provides subsidised travel for eligible school students on rail, bus, ferry and long distance coaches. A subsidy is also available for transport to and from school in private vehicles in areas where there is no public transport. See Private Vehicle Conveyance.

Travel – Opal Card

All new applications for bus passes and change of address etc need to be completed online at www.transport.nsw.gov.au. Once completed the application will be endorsed online by the school with Transport NSW, who will then send the Opal Card directly to the address provided on the application.

Bus Eligibility

Secondary students (Years 7 - 12) who live more than 2 kms (radial distance) from school, or 2.9 kms or more by the most direct practical walking route to the nearest entry point to the school are eligible for the School Student Transport Scheme.

If a student is not an Australian citizen please remember to provide the student's visa category on the bus application form.

Further information on the SSTS (School Student Transport Scheme) can be found at the NSW Transport and Infrastructure website www.transport.nsw.gov.au

The School fully endorses the NSW Transport and Infrastructure's Code of Conduct for school children on buses and trains.

The NSW Transport and Infrastructure requires schools to provide new bus application forms when a student:

- enrolls for the first time
- progresses from Year 2 to Year 3
- progresses from Year 6 to Year 7

- changes name, school and/or address
- applies for an additional travel pass in a joint/dual custody situation.

Bus Routes

Information on routes, times and bus numbers can be found online or by phoning Hunter Valley Buses (Morisset Depot) on 4973 2114.

Different Bus Route

The NSW Transport and Infrastructure states that the School Student Transport Scheme can only be used for travel between home and the school campus at which the student is enrolled. If you wish your child/children to go somewhere other than to their home after school, parents must provide the following:

- a covering letter to the bus driver stating the destination
- money for the fare / child's Opal Card (green)

Bus drivers are not permitted to take students without these two items.

Lost Opal Card

In the case of a lost or defective Opal Card, parents must apply online for a new one.

Private Vehicle Conveyance

Students who reside more than 1.6 kilometres walking distance to the nearest transport pick up point, may be eligible for a subsidy. PVC forms are available from the Office.

Students' Vehicles	
Students wishing to use motor vehicles for travelling to and from School must apply to the Head of Secondary using the appropriate form (available from the Secondary Office). The following rules will apply:	
1.	Students must hold a current NSW driver's licence.
2.	Students must have written parental approval to drive to School.
3.	Students must have approval from the School Administration and receive a Driver's Permission Card.
4.	Students who wish to carry passengers must fill in the appropriate documentation and provide permission from parents/guardians of the driver and the passenger. Students are not permitted to carry any other students as passengers, other than those who have approval from both sets of parents and Administration. Travelling with teenage passengers constitutes one of the greatest risks for young drivers. The more passengers, the greater the risk. Unless there are exceptional circumstances, no more than one passenger at a time should travel with the driver.
5.	Students are not permitted to use the vehicle during the day for other purposes without permission from the Head of Secondary or Assistant Head of Secondary.
6.	Students' cars are to be parked in the general visitors parking area in front of the school campus and must not be used during the school day without permission.
7.	Students' cars should have their registration recorded at the Office. (Forms available from the Secondary Office.)

Students driving dangerously or not abiding by the School's regulations may lose the privilege of bringing a car to School. Any dangerous and unsafe driving behaviour or breaches of the road rules will be reported to the police.

Bicycles and Scooters

Students riding bicycles or scooters to School are not permitted to ride them around the School campus. When not in use, all bicycles and scooters must be placed in the racks provided. Bike and scooter riders must wear an approved safety helmet and follow all road rules.

Classroom Procedures

All students are expected to behave in the classroom in a manner that will contribute to its successful operation. Students will make sure they arrive at class on time with all the necessary equipment and materials for that class. They will not enter the room unless a teacher is present or they have their teacher's permission. They will refrain from using classroom equipment unless directed to by teachers. This includes opening and closing windows and turning heaters, air conditioners and fans on or off.

Playground Procedures

To maximise the use of the School's resources and maintain them in good order, the following rules and procedures apply:

<i>Eating and Drinking</i>	Recess snacks and lunch should be eaten out of doors. No food or drink are to be taken or consumed by students in the classrooms, carpeted areas, Library, Music Building, computer rooms, science labs, technics and art rooms, Multi-Purpose Centre, playing fields, courts and Administration Offices. This is primarily for health and safety reasons, as well as protection of materials. All rubbish must be placed in the bins provided. Any student not abiding by these rules is liable for discipline.
<i>Out of Bounds</i>	<p>The following areas are out of bounds to students:</p> <ul style="list-style-type: none">• The bush and dam areas;• The front of the School, including Office Public Entry, bus circle area, carparks (including outside the school side gate beyond the Uniform Shop) and bike racks (except when arriving or departing from School). Students may move to and from the Multi-Purpose Centre on the crossings provided and the grass area in front of Rooms 1 - 4;• Year 12 Common Room to all students other than Year 12;• The Primary School for Secondary students (the eastern boundary is a line running from the Administration Building to the iCentre and down to the demountables and courts);• The Staff Room, classrooms outside of class times, and Teachers' Offices;• The Music Building, except with the permission of the Music Coordinator, attending a class, Assembly or an appointment;• The area between the Technics Building and the maintenance area;• The roof of any building;• The fenced-in area behind the Multi-Purpose Centre;• The Multi-Purpose Centre kitchen, stage, staff offices and storerooms without direct permission from a staff member.• Behind the Trade Training Centre.
<i>Use of Sports Equipment</i>	This may be borrowed from the Sports Room or the Sport Office in the Multi-Purpose Centre during the lunch break. It is to be used properly and must be returned at the end of the lunch break.
<i>Use of the Courts</i>	School shoes are not to be worn on the outdoor courts. Students should bring appropriate footwear for use at lunchtime, PE classes and sports periods. Food is not to be taken onto the courts. 'Dunking' and swinging on the basketball hoops is not permitted. Bicycles/skateboards should not be taken onto the courts. In the Multi-Purpose Centre, non-marking shoes only should be worn on the courts.
<i>Use of Playing Fields</i>	The playing fields are sometimes unavailable for use due to the effects of wet weather or maintenance programs. Students will be informed of such a situation and must refrain from using the playing fields until further notice. Shoes must be worn on the playing fields at all times, not bare feet.

Use of Weightlifting Room

This room in the Multi-Purpose Centre is for Secondary students use and is only to be used at specified lunchtimes and during PE and Sports periods. On all occasions it is only to be used under the supervision of a certified teacher.

Sickness or Accident

Students who are sick, or who have had an accident at school, should report immediately to the class teacher, duty teacher or to the School Office. If necessary, permission will be given for students to be absent from class, placed in sick bay or the Office staff will contact the parents for the student to be collected and taken home.

Where a serious accident has occurred, an ambulance will be called. Parents or the designated emergency contact person will be notified as quickly as possible. All medical and ambulance costs are the responsibility of parents. An Incident Report will be completed by the supervising teacher and given to the Head of Secondary.

In the case of doubt, with regard to possible seriousness and necessary treatment, the parent or guardian will be contacted. If parental/guardian contact cannot be made, the School reserves the right to have the child transported by ambulance to hospital.

The consent form for excursions and medical help signed by the parent on enrolment, re-enrolment or prior to an excursion, authorises the School to take all necessary steps for the care of the child.

Banned/Forbidden Items

Banned/forbidden items are not to be brought onto the School property by students. If found, these items may be disposed of by the School. If illegal, these will be given to the police to dispose of. Items include:

- Any material, objects or matter that contravene Adventist Christian values, ethos or philosophy of the School
- Drugs, cigarettes, alcohol, e-cigarettes
- Drug paraphernalia
- Firearms, knives, or any weapons or missiles, including water pistols, pea shooters, cap guns, etc.
- Pornographic matter, or any material depicting violence, racism, denigration of others
- Occult paraphernalia
- Any inflammable matter, lighters/matches, fireworks etc. (or other dangerous substances)
- iPods / Gameboys / PSP & DS, etc.
- Chewing gum / bubble gum
- Jewellery (except one small, plain gold or silver stud in each earlobe) and make-up
- Liquid paper, spray paint, permanent marker or other items that can be used for graffiti
- Laser pointers (in any form)
- Aerosol cans (stick or roll-on deodorants may be used)
- Energy drinks
- Skateboards and rollerblades (unless for sport purposes and left in the Office)
- Mobile Phones turned on during school hours.

Mobile Phones

The School provides a landline phone for student use. During school time, 8.25 am - 3.25 pm, communication should happen via this phone. If students choose to bring a mobile phone / 4G enabled device / smart watch / tablet / music player, to school, they are to be turned off during school hours and are to be locked in their locker at all times during the school day. Phones may be used in the 'phone home' zone after 3.30 pm out in the bus waiting area.

Mobile phones / 4G enabled devices / smart watches / tablets / music players will be confiscated if turned on or used and a Detention given for breaking the School rules. Students may collect the confiscated device at the end of the school day from the Secondary Office.

Should this occur again, the phone will be confiscated again and a Sport Detention will be served. A third infraction of the rule will see the matter addressed by the Discipline Committee.

Should a student use someone else's mobile phone / 4G enabled device / smart watch / tablet / music player, the phone will be confiscated and the Detention given to the phone user.

Although all care will be taken with confiscated items, the School accepts no liability for damage or loss in handling the confiscated items.

Personal Items

Students who bring personal items to School including such things as iPods, sporting equipment, mobile phones, etc. do so at their own risk. It is an offence for other students to handle or tamper with such equipment. Avondale School accepts no responsibility for any loss or damages to this equipment. Insurance is an individual responsibility for personal items.

Inter-pupil Relationships

Students are encouraged to conduct friendships with each other in a positive and platonic manner in keeping with the School's philosophy and standards. Kissing, cuddling, holding hands and other similar forms of physical contact are not permitted.

Lockers and Personal Property

Lockers and combination locks are provided to all students for the storage of books, school laptop/iPad and personal property. Students are expected to take the responsibility of ensuring their lockers are locked at all times.

It is strongly recommended that money or valuables be lodged with the Office for safekeeping. The School does not accept responsibility for personal property brought to school unless it is lodged at the Office with the knowledge and consent of the Administration.

The School does not accept responsibility for students' property stolen from lockers or bags. If students choose to bring valuables such as mobile phones, the School will not accept responsibility for their theft or loss.

The School reserves the right to search a student's locker or bag if they believe that it is in the best interest of the School community to do so.

Combination Locks

Each student is issued with a combination lock to keep their locker secure. Combination codes for students' combination locks are available from the Office. If a student forgets the combination code to their lock, the Office can remind the student what it is. Loss of the lock will result in the student paying for a new combination lock. Students are required to pay for the replacement of a lost lock.

Lost Property

Please ensure that ALL items (uniform, stationery, calculators, bags, etc.) are clearly named and labelled so they can be returned if misplaced.

Lost items of clothing, etc. are handed in to the Office. Unclaimed uniform items will be returned to the Uniform Shop at the end of each term for resale. Students and/or parents are encouraged to check the lost property box at any time during school hours.

Confiscated Property

Confiscated property may be retrieved by parents personally paying a visit to the School Office and completing the confiscated property claim form. Otherwise confiscated items will be held until the end of the day. Students should check with the Office to collect confiscated items after the school day ends at 3.20pm. Should the item be an illegal item, these will be given to the police to dispose of. Should items be on the banned/forbidden item list, they may be disposed of by the School. Any items left at the conclusion of the school year will be disposed of by the School.

Although all care will be taken with confiscated items, the School accepts no liability for damage or loss in handling the confiscated items.

Food & Nutrition

Avondale School camps provide nutritious, healthy vegetarian meals that feature salads, fruits and protein options as a lifestyle choice. School camps are organised to minimise costs and allow for appropriate and safe food handling. Hygiene requirements, food preparation and storage conditions at some camp venues support this as a viable option.

Distribution of Information

A Newsletter, containing items of news and interest, information sharing, and announcements of coming events, is produced and emailed to students and parents each week. Hard copies are available from School Offices. Information is also available on the school website, Facebook page and on Landscape.

Holidays and Pupil Free Days

Holidays and special pupil-free days for professional development may be called during normal school time. All holidays must be authorised by the Incorporation and the Principal, and advance notice will be given to parents.

Messages for Students

Student response to PA calls is not always guaranteed, and it is often not a simple job to find a student. Please organise all plans and messages for travel, dental, hairdressing appointments, etc. prior to the student leaving for School.

Parental help in minimising 'urgent' messages would be appreciated and would help the School and classes run without interruption. The Office takes every care to ensure messages are delivered, but accepts no responsibility for undelivered messages.

Evacuation Procedure

Students may need to be evacuated from the school if there is a safety concern. The Evacuation Assembly Area is the back oval near the tennis courts or as directed by the Chief Warden.

The Procedure

1. The evacuation signal is sounded through the PA system.
2. Students must follow the instructions of teachers and administration. Evacuation maps are located in each classroom. Teachers will direct students to go immediately to the back oval via the quickest and safest route.
3. Leave everything behind, except for any medication.
4. Line up in roll order as instructed by teachers and stay quietly until the ALL CLEAR is given.
5. For security reasons, no student is to use their mobile phone, as per school policy.

An evacuation drill is conducted at least once a year.

Code Blue Procedure

Students may need to follow the Code Blue procedure if a dangerous animal or person is on the premises, or if the police advise of criminal activity outside the school.

The Procedure

1. The Code Blue signal is sounded through the PA system followed by the words 'Code Blue'.
2. Teachers will instruct students to sit out of sight of doors and windows.
3. Doors and windows are to be closed and locked if possible and lights turned off.
4. Everyone is to remain silent.
5. Remain in lockdown until an ALL CLEAR announcement is made.
6. For security reasons, no student is to use their mobile phone, as per school policy.
7. If a student is outside a classroom or in the toilets, they are to move to the nearest classroom.

A Blue Code procedure is conducted at least once a year.

Technology Acceptable Use Policy

Avondale School views information gathered from the internet in the same manner as reference materials identified by the School. The School supports resources that will enhance the learning environment, with directed guidance from staff. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information. Some of this information is not considered to be of educational value in the context of the School, is not appropriate in a Christian school context and is not suitable for school-aged children.

Avondale School monitors and logs, using direct supervision or electronic means, all internet traffic on all computers including the School supplied 1:1 Mac devices for students. This electronic monitoring and logging also extends off campus in the case of the School supplied 1:1 Mac devices. Avondale School, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the School. The School provides monitoring software, electronic monitoring, active supervision, dissemination of cyber-safety information and materials, and teaches guidelines for positive choices in the use of this vast resource.

All students are issued with a Technology Acceptable Use Agreement and once signed and consent has been returned to school, students will have access to the school ICT facilities.

The parties agree as follows:

1. Equipment

- 1.1 The student and parent/caregiver:
 - a) acknowledge receipt of the equipment identified in this agreement (iPad / Macbook);
 - b) acknowledge that the equipment was tested before they took possession of it and it was in full operational order with respect to both hardware and software;
 - c) must take reasonable care of the equipment, and must only use the equipment in accordance with the manufacturer's instructions;
 - d) must return the equipment to Avondale School for periodic maintenance when requested by Avondale School.
 - e) must return the equipment in good condition when requested by Avondale School or when the student leaves Avondale School, unless otherwise agreed;
 - f) must not loan the equipment to other persons; and
 - g) must not take the equipment overseas without the prior express written permission of the Principal or his/her representative.
- 1.2 The student must bring the iPad/ Macbook fully charged to school every day.
- 1.3 Avondale School retains ownership of the equipment unless otherwise agreed.
- 1.4 The iPad/ MacBook will be periodically 'rolled over' in accordance with Avondale School policies and the student will receive a new iPad/ MacBook. (Avondale School provides no guarantee that the iPad/ MacBook will be rolled over in this time).
- 1.5 Avondale School accepts reasonable and normal wear and depreciation in the value of the equipment.

2. Use of Equipment

- 2.1 Avondale School is committed to being a cyber-safe learning environment, and may implement practices which it considers will assist it in achieving this outcome, including internet usage monitoring software. The student and parent/caregiver acknowledge that such steps are not a failsafe mechanism and parent/caregivers also agree to monitor the student's use of the equipment.
- 2.2 The student and parent/caregiver must ensure the equipment is used in accordance with all applicable laws.
- 2.3 The student and parent/caregiver have read, understood and will adhere to all ICT Policies and the Secondary School Handbook, and that this information may be updated from time to time.
- 2.4 The student will ensure their use of the equipment respects and maintains the privacy, confidentiality and rights of others.
- 2.5 The student will comply with any directions from teachers regarding the use of the equipment.
- 2.6 If a student behaves online in a way that threatens the wellbeing of other members of the school community, even if this occurs off-site and out of school hours, the student will be subject to disciplinary action by Avondale School.
- 2.7 Avondale School may access the equipment from time to time, including data and files contained on the equipment, for the purposes of managing the Avondale School network, ensuring the equipment is being used in compliance with this agreement and the Avondale School policies, and monitoring the achievement of Avondale School's educational requirements for the equipment. The student and parent/caregiver expressly consent to Avondale School accessing the equipment for this purpose and acknowledge that Avondale School may access the equipment either by taking physical possession of, or by remotely accessing, the equipment. Any personal information accessed or recorded as a result of this access by Avondale School will be treated in accordance with Avondale School's Privacy Policy in effect at the time.
- 2.8 The student and parent/caregiver use the equipment at their own risk. To the extent permitted by law, the student and parent/caregiver each release Avondale School from all claims and demands resulting from any accident, loss, damage or injury arising howsoever out of or in connection with the supply or use of the equipment, including without limitation any claims and demands arising out of corruption or loss of data or information, software failure, unauthorized access to or alteration of transmissions or data, or Avondale School's negligence. To the extent that Avondale School's liability cannot be excluded, then, to the extent permitted by law, Avondale School's liability is limited to replacing or repairing any goods or resupplying any services provided under the agreement, or paying the cost of doing so.
- 2.9 The parent/caregiver agrees to indemnify and hold Avondale School, its Principal, officers and employees harmless from all claims, demands or losses made against or suffered by Avondale School arising howsoever out of or in connection with Avondale School's supply of goods or services to the student under the agreement, the student's use of the equipment or the student's breach of the agreement.

3. Damage or Loss of Equipment

Warranty Protection:

- 3.1 All iPad/ MacBook and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects, normal use and factory faults. It does not cover accidental damage, theft, negligence, abuse or malicious damage.

Accidental Damage and Theft Protection:

- 3.2 Avondale School insures the equipment against accidental damage and theft that occurs within Australia. Where there is an instance of accidental damage or theft the parent/caregiver will be charged the excess amount set by the insurer.
- 3.3 Accidental damage and theft protection will not be available where:
 - a) The equipment is made available to a person other than a student or staff member of Avondale School or an immediate family member of the student. ("Immediate Family Member" means a parent, grandparent, or sibling (whether full, half, step or by adoption);
 - b) The equipment is unattended, unless:
 - i. in a locked vehicle and out of sight;
 - ii. in premises reasonably secured from being accessible by an intruder or the public; or
 - iii. in a locked student locker, locked classroom or locked staff room.

- c) The theft is in anyway caused by the student or an immediate family member of the student;
 - d) The protective case has been removed; or
 - e) The equipment is not transported in the Avondale School provided slip bag/case.
- 3.4 Accidental damage and theft protection does not cover wear and tear, loss of data or software, damage caused by excessive exposure to sunlight, heat, corrosion or other such external influence or consequential loss.
- 3.5 Where a repair fee is payable the parent/caregiver will receive a sundry invoice from Avondale School. The repair fee must be paid each time a claim is accepted and before the claim is finalised.

Unprotected Loss or Damage:

- 3.6 Avondale School will not accept the cost of damage or loss to the equipment caused by negligence, misuse or intentional loss or damage.
- 3.7 Where equipment is damaged or lost by neglect, misuse or intentional act, the parent/caregiver is liable to Avondale School for the full cost to repair or replace the equipment.
- 3.8 If the equipment is damaged by negligence, misuse or an intentional act, the Principal will determine whether or not replacement of the equipment is appropriate and/or whether or not the student retains access to a laptop for home use.
- 3.9 Any problems, vandalism, damage, loss or theft of the laptop must be reported as soon as possible to Avondale School, and within 3 days in any case. Avondale School may extend this time where it is satisfied that notice is given at the earliest possible opportunity.
- 3.10 Following the report Avondale School will determine whether the damage or loss is covered by warranty, accidental damage and theft protection, or whether it is unprotected. Any applicable repairs or claims will then be arranged by Avondale School. All repairs and replacements must be managed by Avondale School and parents/caregivers must not arrange external repairs or replacement of equipment.
- 3.11 If a repair fee or other repair or replacement costs are payable, a sundry invoice for the amount will be sent to the parent/caregiver.
- 3.12 Where equipment is replaced it will be replaced with an item of similar function, type capacity and serviceability.
- 3.13 In the case of suspected theft a police report must be made by the family and an event number provided to Avondale School IT Department. Failure to do so will mean that the student and parent/caregiver are liable for the value of the stolen equipment.
- 3.14 Parent/caregivers may wish to evaluate their personal home contents and car insurance to cover equipment on loan in the event of loss or damage to the equipment while in the care and custody of the student.

4. General

- 4.1 Avondale School may terminate this agreement and require immediate return of the equipment if the student leaves Avondale School, if any fees or monies owing to Avondale School on the student's account are outstanding, if any term of this agreement or the IT Policy or Secondary School Handbook is breached, or if Avondale School in its absolute discretion considers the agreement should be terminated.
- 4.2 Breach of this agreement will be taken seriously and may result in Avondale School taking disciplinary action against the student, including suspension, limitation or termination of this agreement.
- 4.3 The iPad/ MacBook may be remotely disabled if this agreement is breached.
- 4.4 Avondale School may vary the terms of this agreement at any time by providing notice of the update terms to the student and parent/caregiver.
- 4.5 To the extent that the Australian Consumer Law applies to this agreement, nothing in this agreement is intended to exclude, limit or restrict the operation of the Consumer Guarantees and to the extent that a clause would be contrary to the Australian Consumer Law, it does not apply.

Use of Electronic Facilities

The following sets out the security, administration and internal rules, which you should observe when communicating electronically or using the IT facilities provided by Avondale School (the 'School'). You should familiarise yourself

with the terms of this policy in order to minimise potential damage to you, your fellow students and the School, which may arise as a result of misuse of email or internet facilities.

1. School Property

- 1.1 Each student is supplied a Mac device which at all times remains the property of Avondale School.
- 1.2 The School is the owner of copyright in all electronic work, including email messages, created by its students for or on behalf of Avondale School. These remain the property of Avondale School.
- 1.3 All electronic work created by any student for or on behalf of Avondale School remains the property of Avondale School.

2. Monitoring

- 2.1 The School's computer network is a business and educational tool to be used primarily for business or educational purposes. You therefore have a responsibility to use these resources in an appropriate, professional and lawful manner.
- 2.2 All information on the school computer system will be treated as education or business related and as such information or documents transmitted or stored on the school device or network will not be private.
- 2.3 The School reserves the right to install software on student devices to allow for remote support, diagnostics and monitoring as needed.
- 2.4 All school computer systems and online communication services will be monitored (video / electronic / internet logging / email / messaging / LMS / etc.) and that from time to time, and at Administration direction, the contents of the school network, including the supplied device will be examined for breach of the National Copyright, the Technology Acceptable Use Policy and / or the Student Code of Conduct.
- 2.5 As part of engaging learning and supervision, teachers will monitor and manage student device during the class being taught.
- 2.6 You should also be aware that the School is able to monitor your use of the internet, both during school or working hours, and outside of those hours. This includes the sites and content that you visit and the length of time you spend using the internet.
- 2.7 From time to time, the contents and usage of email may be examined by the School or by a third party on the School's behalf. This will include electronic communications, which are sent to you or by you, both internally or externally.
- 2.8 You should structure your email in recognition of the fact that the School may from time to time have the need to examine its contents.
- 2.9 Emails will be archived by the School, as it considers appropriate.
- 2.10 Students are to promptly report to staff any inappropriate material that is accidentally accessed.
- 2.11 As partners in student education, parents or guardians will monitor the use of their child's device and internet usage at home, as this is not the responsibility of the School.

3. Access and Security

As a safe and responsible user of ICT, students are expected to help themselves and other people be safe by following these rules:

- 3.1 Students will have access to ICT via computer labs or the school supplied device. Any other access is restricted to staff only unless authorised by the Principal, School Administration or the Director of IT.
- 3.2 Security of a student ICT account is the responsibility of the student. In particular any device allocated to students should be set to require passwords to be entered for retrieval of email, as well as when waking from sleep mode.
- 3.3 Students are expected to notify a teacher, Library staff member or Administration immediately should they identify a security issue or problem. They will not show or identify the problem to other students.
- 3.4 Students are not to attempt to access any 'admin' mode of any Avondale related IT network, equipment or resources in any way.

- 3.5 No student is to modify the application or operating system software provided on the Mac device without the written permission of the School Administration.
- 3.6 AirPort is to be turned on at all times during school hours or when at school.
- 3.7 All users at Avondale School require a secure username and password that will be rotated as seen fit to maintain the security of the School. All passwords should be minimum 8 characters in length and not more than 16, and be alpha numeric in make up. By default student usernames will be their allocated Denbigh 6 digit ID code printed on their student card. Users will keep passwords confidential, and change them when prompted, or when known by another user. Students will report any suspicions that their access and password has been compromised.
- 3.8 All users at Avondale School take responsibility for the security of their device and it's account and they will never allow unauthorised people to have access to these accounts.
- 3.9 All users at Avondale School are to log on to the school network using only their username and password. Users are never to disclose account details to any another user. Students will not allow anyone else (other than their parent or guardian) to use their username or password and they will not use another student's username or password.
- 3.10 All users are responsible to protect and preserve network access by reporting viruses and spam, and they will not knowingly introduce a virus.
- 3.11 No additional authorised or unauthorised software is to be loaded on any Avondale School computer or 1:1 allocated device under any circumstances. This includes games, shareware, applications, CD Rom's etc.
- 3.12 No personal devices or peripherals are to be used by any student at Avondale School without prior permission from School Administration. Exceptions to this are forms of backup such as memory sticks and portable hard drives that are not Wifi enabled. Portable electronic devices such as multifunction phones, mp3 and data storage devices that are network capable will need to be approved by School Administration before they can be used on campus. Electronic devices not approved for use may be confiscated.
- 3.13 Users are fully responsible for maintaining their own backup of digital information. They will take responsibility for regularly backing up data on the device by using memory sticks, CDR, DVD and/or portable hard drives (that are not Wifi enabled). Avondale is in no way responsible for any loss or damage of user data stored and / or used on its network.
- 3.14 Students will set the Mac device and email to require passwords to be entered for retrieval or when waking the device from sleep mode.
- 3.15 Physical security of student used devices is the responsibility of the student when it is allocated to the student, in particular any usage outside of the School, including transport to and from home and other locations, whether it be a 1:1 allocated device or a computer for specific purpose used off campus.
- 3.16 Reasonable precautions are to be taken to ensure that the device is not lost or damaged.
- 3.17 The device is to be transported in the supplied protective bag at all times.
- 3.18 The protective case is to be left on the device at all times.
- 3.19 The device is to be kept clean and free of graffiti.
- 3.20 Users are expected to treat all learning technologies with respect and due care and not alter, tamper or misuse any equipment. They are not permitted, in any way, to attempt to take a part, remove any component, remove supplied asset or serial number labels or remove the battery of the device at any time.
- 3.21 Any maintenance and / or repair of any Avondale IT related equipment must be organised through the IT Services Department.
- 3.22 Any vandalism or damage to the hardware and / or software is to be reported immediately to the teacher, Student IT Help Desk or Administration. Vandalism or any attempt to harm or destroy the data of others will result in the cancellation of user rights and further disciplinary action.
- 3.23 School supplied 1:1 devices can be used at home for school study related purposes and to access the School's Intranet. While off campus or at home, all the rules of this policy still apply in full.
- 3.24 All computers on Avondale campus connected to the internet run through proxy filtering systems. Student devices also have a built-in filtering system so when they are used at home they will still be filtered via the home internet connection.

- 3.25 Students will only use technologies at Avondale School (including the internet, email, chat, messaging, etc.) for learning related activities. However, students should bear in mind that any use of the internet or email for personal purposes is still subject to the same terms and conditions as otherwise described in this policy.
- 3.26 In the case of shared IT facilities, users are expected to respect the needs of fellow users and use the internet and email in an appropriate manner.
- 3.27 All student access to the internet is monitored and tracked by the School's proxy server. Students are allocated a user limit or quota and if this quota is met inside the time allowed, access to the internet will cease until the quota resets at the beginning of the next calendar month.
- 3.28 Avondale School student email addresses are to be utilised for school related purposes such as handing in assignments and communicating with the school or as directed by school staff. It is not to be used as a primary personal email account and it will be fully monitored at all times.
- 3.29 Users are expected to abide by conventions of 'Netiquette' and be respectful of others. This means:
- being polite
 - not using vulgar, obscene, offensive, threatening or discriminatory language
 - not revealing your address, phone number or those of other people
 - recognising that email is not guaranteed to be private
 - not disrupting the network or the data of other users
 - no online 'chat' or file downloads without specific teacher permission.
- 3.30 Users will never knowingly forward emails or messages containing:
- a message that was sent in confidence
 - a computer virus or attachment that is capable of damaging or interrupting the functioning of the recipient's device
 - chain mail / letters and hoax emails
 - spam and other unsolicited material.
- 3.31 Users will not initiate, send or publish:
- unacceptable or unlawful material or remarks, including: abusive, vulgar, obscene, offensive, threatening or discriminatory images and / or comments
 - content that abuses, vilifies, defames, harasses or discriminates anyone (by virtue of sex, race, religion, national origin or other)
 - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person
 - material intended to injure the reputation of the School, a teacher or another student, nor in a manner that may cause embarrassment to the School, a teacher or another student
 - false or defamatory information about the School, a teacher or another student
 - sexually explicit or sexually suggestive material or correspondence.
- 3.32 Users are to respect the privacy of person(s) around them and take responsible steps to protect privacy and confidentiality by not disclosing or using any information in a way that is contrary to any individual's interests or safety. As such students will not:
- reveal personal information including names, addresses, photographs, credit card details and telephone numbers of their own or other students
 - publish or disclose the email address of a staff member or student without that person's explicit permission
 - publish or forward information which is confidential or sensitive in nature or record, publish or send photographs, images or sound recordings of staff members or students without that person's explicit permission.
- 3.33 Students must respect the privacy of the person(s) around them including the intended subject and any passers by when they are using cameras on and off campus. Express permission must be obtained from ALL subjects before photographs are taken on any recording devices. Some examples include integrated computer cameras and digital cameras. Mobile phone cameras should not be used at any time.
- Breach of any of the items in the above policy will result in disciplinary action.
- 3.34 Students will seek advice from a staff member if another user makes them feel uncomfortable by

- seeking personal information, asking to be telephoned, offer gifts or wants to meet in person.
- 3.35 Students will not access or store unlawful, unacceptable, offensive images or audio on their device. They will not access or make a deliberate search for sites that conflict with the mission and values of Avondale School. They are to promptly report to staff any inappropriate material that has been accidentally accessed.
- 3.36 Avondale School advises that students do not request Avondale School staff to accept personal invitations to join their personal social networking websites such as Facebook. Such communications can become problematic and could be interpreted as inappropriate under the Child Protection Guidelines. Electronic communication with staff should be via the Avondale School Intranet, Avondale School email or internal electronic chat, blogs or forums. Social networking websites that are created officially by legitimate education bodies and organisations including Avondale School branded versions and whose objectives enhance student learning, are considered acceptable forums for teacher and student education.
- 3.37 Headphones may be used in the classroom only at the teacher's discretion, and only one ear bud may be used.
- 3.38 Mobile phones should be switched off from 8.15 am to 3.30 pm. Students should use the Office landline for all calls during this time.

4. Content

- 4.1 Email correspondence should be treated in the same way as any other correspondence, such as a letter or a fax. That is, as a permanent written record, which may be read by persons other than the addressee, this could result in personal or the school's liability.
- 4.2 You and / or the School may be liable for what you say in an email message or published on the internet / intranet. Email is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in an email may be unexpected and extremely widespread.
- 4.3 Never use the internet, Intranet or email for the following purposes:
- to abuse, vilify, defame, harass or discriminate (by virtue of sex, race, religion, national origin or other)
 - to send or receive obscene or pornographic material
 - to injure the reputation of the School or another student or in a manner that may cause embarrassment to the School
 - to spam or mass mail, or to send or receive chain mail
 - to infringe the copyright or other intellectual property rights of another person
 - to perform any other unlawful or inappropriate act.
- 4.4 Email content that may seem harmless to you in fact may be highly offensive to someone else. You should be aware, therefore, that in determining whether an email falls within any of the categories listed above, or is generally inappropriate, the School will consider the response and sensitivities of the recipient of an email primary to the intention of the sender.
- 4.5 If you receive inappropriate spam material by email and messages, you should delete it immediately and not forward it to anyone else. It would be appropriate for you to contact Administration if the nature of the email is likely to affect you or the School in any way.
- 4.6 Any inappropriate material found on your laptop or School network account will be reported to School Administration immediately. This will be monitored at all times.
- 4.7 Comments that are not appropriate in the school environment are also inappropriate when sent by email. Email messages can easily be misconstrued. Accordingly, words and attached documents should be carefully chosen and expressed in a clear, professional manner.
- 4.8 You should be aware that use of the School's computer network in a manner inconsistent with this policy or in any other inappropriate manner, including but not limited to use for the purposes referred to in paragraph 4.3 of this policy, is subject to disciplinary action.

5. Privacy

- 5.1 The Privacy Act requires both the student and the School to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. We stress therefore, that

you take responsibility for the security of your personal device and not allow it to be used by an unauthorised party.

- 5.2 You will be assigned a log-in code and you will also select a password to use the School's electronic communications facilities. You should ensure that these details are not disclosed to anyone else. We suggest that you take steps to keep these details secure. For example, you should change your password based on the School password rotation policy and ensure that your log-in code and password are not kept in writing close to your working area. Should your code become compromised and / or used by others it is your responsibility to report this immediately to the Administration or IT staff. If you suspect your access code has become compromised, you should change your password immediately and notify the School Administration to protect yourself.
- 5.3 You are encouraged to either lock your screen or log-out when you leave your device or laptop unattended. This will avoid others gaining unauthorised access to your personal information.

6. Distribution and Copyright

- 6.1 When distributing information over the School's IT network or to third parties outside the School, you must ensure that you and the School have the right to do so, and that you are not violating the intellectual property rights of any third party.
- 6.2 If you are unsure of whether you have sufficient authorisation to distribute the information, we recommend that you contact the School Librarian.
- 6.3 In particular, copyright law may apply to the information you intend to distribute and must always be observed. The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files and downloaded information) must not be distributed through email without specific authorisation to do so.

7. Encryption and Confidentiality

- 7.1 The internet and email are insecure means of transmitting information. Therefore, items of a highly confidential or sensitive nature should not be sent via email. You should note that there is always a trail and a copy saved somewhere, not necessarily only on the School's network server.
- 7.2 This confidentiality requirement applies even when encryption is used.
- 7.3 Email sent over the internet may be truncated, scrambled, or sent to the wrong address. There is a possibility that outgoing email sent over the internet may arrive scrambled or truncated, may be delayed, may not arrive at all, or may be sent to the wrong address. Where outgoing email is important or urgent, you should verify that the recipient has received the email in its entirety.
- 7.4 You must ensure that all emails that are sent from your email address contain the School's standard disclaimer message, which will read as follows:

This email (including any attachments) is confidential. If you are not the intended recipient you must not copy, use, disclose, distribute or rely on the information contained in it. If you have received this email in error, please notify the sender immediately by reply email and delete the email from your system. Confidentiality and legal privilege attached to this communication are not waived or lost by reason of mistaken delivery to you.

Avondale School does not guarantee that this email or attachments are unaffected by computer virus, corruption or other defects. Any views expressed in this message are those of the individual sender and may not necessarily reflect the views of Avondale School. Thank you.

(You will need to set this message on your machine. Instructions will be available on the School Intranet. Please contact IT Services if you need assistance.)

- 7.5 There is a risk of false attribution of email. Software is widely available by which email messages may be edited or 'doctored' to reflect an erroneous message or sender name. The recipient may therefore be unaware that he or she is communicating with an impostor. Accordingly, you should maintain a reasonable degree of caution regarding the identity of the sender of incoming email. You should verify the identity of the sender by other means if you have concerns.
- 7.6 Please delete old or unnecessary email messages and archive only those email messages you need to keep. Retention of messages fills up large amounts of storage space on the network server and can slow down performance. You should maintain as few messages as possible in your inboxes

and outboxes. If there are items in your email, which you require at a later date, please ensure that these are saved in an appropriate place so they can be backed up.

8. Viruses

- 8.1 All external files and attachments must be virus checked using scanning software before they are accessed. The internet is a potential host for computer viruses. The downloading of infected information from the internet is potentially fatal to the School IT network.
- 8.2 All documents attached to an incoming email may have an embedded virus.
- 8.3 Virus checking is done automatically through the Sophos Anti-virus installed on all machines. If you are concerned about an email attachment, or believe that it has not been automatically scanned for viruses, you should contact the IT Services Department.

9. Policy Updates

- 9.1 This policy may be updated or revised from time to time. The School may not notify you each time the policy is changed. If you are unsure whether you are reading the most current version, you should contact the School.

10. General

- 10.1 The terms and recommended conduct described in this policy are not intended to be exhaustive, nor do they anticipate every possible use of the School's email and internet facilities. You are encouraged to act with caution and take into account the underlying principles intended by this policy. If you feel unsure of the appropriate action relating to use of email or the internet, you should contact the Network Manager.

Student Device Covers

As part of the device deployment program, each student is issued a plastic cover for their device. These covers are to be kept on at all times and should not be taken off for any reason.

Parents will not pay extra for the cover over and above the term by term payment, however, if the cover is broken and needs replacing, the parent will be asked to pay \$30 for a replacement.

Students may place appropriate stickers on the plastic cover, but not on the device itself.

iCentre

The iCentre building, housing the K-12 library and IT services, is an integral part of the teaching and learning program of the School. Its purpose is to enhance student learning by providing resources for study and recreational reading, and opportunities to develop life-long information skills.

Opening Hours

8.00 am - 4.00 pm (Monday - Thursday)

8.00 am - 3.30 pm (Friday)

Resources

A variety of resources are available from the library, including magazines, newspapers, maps, audio visual material, online resources, careers information, games, and photocopying and printing facilities. The library catalogue (Access-It) and a range of other online reference resources, including *World Book Online* and *History Online* are available 24/7 from both on and off-campus via the iCentre Landscape page.

Using the Library

- When your class group comes to the library, please wait at the entrance until admitted by your teacher.
- Please leave all bags and cases (with the exception of laptop bags) on the bag racks outside the library.
- Food or drink, with the exception of plain water in a sealed container, is not permitted in the iCentre, including the courtyard area.
- Treat all books and other library resources with care.
- Individual study rooms and podcasting booths may only be used with permission from a library staff member.
- A quiet study atmosphere should be maintained at all times. In the study carrel area, silent individual study is expected.
- Senior students who use the building for study periods should sign in on arrival and come prepared with the resources needed to work profitably.

Borrowing Procedure

Please remember to bring your student ID card to borrow from the library. All loans are for a two week period, but may be renewed on request. Books marked 'Reference' or 'Not for Loan' (encyclopedias, dictionaries, atlases and some books in high demand) may only be used in the Library.

The following borrowing limits apply:

Years 7 - 10	6 books
Years 11-12	12 books

Intentionally removing books or materials from the library without following correct check-out procedures is considered theft.

Overdue Books

Students who have overdue books are not permitted to borrow until the overdues are returned. Regular reminder notices are issued to students when books are overdue. Parents will be notified, and a charge given for overdue items that are not returned.

Lost and Damaged Books

Inform a library staff member as soon as possible if a book has been lost. The school always allows time for the item to be found. If the item is not found, the student will be expected to pay the cost of replacement. Please do not attempt to repair damaged books yourself as library staff have the correct materials and training to best repair books.

Premier's Reading Challenge

Students in Years 7-9 are encouraged to participate in the Premier's Reading Challenge each year. Students who complete twenty books from the prescribed reading list receive a certificate from the Premier of New South Wales.

Using Computers in the Library

The library catalogue (Access-It) is available at <http://accessit.avondaleschool.nsw.edu.au> wherever internet access is available. When using computers in the library students need to adhere to the *Technology Acceptable Use Policy* they signed on entry to school and to Australian Copyright Law.

Photocopying and Printing

Printers and a photocopier with options to scan or email are available for student use. Students are reminded to plan ahead to avoid delays at peak periods and to maintain a quiet environment in the Print Centre area.

Parent Library

Parents are welcome to borrow up to ten items at a time from a range of books and DVDs relating to parenting and family life. In addition, parents may borrow from most other sections of the library for leisure reading. All parents who wish to borrow are asked to complete and sign the Parent Usage Agreement form and will be issued with a borrowing card.

Referencing Assignments

Students should always acknowledge information included in assignments that is not their own work. The School uses the Australian Harvard system as the standard for referencing all assignments and assessment tasks. This is an in-text method that requires that information be included both in the text and in a reference list on the last page of the document. All items in the reference list should be listed in alphabetical order, regardless of their format. It is expected that senior students will include reputable sources and cite them using the correct referencing style in all work that is submitted.

Formatting examples for the most commonly used types of references are shown below. For more detailed information students should refer to *A Guide to Referencing and Bibliographies : For Secondary Students* (School Library Association of Queensland) which is available in the Secondary Library. *Referencing Generator* is an online resource provided via the iCentre Landscape page to assist with correct formatting.

The Secondary Teacher-Librarian and the Library Technician are available to assist with student questions in regard to referencing correctly.

Please note: Although *Wikipedia* can be a useful starting point for background information, it is generally not acceptable as a referenced source in school assessment tasks.

Books

End-text Reference

Jennings, L 1966, *Meaning and Skill Acquisition*, Oxford, Sydney.

In-Text References

Direct Quote

"Skill acquisition depends on two important elements: that the learning is able to make meaning out of learning the situation: and that opportunities and motivation for skill practice are created" (Jennings 1996, p. 218).

Note: Only family name is included.

Indirect Quote

Dr Elias Jennings (1966, p. 218) points out that 'skill acquisition depends on meaning and practice'.

Note: Keep citation close to name.

References Other Than Books

Newspaper Articles

If the author is known

End-Text: Martin, J 1994, 'Violence on television', *The Daily Telegraph*, 11 November, p. 7.

In-Text: (Martin 1994, p. 7).

If the author is unknown

End-Text: 'Pokie hit to hotels' 1996, *The Sun Herald*, 10 November, p. 5.

In-Text: (*The Sun-Herald*, 10 November 1996, p. 5).
The Sun-Herald (10 November 1996, p. 5) suggests that ...

Magazine Articles

If the author is known

End-Text: Doyle, W 2001, 'Learning in the classroom environment', *Journal of Teacher Education*, vol. 28, no. 4 pp. 47-51

In-Text: (Doyle 2001, p. 47).

If the author is unknown

End-Text: 'Food labelling in Australian supermarkets' 2005, *Consumer Affairs Newsletter*, vol. 5, no.2, pp. 1-4.

In-Text: The *Consumer Affairs Newsletter* (vol. 5, no.2, 2005, p. 3) strongly recommends that food labelling be regulated ...

Also use this format for magazine articles that are accessed online in PDF format.

Encyclopedia Articles

If the author is known

End-Text: Horton, D 1994, 'Carved trees', *The Encyclopedia of Aboriginal Australia*, vol. 2, Aboriginal Studies Press, Canberra.

In-Text: According to Horton (1994, p. 182), the best breeding environment...

If the author is unknown

End-Text: 'Caffeine' 1992, *World Book Encyclopedia*, vol. 3, World Book, Chicago.

In-Text: 'Caffeine has produced ...', (*World Book Encyclopedia* 1992, p. 14).

Articles from online databases (including encyclopedias)

If the author is known

End-Text: Decker, R & Decker, B 2009, 'Volcano geology', *Britannica Encyclopedia*, viewed 5 October 2009.
<<http://www.britannica.com/EBchecked/topic/63210/volcano>>

In-Text: The world's worst volcanic explosion wast at Krakatoa (Decker & Decker, 2009).

If the author is unknown

End-Text: 'Australia' 2002, *World Book online international edition*, viewed 19 April 2002, <<http://www.worldbookonline.com>>.

In-Text: Australia is the world's largest island continent (World Book online, 2002, p. 2).

Websites

a) Personal Author

End-Text: Hawkins, I 2003, *Akhet Egyptology*, viewed 11 May 2005, <<http://www.akhet.co.uk>>.

In-Text: 'King Lear is about political authority as much as it is about family dynamics' (Mandel 2004, p. 1).

Note: Find exact page number by clicking on 'File' then 'Print Preview', then use 'next page' arrow to find page.

b) Organisation or Group as Authoring Body

End-Text: The Melanoma Foundation 1997, *Melanoma Facts*, University of Sydney, Sydney, viewed 15 May 2003, <<http://www.med.usyd.edu.au/medicine/melanoma.htm>>.

In-Text: The Melanoma Foundation (1997, p. 2) states that skin cancer in Australia is on the rise.

Extra Curricular

In addition to the comprehensive program of activities in the regular class timetable, and participation in a variety of academic competitions, extracurricular opportunities are offered in the following areas:

The Avondale School Concert Band has achieved a high level of recognition and provides music for special School functions as well as church and civic occasions. The Band tours each year to various states or overseas.

The Avondale School Secondary Campus Choir provides music for the local churches and often performs in conjunction with the Concert Band. The Choir also tours annually with the Band.

Instrumental Teaching is an integral part of the Concert Band program. Music tuition is not provided by the School but is available on campus. Many students are involved in music examinations each year.

The Hunter Region Independent Schools Sport Program offers sporting opportunity as an extension of the School Sport Program. Students may compete in team and individual sports against other independent schools in the Hunter Region and further, through the Combined Independent Schools sporting program against other independent schools in the State.

The Avondale School Worship Bands (Junior and Senior) are involved in weekly Chapel programs and may receive invitations from local and other schools for 'Chapel Swap' in which peer to peer ministry takes place.

STORMCo offers students the opportunity to be involved in service activities. STORMCo (Service to Others Really Matters) trips are where students go and serve in an outback town in NSW by running Kids' Clubs, visiting retirement homes and generally helping out in the community for a week. A STORMCo trip runs each year in Cobar during the school holidays.

Duke of Edinburgh is an outdoor education program where students work towards achieving Bronze, Silver and Gold levels. Students participate in outdoor camps during the year, including an annual trip.

Year 12 Schoolies Service Trip is an overseas service trip for Year 12 students during the schoolies week. Year 12 students have the opportunity to serve in an orphanage in places such as Cambodia and to raise money to support various aspects of the program there.

Uniform Code and General Grooming

The School uniform is intended to give each student an identification with the School and is an important contribution to school tone. The wearing of uniform is a mark of loyalty to all that the School stands for and it assists student's identify with and pride in their membership to Avondale School. The School uniform permits students to be free from competition on the basis of fashion trends and minimises competition on the basis of socioeconomic status. It helps to teach students to abide by rules of uniform, grooming and appearance and assists Avondale School in presenting a consistent image in the community.

Students are required to wear the School uniform on all occasions unless special instructions have been given by School Administration. Protective clothing is required in Art, Technics, Design & Technology, Construction, Automotive, Food Technology and Hospitality classes. The principles of modesty, self-respect and respect for others are to be demonstrated by dress and decorum.

Summer uniform must be worn in Terms 1 and 4 and Winter uniform must be worn in Terms 2 and 3. Any deviation to Summer or Winter uniform will be determined by the Principal, according to weather patterns.

The wearing of full School uniform is required on all public transport travelling to and from school except when returning home after Sport days (see Sports Uniform). Sports uniform is required for all PE classes and sport activities.

Parents have a responsibility to ensure their children leave home each day correctly attired and that their grooming is of an acceptable standard. Students are responsible for their uniform whilst at school and staff will assist in this task. Please ensure that all articles are marked clearly with the student's name.

It is expected that the School uniform will be worn with pride. Students are expected to be well groomed and neat and tidy in their appearance when in school uniform. Students are not permitted to write on uniforms or get their uniform wet in water fights.

It is not the School's responsibility that a student who spends money in breach of the uniform code has to further spend more money in order to remove or correct this item. It is advisable that students and parents contact Administration to see whether the item is permitted before having the procedure.

The Principal, Heads of School and Assistant Heads of School have the final word on uniform. Students who continually disregard the School rules on uniform, including wearing the uniform inappropriately, will be:

- sent home to correct the issue before returning to School
- withdrawn from general circulation
- barred from any events on that day at the school's discretion.

Uniform Requirements

BOYS (SUMMER):	
Shirt	Sky-blue short sleeved school shirt for Years 7 - 10. Year 11 and 12 students wear the same style in white. Shirts must be tucked in. (No undershirt, singlet to be visible.)
Trousers	College grey trousers in melange, with zipper, belt loops, not cord tied or full elastic waist, not corduroy. <i>(Years 11 and 12 only)</i>
Shorts	College grey shorts in gabadine, with zipper, belt loops. Not cord tied or full elastic waist. Not corduroy.
Belt	Plain black leather with a plain buckle.
Jumper	Long sleeved, plain, V-necked, navy blue with emblem. Vests are also available.
Blazer	(Optional) Navy blue, silver buttons, with monogram. <i>Year 11 and 12 students are encouraged to wear a blazer.</i> <i>School Prefects are required to wear a blazer.</i>
Socks	School grey socks to be folded and above the ankle. Sport socks may be grey or white above the ankle socks.
Shoes	Black polishable school lace-up (bow on top) shoes - no boots. (no other colour markings) At least a 10mm sole on the ball of the foot.
Hat	Boy's navy school regulation.
BOYS (WINTER):	
Shirt	At least one sky-blue long sleeved school shirt with a top button for Years 7 - 10. Year 11 and 12 students wear the same style in white. Shirts must be tucked in. (No undershirt, singlet to be visible.)
Tie	Regulation tie, worn with the top button done up, and tie correctly in place.
Trousers	College grey trousers in melange, with zipper, belt loops, not cord tied or full elastic waist, not corduroy.
Belt	Plain black leather with a plain buckle.
Jumper	Long sleeved, plain, V-necked, navy blue with emblem. Vests are also available.
Blazer	(Optional) Navy blue, silver buttons, with monogram. <i>Year 11 and 12 students are encouraged to wear a blazer.</i> <i>School Prefects are required to wear a blazer.</i>

Socks	School grey socks to be folded and above the ankle. Sport socks may be grey or white above the ankle socks.
Shoes	Black polishable school lace-up (bow on top) shoes - no boots. (no other colour markings) At least a 10mm sole on the ball of the foot.
Hat	Boy's navy school regulation.

GIRLS (SUMMER):

Shirt	Regulation top with tie. (No undershirt, singlet, or spaghetti strap tops to be visible.)
Skirt	Regulation navy skirt (hem must reach the knee).
Dress	Regulation dress for Years 7 - 10 (hem must reach the knee).
Jumper	Long sleeved, plain, V-necked, navy blue with emblem. Vests are also available.
Blazer	(Optional) Navy blue, silver buttons, with monogram. <i>Year 11 and 12 students are encouraged to wear a blazer.</i> <i>School Prefects are required to wear a blazer.</i>
Socks	Short white socks (not 'sport ankle' sock style) to be folded and above the ankle.
Shoes	Black, polishable, school lace-up (bow on top) shoes - no boots, platform soles, raised heels or buckled shoes. At least a 10mm sole on the ball of the foot.
Hat	Girl's navy school regulation.
Hair	All hair accessories must be navy blue, white or black, and must be plain, simple and functional.

GIRLS (WINTER):

Shirt	At least one sky-blue long sleeved school shirt with a top button for Years 7 - 10. Year 11 and 12 students wear the same style in white. Shirts must be tucked in. (No undershirt, singlet, or spaghetti strap tops to be visible.)
Tie	Regulation tie, worn with the top button done up, and tie correctly in place.
Skirt	Tartan skirt, two inverted pleats back and front (hem must reach the knee).
Pants	School regulation. Must not be male pants.
Jumper	Long sleeved, plain, V-necked, navy blue with emblem. Vests are also available.
Blazer	(Optional) Navy blue, silver buttons, with monogram. <i>Year 11 and 12 students are encouraged to wear a blazer.</i> <i>School Prefects are required to wear a blazer.</i>
Stockings	Plain black stockings (40-70 denier) with no ladders or holes.
Socks	Short white socks to be folded and above the ankle.
Shoes	Black, polishable, school lace-up (bow on top) shoes - no boots, platform soles, raised heels or buckled shoes. At least a 10mm sole on the ball of the foot.
Hat	Girl's navy school regulation.
Hair	All hair accessories must be navy blue, white or black, and must be plain, simple and functional.

Sports Uniform Requirements

BOYS (SPORTS):

Shirt	Blue, red and white school regulation PE shirt.
Shorts	Blue school regulation.

Tracksuit	Blue, red and white school regulation.
Shoes	Joggers are to be lace-up, soft soled and non-marking.
Hat	Boy's navy school regulation.
GIRLS (SPORTS):	
Shirt	Blue, red and white school regulation PE shirt.
Shorts	Blue school regulation.
Tracksuit	Blue, red and white school regulation.
Shoes	Joggers are to be lace-up, soft soled and non-marking.
Hat	Girl's navy school regulation.

School Hats

During Term 1 and Term 4 students must carry their school uniform navy hat at all times during lunch times and wear it when outside of covered areas.

School Bags

Avondale School supplied bags are compulsory. These can be purchased from the Uniform Shop.

Jewellery

Jewellery (including bracelets, necklaces, bands, chains and rings) is not part of school uniform and is not to be worn.

Plastic spacers may be worn in earlobe piercings only.

Watches are to be plain, simple banded and have time functions only. Watches are not to have SMS, call making, internet connection or video recording capabilities.

One medic alert item can be worn if need be.

Nose piercings are not to be worn.

Earrings

Students are permitted to wear only one small (maximum size 3mm), plain gold or silver stud in the earlobe.

Make-up

Make-up which produces an artificial appearance or draws attention to the individual will not be tolerated and the student will be asked to remove the make-up. Coloured nail polish or patterned nails are not to be worn to School.

Public display of tattoos will not be tolerated.

Female Students

Hems on dresses and skirts must reach the knee cap. Shirts should be tucked in to the waistband (winter) or over the skirt (summer). No undergarments such as t-shirts or singlets should be visible.

Male Students

Shirts must be tucked neatly into waistbands so that the belt line is visible from all angles. The pants should be up to an acceptable level. Shirts may be out on the field or courts during recess and lunch breaks, but must be tucked in neatly before crossing back over the road to the academic side of the School. No undergarments such as t-shirts or singlets should be visible.

Clothing Under Uniform

Articles worn under Winter uniform shirts (t-shirts/singlets/underwear) should be white with no writing or colour. Sleeves of t-shirts should not be visible, nor should the neck of the t-shirt be seen in the V-neck of Summer shirts. The bottom of t-shirts/singlets/underwear should not be visible.

Sports Uniform

Sports uniform with lace-up joggers is compulsory for all PE and sports activities. Students are to change into PE uniform prior to PE class and change after class. Shoes must be soft-soled and non-marking for use on the courts and in the Multi-Purpose Centre. Students are to wear a school regulation hat and sunscreen protection while participating in outdoor recreational activities. Full sports uniform (not a mixture) may be worn home on Sport days only.

Swim Wear

Modesty is required when wearing swimmers for any school activity. Students must only wear single-piece swimmers.

Year 12 Jerseys

Each year the Year 12 class have the option to order and purchase a personal jersey to mark the end of their school careers. This is done with the help of the Year 12 Coordinator. A smart design is encouraged using the school colours of blue, white and maroon. Depending on the design, students may be permitted to wear the jersey to school at the discretion of Administration.

Out of Uniform Procedure

Full school uniform is expected at all times. Any student who is unable to wear the uniform for any specific reason must report to the Office to obtain a uniform sticker. Uniform stickers will only be issued under exceptional circumstances and only when a letter containing an acceptable explanation from the a parent/guardian is presented. Students will be issued with a uniform sticker which must be worn all day. Students who fail to report for a uniform sticker will be disciplined. Uniform processing is open from 8.25 am - 8.40 am. After that time a student is considered late to school and must report to the Office for a Late Pass. The Office can process those who are late and they can provide a uniform sticker.

Should circumstances be that a student is unable to provide a note for being out of uniform, they are to report to the Office and offer an explanation. They will be issued with a sticker and a uniform penalty. This involves the student completing a written activity for 10 minutes in the Detention Room at lunchtime. The student has then paid for the uniform sticker, taken responsibility for being out of uniform and will not need to remember to bring a note. Failure to report to the Detention Room for a Uniform Penalty results in a Detention.

Effort should be made to ensure uniform items are ready. 'In the wash' is not an excuse for being out of uniform. If students must come out of uniform, only the item that is not available should be substituted. This does not allow for the full sports uniform to be used in replacement for a single school uniform item. Non-uniform items should be as close to the original as possible, neat, modest and not drawing attention to the wearer.

Hairstyle and Grooming

Hair must be of one natural colour, clean, neat, off the face and must not draw attention to oneself. Long hair may be required to be tied back. Hair accessories must be simple and functional in white, navy or black. Facial hair is not permitted. The acceptability of any hairstyle is at the discretion of the school administration.

Mufti Day and Non-Uniform Events

Clothing that is worn on mufti days, non uniform excursions and non uniform school events must at all times uphold the ethos, values and standard of Avondale School.

- Non uniform days such as mufti days does not negate school rules about jewellery.
- Clothing must be modest, appropriate fit and suitable for the occasion. String and singlet tops should not be worn. Tops and bottoms must meet.

- Clothing must not have any objectionable writing or pictures.
- Clothing must not make a mockery or be objectionable to any religion, gender, race, etc. No cross-dressing is allowed.
- Clothing must not be see-through or too tight fitting.
- Closed shoes must be worn.
- Clothing must reach the kneecap or lower thigh. Short skirts, short dresses or short shorts are not to be worn.

Students deemed to be dressed inappropriately may be required to rectify the problem by being:

- sent home
- given something alternative to wear
- withdrawn from general circulation
- barred from any events on that day at the school's discretion.

School Uniform Outside of School Hours

It is expected that students wear full school uniform (including ties and shoes) when travelling to and from school, both in and out of school grounds; including bus stops, walking to and from school with the exclusion of hats indoors (ie. buses, cars, shops). When the School uniform is being worn, students still represent the School and it is appropriate for the students to still have respect for the School outside school hours by wearing the uniform correctly.

YEARS
7 - 10

Avondale School Junior Summer Uniform

GIRL'S HAIR

- Hair accessories must be simple and functional in white, navy or black.

HAT

- Regulation navy blue girl's School hat.



SHIRT

- Sky blue short sleeved shirt with School emblem and top button.
- No undergarment showing.

TIE

- Regulation navy blue tie.

JUMPER

- Long sleeved, plain, v-necked, navy blue with School emblem.
- Vests are also available.

SKIRT

- School regulation navy blue skirt.
- No undergarment showing.
- Hem reaches the knee.

DRESS

- Optional - Regulation dress for Years 7-10.
- No undergarment showing.
- Hem reaches the knee.

SOCKS

- School short white socks.
- Folded and above the ankle.

HAIR

- Hair must be of natural colour, clean, neat, off the face and must not draw attention to oneself.
- Long hair may be required to be tied back.
- The acceptability of any hairstyle is at the discretion of the school administration.

BOY'S HAIR

- Hairstyle is to be neat and tidy.
- Facial hair is not permitted.

HAT

- Regulation navy blue boy's School hat.



SHIRT

- Sky blue short sleeved shirt with School emblem and top button.
- Tucked in with no undergarment showing.

JUMPER

- Long sleeved, plain, v-necked, navy blue with School emblem.
- Vests are also available.

SHORTS

- College grey shorts in gabardine, with zipper and belt loops.
- No cord tied, elastic waist or corduroy.
- No undergarment showing.

BELT

- Plain black leather belt, with a plain buckle.
- No markings or branding.

SOCKS

- School short grey socks.
- Folded and above the ankle.

SHOES

- Black, lace-up, manufactured to be polished school shoe.
- At least a 10mm sole on the ball of the foot.
- Leather or leather 'like'.
- Laced up - bows on the top, not buckled or velcroed.
- No coloured laces or markings.
- No boots, half cuts, raised, high heels or platforms.



If there is any doubt or concern about uniform items, grooming or styles, consult School Administration to see whether the item is permitted before proceeding.



GIRL'S HAIR

- Hair accessories must be simple and functional in white, navy or black.

HAT

- Regulation navy blue girl's School hat.



SHIRT

- White short sleeved shirt with School emblem.
- No undergarment showing.

TIE

- Regulation navy blue tie.

JUMPER

- Long sleeved, plain, v-necked, navy blue with School emblem.
- Vests are also available.

SKIRT

- School regulation navy blue skirt.
- No undergarment showing.
- Hem reaches the knee.

SOCKS

- School short white socks.
- Folded and above the ankle.

HAIR

- Hair must be of natural colour, clean, neat, off the face and must not draw attention to oneself.
- Long hair may be required to be tied back.
- The acceptability of any hairstyle is at the discretion of the school administration.



SHOES

- Black, lace-up, manufactured to be polished school shoe.
- At least a 10mm sole on the ball of the foot.
- Leather or leather 'like'.
- Laced up - bows on the top, not buckled or velcroed.
- No coloured laces or markings.
- No boots, half cuts, raised, high heels or platforms.

BOY'S HAIR

- Hairstyle is to be neat and tidy.
- Facial hair is not permitted.

HAT

- Regulation navy blue boy's School hat.



SHIRT

- White short sleeved shirt with School emblem.
- Tucked in with no undergarment showing.

JUMPER

- Long sleeved, plain, v-necked, navy blue with School emblem.
- Vests are also available.

SHORTS

- College grey shorts in garbadine OR college grey trousers in melange, with zipper and belt loops.
- No cord tied, elastic waist or corduroy.
- No undergarment showing.

BELT

- Plain black leather belt, with a plain buckle.
- No markings or branding.

SOCKS

- School short grey socks.
- Folded and above the ankle.

If there is any doubt or concern about uniform items, grooming or styles, consult School Administration to see whether the item is permitted before proceeding.

YEARS
7 - 10

Avondale School Junior Winter Uniform

GIRL'S HAIR

- Hair accessories must be simple and functional in white, navy or black.

HAT

- Regulation navy blue girl's School hat.



SHIRT

- Sky blue long sleeved shirt with School emblem and top button.
- Tucked in with no undergarment showing.

TIE

- Regulation navy blue tie, worn with the top button done up and tie correctly in place.

JUMPER

- Long sleeved, plain, v-necked, navy blue with School emblem.
- Vests are also available.

SKIRT

- School regulation tartan skirt.
- No undergarment showing.
- Hem reaches the knee.

SOCKS

- School short white socks.
- Folded and above the ankle.

STOCKINGS

- Optional - Plain, black stockings (40-70 denier) with no ladders or holes.

HAIR

- Hair must be of natural colour, clean, neat, off the face and must not draw attention to oneself.
- Long hair may be required to be tied back.
- The acceptability of any hairstyle is at the discretion of the school administration.



SHOES

- Black, lace-up, manufactured to be polished school shoe.
- At least a 10mm sole on the ball of the foot.
- Leather or leather 'like'.
- Laced up - bows on the top, not buckled or velcroed.
- No coloured laces or markings.
- No boots, half cuts, raised, high heels or platforms.

BOY'S HAIR

- Hairstyle is to be neat and tidy.
- Facial hair is not permitted.

HAT

- Regulation navy blue boy's School hat.



SHIRT

- Sky blue long sleeved shirt with School emblem and top button.
- Tucked in with no undergarment showing.

TIE

- Regulation navy blue tie, worn with the top button done up and tie correctly in place.

JUMPER

- Long sleeved, plain, v-necked, navy blue with School emblem.
- Vests are also available.

TROUSERS

- College grey trousers in melange, with zipper and belt loops.
- No cord tied, elastic waist or corduroy.
- No undergarment showing.

BELT

- Plain black leather belt, with a plain buckle.
- No markings or branding.

SOCKS

- School short grey socks.

If there is any doubt or concern about uniform items, grooming or styles, consult School Administration to see whether the item is permitted before proceeding.



GIRL'S HAIR

- Hair accessories must be simple and functional in white, navy or black.

HAT

- Regulation navy blue girl's School hat.



SHIRT

- White long sleeved shirt with School emblem and top button.
- Tucked in with no undergarment showing.

TIE

- Regulation maroon tie, worn with the top button done up and tie correctly in place.

JUMPER

- Long sleeved, plain, v-necked, navy blue with School emblem.
- Vests are also available.

SKIRT

- School regulation tartan skirt.
- No undergarment showing.
- Hem reaches the knee.

SOCKS

- School short white socks.
- Folded and above the ankle.

STOCKINGS

- Optional - Plain, black stockings (40-70 denier) with no ladders or holes.

HAIR

- Hair must be of natural colour, clean, neat, off the face and must not draw attention to oneself.
- Long hair may be required to be tied back.
- The acceptability of any hairstyle is at the discretion of the school administration.



SHOES

- Black, lace-up, manufactured to be polished school shoe.
- At least a 10mm sole on the ball of the foot.
- Leather or leather 'like'.
- Laced up - bows on the top, not buckled or velcroed.
- No coloured laces or markings.
- No boots, half cuts, raised, high heels or platforms.

BOY'S HAIR

- Hairstyle is to be neat and tidy.
- Facial hair is not permitted.

HAT

- Regulation navy blue boy's School hat.



SHIRT

- White long sleeved shirt with School emblem and top button.
- Tucked in with no undergarment showing.

TIE

- Regulation maroon tie, worn with the top button done up and tie correctly in place.

JUMPER

- Long sleeved, plain, v-necked, navy blue with School emblem.
- Vests are also available.

TROUSERS

- College grey trousers in melange, with zipper and belt loops.
- No cord tied, elastic waist or corduroy.
- No undergarment showing.

BELT

- Plain black leather belt, with a plain buckle.
- No markings or branding.

SOCKS

- School short grey socks.

If there is any doubt or concern about uniform items, grooming or styles, consult School Administration to see whether the item is permitted before proceeding.

Conduct Guidelines

Being a student of Avondale School is a privilege and responsibility. No institution can function successfully, nor any society exist harmoniously and happily, without the discipline of order. As a Seventh-day Adventist Christian school we have a responsibility to promote peace and harmony within our school community. It is, therefore, expected that students will demonstrate such deportment and behaviour that will demonstrate the importance of respect for self, others, the school community and uplift the School's standing in the community.

While at Avondale School, all students are expected to do their best in all aspects of the program and to cooperate with the Administration, all staff and Prefects in whatever is asked and expected of them. Orderly conduct is expected at all times, including travelling to and from school. Students are expected to report any activity or behaviour which contravenes the rules and undermines the safety and order of the School.

Any student engaging in unacceptable activities becomes subject to school discipline procedures which may involve action by the Discipline Committee to suspend or request that the Principal take formal action to expel a student.

Examples of activities which will invoke school discipline are as follows:

1. Undermining the School's reputation, religious ideals, values and standards.
2. Defiance of or insubordination to any staff member or disregarding directions or instructions of an administrator.
3. Use of any threat or form of violence against others, even in 'fun', 'mucking around' or as a 'practical joke'.
4. Any risk behaviour, including bullying/putdowns/belittling of others on academic, religious, racial or any other grounds.
5. Any risk behaviour including conspiracy to perform, participate in initiations or gang related behaviours, or any other act that may injure, degrade or disgrace a fellow student, or reflect poorly on the reputation of the School.
6. Preventing others from studying or participating in school activities due to peer pressure, mockery, etc.
7. Conduct of a sexual nature and overt displays of affection.
8. Dishonesty in any form.
9. Assisting, supporting or being an accessory to others breaking the rules of the School.
10. Theft.
11. Tampering with school fire equipment, alarm system and security of the School.
12. Wilful destruction of school property.
13. Using, handling, possessing or supplying banned items and harmful substances such as tobacco, alcohol, narcotics or drugs.
14. Using profane or indecent language, possessing or displaying obscene literature, images or articles, accessing inappropriate or dangerous materials.
15. Misuse of Internet, the school network or email for purposes other than education.
16. Gambling or the possession of gambling devices.

Student Code of Conduct

Avondale School students:

1. Demonstrate Christian values in their lifestyle both in and out of School.

Consequently all students:

- participate positively in the School's religious activities
- are honest in their dealings with others
- show by their conduct that they support Christian values
- communicate with others in a positive manner.

Correspondingly, all students refrain from:

- showing disrespect for the School's worship periods, Bible classes, Chapel programs and religious activities
- telling lies or cheating in tests or assignments
- immoral behaviour
- swearing and other coarse language.

2. Demonstrate pride in their School.

Consequently, all students:

- behave at all times in such a way that brings credit to themselves and to the School
- make a positive contribution, where possible, to all aspects of the School's program
- take pride in their personal appearance and that of the School
- wear their school uniform, regular and PE uniform, with pride.

Correspondingly, all students refrain from:

- littering the classrooms and playgrounds
- using substances such as chewing gum at school
- wearing incorrect items of uniform (including jewellery and make-up) or wearing the uniform incorrectly.

3. Show respect to all persons involved with the School or visiting the School

Consequently, all students:

- are polite and courteous to teachers, staff members and visitors to the School
- show consideration to their fellow students
- treat other people in the manner that they would wish to be treated themselves.

Correspondingly, all students refrain from:

- gossip
- verbal abuse of other students, teachers or visitors
- any form of physical/emotional/sexual abuse.

4. Have respect for the property of others.

Consequently, all students:

- use the School facilities and equipment in an appropriate manner
- use the property of others (School, teachers' and students') only with their approval.
- report any damage or abuse of property to the School authorities

Correspondingly, all students refrain from:

- theft (stealing anything, no matter how small its value, is unacceptable)
- graffiti (on buildings, furniture, books, clothes, or people)

- damaging school property or the property of others.

5. Adopt a lifestyle based on sound health principles.

Consequently, all students:

- practise habits of eating, drinking and exercising that are conducive to good health
- wear appropriate clothing and safety equipment when working in potentially dangerous areas such as laboratories and workshops, while playing in the sun, or when using potentially dangerous equipment such as bikes and skateboards.

Correspondingly, all students refrain from:

- the use of tobacco, alcohol and other harmful drugs or substances at all times
- exposing themselves unnecessarily to the effects of the sun
- riding bicycles (to and from, and at school) unless wearing an approved safety helmet.

6. Accept the need for rules to ensure the School functions smoothly and that the goals of the School and each student are realized.

Consequently, all students:

- abide by the School's rules
- support the teachers, staff and Prefects in seeing that the School's rules are adhered to.

Grievance Policy

An expanded version of the Grievance Policy is available on Landscape. Avondale School believes in efficient organisation. Professional practice and protocols set out in this Handbook and School Policy Book are to assist by providing all students and parents with information. If a difficulty occurs, the following process should be followed:

1. Take up the matter with the individual, the teacher or administrator within the school community.
2. If Step 1 does not resolve the issue, take it to the next level - Subject Coordinator, Assistant Head of School, or Head of School. You may wish to invite a third party for support.
3. If Step 2 does not resolve the issue, take the matter to the Principal in writing.
4. If the matter cannot be resolved at the school level a formal complaint can be lodged with North New South Wales Adventist Schools Company.
5. It is expected that at each stage the process will include:
 - fairness, confidentiality and justice to apply at all times.
 - clarification of information is a paramount priority.

It is important to recognise that most disruption that comes from conflict is not a function of issues that separate us; it is rather a function of the way we behave in conflict situations. It is important to maintain open communication at times of conflict and to contribute sincere efforts toward reducing the conflict.

Bullying in School

Definition of Bullying

"Bullying is a behaviour which can be defined as the repeated attack, physical, psychological, social or verbal in nature, by those in a position of power which is formally or situationally defined, with the intention of causing distress for their own gain or gratification." (*Besag, 1998*)

Rationale

Avondale School is a Christian school serving its community and is firmly based on Christian principles. Biblical values such as those found in Matthew 7:12, "What you want to be done to you, do to others." (Golden Rule), and "Be good friends who love deeply ... get along with each other ... don't let evil get the best of you; get the best of

evil by doing good." (Romans 12:19-21, *The Message*) form the foundation for our behavioural model.

Avondale School seeks to build a safe and positive school community that acknowledges each person as a unique, immensely valued child of God. Every person at Avondale School has the right to experience positive and respectful relationships between all members of the School community and the responsibility to be respectful and develop conflict resolution skills to achieve this. They also have the right to learn and teach in a happy and safe environment and, as such, bullying behaviour is not acceptable.

At Avondale School we believe that:

- bullying behaviour is contrary to the Christian attitudes and values of the Bible
- bullying is contrary to the Christian attitudes and values of our School
- bullying does not build a positive, safe and caring Christian community
- bullying devalues and demonstrates disrespect for all involved
- bullying is not Christ-like behaviour.

Types of Bullying

Bullying takes many forms, all of which will cause physical and psychological distress. Bullying may be:

- **Physical Bullying** such as fighting, hitting, kicking, pushing, shoving, punching, spitting, intimidating gestures, invasion of personal space, defacing, damaging, stealing or hiding personal property etc.
- **Verbal Bullying** such as putdowns, belittling, name-calling, mocking, tormenting, saying nasty things to a person or about a person or their family, crude and offensive language, etc.
- **Social Bullying** such as alienation, excluding and ostracising others, spreading rumours, manipulation, passing of derogatory notes, stalking, encouraging others to join in with bullying, forcing others to act against their will, etc.
- **Cyber Bullying** such as stalking across the internet, chat rooms and social networks like *MySpace*, *Twitter* or *Facebook*; sending viruses or high volumes of spam; making prank, obscene or annoying phone calls; sending obscene, threatening, defamatory or unwanted e-mails, SMS or MSN messages; sending defamatory, embarrassing or personal information to a victim's acquaintances; setting up or hacking into websites to post information or photos without the victim's permission; using false identity to give misleading information about someone; excluding someone from chatrooms or MSN Messenger for the purposes of bringing harm, etc.
- **Intimidation** such as picking on, threatening, stand over tactics, etc.
- **Sexual Bullying** such as unwanted sexual invitation or inferences, touching or brushing against in a sexual manner, writing or drawing or commenting about someone's body sexually, sexually oriented jokes, name-calling and comments about someone's private life, etc.
- **Discrimination** of any kind on the basis of race, gender or religion.

At Avondale School:

- we acknowledge that conflict does occur and can lead to harassment and bullying
- we do not accept bullying as 'part of growing up'
- we encourage that it is acceptable to 'tell somebody' about being bullied
- any allegation of bullying will be sensitively investigated and addressed
- it will be reinforced that bullying is wrong and will not be tolerated
- the School discipline system will act when bullying behaviour has been investigated and identified
- we will address both parties to assist with understanding and accepting of responsibility
- Christian education in the context of nurture, chapel services, worship, prayer, assemblies helps to create awareness of the sacredness of the individual, the value of community, and works to develop conflict resolution skills and prevent an environment where bullying is tolerated
- we value education where the value of the individual and sense of community is affirmed and is a vital focus of Check-in Group time and worship
- we encourage role modeling of how to relate, speak and act towards one another
- class teachers, Roll Teachers, Year Coordinators and duty teachers will monitor behaviour, being aware of signs of insecurity, discomfort and suspected incidents of bullying
- teachers and Prefects report suspected incidents of bullying to the appropriate Administration member
- teachers make effort to remove occasions for bullying by active patrolling during supervision

- the anti-bullying curriculum should include the exploration of the definition of bullying and possible strategies that bullied children might use, eg. attempting to ignore or not show distress, building self-confidence, etc
- support by the School Pastoral Care team is available when needed.

Parents of Avondale Students

Parents can assist with the issue of bullying by:

- helping their children to recognise when conflict becomes harassment and/or bullying
- clearly stating to their children that bullying in any form is never acceptable
- discussing bullying, especially the School's policy on bullying
- being alert to any signs of distress or anxiety, unwillingness to attend school, missing equipment, damaged clothing, bruising, requests for extra money, and contacting the School if bullying is suspected
- encouraging their child to take concerns to a trusted staff member or senior student as soon as possible
- advising their child to take initiative and report bullying themselves
- encouraging the student to not retaliate
- keeping a written record of bullying situations
- communicating effectively with the appropriate staff members
- reassuring their child who is being bullied of their value
- being willing to attend interviews if their child is involved in any bullying incident
- ensure that there is no bullying behaviour in the home.

Students of Avondale School

Students can assist with the issue of bullying by:

- being aware that bullying is not acceptable in any form and that there are serious consequences
- refusing to be involved in any bullying situation
- challenging or reporting incidents of suspected bullying
- breaking the code of silence by telling someone
- being prepared to walk away from the situation rather than respond in a negative way
- not falling into the trap of feeling that it is their fault, or that no one cares - talking to a trusted teacher, friend, parents or another person is important
- encouraging others to make a stand against bullying.

Behaviour Management

Classroom Detentions

In the course of normal tuition, a teacher has the authority to require a student to report at a recess or a lunchtime if a student's behaviour or performance so indicates. A teacher may also use the School's discipline system of Detentions as described below. A School Detention needs to be fulfilled before a Class Detention.

Behavioural Status

Avondale School complies with the NSW Educational Reform Amendment Act (1995) which forbids the use of corporal punishment in schools. Further, the School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including students and parents, to enforce discipline at the School.

Merit Awards

To reward and encourage the positive aspects of school life, deserving students receive Merit Awards, which will promote them to a positive level. At the end of the year the student with the most merits that cover a variety of areas will receive a special medal.

Detentions

School Detentions are issued for all misdemeanours that are considered of sufficient gravity to require a permanent record. Detentions are issued on the appropriate form and a copy given to the student, who is required to report to the Detention Room at the appointed time.

Students who receive a Detention slip from a staff member, must check their emails before lunch time to see if they are required to attend the Detention Room. These students must report to the Detention Room on that day by the Detention bell for 30 minutes. Students will be given work to do or may be assigned to another teacher for duties. Detentions are issued for such things as: unacceptable language, being in out-of-bounds areas, defiance of a teacher, persistent breaches of minor infractions, chewing gum, failure to report, late to school with no note, use of mobile phone, etc. Each Detention remains on a student's record for 60 days, at which time it lapses – ie., the Detention will no longer be part of the accumulated list determining a student's position in the Levels system.

Students will be issued with another Detention if they fail to report for a Detention or if they are late to the Detention. Failure to report for the third time will have the matter referred to Administration and will incur a Sport Detention.

4 Detentions	Level -1
5 Detentions	After School Detention
6 Detentions	Level -2
7 Detentions	Discipline Committee at Admin discretion

Sport Detentions

First, second and third Detentions will be served in the Detention Room. On the third Detention the student will also serve a Sport Detention during the student's usual Sport periods. A Sport Detention is held during the student's timetabled sport periods. It is an opportunity to reflect on decisions which led to this consequence and consider strategies to avoid further Detentions. A fourth Detention will also be served as a Sport Detention and parents/guardians will be notified by letter to report that the student has been placed on Level -1. Sport Detentions can be given by the Head of Secondary or Assistant Head of Secondary as disciplinary action. (Year 12 students do not have Sport, so will instead complete an After School Detention.)

Failure to report for Sport Detention will result in another Sport Detention. Failure to report for the third time will result in the student being given an After School Detention.

After School Detentions

A fifth Detention will incur an After School Detention. Should a student gain yet another Detention (6), he or she will be placed on Level -2 and complete an After School Detention. After School Detentions can be given by the Head of Secondary or Assistant Head of Secondary as disciplinary action.

Failure to report for an After School Detention will result in a further After School Detention. Failure to report for the third time will have the matter referred to the Discipline Committee.

Students should refer to the Behaviour Status diagram on the following page.

Suspension

From time to time student behaviour leads to disciplinary action that may include suspension from school. The School Discipline Committee, along with the Principal, has the power to suspend a student. However only the Principal can expel. Suspensions and expulsions are recorded at the next sitting of the School Advisory Council.

A student may be suspended from school for two reasons:

1. Continued disobedience (which may include the excessive accumulation of Detentions and the student not responding over time).
2. Gross misconduct (for any of the reasons outlined in the School Handbook).

A student may only be suspended by the Discipline Committee once in a 12 month period and for up to usually three days. Any subsequent behaviour within a 12 month period will be referred to the Discipline Committee who may recommend expulsion to the Principal.

The School Discipline Committee also has the following options:

1. To extend a suspension beyond three days if the circumstances of the case suggest that it would be prudent for example, student safety eg. threatening behaviour.
2. To refer a first time case directly to the Principal in some circumstances (Level 5 offences) to consider expulsion.

Rights and Responsibilities

All students have rights which teachers and other students must respect. All students and teachers have the responsibility to respect the rights of other students and teachers. When all rights are respected and responsibilities are carried out, the School should run smoothly as students prepare themselves for the adult world.

The following outlines the rights and responsibilities of all students of Avondale School:

I have the Right	I have the Responsibility
to be happy and to be treated with understanding	to treat others with understanding - not to laugh at others, tease others, or try to hurt their feelings
to be treated with respect and politeness	to treat others politely and with respect
to be safe	to make the school safe by not threatening, hitting or hurting anyone in any way
to expect my property to be safe	not to steal, damage or destroy the property of others, and to take good care of my own property
to obtain maximum benefit from all lessons and classes - other students will not deprive me of this by their behaviour	to co-operate with teachers and other students to make sure that lessons proceed and that I keep up-to-date with required work not to behave so as to interfere with other students rights to learn to be punctual, to attend school regularly and to take part in activities that will be of benefit to me
not to have health habits interfered with	not to interfere with the health of others by smoking, taking alcohol or drugs, and I have the responsibility not to encourage others to do these things
to have pleasant, clean and well-maintained buildings and grounds	to care for the school environment – to keep it neat and to be prepared to remove litter
to be provided with a school in which I am physically safe – when defects occur in the buildings they will be repaired as soon as possible	of telling teachers about defective buildings or fittings
to expect the local community to support, respect and have pride in the School	to behave so that the community will respect the School
to be helped to learn self-control – I will accept the consequences if I abuse this right	to learn self-control
to expect that all rights will be mine, as long as I am carrying out my full responsibilities	to protect my rights and the rights of others by carrying out my responsibilities at all times.



	DISCIPLINE LEVEL	TIME WITHDRAWN	ACTION	OFFENSE / VIOLATION OF RULE
STUDENT MANAGED	1 Active Detention	25 min	<ul style="list-style-type: none"> Complete in Detention Room 	<ul style="list-style-type: none"> Minor Behaviour Infringement
	2 Active Detentions	50 min		
	3 Active Detentions	75 min		
ADMINISTRATION MANAGED	Sport Detention	108 min	<ul style="list-style-type: none"> Consultation with Administration Complete a Sport Detention 	
	4 Active Detentions LEVEL 1		<ul style="list-style-type: none"> 5 Day Behaviour Management Card Excluded from excursions etc. Apology and restitution where appropriate Parents notified in writing and a signed pro-forma returned Sport Detention 	<ul style="list-style-type: none"> Persistence or escalation of Infringements
	After School Detention	90 min	<ul style="list-style-type: none"> Consultation with Administration Complete an After School Detention 	
	6 Active Detentions LEVEL 2	90 min	<ul style="list-style-type: none"> 10 Day Behaviour Management Card Excluded from excursions etc. Apology and restitution where appropriate Parents contacted After School Detention 	<ul style="list-style-type: none"> Failure to improve in their Behaviour Management Card Impairing the rights of others Fighting Intimidation, stand-over tactics Defiance Blatant dishonesty and lying Disrespect and blatant disobedience Truancy Graffiti Cheating / copying others work / plagiarism Trespassing in another student's locker, folders, work, files or personal property Failure to attend an After School Detention Deliberate / premeditated defiance of the Computer Acceptable Use Policy
DISCIPLINE COMMITTEE MANAGED	7 Active Detentions LEVEL 3	Day/s	<ul style="list-style-type: none"> In-school suspension 10 Day Behaviour Management Card Excluded from being with other students / general circulation Excluded from excursions etc. Referred to the Mentor Program Apology and restitution where appropriate Conference with parents 	<ul style="list-style-type: none"> Failure to respond to Behaviour Management Card Disregard direction and advice of Administration Continuing to ignore the rights of others Verbal abuse Sexual contact of any kind Deliberate and / or premeditated harassment Accessing pornography Intentional damage to school property or school reputation, acts of vandalism against the property of other students, teachers or the school
	LEVEL 4	Weeks	<ul style="list-style-type: none"> Suspension 10 Day Behaviour Management Card on return Excluded from being with other students / general circulation Loss of privileges Excluded from excursions etc. Apology and restitution where appropriate Conference with parents 	<ul style="list-style-type: none"> Gross insolence Blatant disrespect of authority Physical assault or battery / sexual assault Bullying Theft Possession of drug paraphernalia Possession and / or distribution of pornography, obscene, occult or other offensive material Being in possession of / using / showing the effects of alcohol, cigarettes, or illicit substances Being in possession of or using weapons Deliberately damaging and / or hacking access to secured areas of the school network Knowingly being in the company of people involved in Level 4 offences
	LEVEL 5		<ul style="list-style-type: none"> Expulsion 	<ul style="list-style-type: none"> Possession of / using / showing the effects of illicit drugs Threats to a teacher's wellbeing Failure to respond to behaviour management initiatives after suspension

Note: The Discipline Committee has the right to consider mitigating and aggravating factors in the determination of levels.

