



# Nunawading Christian College

## Student Handbook Secondary School 2009

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## History

Established in 1964, Nunawading Christian College (NCC) consists of two schools – one primary and one secondary, which work together to provide quality Christian education. It is a College established by the Seventh-day Adventist Church. All Seventh-day Adventist Schools in the State of Victoria form a single system with each school tied constitutionally to Seventh-day Adventist Schools (Victoria) Inc. This central organisation controls the employment of teaching staff and, through a committee, determines the distribution of financial resources between schools.

The College is open to all young people who are willing to accept its philosophy and standards of conduct.

Nunawading Christian College is controlled by a School Council which is responsible for financial management, pupil enrolment, and the maintenance of the school facilities. Responsibility for the day-to-day operation of the school rests with the Principal and staff.

Nunawading Christian College has a reputation for encouraging and supporting each individual student in their desire to learn. Further, we emphasise the complete education of the individual. This involves the development of a sense of self-worth, the ability to create and maintain healthy relationships with others, the encouragement of good citizenship and a sense of responsibility.

## Our Mission

We aim to **maximize** student's potential in a Christian environment and to empower them to be **responsible** citizens with the necessary initiative, **resilience** and **independence** to face the challenges in today's fast-changing world with **confidence**.

## Philosophy

1. GOD is the source of all knowledge, moral value and truth.
2. God's HOLY WORD the Bible is the place where the answers to life's most important lessons are found. It provides ANSWERS about both humankind's and Earth's condition within the context of The Great Controversy between Good and Evil.
3. SPIRITUAL DEVELOPMENT is achieved through the acceptance of Christ as Creator, Sustainer, Savior and Friend.
4. INTELLECTUAL ATTAINMENT, and physical development consistent with individual abilities, to enable a person to better serve God and others.
5. SELF-CONTROL comes through an appreciation of God's law as a set of principles designed for the individual and collective good of humankind, and the happiness and security of all.
6. The model of true CHARACTER is based on the perfect life of Christ.
7. SELF-WORTH is based on the realisation that we are all Children of God.
8. SERVICE to our community is the basis of true fulfillment and happiness in life.
9. INDIVIDUALITY and independent constructive thought is to be encouraged within the context of Christian caring.

## Statement of Objectives

To foster and promote:

### Spiritual

- An acceptance of Jesus Christ as Saviour and Lord and a desire for intimacy with Him.
- Commitment to a consistent Christian lifestyle.
- Commitment to personal character development.
- A desire to serve God and our fellow human beings.
- Appreciation of Christian worship and fellowship.
- A desire to share the experience of knowing Jesus.

### Academic

- Literacy and numeracy skills.
- The fullness of individual potential.
- A commitment to excellence and diligence.
- An appreciation of knowledge and truth according to divine revelation.
- The ability to think logically and critically.

### **Social**

- The love and acceptance of God as an indication of one's worth and a basis for healthy interpersonal relationships.
- An awareness of different cultures and the acceptance of cultural and individual differences in others.
- The development of self-control and self-discipline.
- An acceptance of responsibility for one's own actions.
- Habits of courtesy, decorum and graciousness.

### **Physical**

- 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 abstinence from those practises harmful to health.
- An awareness of the positive benefits of healthful diet, exercise, rest, leisure, and recreation.

### **Vocational**

- A commitment to service as the most fulfilling of life's expectations.
- The development of knowledge, skills and abilities as a preparation for work in today's society.
- Self direction, self discipline and the efficient use of time.
- The ability to work as an individual and as a member of a team.
- Awareness of one's own interest and abilities.
- Pride in workmanship and in a job well-done.
- The development of a work-ethic, together with a proper sense of purpose and the ability to set and achieve goals.

# Admissions Policy

Nunawading Christian College has been established to meet the needs of young people who require quality Christian education. It is open to students without regard to their ethnic background or gender. However, while no religious test is applied, all students are expected to live in harmony with the school's standards and expectations, show respect for the Word of God and to attend the regular religious education classes and activities of the school.

As a Christian institution, it is intended that Nunawading Christian College supplement the work of the home. Thus all students are expected to join in all spiritual, academic and recreational activities of the school and pledge that they will cooperate in all the activities of the school, and help to maintain its standards as a Christian institution by their appropriate behaviour at all times, both on and off the campus.

## NEW APPLICANTS

Application forms are included in the 'Prospectus Pack' and are obtainable from the school. These are to be completed and returned to the Principal, together with the latest reports and NAPLAN Testing results from the previous school attended. An appointment will then be arranged for an interview with the Principal. All applications will be reviewed by the Enrolment Committee.

The procedure for enrolments is as follows:

1. Complete the "Enrolment Application".
2. Arrange for a copy of the most recent school report.
3. Arrange for a copy of the Birth Certificate.
4. Send an application fee of \$150 with the above forms to the College.
5. Interview with the Principal.
6. The College will consider your enrolment and forward its decision to you.

## RE-ENROLMENTS

Current students wishing to return the following school year are required to re-enrol. Re-enrolment forms for this purpose are distributed to parents during Third Term for verification and/or modification. Acceptance of re-enrolments is at the discretion of the Enrolment Committee.

## CLASSES

It is expected that students will have purchased texts and stationery items as indicated on the book lists, and that they will be dressed in full uniform at all times.

## Academic Information

A broadly-based general education is offered in the lower secondary years. The school adopts a delayed specialisation program in Years 7–10. In all areas of study, emphasis is placed on principles of Christian interpretation and application. As a basis for this approach, all students participate in Spiritual & Personal Development classes and other related activities.

### COURSES OF STUDY

#### Year 7

At the Year 7 level the following subjects are studied:

Periods/cycle	Year 7 Subjects – Semesters 1 & 2
7	Spiritual & Personal Development
8	Maths
8	English
7	Science
2	Physical Education
6	Geography or History (1 semester each)
6	Industrial Technology or Home Economics (1 semester each)
6	Art or Information Technology (1 semester each)
4	French & Music (1 semester of each)
4	EISM Sport
2	Chapel

#### Year 8

At the Year 8 level the following subjects are studied:

Periods/cycle	Year 8 Subjects- Semester 1 & 2
7	Spiritual & Personal Development
8	Maths
8	English
7	Science
2	Physical Education
6	Geography or History (1 semester each)
6	Industrial Technology or Home Economics
6	Art or Information Technology (1 semester each)
4	<b>Elective A8:</b> French or Music
4	EISM Sport
2	Chapel

#### Year 9

Year 9 is a particularly tough year for many students. They are typically disengaged with their learning, struggling with their identity and direction. There needs to be a different approach to reach them, and challenge them at this difficult time in their lives. NCC has developed a program called Learning4Life – Year 9 Challenge, and has adjusted the curriculum to meet their needs. Thus, at the Year 9 level the following subjects are studied:

<b>Periods/cycle</b>	<b>Year 9 Subjects – Semester 1</b>
5	Spiritual & Personal Development
7	Maths
7	English
6	Science
7	Learning4Life – Year 9 Challenge
7	Money Matters & History (1 semester each)
3	Physical Education
4	<b>Elective A:</b> French 1 Woodwork Cooking & Food Groups
4	<b>Elective B:</b> Information Technology (Multimedia) Art (Drawing/Painting)
4	<b>Elective C:</b> Metalwork Cooking and Healthy Eating Photography
4	EISM Sport
2	Chapel

<b>Periods/cycle</b>	<b>Year 9 Subjects – Semester 2</b>
5	Spiritual & Personal Development
7	Maths
7	English
6	Science
7	Learning4Life – Year 9 Challenge
7	Money Matters & History (1 semester each)
3	Physical Education
4	<b>Elective A:</b> French 2 Woodwork Fashion & Fabric
4	<b>Elective B:</b> Art 2D Information Technology (Desktop Publishing)
4	<b>Elective C:</b> Metalwork Art 3D Cooking and Nutrients
4	EISM Sport
2	Chapel

## Year 10

At the Year 10 level the following subjects are studied:

<b>Periods/cycle</b>	<b>Year 10 Subjects – Semester 1</b>
6	Spiritual & Personal Development
8	Maths
8	English
8	Science
5	Industry & Enterprise (VCE Unit 1)
3	Physical Education
5	History or Geography (1 semester each)
5	<b>Elective A:</b> Industrial Technology: Design and Construction (1) Business Studies
6	<b>Elective B:</b> Information Technology (websites) Art 2D & 3D Home Economics (Fashion and Interior Design)
4	EISM Sport
2	Chapel

<b>Periods/cycle</b>	<b>Year 10 Subjects – Semester 2</b>
6	Spiritual & Personal Development
8	Maths
8	English
8	Science
5	Industry & Enterprise
5	History or Geography (1 semester each)
3	Physical Education
5	<b>Elective A:</b> Industrial Technology: Design and Construction (2) Business Studies
5	<b>Elective B:</b> Information Technology (databases) Art 2D & 3D Home Economics (Food)
4	EISM Sport
2	Chapel

### **Victorian Certificate of Education**

All VCE (Years 11 and 12) students are required to select Text and Traditions Units 1-4 and English Units 1-4 plus four other subjects from the following blocks:

#### **Year 11**

Block A	Text & Traditions (1/2) English (1/2)
Block B	English (1/2) Text & Traditions (1/2)
Block C	Maths Methods (1/2) General Maths (1/2)
Block D	Biology(1/2) Business Management (1/2) Art (1/2)
Block E	Physics (1/2) Health and Human Development (1/2) Accounting (1/2)
Block F	Chemistry (1/2) Psychology (1/2) Advanced General Maths (1/2) Design and Technology (1/2)

## Year 12

Block A	Text & Traditions (3/4) English (3/4)
Block B	English (3/4) Text & Traditions (3/4)
Block C	Further Maths(3/4) Maths Methods(3/4)
Block D	Chemistry (3/4) Business Management (3/4) Health & Human Development (3/4)
Block E	Design and Technology (3/4) Physics (3/4) Biology (3/4) Physical Education(3/4)
Block F	Accounting (3/4) Specialist Maths (3/4) Psychology (3/4) Art (3/4)

Entry into Year 12 is dependent on satisfactory completion of Text and Traditions, English, and other subjects at Year 11 level. At least three of the subjects chosen for Year 12 must have a Year 11 pass (satisfactory), and all subjects chosen for Year 12 must have the approval of the Academic Committee.

N.B. Other subjects may be undertaken through the Victoria School of Languages, Distance Education and TAFE colleges.

### UNIVERSITY ENHANCEMENT

Students can undertake a university subject in Year 12 which contributes to their ENTER score and may receive credit at university (conditions apply with the universities). Nunawading Christian College identifies students who qualify for this option and provides students with information about courses and options.

### VCE PROVISIONS

For a student to be eligible to register to sit the VCE examinations, the following criteria must be satisfied:

- satisfactory academic performance.
- satisfactory completion of all assignments by the due date.
- attendance of at least 85% of school days.
- Year 12 students payment of the \$75 bond with term one fees.
- continued co-operation with school personnel.

## **ENGLISH AS A SECOND LANGUAGE.**

Students whose first language is not English, and students who struggle in this area, have the option of attending an ESL program aimed at integrating them into mainstream classes. Assessment is automatic for all new students to ascertain if they require the assistance of the ESL program.

## **LANGUAGE STUDIES.**

French is taught as the LOTE subject at NCC. It is compulsory for one semester in Year 7, then is an elective subject in Year 8 & 9. Although Nunawading Christian College does not currently offer language studies in the senior school, the school liaises with the Victoria School of Languages (VSL) to accommodate students who wish to study a foreign language. Please contact the school for further details regarding fees or for any other information. Other languages can be studied through VSL centres around the Melbourne area. Contact at (03) 9474 0500.

## **ACADEMIC RULES**

Year 7 to 10 students will only be permitted to change elective subjects during the first four weeks of the semester, and then only after counselling with parents and teachers. Changes in courses of study for Year 11 and 12 students are subject to the regulations and dates published annually by the Board of Studies. Requests to change subjects must be made in writing to the Academic Committee which controls and approves all study programmes. It is necessary to consult with Heads of Departments and the Careers Adviser before making application to change courses (to be formalised on the form obtainable from the Academic Dean's office). Students are expected to attend all scheduled tests and examinations. If due to unforeseen circumstances a student is absent, a formal note must be forwarded by the parent. Students who do not satisfactorily complete and submit assignments on the due date will lose marks and parents will be notified of the overdue work. The student may be required to spend time after school finishing the task.

## **GRADE PROMOTION POLICY**

Nunawading Christian College encourages the all-round and balanced development of individual students. Students are expected to take their schoolwork seriously and are encouraged to develop to their full potential. A careless attitude towards schoolwork and achievement is unacceptable. With this in mind, each student's results will be assessed at the end of each year. Promotion from one grade to the next may not be automatic. A satisfactory performance will be expected of each student in all subjects, especially in English and Spiritual & Personal Development. At the discretion of the school, supplementary work may be required of borderline students who wish to qualify for promotion. The selection of subjects to be taken in Year 11 will be under the guidance of the Academic Committee. Entry into some VCE subjects is restricted. The onus is on students to give evidence in Year 10 that they are adequately equipped to undertake their chosen courses of study in Year 11.

## **HOMEWORK**

While teachers give every assistance and encouragement to students, it must be stressed that the student's initiative, interest and effort are also contributing factors

to success. Parental endeavours to assist in this area are also of great value. Regular homework and an organised study program is expected of every student, and will play an important part in his or her success. NCC recommends a dedicated area for schoolwork at home. It is expected that students will increase the amount of time they spend in homework as they progress into senior year levels (eg. 1 hour per weeknight in the junior school increasing to at least 3 hours per night in the senior school).

### **ACADEMIC REPORTS**

Assessment of students occurs on a continuous basis throughout the school year. A range of evaluation instruments and techniques is used. The school welcomes regular communication between parents and teachers. Appointments for interviews with teachers should be made through the Head of Secondary who will endeavour to arrange a mutually suitable time. An interim report of pupil progress is issued near the end of the first and third term with a parent-teacher interview night arranged so that dialogue and feedback can occur. A more detailed report is available in the second term when another parent-teacher interview evening is scheduled. The final report is distributed by mail at the close of the school year.

### **YEAR 7-11 EXAMS**

Compulsory exams are held at the end of each semester for all year levels. Exam schedules are published in the weeks prior to each exam block. In extenuating circumstances students may apply to sit their exams early. These applications must be made in writing and prior to the published cut-off date. An **Early Exam Fee of \$50.00**/student/exam block applies.

## **Extra-Curricular Programs**

### **SPORT**

All students, as part of the balanced program, are expected to participate in sport. Nunawading Christian College is a Member of the Eastern Independent Schools of Melbourne Sports Association and competes in its carnivals and weekly round-robin competitions. There are also three Sport Houses – Fraser (red), Landy (blue) and Jackson (green). These Houses compete in a variety of interhouse competitions. Students are also required to have correct uniform for PE classes and sport. If a student is unable to wear the required uniform, a note from home is necessary, but to participate in EISM sports, correct uniform is compulsory or a forfeit for the team is mandatory. A Minor Infringement will be issued for non-compliant sports uniform for in-house programs.

### **EXCURSIONS AND CAMPS**

Throughout the year various subject teachers will require their students to be involved in a day excursion relevant to the topic being studied. These field trips are usually conducted during normal school hours. In addition to these excursions, class camps for Years 7, 9, and 11 are arranged in which students are challenged

to step outside their comfort zones, accept new challenges and learn new skills. Adequate prior notice is given. The cost of these camps is incorporated into the school fee structure.

## **Library/Resource Centre**

The main function of the library is to meet the learning and teaching needs of the College. Students are encouraged to use the facilities. The Librarians are happy to assist in your study.

**OPENING HOURS:** Monday - Friday 8:30 am - 3:30 pm

### **BORROWING:**

- At the beginning of the school year each student will be issued with an identity/library card which must be produced to borrow books. NO CARD - NO BOOK.
- Do not borrow a book for someone else with your card because you will be liable for the fine.
- If you have borrowed a book, do not lend it to anyone else. They may not return it on time or may lose it and then you will be liable for the fine.
- Lost cards will be re-issued upon the payment of \$5.
- Years 7 - 10 may borrow three books; Year 11 four books and Year 12, six books for a period of 2 weeks with 1 renewal.
- It is the borrower's responsibility to check the due date for the book's return. You will not receive a reminder notice before the due date.
- If you know that you will be absent from school for school camps, work experience, family holidays, etc., check to see if you have books that are due back during that time and return or renew them if necessary.
- Library fines are 50 cents per school day. Students will also receive a Minor Infringement for lateness to report to the librarian for each unpaid fine over 5 days and library rights will be suspended until the fine is paid. Furthermore a Minor Infringement will also be given for books overdue more than a week. Lost books must be paid for and will also incur a loss fee of \$5.

### **GUIDELINES:**

- A QUIET atmosphere, conducive to study, must be maintained at ALL times.
- NO FOOD, DRINK OR BAGS in the library.
- Classes using the library must wait outside for the teacher to arrive before entering the library.
- Do not put books back on the shelves. Leave them on the desks at the end of the book stacks.
- Damage is to be reported to the librarian or teacher in charge.
- Books marked "Reference" (encyclopedias, dictionaries, atlases), magazines, vertical file materials, etc., may only be used in the library.

## Financial Information

It is the role of the Seventh-day Adventist Schools (Victoria) Ltd. to keep charges as low as is consistent with good management and quality education. Funding comes from three main sources: 1) Tuition fees; 2) Commonwealth and State Government grants; 3) Funds contributed by each Seventh-day Adventist Church within the area served by the school.

### TUITION

The payment options for fees are cash, cheque, credit card or direct debit. A prompt payment discount of 3% is given for the **net tuition fee only** (ie. Tuition less any discount) if fees are paid by the discount date shown on the term invoice. A discount of 5% is given for the **net tuition fee only** for fees paid a year in advance by the discount date shown on the annual invoice.

### PAYMENT OF FEES

Responsibility for ensuring the fees reach the school by the discount date lies with the parents. Unless arrangements are made personally with the Principal, an unpaid fee account may lead to the student's enrolment being terminated. Students with fees outstanding from previous years will not be permitted to re-enrol for the following year. This also applies to unpaid fees from previous Seventh-day Adventist schools. Furthermore, students who are in arrears with payments at the end of each term will not be permitted to commence the next term until payment has been made or a suitable arrangement has been agreed upon with the Principal. These students will also be ineligible to attend any camps until all fees are paid.

NCC reserves the right to employ a debt collection agency in the event of on-going unpaid school fees. Unless there are extenuating circumstances (which will be determined by the Principal), students who are removed from the College to attend another school without a term's notice being given will be charged a term's fees in lieu of that required notice. Likewise, students who are taken from the College for extended periods of time on holidays, suspension, illness or de-registration etc will not receive a refund on the tuition costs charged unless there are extenuating circumstances. Staffing needs are determined by the number of students enrolled at the commencement of the College year so ongoing costs associated with providing an education are maintained whether a student remains a student for the full year or is absent for any length of time.

## LEVIES

In addition to the tuition component of fees, the following levies are applied for 2008:

Service Levy:	\$1000 per student per annum
Year 12 fee:	\$75 good behaviour bond with the first term fees - refundable

Overseas students on student visas are charged an additional levy in lieu of the per-capita grants paid by Federal and State Governments for Australian students. Refer to Full Fee Paying Overseas Student Supplement for details.

**The College has the right to withhold student reports or not allow students to return to school, or to attend extra curricular functions such as school camps and the annual Yr12 Formal if school fees are unpaid.**

## WITHDRAWAL

Any student withdrawing from Nunawading Christian College (either voluntarily or involuntarily) must complete a Deregistration Form available from the College office. If a student gives one term's notice of their intention to withdraw from the College, then fees paid in advance will be refunded. However, students who are terminated from the College part way through a term will not be eligible for any refund of fees paid for that term.

## INSURANCE

The school organises accidental injury insurance that covers all students (except full fee paying overseas students) 24 hours per day, 365 days per year. The cost is incorporated in the service fee. Information is made available on Registration Day outlining details of the cover.

## MUSIC TUITION

Individual tuition in music theory and practical music is available for a range of instruments including piano, guitar, violin, woodwind, brass and drums. Requests for tuition in other instruments will be considered, depending on the demand. Music fees are payable directly to the music teacher. The College has some instruments available for use.

## BUS TRANSPORT FEES

Families electing to have their child/ren travel to and from school on the College's private bus system will incur fees for this service. These charges are to be paid separately from school accounts but the Office Secretary will pass on monies to the Bus Committee.

**Note: All bus fees must be paid in full in advance. No students will be permitted to travel on the bus unless all fees are paid in advance.**

Parents with enquiries should direct them to The Bus Co-ordinator Nunawading Christian College – Primary Campus on 9878 9927. Where fees remain unpaid, the student will be denied access to the service. See Bus Contribution List for costs.

## **BOOKS AND SUPPLIES**

The list of required text books for the following year is given to students near the close of fourth term. All text books will be available from:

Campion Books  
632 Mitcham Rd  
Mitcham 3132  
Ph 9872 8850 Fax 9872 8851

Maths calculators can be purchased from the office on campus.

## **Conduct Guidelines**

Students of Nunawading Christian College are encouraged to maintain high standards. The following guidelines are indicative of the behaviour that is expected. Each student is expected to:

- Do their best to be successful at their schoolwork.
- Be polite and respectful when they speak to others.
- Be on their best behaviour in public, when travelling to and from College, on excursions and at sport.
- Cooperate willingly with everyone at all times.
- Be at the College during normal school hours, attend all their classes and be on time.
- Accept correction without argument.
- Act in a courteous, Christian, responsible manner at all times and show commonsense.
- Wear their uniform in a representative manner.
- Make their College a pleasant environment by avoiding fights, bad language and acts of vandalism.
- Show good manners and respect for others and their property at all times. Bullying, fighting, put-downs and racism are not acceptable.

## **DISCIPLINE POLICY**

Every student has the right to learn within a safe educational environment. Any action that threatens this environment must be dealt with. Each teacher has the authority to maintain discipline in the classroom. Discipline problems may be referred from the teacher to the Deputy Principal, then the Principal, Discipline Committee and finally, to the College School Council.

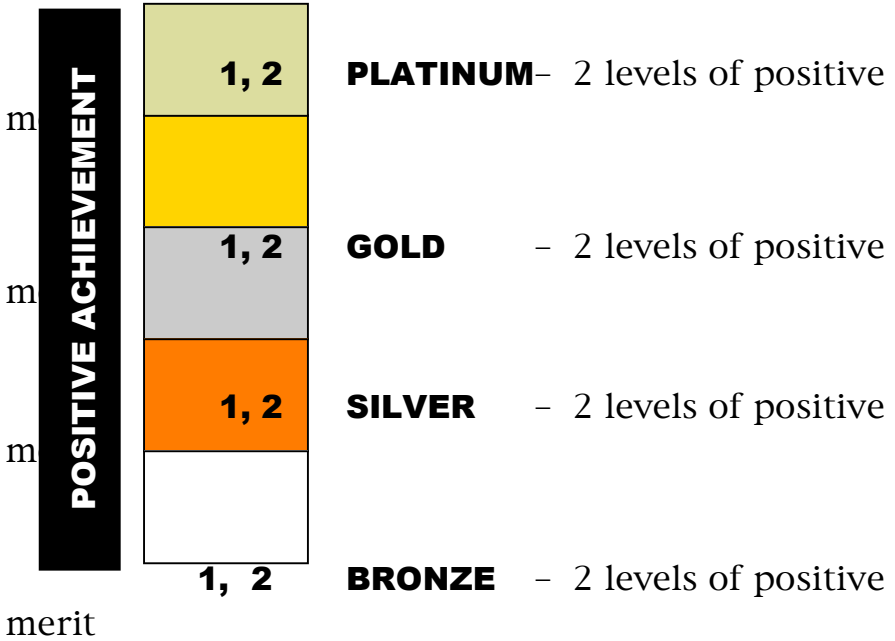
## **DETENTION SYSTEM**

Nunawading Christian College recognises that every student has the right to learn and gain a quality education in a safe environment. The aim of the Nunawading Christian College Behaviour Policy is to encourage students to become self-disciplined and to take responsibility for their own actions. It attempts to achieve this by placing emphasis on positive behaviour rather than on any negative behaviour that may exist.

Classroom and playground misdemeanors are handled by the teacher in charge and minor challenges are dealt with at that level using the system of detentions outlined in Section A. More major issues (see Section B) may involve direct action by the College Discipline Committee and may include suspension or expulsion.

A colour-coded system as outlined below is designed to assist students in positive behavioural modification and emphasises their 'success' rather than their 'failure'. It uses a system of commendations and various levels of misdemeanors (as outlined) to achieve this.

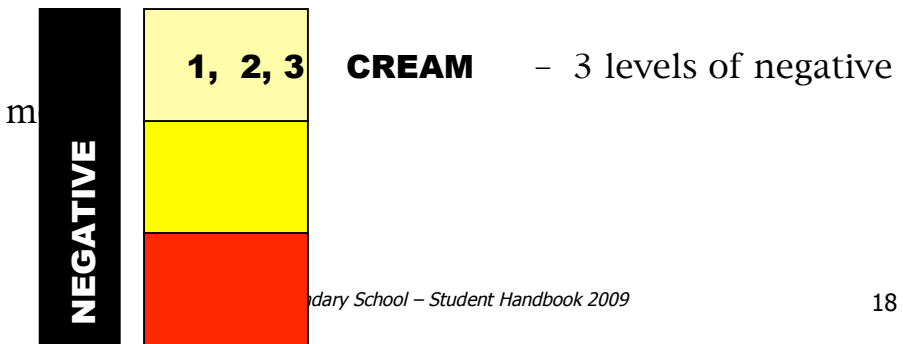
All students start the year on Neutral level, and are reset to this Neutral level at the start of each Semester. This will apply to the level that students find themselves on and not the individual totals for each infringement and each "report to teacher" issue. **To move down a level a student requires 9 points of negative behaviour.** 'Detentions' are worth three negative points in value, 'Period Check' issues which only register 1 point, but students will receive a two week Period Check folder to be presented to each class teacher to help them remember certain things (For 5 infringements in the same area).



**1, 2, 3 WHITE** - 3 levels of positive

merit

**NEUTRAL** - All students start here



- AMBER** – 3 levels of negative merit (behaviour report)
- RED** – 2 levels of negative merit (possible suspension)
- PURPLE** – highest degree of reprimand (possible expulsion)

***For Example, if a Student receives 5 Period Check Issues for the same offence from any teacher, in a Semester, then they will go onto a Period Check System for that Offence where they will carry a card with them and get it signed off at each and every class for 2 weeks.***

Each time a student changes a Color Level moving down the Scale, then the Parents will be notified that there is an issue that needs to be addressed. When a Student reaches the Red Level, this will automatically mean that the parents of the student are called to the School for an Interview with Principal and Deputy so that the Students behaviour can be discussed as well as well as the future implications for the student.

The detention form is divided up into three sections as set out below.

Period Check

1. Late to Class
2. Uniform (Minor)
3. Chewing Gum
4. Lack of Materials
5. Lack of PE Uniform
6. Mobile Phone/MP3 Player
7. School Bag

Detentions

1. Dangerous Behaviour
2. Damaging Property
3. Insubordination
4. Inappropriate language
5. Disruption
6. Non Coop on Period Check
7. Failure to Report
8. Inappropriate behaviour
9. Uniform (Major)

**Failure to Report to a Detention is regarded as Gross Diobedince and can lead to After School Detention.**

Commendations begin to count towards a positive direction when a student is on Cream level

or above. **Students progress up a sub-level each time they receive three commendations (nine Points).**

Commendations can be awarded for outstanding achievement in the following areas: academic, sporting, cultural and community (see Section C). Where students receive Commendations, these will be given out Weekly at the Monday Morning general School Assemblies.

From time to time students get involved in "one-off" behaviours that could be termed "gross misconduct" that is of a major concern to the school. Suspension may result directly from these actions at the discretion of the College Discipline Committee. In such instances, the cases do not go through the colour-coded system. Actions that may incur such discipline include the following:

1. The use of, handling, possessing, or furnishing to others of tobacco, alcoholic beverages or other drugs;
2. Using, handling or possessing weapons;
3. Gambling or the possession of materials to be used for the intent of gambling
4. Using profane or indecent language;
5. Possessing or displaying materials or images of a pornographic or obscene nature in any form, including transmitting and distribution.
6. Dishonesty in any form;
7. Harassment of either other students or staff, or members of the public, including physical, verbal, sexual, or emotional;
8. Willful destruction of College property, or the personal property of others;
9. Tampering with College equipment or the alarm systems;
10. Undermining the religious ideals and faith held by the Seventh-day Adventist Church;
11. Improper sexual conduct
12. Attending places of questionable amusements;
13. Conspiracy to perform or participate in initiations or any other act that may injure, degrade, or disgrace a fellow student or reflect poorly on the reputation of the College;
14. Defiance or insubordination to any faculty member.
15. Possession of, or involvement in, occult paraphernalia or practices, for example Ouija boards, videos, DVD, Internet, literature and white witchcraft.
16. Using Electronic means to engage in the above activities.

Details of students involved in any of the above behaviour will be brought to the Discipline Committee for further action and possible suspension or expulsion. If a student is suspended more than once in a calendar year, the case will be referred

on to the College Council who will meet to consider the student's status in the school, in consultation with the Parents and the Discipline Committee.

Commendations may be awarded for excellence in the following areas:

### **1 Community Awareness and Cultural Excellence**

- Outstanding conduct while representing the College in public
- Community service involvement with the College
- Outstanding community service outside the College
- Demonstrating a consistently positive College spirit
- Caring for visitors in a distinguished manner
- Making welcome, helping and involving new students
- Participating with distinction in Chapel
- Outstanding participation in eisteddfods or other cultural award programs
- Organising College activities
- Taking initiative in caring for people
- Taking initiative in caring for the College environment

### **2 Sporting Participation and Skill**

- Demonstrating exceptional team spirit
- Representing the College on a sporting team
- Demonstrating positive sporting attitude
- Enthusiastic involvement in the College sport program
- Enthusiastic involvement in the College physical education program
- Consistent effort and attendance at training sessions
- Responsible care of sporting equipment
- Self-motivation and initiative demonstrated in sport
- Enthusiastic carrying out of team responsibilities
- Committed team effort
- Exceptionally high level of performance at school
- Organisational initiative

### **3 Scholastic Effort and Aptitude**

- Improvement demonstrated in class and subject performance
- Consistent effort over time
- Excellence in work standards
- Creative excellence
- Exceptional use of technology in learning
- Participation in interschool challenges - eg debating, mock trials, E-team etc
- Excellence in competitions - eg English, Maths, Science, Geography, Computing
- Demonstrates initiative in learning

### **SUSPENSION POLICY**

Students may be suspended on one of two grounds:

- 1 The student's gross misconduct or continual disobedience is a harmful, dangerous example to other students.
- 2 The student's behaviour may lead to serious harm:
  - use or possession of alcohol, tobacco, drugs
  - substance abuse
  - arson
  - continual disobedience
  - harassment – sexual, verbal, racial, etc
  - physical assault
  - verbal assault
  - reckless behaviour
  - possession of, or accessing pornographic material
  - sexual misconduct
  - theft
  - vandalism

There are two types of suspension:

- 1 suspension for a specified period.
- 2 suspension for an unspecified period of time

The College Discipline Committee may suspend any student for either a specified period of time or for an unspecified period of time, pending a College School Council decision.

### **Suspension for a Specified Period**

Incidents of the type listed above are initially dealt with by the College Discipline Committee who may choose to suspend for a specified period of time. No student may incur more than one suspension of this type in any calendar year. Subsequent offences are automatically referred directly to the College School Council.

### **Suspension for an unspecified period**

In the event of an unspecified period of suspension, the case is referred to the College School Council which will meet within seven days. The Deputy Principal or Principal presents a full written report to the committee for their consideration. Possible outcomes include; lifting the suspension, extending the suspension, or expelling the student.

### **THE DISCIPLINE COMMITTEE**

This committee, with the Principal as chairman, is appointed at the beginning of each year and its duty is to consider serious breaches of the discipline code. The School Council has the authority to expel. The following activities could be referred to the Discipline Committee:

- Using, possessing or distributing tobacco, alcohol, narcotics or drugs
- Gambling, or the possession of gambling devices
- Using profane language or possessing obscene literature
- Dishonesty or theft
- Wilful destruction of school property
- Use or possession of materials of the occult

- Improper conduct of a sexual nature
- Undermining the religious ideals and standards of the S.D.A. Church
- Persistent misbehaviour.

### **RESOLUTION OF STUDENT GRIEVANCES**

Students who have a grievance with the College are able to have their grievances dealt with through the following procedures. Students must work through the various levels as outlined.

- a. An interview with the Year Level Co-ordinator and/or Chaplain.
- b. Following the interview, if the grievance is not resolved, then the student will discuss the matter with the Deputy Principal.
- c. Further, an interview with the Principal who may discuss the matter with the Administrative Committee if not resolved.
- d. The hearing of the dispute before an independent panel which has been appointed by the School Council.
- e. If the student or the school feels that the grievance resolution is unsatisfactory, either party may request the involvement of an external panel by contacting the Director of Education of Seventh-day Adventist Schools (Victoria) Ltd.

## **Uniform Policy**

The wearing of the school uniform contributes significantly to school tone. The wearing of the regulation uniform is compulsory at all College functions and while travelling to and from school. Students are to take pride in their personal appearance. The uniform must be worn in a neat and tidy manner with shirts tucked in and ties worn when required. Any student out of uniform must report to the Head of Secondary for a uniform pass at morning recess. These will only be issued under exceptional circumstances and then, only when an acceptable letter from parents is presented. On these occasions, any alternative clothing necessary should be as close as possible to the uniform.

Winter uniform is required for Terms 2 and 3. During Terms 1 and 4 the summer uniform is required. T-shirts worn underneath shirts or dresses must be plain white and not visible at the neck, below sleeves, or through garment material. Shorts worn under dresses must be plain navy or black and not showing below dress. Whilst travelling to and from school on wet days students are permitted to wear a plain blue raincoat or use an umbrella for protection from the elements.

Skin-care and beauty products, if used, must be applied in a manner which appears discreet and natural. Coloured nail polish must not be worn. No jewellery other than a watch and a medical alert may be worn.

Hair is to be worn in a clean, neat and tidy manner and kept back off the face. If a boy's hair reaches the bottom of the collar it must be tied back at all times. Students may be asked to get their hair cut if it contravenes the above. Novelty or exaggerated hairstyles and un-natural dying of the hair have no place. Students may be asked to get their hair cut or recoloured if it is deemed to be inappropriate. Untidy facial hair is not permitted. In matters of hair style, the College remains the final arbiter.

## YEAR 7-12 ACADEMIC UNIFORM - BOYS

*All items listed are standard items unless stated otherwise*

<b>Shorts</b>	Optional for summer uniform. (shorts or trousers may be selected) If selected, shorts to be Victoria Schoolwear Design as supplied by Victoria Schoolwear. <i>Description:</i> Tailored, poly viscose, darkish grey shorts, with front zip. Adjustable waist by removable gather strip at back.
<b>Trousers</b>	Optional for summer uniform. Standard as part of winter uniform.
<b>Summer or Winter</b>	<i>Description:</i> Darkish grey, poly viscose school trousers with tailored front. Available from Victoria Schoolwear and other school wear suppliers.
<b>Belt</b>	Optional. If worn, to be plain dress style black belt with plain buckle.
<b>Shirt for Summer</b>	White open neck short sleeved school shirt or plain white short sleeved business shirt
<b>Shirt for Winter</b>	White long sleeved school shirt with business collar
<b>School Tie:</b>	Standard as part of winter uniform (Terms 2,3). Optional for Terms 1,4. If worn in summer, must be with shirt with business collar. <i>Description:</i> NCC school tie: navy background with red and light blue stripe. Available for purchase from Victoria Schoolwear and NCC Uniform Shop.
<b>Blazer</b>	Standard from Year 7-12. Worn with summer and winter uniform. <i>Description:</i> Lined, royal blue flannel. Pocket has new, gold, navy & white NCC crest. For blazers with previous school crest, pocket can be changed to the new style by Victoria Schoolwear for \$20.00 if desired. Blazer available at Victoria Schoolwear & limited availability at NCC Uniform Shop.
<b>Jumper</b>	Worn with winter and summer uniform. Choice of wool or poly cotton jumper. <i>Description:</i> New soft, merino and wool blend. Colour is Thomas Moore Blue. Available at Victoria Schoolwear

OR Thomas Moore Blue poly cotton jumpers available at NCC Uniform Shop or Victoria Schoolwear.

- Socks** Worn as part of summer and winter uniform.  
*Description:* Plain grey. Ankle to knee length with shorts or trousers.
- School Bag** NCC School bag is compulsory for all students from beginning of 2009.  
*Description:* NCC selected design: nylon bag with moulded base and removable internal light metal frame. NCC crest embroidered on pocket. These can be purchased through the NCC Uniform Shop.
- Raincoat** Optional. Only for wet weather wear to and from school.  
*Description:* Plain navy, no logo or trim. .
- Sunhat** It is school policy for hats to be worn during Terms 1 and 4 for outdoor PE classes and EISM Sport. Two options are available (cap or bucket hat) and are available from the NCC uniform shop.
- Winter accessories** Gloves, scarves. Optional for wear with winter uniform. (no beanies).  
*Description:* solid colour only navy or burgundy.
- Shoes** Black polishable leather school shoes.  
N.B. Shoes to be sturdy school style. No boots or sport/runner style shoes.

## **YEAR 7-12 ACADEMIC UNIFORM - GIRLS**

*All items listed are standard items unless stated otherwise*

- Summer Dress** Worn Terms 1 and 4.  
*Description:* NCC selected design and fabric as supplied by Victoria Schoolwear (blue and white small check with button front).  
N.B. Dress to be worn close to knee length and all buttons done up.
- Winter skirt** Worn Terms 2 and 3.  
*Description:* NCC selected fabric and design as supplied by Victoria Schoolwear. Navy background with light blue and red check . Waisted skirt (designed for band to sit on waist, not below) with adjustable back. Double inverted pleats on front and back.

NB Skirt to be worn close to knee length.

**Winter shirt**

Plain white, long sleeved business shirt.

**Winter Trousers**

Optional extra for Yrs 7- 12.

**Only NCC design winter trousers for girls recognised as uniform.**

*Description:* NCC design as available from Victoria Schoolwear.

2 NCC designs for Secondary are available. One has flat front, (no pleats) with front zip and adjustable back. Alternative differs as it has pleats on each side on front. N.B. All girls still need to have a winter or skirt as the standard winter uniform item and to wear at nominated functions and school events.

**School Tie:**

Standard as part of winter uniform (Terms 2,3).

*Description:* NCC school tie: navy background with red and light blue stripe.

Available for purchase from Victoria Schoolwear and NCC Uniform Shop

**Blazer**

Standard from Years 7-12. Worn with summer and winter uniform.

*Description:* Lined, royal blue flannel. Pocket has new, gold, navy & white NCC crest.

For blazers with previous school crest, pocket can be changed to the new style by Victoria Schoolwear for \$20.00 if desired. Blazer supplied by Victoria Schoolwear & limited availability at NCC Uniform Shop.

**Jumper**

Worn with winter and summer uniform. Choice of wool or poly cotton jumper.

*Description:* New soft, merino and wool blend. Colour is Thomas Moore Blue. Available at Victoria Schoolwear OR Thomas Moore Blue poly cotton jumpers available at NCC Uniform Shop or Victoria Schoolwear.

**Vest:**

Optional extra for Yrs 7-12.

*Description:* NCC selected colour and design (Maroon, V-neck). As supplied by NCC Uniform Shop.

**Shoes**

Black polishable leather school shoes.

N.B. Shoes to be sturdy school style shoes. No boots or sport/runner style shoes.

**Socks**

Summer uniform- white school socks, choice of length between ankle to knee length

Winter Uniform - Knee length navy socks. NCC Uniform shop the preferred supplier.

**Tights** Optional for Yrs 7- 12 for wear with winter uniform. (no pantyhose)

**School Bag** NCC School bag compulsory for Years 7-11. Will be standard for everyone from beginning of 2009.  
*Description:* NCC selected design: nylon bag with moulded base and removable internal light metal frame. NCC crest embroidered on pocket. 2 sizes available as supplied by NCC Uniform Shop.

**Raincoat** Optional. Only for wet weather wear to and from school.  
*Description:* Plain navy, no logo or trim. .

**Hair Ties/Accessories** Royal blue, navy or white

**Sunhat** It is school policy for hats to be worn during Terms 1 and 4 for outdoor PE classes and EISM Sport. Two options are available (cap or bucket hat) and are available from the NCC uniform shop.

**Winter accessories** Gloves, scarves. Optional for wear with winter uniform.(no beanies).  
*Description:* solid colour only navy or burgundy.

## **YEAR 7-12 SPORT UNIFORM - GIRLS & BOYS**

*All items listed are standard items unless stated otherwise*

*All Sports Uniform is supplied from the NCC Uniform Shop with the exception of sports shoes.*

**Polo shirt** *Description:* NCC design of burgundy with navy and white collar trim and white NCC sports logo.

**Shorts** *Description:* Navy microfibre shorts with 'NCC' in lettering on leg. Fob-pocket and draw string at waist.

**Track pants** Can be worn all year round for days of sport and/or PE involvement.  
*Description:* Navy, microfibre track pants with navy lining, side white piping and 'NCC' in lettering on leg. N.B. The manufacturers advise that microfibre track pants are not designed for wear during active play or sport.

<b>Sports Jacket</b>	Can be worn all year round with shorts or track pants. <i>Description:</i> Lined microfibre sports jacket with navy lining, burgundy and white trim and NCC sport logo.
<b>Vest</b> pants.	Optional extra purchase to track suit of jacket and  <i>Description:</i> Navy polar fleece with front open-ended zip, burgundy and white trim with NCC sport logo.
<b>Sports shoes</b>	Sports shoes
<b>Socks</b>	Choice of plain white sport socks or knee length NCC sport socks (navy with white and burgundy stripe at knee). Available at NCC Uniform Shop and from Sport Coordinator.
<b>Hair Accessories</b>	White, burgundy, Navy blue
<b>Sun Hat</b>	Compulsory (see Academic Uniform for details)
<b>Boys Swimmers</b>	For EISM competition swimming, Speedo or lycra shorts required (no board shorts). Preferred colour is black..
<b>Girls swimmers</b>	One piece swimmers. For EISM competition swimming, one-piece racing style swimmers (i.e. Speedo) required. Preferred colour is black.

#### **SUPPLIERS OF SCHOOL UNIFORMS**

All articles of uniform are obtainable from:

Victoria Schoolwear Company  
386A Middleborough Road  
BLACKBURN 3130  
Phone 9877 1885

Or  
Nunawading Christian College  
Uniform shop  
(located under school hall)

# General Information

## ATTENDANCE

Students are expected to be present at school for the entire school day and attend all classes. Students who are absent must present a note of explanation from their parent or guardian to their roll-marking teacher immediately upon their return to school.

## BANNED

In the interest of health & safety students are not permitted to possess or use any of the following (within the school grounds or whilst travelling to and from school):

1. Illegal substances - including tobacco, drugs, alcohol.
2. Electronic equipment - including Walkmans, Diskmans, games, iPods, MP3 players. (These items may be used by bus travellers to and from school)
3. Firearms, knives, dangerous weapons, water missiles or explosives of any kind.
4. Jewellery.
5. Chewing/bubble gum.

## BREAKAGES AND VANDALISM

Any damage to College property must be reported immediately to the Deputy Principal. The person responsible for the damage must clear up any mess immediately and any damage deemed to be from irresponsible actions must be paid for. (The average window costs \$125 to replace). No student is allowed on any roof at any time. Graffiti offenders will be dealt with severely.

## CANTEEN

A canteen food service is operated each lunchtime on a CASH ONLY basis. All hot food is vegetarian.

## CAR PRIVILEGES

Senior students who wish to drive themselves (and siblings) to school must apply in writing to the Principal. Students granted these privileges must have a current valid Victorian Driver's Licence and must abide by conditions which include: entry and exit by Central Road, parking in designated locations, not using vehicles during school hours, driving safely within the school grounds with no access to the classroom/hall area without permission, and no transportation of other students.

## CHAPLAIN

The College has a chaplain who is available for student welfare issues and family concerns. The Head of Secondary and/or the Careers Teacher and Academic Dean are available for guidance and information on subject choices.

## CLASSROOM USAGES

All students are to wait outside the classroom before the commencement of each period. Students will enter a classroom only at the instruction of a teacher. When lining up outside classrooms, make sure you do not block the path of other students. NO RUNNING or PUSHING on the verandas or stairs is permitted. Unless by special arrangement (eg. rainy days), food is not to be eaten in the classrooms.

## **COLLEGE CARE**

All students are expected to assist at all times in maintaining the cleanliness and tidiness of classrooms and grounds. Every student is expected to keep the grounds clean by placing their litter in bins and by picking up any litter they see.

## **HOMEWORK**

Each student is given a diary in which to record homework. It is expected that all homework will be completed and submitted on time. The diary is to be kept as a record of school work and that it be taken to all classes. It should not contain graffiti, coarse language or any irrelevant material. All Year 7-9 students must have their diaries signed by a parent/guardian on a weekly basis. The wise student will spend some time on revision and study as well as complete homework tasks.

## **'IMAGES' YEARBOOK**

At the end of the year, each student receives a professionally designed yearbook, which visually showcases highlights of the school year.

## **IT Usage and Students of NCC**

See the data from the Deakin Prac teaching program

## **LEAVING CAMPUS**

Students may only leave the college grounds during school hours with the express permission of the Principal or Deputy Principal and then only after signing the leave book at the office. Written permission from the parent or legal guardian must be presented.

## **LOCKERS**

Each student is issued with a locker. Students are required to keep all possessions in their locker. A good quality lock must be used to aid security of your locker and are available from the College for \$10. Students are expected to care for their allocated lockers and keep them tidy and free of rubbish at all times. Students can only access their lockers before school, during recess, during lunch and after school. This means planning for two periods at a time.

## **LOST PROPERTY**

In order to assist us in returning lost items to their rightful owners, parents are urged to sew name tags on all items of clothing and to name all other property. Unclaimed property will be disposed of after a reasonable time. The College cannot accept responsibility for loss of items by students. Lost property is held at the front office.

## **NEWSLETTERS**

A newsletter informing parents and students of current and coming events, is sent home every two weeks. Students are expected to deliver this newsletter to their parents and guardians. It is also available electronically via email and on the school website.

### **SCHOOL PHOTOS**

Individual and class photographs are taken once each year as a pictorial record for each year group, and are available for purchase. Details will appear in a College newsletter.

### **SICKNESS OR ACCIDENT**

Students who become sick, or who sustain injuries, should report immediately to the class teacher. If necessary, they will give permission for students to be absent from class to see the College First Aid Officer who will provide support as required. Where a serious accident has occurred, students will be taken to a doctor or to a hospital and the parents 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 teacher in charge and given to the Deputy Principal. Students who are unwell before school are advised to stay at home.

### **SPEECH NIGHT AWARDS**

The following awards are presented at Speech Night:

Academic, Achievement, Citizenship and Biblical Studies (for each year level). Caltex Award (best all-rounder), Alan Meissner Award, Coral Howie Award, James Wong Award, ABC Yr 12 Biblical Studies Award, Industrial Technology Award, Home Economics Award, Dux of the previous year, Sanitarium Computer Award, Business Studies Award, Bruce Gilson Performing Arts Award, Junior Sportsman, Senior Sportsman, Junior Sportswoman, Senior Sportswoman Award and the Avondale College President's Scholarship.

### **SPORTS EQUIPMENT**

All sports and physical education equipment is under the control of the Physical Education Department which is responsible for its issue and for its collection immediately after use. Losses and breakages must be reported immediately.

### **STUDENT REPRESENTATIVE COUNCIL (SRC)**

Student leadership is an important element for school pride and student development. Many opportunities are provided for students to contribute to their school and the community. The Student Council facilitates many of the activities and programs of the College. The Student Council is made up of the following representatives: School Captains, Year 12 Leadership Team, 2x Yr11's + 1 rep from each year level Yr7-10.

### **TELEPHONE CALLS**

There is a phone available for student use at the front office and is only to be used at recess or lunchtime. Students must ask permission from the office staff. **The use of mobile phones is not permitted and phones are to be turned off at all times during school hours.** Parents are requested not to contact students while at school unless for emergencies. For minor matters, messages will be taken at the office and passed on to students during the recess or lunch break.

## **TRAVEL - GENERAL**

It is expected that no matter what mode of transport a student uses they will always conduct themselves in a quiet, considerate and Christian manner. Students should act with care, courtesy and common sense, maintaining their own safety and that of other travellers. Students are to go straight home at the end of the College day unless in the care of their parents/guardians. NO students are to loiter near shops or railway stations.

## **TRAVEL – SCHOOL BUSES**

The College provides a number of buses to assist in transporting students to and from school. The buses currently service a wide area of the eastern and south-eastern suburbs. Each application to travel on the buses is assessed but it may not be possible to fulfil every request. All the buses operate under the currently legislated maintenance requirements. Matters of safety are viewed seriously. Parents are to provide a written confirmation of any variation to travel arrangements and ring the bus driver if transport is not needed on a particular day. Students and parents are requested to familiarise themselves with the bus rules listed below which students must adhere to at all times:

1. Be on time at the bus stop
2. Sit down and face the front - do not kneel on the seats
3. Do not stand up or walk around in the bus while it is moving
4. Speak quietly and do not use bad language
5. No food or drink is to be consumed on the bus at any time
6. Do not throw anything out of the windows - keep head, arms, etc., inside
7. Do not damage or deface the bus in any way
8. Do not harass, tease or bully other passengers
9. Do not pull faces or make gestures to people outside the bus
10. Respect and obey the bus driver

Breaching the above rules will be dealt with severely, and may result in the student being refused access to the bus system.

## **UNIFORM**

Students must wear regulation summer or winter school uniform at all times, including to and from school. If you are not wearing uniform, you must take a note with a satisfactory explanation to the Head of Secondary who will issue a Uniform Pass. Lack of a satisfactory written explanation may incur an Infringement.

## **VALUABLES**

Students are advised not to bring valuables to school. Students with valuables or money are advised to leave them with teachers or at the school office as soon as they get to school. No responsibility can be taken if items are lost or removed from bags or lockers which should be kept locked at all times.

## **VISITORS**

Social visits to school by friends of students are not encouraged, and are only permitted during lunchtimes. All visitors must report to the front office and obtain a visitor's pass. Unauthorised persons on the college grounds will be asked to leave.

The Principal or Head of Secondary have the right to refuse any unwelcome visitors.

# Staff 2009

## ADMINISTRATION

Principal:	Mr Lyndon Chapman
Head of Secondary:	Mr Tony Harrison
Head of Primary:	Mr Peter Michalski
VCE Co-ordinator:	Mr Ian Lonsdale
Year 7-10 Curriculum:	Mrs Jenny Andrews

## TEACHING STAFF

Mrs Elizabeth Allen  
Mrs Jenny Andrews  
Mr Colin Bevan  
Mr Graham Blackburne  
Mr Mark Bower  
Mrs Jenny Catton  
Mrs Natasha Dines  
Mrs Bev Hankinson  
Mrs Lisa Hillier  
Mr Ormond Howard  
Mrs Helen Jakupec  
Mrs Meggan James  
Mr Noel Jenkins  
Mrs Rhondell Kelly  
Mr Marty Kutschker  
Mr Daniel Selent  
Mrs Bronwyn Slade  
Mrs Hanna Stekla  
Miss Heather Woodhouse

## LIBRARY STAFF

Mrs Debbie Godfrey

## OFFICE STAFF

Mrs Lindy Sperring  
Mrs Marie Roberts

## CHAPLAIN

Miss Jody Donovan