



Parent Handbook

THORN LIE CHRISTIAN COLLEGE

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INTRODUCTION

Thank you for taking the time to read the information in this handbook. The College Parent Handbook is designed to explain to parents the policies, procedures and expectations of the College. We would therefore encourage you to read through it carefully, if you have any questions regarding procedures please refer them to us for clarification.

The first section of the Handbook addresses the Aims and Educational Philosophy of the College, and a brief outline of the Primary and Secondary Schools. This material is also presented in the College Prospectus that you may already have had an opportunity to read.

We trust you will find the Handbook informative and will refer to it from time to time when you have questions relating to the operation of the College.

OUR HISTORY

Thornlie Christian College is a ministry of Thornlie Church of Christ that grew out of a vision to establish a Christian school based on Christian principles. The goal of the College was and remains to offer a high quality education through which students can learn the importance of academic learning, a balanced spiritual life and self-discipline. It is from this that we derive our motto, "Learning for Life".

Founded in 1984, the College has become an inter-denominational Christian College that provides a complete educational program from Kindergarten to Year 12. The College produces high calibre graduates and through its commitment to individual pastoral care and the learning needs of its students, has built a reputation for providing an education of value.

Affiliation

The College is affiliated to Christian Schools Australia (CSA), a national association of Christian schools that provides fellowship, support and advocacy for member schools. CSA member schools

provide an education that seeks to establish in students a practical understanding of how our Christian Faith applies to life, through the integration of Biblical principles into the curriculum.

In Partnership

To ensure success in achieving our objectives we recognise that an effective partnership with the family is necessary. To this end, we strongly encourage parents to participate in the life of the College in a number of ways including: helping out in the classrooms; supporting College activities and Parents-in-Action, our College parent group; joining the College Prayer Group; providing opportunities for work experience placement for our students; attending weekly assemblies; or volunteering to help in the library or office.

The College aims to be a close-knit community and our partnership with parents helps to build and maintain joint commitment to offering students the best possible educational opportunities. We hope you will come to know the College as a place where you are welcome to share and participate in the life of the community.

Educational Philosophy

Thornlie Christian College provides a complete educational program for students from Kindergarten through Primary & Secondary School. It is our belief that educational goals are best achieved by providing continuity for students and their families in an atmosphere where relationship and community are fostered and encouraged. In such an environment students have the security of being "known" and "belonging" and have the opportunity to excel to the best of their ability using their God-given talents.

Staffing

The "example" set by our teaching staff is fundamental to establishing and maintaining a caring environment and we take great care in the selection of our staff. We only employ Christian teachers whose lives reflect the Godly characteristics we seek to encourage and develop in our students.

We recognise the individual nature of each child as a special creation of God and aim to provide a range of educational experiences and training that allows each student to discover their personal talents and giftings. Specialist teachers assist in the development of these gifts, guiding students in their choice of subjects and helping them to achieve balance in their academic learning. We offer an education that encourages both academic learning and the development of Godly values. These values help to form the foundations for life and are vitally important to the spiritual, emotional, social physical and academic development of young people today. The presentation of these values in the curriculum and their demonstration in the lives of our staff serve to reinforce what is taught at home and in the family church.

Our hope and prayer for every student is that they make a commitment to our Lord Jesus Christ and learn to walk in His ways. It is through a relationship with God that our students will find real meaning in life and a genuine sense of purpose and worth.

Early Learning

At Thornlie Christian College, our early learning programs provide children with an excellent start to their educational journey. The Early Learning Centre provides children with a broad-based introductory program, giving them a tremendous introduction to formal learning and the College community, under the direction and care of Christian teachers. Socialization skills such as sharing, working together, courtesy, honesty and respecting others are reinforced. The curriculum introduces important fundamental Christian values through the sharing of Bible stories and themes. These are reinforced through the learning of scripture songs and memory verses. Children are also encouraged to pray together and for each other during daily devotions.

In our early learning programs we cater for the diverse learning needs of this age group. The combined program provides our children with the opportunity to be involved

in learning activities that are designed to meet their individual learning needs, while offering opportunities for reinforcing and extending learned concepts and skills.

Parents play an important role in the early learning of their children and are therefore encouraged to participate on a rostered basis in the daily program. This partnership with parents is fostered throughout the College and is important in achieving success for our students.

Primary School: (Kindy – Yr6)

In addition to the College's commitment to the core curriculum, the Primary School community enjoys the benefits of access to specialist subject teachers in many areas. These programs include Physical Education, Technology, Indonesian and Music to enhance the learning outcomes of our Primary School students.

A specialist Sports Teacher provides our students with many opportunities throughout the week to participate in vigorous activity and develop basic skills through the medium of enjoyable play.

A specialist ICT Teacher operating from the Primary School's own dedicated ICT Laboratory assists our students to develop their computing and media skills.

A specialist LOTE (Language other than English) teacher prepares our Primary students for the possibility of taking Indonesian as a language of study through to Tertiary entrance level.

The Primary School has two choirs, a Junior Choir and Senior Choir.

Opportunities also exist for younger students to interact positively through mentoring and buddy programs with more senior students. This interaction aims to encourage a College-wide sense of community and cooperation.

The Primary School program provides students with a balanced academic, social and spiritual development in preparation for entry to the Middle School.

Middle School: (Yr 7- 9)

The College Middle School is part of the Secondary School and caters specifically for students in Years 7 to 9 providing a modified program aimed at meeting the particular needs of students in this age group. Students in these years are strongly influenced by their peers and typically question previously accepted conventions, practices and values. They are also developing an awareness of social issues and acquiring personal interests. It is particularly important that during these years students are supported by teaching staff who understand this developmental stage and are able to relate positively to their students. The Middle School curriculum, while developed to meet the requirements of the Curriculum Councils' Framework, places significant emphasis on collaborative learning, integrated work units and values education. The emphasis on values is designed to reinforce and further develop a Christian worldview, providing students with a foundation from which they can examine and explore wider community and social issues. The main objectives of the Middle School program include:

- Providing students with a smooth transition into secondary schooling.
- Ensuring pastoral care is provided by staff who know the students and understand their needs.
- Providing the flexibility in programming to ensure that students are given the best opportunities to achieve success.
- Assisting students in the identification and development of their gifts and interests.
- Providing learning support where necessary.
- Extending gifted and talented students.
- Encouraging positive peer interaction.
- Building a sense of community and commitment to one another.

The Middle School program seeks to build relationships and assist our students in finding their place in the community. In doing so, our programs are designed to motivate interest in the wider community and guide students in their understanding of the world around them. In addition to the “core

curriculum”, students are exposed to a variety of electives including:

- Computing information systems
- Photography
- Home Economics
- Art
- Music
- Drama
- Physical education

The Middle School program is designed to keep students of this age interested and focused on their learning while helping them to understand their abilities and explore their limits in readiness for entry into the Senior College program and its various pathways.

Senior School: (Yr10 – Yr12)

Senior School life is challenging, varied and exciting, providing a variety of new possibilities for our students. The Senior School curriculum builds on the foundation laid by the academic and elective programs offered in Middle School. In years 10, 11 & 12 we fine-tune those skills by offering students a wide range of learning experiences and the support of enthusiastic Christian teachers who are there to listen, advise and inspire.

Our students are encouraged to strive for educational excellence and are well prepared for Secondary Graduation and a pathway to university, TAFE or the workforce. The College is recognised for its innovative and flexible programming, providing students with the opportunity to plan and select the ideal direction for achieving their personal goals. By combining subjects and learning strategies from the College's four distinct pathways – (TEE) Tertiary Entrance Examination, TEE-VET (Vocational Education and Training), VET and Ministry - a Thornlie Christian College course is structured specifically to suit the strengths and abilities of each student.

Our Senior School students have the positive support of committed teachers in small, focused classes. Our students benefit from the close attention that small classes afford and are well prepared for the rigours of further study at tertiary level, or entry into the

workplace. Students also enjoy the pastoral care and support of Form Teachers during these pressure-filled final years of their schooling. In addition to academic studies, the College encourages senior students to pursue other interests. Programs in Sport and Recreation and the Arts provide a balance to their study program. Our senior students are also encouraged to participate in service and leadership functions within the College community, including mentoring younger students, leading the College worship team, serving as prefects, or serving on the College Student Council. Serving in this way encourages the development of leadership skills and gives students the satisfaction of contributing to the College community.

Senior students at Thornlie Christian College have the full support of a close knit and caring team of staff who are committed to helping them set and achieve their goals and bring this stage of their learning journey to a rewarding conclusion.

VISION STATEMENT

Thornlie Christian College seeks to develop people of influence who engage life from a Christian world view, providing them with the skills to succeed in their chosen calling.

As the providers of a unique “pathways” style of Christian education, our staff seeks to equip, empower and envision students for a lifetime of Christian service.

The ‘*person of influence*’ referred to in our Vision Statement is each student who, on completion of their schooling at Thornlie Christian College, goes out into the world to live life in a Christ-centred manner. Their lifestyle will impact on those around them in such an influential manner that they will bring people to a saving knowledge of Jesus Christ and, in so doing, grow the Kingdom of God.

MISSION STATEMENT

In all its endeavours the Learning Community of Thornlie Christian College

seeks first the Kingdom of God and provides an environment where:

- Members are encouraged to value and engage in learning.
- Members are encouraged to achieve their full spiritual, intellectual, physical, emotional and social potential.
- The gifting of members are identified and developed for service.
- The curriculum is presented from a Biblical perspective.
- Christian faith and discipleship are nurtured.

OUR GOAL

Thornlie Christian College aims offer a high-quality education through which students learn the importance of academics, a balanced spiritual life and self-discipline.

AIMS OF THORNLIE CHRISTIAN COLLEGE

Thornlie Christian College, in its commitment to developing Christian character in its students, aims to:

- Encourage students to value and appreciate the benefits of a lifelong commitment to learning.
- Assist each student in achieving their full spiritual, intellectual, physical, emotional and social potential.
- Provide a curriculum that teaches students to think Christianly and develop a Biblical worldview against which life’s issues can be judged.
- Provide an environment where every student is encouraged to come to a saving knowledge of the Lord Jesus Christ.
- Guide students in growing towards Christian maturity and instill in them the principles of Christian living.
- Promote self-discipline through goal setting, responsibility and self-motivation.
- Assist in personal development, giving emphasis to those characteristics that are important for meaningful relationships and successful socialization.
- Emphasise the unique nature of each child as a creation of God.

- Develop an understanding of our relationship with our fellow human beings, and an appreciation of the individual student's place in the eternal purpose and plan of God.
- Provide a range of educational experiences and training, allowing each student to discover, develop and balance their personal gifting with their academic learning.
- Provide students with access to current technology.
- Create opportunities for the involvement of parents and community members in the academic program.
- Integrate local community and career related experiences into the curriculum of our secondary students.
- Teach basic principles of leadership, the dynamics of interpersonal relationships, and the Biblical standards required of a Christian leader.
- Impart analytical and problem solving skills to each student that can be applied across a range of learning and life experiences.

COLLEGE GOVERNANCE

Thornlie Christian College is a registered Company operated by an Association whose objectives involve the establishment and operation of a Christian College and the delivery of Christian Education programmes.

The Associations' members include all families who have children enrolled in the College and other community members who have applied for and met the criteria membership. Full membership and Associate membership is available to families. Only Full members have voting rights within the Association. An annual association membership fee is charged with the College tuition fees that must be paid before families are able to vote at association meetings.

The College is a ministry of Thornlie Church of Christ and is subject to the authority of the Church Eldership who maintain responsibility for the overall operation of the College. The Association

in most instances operates under the direction of its Board of Directors who are appointed by the Association to work with the Principal of the College to oversee its operation.

The Principal is the Chief Executive Officer of the College and manages all day-to-day operational affairs of the College under the Board's direction including the setting of curriculum and the employment of all College staff.

The Association may appoint parents interested in serving on the College Board after approval of their nomination by the Church Eldership.

The Church Eldership maintains responsibility for the spiritual tone and direction of the College and for the acquisition and or disposal of College assets and debt.

In the event that the College Board or Association were to make a decision, which the Church Eldership considered was contrary to the objectives of the College or its spiritual ethos, they may exercise their right of veto in overturning such decisions. The Eldership of the Thornlie Church of Christ maintains overall responsibility for the operation and management of the Association.

STATEMENT OF FAITH

At the very core of Thornlie Christian College is the Christian faith. Following are the College's principles of faith:

The Godhead

We believe there is one God, eternally existing in three persons, Father, Son and Holy Spirit. Deut. 6:4, Is. 40:28, 2 Cor 13:14.

The Sovereignty

We believe that God, being sovereign, exercises supreme and absolute control over all creation. We believe that the universe was created by the express Word of the Sovereign God, and not by chance

evolutionary processes. 1 Chron. 29:11,12, Dan. 4:35, Gen 1,2, Ps 33:6, John 1:3.

The Holy Scriptures

We believe the Bible was originally written to be the inspired Word of God, authoritative and inerrant. The Bible contains all that is necessary for salvation, and sets absolute standards for every age and life. No other authority is necessary. Ps 119, 2 Tim 3:16,17, 2 Peter 1:20,21, Matt 5:18, John 16:12,13.

The Deity and Work of Christ

We believe in the Deity of our Lord Jesus Christ, who through being the eternal Son of God, humbled Himself and became man. He was conceived of the Holy Spirit and born to the virgin Mary, so that He could reveal God and redeem sinful man. He accomplished our redemption and atonement by His sinless life, and His sacrificial death on the cross as our representative and substitute. His bodily resurrection is the assurance that our salvation has been accomplished. He is now in heaven exalted at the right hand of God, where He is our High Priest and advocate. We believe that He will return in power and glory to set up His Kingdom. John 1:1,2,14, Philip 2:6-8, Luke 1:35, John 14:7, Rom 3:24,25, 1 Cor.15:3-8, Rom 4:25, 1 Pet. 1:3-5, Eph 1:20, Heb 4:15, 9:24, 7:25, Matt. 24:30,31, 25:31-34.

Satan

We believe that Satan is a real being. Throughout the Bible he is always shown to be hostile to God and man. His defeat has been accomplished by the sinless life, death and resurrection of Jesus Christ. Victory over Satan and his works will be complete at the end of the age. Gen 3:1-6, Rev 12:9,10, Job 1:6,7, Matt 4:2-11, Is. 14:12-17, John 8:44, 1 Pet. 5:8, Acts 26:18, 1 John 3:8, Heb 4:15, 7:26, 2:14, Rom. 6:8,9. Rev. 20:10.

The Lost State of Man

We believe that man was created in the image of God, but through Satan's activity and Adam's subsequent sin, inherited a sinful nature, became alienated from God and is unable to regain his original

condition by his own efforts. Gen. 1:26,27, 3:1-6, Rom 5:12, Eph 2:12, Rom 3:23, Is 64:6,7.

Salvation

We believe that salvation is the free gift of God, given to man by grace and received by personal faith in the Lord Jesus Christ. There is no other way to re-establish man's broken relationship with God. Eph. 2:8-10, John 1:12, Eph. 1:7, Acts 4:12.

The Eternal Future

We believe in the resurrection of both the saved and the lost - they who are saved to eternal life in heaven, and they who are lost to eternal damnation in hell. Luke 16:19-26, 23:43, 2 Cor 5:8, 2 Thess. 1:7-9, Rev. 20:11-15).

The Person and Work of the Holy Spirit

We believe that the Holy Spirit is a person, is God, and therefore possesses all the divine attributes. He convicts the world of sin, righteousness and judgement. He indwells believers when they accept Jesus Christ as Lord and Saviour, sealing them for the day of redemption. His work continues in the life of believers, to produce in them a Christ-like character. It is the task of the Holy Spirit to glorify Jesus and reveal his word. Gen 1:2, Acts 13:2, 2 Cor. 3:18, Rom. 8:9, 1 Cor. 6:17, Eph. 1:13,14, 1 Cor. 12:12-14, Eph. 5:18, John 16:8-14, Eph. 4:30, Matt. 1:21.

The Church

We believe that the holy universal Church is made up of all born again believers. It is both a spiritual and physical body, of which Jesus Christ is the head. Eph. 5:25,27, 1Cor. 12:12-14, Eph. 1:22,23.

Christian Education

We believe that learning for its own sake, or in isolation from a knowledge of God and His plan, is of limited value. It is the function of Christian education to encourage the search for truth in the context of God's sovereignty, and His created universe. Eccl.1:18, 1 Cor.3:19, Eph. 6:4, Prov, 17:17, 14:6.. 22:6, 9:9,10, 16:4, John 18:37.

CONSTITUTION

Thornlie Christian College (Inc.) exists as a Ministry of Thornlie Church of Christ. Believing that it is the duty and privilege of Christian parents to provide Christian education for their children, and believing that this can be best accomplished by concerned action, namely, by the establishment of Christian schools, the Association hereby makes and adopts the following Constitution.

1. NAME:

Thornlie Christian College (Inc.)

2. OBJECT:

The object of the Association is to establish a school or schools to provide an education which treats all aspects of the curriculum in the light of God's word, and in which students will be encouraged to develop the abilities which God has given them as fully as possible as they grow towards Christian maturity in the fear and nurture of the Lord.

3. STATEMENT OF FAITH

Refer previous text.

4. POWERS

The Association has power to do all things necessary to provide a Christian Education for the children of its members. In particular, and without limiting the generality of the foregoing the Association may:

- a. Establish and maintain Christian schools.
- b. Publish or contribute to the publication of periodicals, journals, magazines, books, papers, pamphlets and information generally.
- c. Act as trustee, make investments, loans and guarantees and generally exercise the contractual, business and financial powers necessary or desirable for the more efficient achieving of its objects

and exercise of the powers conferred on it by this constitution or by law.

- d. Give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or corporation.
- e. Exercise all the powers conferred under the Associations Incorporation Act 1987 upon incorporation and in particular section 13 of such Act.

5. MEMBERSHIP

- a. Full Membership shall be open to any person over the age of 18 years interested in furthering the objects of the Association who declares his or her agreement with such objects, accepts and agrees with the Statement of Faith, and indicates, by active Church membership in good standing that he or she has received Christ personally as Lord and Saviour.
- b. Associate Membership Where any person is desirous of joining or supporting the Association, but is unable to agree fully with the Statement of Faith, the Board of Directors may admit that person to associate membership at their discretion. An associate member shall not hold any office not have any voting rights, but shall be entitled to all other privileges and responsibilities of full membership.
- c. Thornlie Church of Christ (Inc.) shall be admitted as a member of the Association, having all the rights and responsibilities of membership as specified in this Constitution. In all matters the Elders of the Church shall have rights of review and the power of veto. Should the Elders deem it necessary they shall have the right to give direction to the Association or its Board of Directors and may choose to exercise their rights in the manner set out in Clause 12 (Voting).
- d. The Association shall keep and maintain in an up to date condition a register of

the members of the Association and their postal and residential addresses.

6. SUBSCRIPTIONS

The annual subscription fee for the membership of the Association shall be such amount as is fixed from time to time by the Board of Directors. To exercise voting rights at any meeting of the association, members must be financial prior to the Annual General Meeting.

7. TUITION FEES

Tuition fees shall be such as are determined annually by the Board of Directors. In determining such fees, the Board shall make allowance for total family income where appropriate, and for the number of children from one family enrolled at the College.

8. ANNUAL GENERAL MEETING

There shall be an Annual General Meeting held in March of each year to elect Board Members, and receive the financial statements and reports, and approve the Budget.

9. OTHER GENERAL MEETINGS

- a. The Chairman shall call a General meeting or a Special General Meeting to be held within six weeks after he receives a request to call such a meeting signed by not less than ten per cent (10%) of the financial members and stating the business to be transacted at the meeting.
- b. The Chairman at the request of the Board of Directors shall call a General Meeting or a Special General Meeting.

10. NOTICE OF MEETINGS

The Secretary shall give at least two weeks notice of general meetings to all financial members of the Association.

11. QUORUM

A quorum for a General meeting shall be twenty five per cent (25%) of the financial members.

12. VOTING

- a. At a General meeting all questions other than amendments to this Constitution shall be resolved by a simple majority vote of the financial members present and voting.
- b. For the purpose of Sub-clause 1, each financial member, including the Chairman, shall have a deliberative vote. A tied vote shall require the question to be re-presented.
- c. The Elders of Thornlie Church of Christ (Inc.) may exercise their rights of direction or veto at any meeting by exercising voting rights equal to the number of voting members present plus one vote. In such case the Church shall appoint a person to act as proxy on its behalf. Such appointment shall be in writing and shall be inspected by the Chairman of the relevant meeting and shall be prima facie evidence of such appointment.
- d. Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting, to vote upon any motion at any Annual or other General meeting.

13. EXPULSION OF MEMBERS

The Board may terminate a person's membership after giving that person a reasonable opportunity of defence, by passing a resolution to that effect, on the grounds:

- a. That membership and/or school fees are more than 3 months in arrears (without there being in place an arrangement with the Board for their payment), or
- b. That the member has ceased to qualify for membership as set out in Clause 5 of this Constitution, or

c. That the member has conducted themselves in a manner unworthy of a member of the Association.
The right to terminate membership may not be exercised until:

- a. Reasonable notice has been given to the member in question of the intention to terminate their membership
- b. Written reasons for the proposed termination of membership are provided to the member at the same time as the notice contemplated by subclause (a) above, and
- c. The member is given reasonable opportunity to be heard and to respond to the reasons referred to in subclause (b).

14. RESIGNATION

Any member of the Association may resign from membership at any time by notice in writing delivered to the Secretary of the Board of Directors.

15. BOARD OF DIRECTORS

- a. There shall be a Board of Directors, consisting of nine (9) members of the Association, five (5) of whom shall be appointed by the Elders of Thornlie Church of Christ (Inc.), the remaining four (4) to be elected by the Association with no more than one (1) representative from any other single congregation or fellowship. Nominations for these four elected positions are to be presented to the Elders of Thornlie Church of Christ by the first Tuesday of the month in which the Annual or other General meeting is to be held. All nominees for elected positions must be approved by the Elders of Thornlie Church of Christ. The term of appointment or election is for a two (2) year period unless otherwise specified to fill an incomplete term.
- b. The Principal and Bursar of any school maintained by the Association shall be ex-officio members of the Board without

voting privileges. No other employee in any school maintained by the Association shall be entitled to be a Board member. Thornlie Church of Christ may also appoint an Elders' representative to be an ex-officio Member of the Board without voting privileges.

- c. The Board shall elect from its number a Chairman, Vice Chairman, Secretary and Treasurer.
- d. In the event of a vacancy on the Board due to resignation or otherwise, a replacement is to be appointed by the Elders of Thornlie Church of Christ or the Board determined by the procedures outlined in Clause 15.1. Such replacement shall hold office until the next Annual or other General meeting.
- e. The Board may appoint a member of the Board to act in the place of an office bearer during vacancies in that office or during absences of the office bearer or when the office bearer is unable to act, and a person so appointed has, while so acting, all powers and duties and may exercise all the functions of that office bearer.
- f. The members of the Association may recommend to the Elders of Thornlie Church of Christ the removal of a Board member from office on the following grounds:
 - Failing to attend three consecutive meetings without reasonable excuse.
 - Failing or neglecting to carry out the duties of the office.
 - Any of the reasons contained in Clause 13.
- g. The Elders of Thornlie Church of Christ may remove a Director from office at their discretion.

16. FUNCTIONS OF THE BOARD

Except as otherwise provided by this constitution and subject to resolution of the

Members of the Association carried at any Annual or other General meeting, the Board:

- a. Shall have the general control, management (through the Chief Executive Officer/Principal) and administration of the affairs, property and funds of the Association.
- b. Shall have the responsibilities for the setting of policies affecting the administration of the College and its educational programme.
- c. Shall have the responsibility for the ratification of appointment and termination of all staff (both teaching and non-teaching) and shall require employees to meet the requirements for full membership of the Association as set out in Clause 5.1.
- d. Shall determine the terms of reference of sub-committees and ratify appointments to such committees.
- e. Shall consider for approval applications for membership of the Association.

17. BOARD MEETINGS

- a. The board shall meet as often as the Chairman or the Board thinks necessary but at intervals not exceeding 2 months.
- b. The secretary shall give at least two (2) weeks notice of Board meetings to all Members of the Board.
- c. The quorum for a Board meeting shall be 5 voting members.
- d. VOTING: At a Board meeting all questions shall be resolved by a simple majority vote of members present and voting, and for that purpose each voting member, including the Chairman, shall have a deliberative vote. A tied vote shall require the question to be re-presented.

18. EXECUTIVE

The Executive shall consist of the Chairman, Secretary, Treasurer, Principal and Bursar.

19. FINANCE

- a. All moneys received for the purposes of the Association generally, or for the purposes of its schools, Committees or agencies shall be received and controlled by such persons or Committees as the Board may from time to time appoint.
- b. The Board shall authorise the opening of such Bank accounts as it may consider necessary and shall determine the method of operation of such accounts.
- c. The Board may make such other determinations regarding the finances of the Association, consistent with this Constitution, as may be appropriate from time to time.

20. SEAL

- a. The Chairman, Secretary and Treasurer for the time being shall be the official seal holders of the Association.
- b. The Common Seal of the Association shall be kept in the custody of the Secretary or such person as the Board may from time to time direct and shall only be affixed to any document or instrument at a meeting and pursuant to all resolutions of the Board and in the presence of at least two seal holders who shall sign any such document or instrument.
- c. The Secretary shall keep record of all documents on which the Seal shall be affixed.

21. INCOME AND PROPERTY RESTRICTION

The income and property of the Association however derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or

transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Association. Provided that nothing herein shall prevent the payment, in good faith, of remuneration to any officer or servant of the Association, or to any member of the Association, in return for any services actually rendered to the Association, nor to prevent the payment of interest at a rate not exceeding the current bank rate, on money advanced by any member of the Association.

CONDITIONS OF ENROLMENT GENERAL CONDITIONS

1. Students and parents/guardians agree to actively support the College's Vision and Values.
2. Student attendance is required at official College functions (eg. Awards Evenings) and all timetabled activities, including intra/inter school sporting events, camps, etc. Students are expected to attend College during the published term dates. If circumstances (other than illness) require a student to be absent from the College for a period greater than five (5) days, advance notification must be made in writing.
3. The College reserves the right to discipline students for breaches of College rules and general misbehaviour. The Principal reserves the right to suspend or permanently exclude a student from the College.
4. Parents/guardians who enrol their student in the College agree to accept liability jointly and individually for the cost of restitution for any damage resulting from the wilful or negligent actions of their student.
5. All fees and charges are to be paid in accordance with the College's fees schedule as published from time to time. The arrangements for payment of such fees and charges must be made prior to the commencement of the period to which they relate. Parents or guardians are jointly and individually responsible for ensuring payment of fees and charges
6. A student may be refused admission to a new term at the College if any fees and charges from the previous term remain unpaid and satisfactory alternative arrangements are not in place.
7. One term's notice in writing must be given to the College before the withdrawal of a student from the College, including withdrawal at the end of the year. Failure to give such notice by the last day of any term for withdrawal no earlier than the last day of the following term will involve the payment of one term's tuition fee dating from the last day of attendance of the student. This fee will only be waived in the case of there being, in the view of the Principal or Business Manager, extenuating circumstances that could not have been anticipated leading to the withdrawal of the student. These circumstances need to be set out in the letter notifying the intent to withdraw.
8. The payment of full fees is necessary to hold a guaranteed place whenever a student is absent from the College for any period of time during the year.
9. The College reserves the right to amend these conditions and the College's fee schedule from time to time without prior notice.
10. The College accepts no liability for personal property brought to the College or a College excursion or event.
11. All students are bound by the College rules and regulations issued by the Principal from time to time.
12. Parents agree to provide details of any mental, physical or behavioural conditions of a student enrolled at the College that may affect their learning or welfare, or the learning or welfare of another student, or the welfare of any person at the College.
13. Parents or guardians have read and agree to the College's Privacy Policy.
14. It is the obligation of the parent or guardian to provide the College with current and updated information.

CHRISTIAN EXPECTATIONS

1. Parents and guardians will declare unequivocal support for the Statement of Faith of the College.
2. Parents and guardians will pray for the College, its staff and programmes.
3. Parents and guardians will lay a spiritual foundation through a Godly example at home.
4. Parents and guardians will support the College's endeavours to develop in their children a Christian world-view.

GENERAL COLLEGE EXPECTATIONS

Student Punctuality

Parents are expected to ensure that students attending the College arrive in good time and are picked up promptly after school. Students arriving late are required to report to the Student Services Office to collect a late slip, which must then be presented to either the form teacher or the classroom teacher before they will be admitted to class. Parents are asked to accompany children to the office to explain their lateness.

Student Absences

If for any reason your child is absent from school, we ask that you contact the **College absentee line (9456 3025)** and let the office staff know before 9:00 am. Class rolls are checked during the first form period for the day and form teachers return a list of absent students to the office by 9:05am. If no notification has been received from parents by this time the office staff will attempt to call families to confirm the whereabouts of students who have not been accounted for. This procedure is a duty of care issue and designed to ensure the safety of our students. Priority will be given to contacting the parents of younger students followed by more senior students.

The College is required to keep a record of student attendance for up to five years. We therefore require families to provide the College with an explanatory note for every absence from school. Please note that memos in class diaries are not sufficient. If you have rung through to the office to

inform the staff that your child will be absent the telephone message slip will be given to the class or form teacher and may be kept as a note of explanation.

Supervision

Please note that students should not be dropped at school before 8:30 am in the morning and should be picked up promptly after school in the afternoon. If you are delayed in the afternoon for any reason please ring the College as early as you can so we can make sure your children are not left unsupervised. If you do need to drop your children off early or they are left at school after the teaching duty ends, please be aware that staff are on supervision duty from 8:30 am in the morning until 8:40 am when the first siren sounds and in the afternoon from 3:10 pm until 3:40 pm.

Visiting the College

There may be times when parents need to visit the College to drop off children or help out in classes etc. If you are visiting the College during school hours i.e. 8:40 am – 3:30pm we ask that you report to the office to sign in and obtain a Visitor's Badge. On leaving the campus we ask that you return to the office to sign out and return the badge. Again, this is a safety requirement that helps us to track visitors to the College. Students can quickly recognise staff and approved visitors as both staff and visitors are required to wear an identification badge. This procedure is also important in an emergency in determining who is on campus.

Excursions / Incursions

Teachers often plan excursions and incursions to enhance their programmes and reinforce student-learning outcomes. Before any excursion takes place teaching staff are required to complete an application form, which includes a copy of notes/letters to be sent home, safety provisions, transport issues etc. to ensure student safety while on the excursion.

Upon enrolment you are requested to sign a Notice of Permission for excursions and photographs. This Permission is updated annually and you may review these

permissions if circumstances require it. You can assist with the process of organising an excursion by making sure that you complete and return information and payment slips in good time and by offering to help your children’s teacher with adult supervision on the excursion.

Students are required to cover the costs of both excursions and incursions.

Dress Standards

As you are aware the College has high expectations for dress standards. These apply to both students and staff. We ask that if you are visiting the College, you dress in a manner consistent with our expectations for staff. As a general rule of thumb think “neat casual”, “practical” and “modest”. The example of adults is important in reinforcing our expectation for students to dress appropriately. Your cooperation in this matter is greatly appreciated.

LIBRARY

Currently the Library is located in the Middle School quadrangle and has access to the adjoining computer laboratory. The sections of the library include Picture books, Primary fiction, Middle School fiction, Senior School fiction, Non-fiction, Secondary School non-fiction, Reference, Closed Reserve and Staff Resources. There are a number of public access computers that are networked to the main school library catalogue and students can facilitate searches and reserve books within the library. Internet access is also available to students for research.

All students are issued with a library card, which is held in the library. Library books can be borrowed for two weeks and this period may be extended by a further two weeks, as long as the book has not been reserved by another student. Students can access the library during scheduled recess and lunch times. With the class teacher’s permission they may use the library during class time for research.

Pre Primary to Year 6

Primary School students have a weekly library time when books are exchanged and the teacher librarian provides lessons. These lessons are designed to promote library awareness, develop research skills and will include a range of activities to demonstrate these skills.

Primary School students must have a library bag to borrow books.

Middle School & Senior School

Students may exchange library books during recess and lunch time. Class texts are issued from the library and each student is responsible for the texts issued in their name and must ensure they return that book when it is no longer required.

Overdue, Lost and Damaged Library Books

The procedure for overdue library books is as follows:

1. Two weeks overdue: the student is given a printout reminder.
2. No response to this reminder after one week: a second printout reminder is posted home.
3. Still no response after a further week: an invoice for the replacement cost of the book is posted home.
4. Borrowing rights are suspended until the book has been returned or payment made.

For library books/texts that are damaged beyond repair an invoice will be sent home for the replacement cost.

The library is an essential part of a student’s life and therefore developing effective research skills and a sound understanding of how a library works is most important.

CLASS TIMES

Bell Times	
8:40	First Bell
8:45	Form Begins
9:00 – 9:45	Module 1
9.48 - 10:33	Module 2
10.33 – 10:48	Recess

10:50 – 11:35	Module 3
11:38 – 12:23pm	Module 4
12:26 pm– 1:11	Primary School Lunch
	Module 5
1:11pm – 1:50	7-12 Lunch.
1:55pm – 2:40	Module 6
2:43pm – 3:23	Module 7
3:23pm – 3:30	Clean-up Time
3:15pm	Primary School End of School
3:30pm	7-12 End of School

ASSEMBLIES

Assemblies for the Primary, Middle School and Senior Schools are held separately so as to address the specific needs of each group.

The Primary School assemblies are held fortnightly on Monday mornings in the Primary undercover area.

Middle School assemblies are held fortnightly on Thursday mornings in the Middle School quadrangle.

Senior School assemblies are held fortnightly on Thursday mornings in Room E2 in the new Science Block.

Assemblies normally commence promptly at 8:50 am. Assembly usually last one module (approximately 45minutes). Please ensure that your children are on time for assembly.

The assembly will include an opening prayer, the singing of the National Anthem, perhaps a praise and worship song, an appropriate Bible reading and a short item by the presenting class. Different classes and groups of students will be rostered to run the assemblies each fortnight. The assembly may also include a short devotional presentation by a staff member, the College Chaplain or a guest speaker.

We welcome the attendance of parents, family members and friends at our Assemblies.

TELEPHONE USE

While at school, students are not permitted to make phone calls for any reason other than illness or emergency. Students are therefore NOT permitted to have mobile phones with them at school. If you need to

contact your child with a message or details of a change of pick-up plans etc, you will need to ring the College office. A message will be taken and relayed to the student through the class or form teacher.

If a student is unwell and needs to be sent home they should, in the first instance, report to the class or form teacher who will refer them to the Student Services Office where staff will assess the student's condition and phone home if required.

SCHOOL BAGS

The College does not provide lockers for students at this time. Therefore students in the Middle and Senior Schools are expected to keep their books at home and plan for each day by bringing only those books that are necessary. The College endorses the use of a wheeled bag to prevent back injuries caused by carrying heavy book bags.

Primary students have book trays in their classrooms where they are able to store many of their books.

CAR POLICY FOR STUDENTS

Students in Year 12 who wish to drive a car to and from the College must first seek permission from the Principal or the Assistant Principal of the Secondary School and must complete a Student Vehicle Information Sheet.

Once given permission, the student may drive to and from the College. Students must park in the allotted bays within the College grounds and are not permitted to go to vehicles during the school day. The vehicle may only carry student passengers who have an approval in writing from their parents/guardians to travel in the nominated vehicle. This must be obtained before any student can be transported in a car driven by another student. The Vehicle Information Sheet and the Approval of Passengers to travel must be given to the Assistant Principal of the Secondary School.

Failure to observe these regulations will result in the loss of “driving privileges”.

PROCESS FOR STUDENT LEADERSHIP TEAM ELECTIONS

The College Student Leadership Team consists of the following:

College Captain, College Vice Captain or Head Boy, Head Girl, Prefects, House Captains, Student Councillors and if necessary Bus Monitors.

Prefects/ College Captain, Vice Captain, Head Boy, Head Girl

The following is the procedure for the selection of Prefects, College Captain, Vice College Captain, Head Boy and Head Girl, House Captains and Student Councillors. Any Year 11 student may nominate.

- Prefect Nominations are open in week eight of Term Three and close in week nine.
 - A written application must be completed by each nominee addressing certain criteria.
 - Students who choose to be considered for the position of College Captain or College Vice-Captain, Head Boy or Head Girl, must indicate this preference on the nomination form.
 - Those who choose to stand for College Captain or Vice Captain, Head Boy or Head Girl, are required to present a five minute speech at a whole Secondary School assembly in week nine stating why they would like to be elected to this position.
 - Those standing for the position of Prefect will at the same assembly, introduce themselves and briefly state why they would like to be elected to the position of Prefect.
 - Immediately following the assembly a secret ballot is held for all students in the Secondary School to vote for their choice of Prefects, Head Boy and Head Girl in preference order.
 - The staff are also invited to vote.
- As a result of the voting “Prefects in Training” are announced at the end of third term, Whole School Assembly.
 - At the commencement of Term Four the “Prefects in Training” perform as Prefects in a probationary role under the guidance and leadership of the current Prefects.
 - In week two of Term Four still as “Prefects in Training” they take over from the present Year 12 Prefects until the final day of the Year.
 - In week six of Term Four, an interview is arranged between the Principal, Assistant Principal Secondary and the student.
 - In week eight of Term Four, the final stage of the selection process takes place. An interview is held with the selected students and their parents so that both parties understand their responsibilities. If still considered suitable, the student is offered a place on the team. If the position is accepted a contract is signed by both the student and the parents indicating they understand what is expected of both parties.
 - A letter is sent to each Prefect nominee prior to the Awards Night advising them of their successful appointment or otherwise, to the position of Prefect for the following year.
 - The Prefects are announced at the College Senior School Awards Night along with the announcement of Head Boy and Head Girl or College Captain. Each is presented with their badge.
 - Depending on the number of suitable applicants, the Prefects will be given Chairperson roles in all or a number of the following:
 - College Captain
 - College Vice-CaptainOR
 - Head Boy/ Head Girl
 - Chairperson – Entertainment / Functions
 - Chairperson - Publications
 - Chairperson - Worship
 - Sports Captain
 - Chairperson - Social Concerns & Environment

- Chairperson - Fundraising.

Prefects are expected to attend a Prefect Retreat at the beginning of Term One. The College Captain and Vice Captain or Head Boy and Head Girl Chair the Prefect meetings and oversee the Prefects. Prefect meetings are held fortnightly, first and third Wednesday, Chairperson/Committee meetings on the second Wednesday of the month and Student Council meetings on the Fourth Wednesday of the month.

House Captain and House Vice Captain

Any student in Year 11 or 12 may nominate to become a House Captain or House Vice Captain. Two students are elected from each House - preferably one Male and one Female. The following is the procedure:

- Nominations open on Friday of Week One of Term One and close on Wednesday of Week Two.
- A nomination form is completed by each nominee addressing criteria on why they would like to be chosen as a House Captain or Vice Captain.
- Those who choose to stand, present a speech at a House meeting in Week Two.
- Voting (secret ballot) takes place in all Secondary School Form Classes the following day.
- The announcement of the successful candidates and presentation of badges is made at a Secondary School assembly in Week Three.

House Captains attend Committee meetings held on the second Wednesday of each month and Student Council meetings on the fourth Wednesday of each month.

Student Council Representatives

The Student Council consists of College Captain, Vice Captain or Head Boy, Head Girl, Prefects, House Captains, and Vice Captains, two Students Councillors from each Form class and Bus Monitors.

The following is the procedure for electing the two representatives for each Form in the Secondary School.

- Nominations are open in Week Three of Term One and close in Week Four.
- A nomination form is completed by each nominee addressing the reasons why they would like to be a Student Councillor and represent their Form.
- Form elections are held in Week Four.
- Announcement of the Student Councillors and presentation of badges is made at the assembly in Week Five.
- Student Councillors may be elected for one semester or for the whole year. This is at the decision of the Form Teacher.
- Head of the Student Council are the two Year 12 representatives who Chair the meetings.

Student Council Meetings are held on the fourth Wednesday of each month.

Bus Monitors

The appointment of Bus Monitors is at the discretion of the Principal and the Bus Drivers.

If they are required they are chosen from responsible Year 12 or Year 11 students who travel on College buses by the Principal in consultation with the College Leadership Team.

- Bus Monitors are part of the Student Leadership Team
- Bus Monitors are required to attend Student Council Meetings
- Bus Monitor badges are presented at an assembly

UNIFORM

INTRODUCTION

This Document outlines the College Uniform requirements and addresses issues pertaining to both dress and appearance. We believe the uniform encourages students to take pride in their school and eliminates competition in what they wear. The College uniform is compulsory and students are expected to wear it while travelling both to

and from school and at all times during school hours, the only exception being special non-uniform events. While in uniform, students represent the College and are readily identifiable, it is expected therefore, that the uniform be worn correctly and kept both clean and in good repair.

Matters pertaining to hairstyles, jewellery and other dress requirements are designed to ensure students follow acceptable standards of modesty, safety and hygiene. We would ask that you support the College in the implementation of the uniform policy by ensuring that your children are correctly attired. If there is some genuine reason why your child's uniform is incomplete, you will need to send a note of explanation. Non-compliance with the uniform requirements may result in students being sent home until the matter is resolved.

BATHERS

The College requires students to wear a regulation swimsuit when involved in the College swimming programme.

Girls: College Swim shorts may be worn over the swimming costume.

Boys: Racing briefs may be worn with or without the College swim shorts.

All students to have their own towel for swimming lessons and carnivals.

HAIR

The general rule concerning hairstyles for both boys and girls is that the style be neat and tidy. Extremes in hairstyles and hair colour are not permitted. Hairstyles should be neat and reflect generally accepted standards in the community. The style must be such that hair does not cover the eyes or face. Hair colour is not to be changed so that it is noticeably different to natural colouring. If hair is worn at such a length that it does cover the eyes or face or reach the collar, it must be tied back using a scrunchie/ribbon conforming to College colours.

HATS

The School has a "no hat, no play" policy which is enforced during terms one and four. Please ensure that your child has a school hat. Non-uniform hats and caps are not permitted. Hats should be clearly labelled

and may be left in the classroom at the end of the day to ensure it is at school with your child each day.

HEMLINES

Girls dresses and skirts MUST touch the knee. (Skirts which just meet the requirement on girls who are growing rapidly, will need to be altered more frequently.)

HOUSE FACTION SHIRT

The sports shirts with House colours in the collar are compulsory and are to be worn for all sporting activities.

LOGO

The Logo must be on all items as indicated on the uniform list.

LOST PROPERTY

All property brought to the school should be clearly marked with the owner's name. Lost property is placed in Student Services and can be claimed from the Student Services Officer. Parents are encouraged to make regular checks on student clothing, to see they have not brought home someone else's property by mistake. This applies in particular to hats and jumpers.

MAKE-UP and JEWELLERY

All Students -

Make-up is not to be worn at school (this includes nail polish).

In regards to jewellery:

Boys are not permitted to wear jewellery other than a watch.

Girls may wear a maximum of one plain stud or sleeper (no coloured stones or pattern) in the lower part of the lobe in each ear. No other jewellery is to be worn other than a watch.

Please note: Medic Alert bracelets do not qualify as jewellery.

Jewellery should be confiscated from students who persist in breaching the rules in this regard. Confiscated jewellery is to be placed in a secure envelope and given to Student Services.

The student's parents will be required to collect confiscated items from Student Services.

Non-uniform items:

No non-uniform items may be worn with the College uniform.

Students may only wear a white singlet under their shirt. The singlet may not be visible below the shirt.

SPORTS SHOES

Sports shoes are to be low-cut, light weight and predominantly white - with white or non-marking sole. A low-cut sports shoe is required to allow flexibility at the ankle to reduce knee injury. To check if the sports shoe is low-cut the ankle bone should be able to be seen.

UNIFORM VIOLATION

In order to ensure that we are consistent in maintaining the standards of Thornlie Christian College, we will be conducting regular uniform checks. Non-conformity to the uniform policy will result in a uniform infringement being given.

LOST PROPERTY

All property brought to the College **must** be clearly marked with the student's name.

Lost property is kept in the Student Services and may be reclaimed from there. The College encourages parents to check from time-to-time, the names in the clothing their children bring home as mix-ups can and do occur.

The College advises students not to bring valuable items to College and can accept no responsibility for items that are mislaid.

Lost Property – General

The items listed below are not to be brought to College by students. The College will not accept responsibility for the loss or damage of banned items that are brought to school.

Banned items include;

- Mobile phones
- MP3 players
- Electronic Games
- Toys etc

PARENTAL INVOLVEMENT

Parents are encouraged to be involved in the education of their children and as a staff are committed to work at maintaining openness in our relationships with parents. The stronger the Family/College relationship is, the more secure your children are likely to feel in the College environment and this is bound to have a positive impact on their development.

During the course of the year the College organises a number of events, which are designed to bring the College community together and provide parents with the opportunity to meet both formally and informally with the staff. We encourage you to make the most of these opportunities and keep in close contact with your children's teachers. We are a community and communication is vital if we are to be effective in our shared responsibility for the children in our joint care.

College special events include:

- Commencement Service in Term One
- Association's Annual General Meeting
- Concert Nights
- School Assemblies
- Information Evenings
- Parent Teacher Evenings
- Open Day
- Special Prayer Events
- End of Year Awards Nights
- Sporting Carnivals (Swimming and Athletics)

REPORTING TO PARENTS

TERM 1

- An acquaintance night will be held early in term one for parents to meet classroom/form teachers and other staff working with their children. Classroom programmes, expectations and procedures are explained to parents at these meetings.
- An interim report is prepared and sent home for both Primary and Secondary students in term one.

TERM 2

- Parent/Teacher interviews are held in Week 2 or 3 to discuss student progress as reported in the Term 1 Interim Report.
- Semester reports are prepared for the whole College.
- Primary School Staff prepare work portfolios, which are discussed with parents at parent/ teacher interviews.

TERM 3

- Parent/Teacher interviews are held in week 2 or 3 to review students' progress in the First Semester and set goals for the Second Semester.

TERM 4

- End of year reports are prepared for the whole College.
- Primary school staff prepare 2nd semester portfolios.

GRIEVANCE POLICY

Introduction

As a Christian College it is important to stress that while we recognise that grievances can and do arise, there is a biblical pattern for resolving such issues that is aimed at bringing about resolution without undermining or damaging relationships. While we would hope that such issues will not arise, it is important that when they do, there is a procedure to guide staff, students and parents in addressing such matters.

Rationale

The ministry of an effective Christian school is dependent on the existence of positive relationships among, and between, members of the school community at all levels. The importance of unity cannot be overstated as we have a responsibility before our students to model Christian behaviour in every area, particularly our relationships. In fact, we are commanded to live in relationship; first to love God and then to love one another. Our relationships with one another are a reflection of our corporate spirituality. When issues arise which jeopardise our unity we should

endeavour to resolve them in ways, which maintain relationships and bring glory to God.

As a general premise, we believe that any conflict is best resolved at the lowest possible level.

Practice

1. The procedure here is clear; first go to the person with whom you have a dispute.
 - 1.1. In the College context the first port of call if the matter involves a staff member is to go to the staff member concerned and attempt to resolve the matter at that level.
 - 1.2. As a matter of courtesy ring the College and make an appointment to see the staff member or ask them to call you back.
 - 1.3. We generally don't interrupt teachers with phone calls when they are in class so please don't be offended if the office staff offer to take a message or ask if the staff member can return the call.
 - 1.4. It is also helpful if you can give some brief indication as to the nature of your concern before a meeting so staff have the opportunity to prepare for the meeting.
2. If the matter concerns a student or students you need to refer these issues to the Form Teacher in the first instance or the teacher who was responsible for the class when the incident occurred.
3. If you are unable to resolve the matter at this level it is appropriate to involve a third party.
 - 3.1. In the school context this would be the staff member's up line manager.

4. For student issues this would be the Form Teacher first, then the Assistant Principal of the relevant school.
5. If the matter remains unresolved at this level you would arrange a meeting with yourself, the Form Teacher, the Assistant Principal and the Deputy Principal to discuss the issues at this level.
6. If the matter is still not resolved then it will be brought to the attention of the Principal, by the Deputy Principal.
7. If you are still not able to resolve the issue at this level then you should ask the Principal to make an appointment to meet with the Principal and a member of the College Board.

Exceptional Circumstances

In the event that a matter of serious incompetence or sexual misconduct is involved, the matter should be referred to a staff member's senior manager. In most instances this will be the College Principal. In the event that such an issue involves the Principal the matter should be referred directly to the College Board.

This does not in anyway negate the responsibility we have to refer issues in the first instance to the person concerned. Even issues of this nature should not be referred above the heads of those responsible for dealing with such issues. This avenue is only to be used where the sensitivity of the issue requires the direct involvement of a Senior Manager.

STUDENT ASSESSMENT POLICY

INTRODUCTION

The evaluation of student learning is an integral part of the teaching process. Not all evidence of learning is formally assessed but students are given an assessment on completion of tasks or by way of tests and examinations. The components contribute to a formal grade giving insight into the progress of a student as well as providing accurate, objective, equitable indications of the student's achievement of specified

outcomes. In Year 11 and 12 the assessment must comply with Curriculum Council requirements.

COMMENCEMENT OF COURSE

At the commencement of a course of study, all students in the Secondary School will be provided with a course outline and an assessment structure.

All students must receive the course's assessment structure prior to being required to complete any assessment item.

The detail provided in the course outline will vary, but generally the information given to students will be reasonably detailed.

In the Senior School changes to the assessment components or their relative weightings during the year must be given in writing.

SUBJECT ASSESSMENT REQUIREMENT.

ALL of the assessment tasks stated on the Assessment Program for each subject **MUST** be completed.

All assessable work must be submitted on the date specified - **UNLESS** special circumstances exists, and an alternative date has been specifically negotiated with the teacher **PRIOR** to the submission date.

LATE SUBMISSION OF ASSESSMENT TASKS AND ASSIGNMENTS

Teachers, in association with the Learning Area Co-ordinator will establish whether, and to what extent, penalties will be imposed for late submission of work. Students should be informed about any penalties at the commencement of the course. If a penalty is imposed parents should also be notified via the Homework Diary.

When a student has been ill and away from school, it is the student's responsibility to submit any work due immediately upon her/his return. Long term illness should be referred to the Learning Area Co-ordinator. A

student will not be penalised for illnesses or family circumstances out of their control.

FORMAL ASSESSMENT TASKS NOT COMPLETED IN YEAR 11 AND 12

Formal assessment Tasks are those for which the assessment is to be added towards the "School Mark" or is counted towards the prescribed outcomes in Outcomes Assessed Courses.

IN CLASS ASSESSMENTS (WRITTEN AND ORAL)

Throughout the year, several assessment pieces are to be completed in class. If you are absent for one of these prescribed assessments then **A MEDICAL CERTIFICATE MUST BE PROVIDED** - or evidence of **EXCEPTIONAL CIRCUMSTANCES** existing.

On receipt of the above one of the following will apply:

- an alternative time will be allocated for the task to be performed.
- the students will be recorded as absent and the student's results for other similar assessments will be averaged to provide the assessment component for this task in the School Mark.
- Where no satisfactory explanation has been received, the student will have a mark of 0 (zero) recorded for the task/assessment. A letter will be sent to the student's parents advising that in line with Curriculum Council guidelines, in the event of another task/assessment being missed without satisfactory explanation, the student will be recorded as "**Unfinished**" in the course and this will mean that the course cannot be counted towards Secondary Graduation. The missed test must still be completed in order to avoid a final result of "Unfinished".

EXTENDED TASKS - (TEE and Courses of Study subjects)

Where advance notice of difficulties has been provided to the College prior to the assessment task, subject to suitable arrangements being possible, an appropriate extension to the submission date will be arranged. Where such an extension is not possible for reasons of fairness to other students, the student's results for other similar assessments will be averaged to provide the assessment component for this task in the School Mark.

Where no satisfactory explanation has been provided, an extension of time will be provided but a penalty of 20% mark deduction per day and 30% per weekend will be given. If the penalty should reach 100% the mark recorded will be 0 (zero). Parents will be advised that in line with Curriculum Council guidelines in the event of another task being missed without satisfactory explanation, the student will be recorded as "**Unfinished**" in this course and this will mean that the course cannot be counted towards Secondary Graduation. The task must still be completed to avoid a final result of "Unfinished".

EXTENDED TASKS - (Outcome Assessed Courses)

Where advance notice of difficulties has been provided to the College prior to the assessment task being due, and subject to suitable arrangements being possible, an appropriate extension to the submission date will be arranged.

Where no satisfactory explanation has been provided, the student on submission of the task/assignment will not receive a grade higher than an "**S**".

In the event that a task/assignment is not handed in for assessment an "**Unfinished**" will be recorded in this course and the course cannot be counted towards Secondary Graduation. The task must still be completed to avoid a final result of "Unfinished". Parents will be notified by letter.

NOTE - It is essential that all students recognise that it is **their** responsibility to initiate discussions **before** the deadline if there is any danger that the deadline will not be able to be met.

SATURDAY DETENTION - In the event that students, after being given an extension, still fail to submit work for assessment an Academic Saturday Detention will apply. A letter will be sent home to the parents informing them of the situation.

PLAGIARISM, COLLUSION, CHEATING

Cheating in exams or tests is considered unacceptable and offending students will be disciplined. The penalty will be authorised by the Assistant Principal or Deputy Principal and the parents will be informed in writing. Most often the student should anticipate a mark of 0(zero) for that component of the course.

COLLUSION / PLAGIARISM

It is appropriate for students to seek assistance from family members, friends, or private tutors when having difficulty understanding work. However, when a student uses someone else's words or ideas without acknowledging that they have done so this constitutes plagiarism and **NO credit** will be awarded for the assessment task.

DISCLOSURE OF PERSONAL INFORMATION

Please be aware that because of the Duty of Care regulation under which all teachers operate, any information that is disclosed in a student's personal writing may need to be disclosed to another appropriate party.

STUDENTS WITH SPECIAL NEEDS

The College will always cater for the needs of students in an appropriate way and in accordance with Curriculum Council guidelines.

BEHAVIOUR MANAGEMENT POLICY

The College Behaviour Management Policy is based on a biblical model of discipline, which has at its core an understanding that discipline is not focused on punishment but rather training. The emphasis is on future direction and is therefore designed to move students progressively towards **self discipline** and **responsible behaviour**.

The following scriptural references provide the biblical framework on which the College Discipline Policy is modelled.

PROVERBS 22:6 TRAIN up a child in the way he should go and when he is old, he will not depart from it

EPHESIANS 6:1-2 RESPECT AND HONOUR – Children obey your parents in the Lord, for this is right, Honour your father and mother for this is the first commandment with a promise.

Parents have specific authority over children as outlined in Col 3:20. However, while students are at school, this authority is transferred to the classroom teacher. Based on this understanding the College recognises the need to inform parents of action taken and where practical, work with them to resolve behavioural difficulties that may arise at school.

The College Behaviour Management Policy is a means of helping students become more disciplined in their choices and actions, to encourage students to have a compassionate heart and do the right thing and to respect, appreciate and be aware of the needs of others.

It has been identified that “discipline” is one of the most important reasons parents consider enrolment at our College.

In the application of its Behaviour Management Policy the College recognises that there are three key elements, which must form the basis of any disciplinary action, **consistency, clarity** and **fairness**. These characteristics need to be evident in

each individual teacher as well as corporately among all staff members.

CHOICE & CONSEQUENCE

This is a critically important life-lesson that we aim to teach our students via our Behaviour Management Policy. "Choice and Consequence" should become an 'oft-repeated mantra' as we interact with our students. We need to be encouraging our students to think about their choices and the potential consequences before deciding on a particular course of action.

Additional to this, the policy is based upon the right of every child at Thornlie Christian College to learn in a **safe** environment, which is free of disruption and similarly, the right of every teacher to teach with the same expectation.

RELATIONAL INTERACTION

The foundation for all teacher/student interaction *must* be based on *relationship*. Firstly, teachers building a relationship with the students in their class will result in more cooperative students in general. Secondly, disciplining from a relational foundation is likely to have a greater and a more positive impact on the student. In contrast, disciplining "out of relationship" will tend to create an opportunity for resentment and/or a "teacher vs. the rest" atmosphere to develop in the classroom.

INFRINGEMENT CATEGORIES IN THE BEHAVIOUR MANAGEMENT POLICY

Inside the Classroom

Disruption in a Module of Learning
An automatic Send-Out
Issue of No Tolerance
Personal Management (an accumulation of any three of the following with the same teacher)
Late to class/no pink slip
Diary not signed or not brought to class
Not prepared for class ie no books, equipment etc
Homework not attempted/completed/handed in

Outside the Classroom

Not lined up outside the classroom ready to commence the module
Being in an Out of Bounds area
Being out of class without permission

Eating on the Oval
Littering
Inappropriate language
Issue of No Tolerance

Uniform

Wearing Incorrect Uniform without a green slip
Uniform incorrectly worn/untidy
Hair untidy/not applying to hair policy
Wearing makeup
Jewellery other than what is acceptable

Other

Mobile Phone, MP3 Player, iPod, electronic equipment infringement
Chewing gum
Very Late for Class/School
To be determined by the teacher

NO TOLERANCE

The College will have **No Tolerance** for the following actions of any student/s. While expulsion is not a preferred option there are occasions when immediate expulsion may be the result.

Possession of/sale of illegal substances or materials (unless medically prescribed) and dangerous items.

Harassment

Bullying or intimidating behaviour
Sexual – physical, verbal, innuendo
Physical - deliberate tripping, hitting, punching
Verbal - name calling
Exclusion

Vandalism or Graffiti - drawing, scratching on desks or chairs, equipment, hired books
Mistreating/destroying College property

Theft Taking College property or another person's property without permission

MANAGEMENT OF THE DISCIPLINE POLICY

Behaviour Management in our College is a community matter and all staff, students and parents are required to fully endorse and support the implementation of the policy.

When implementing this policy staff will take into consideration any special needs that a student may have. Due consideration will be

given based on advice from specialised staff (eg. College Psychologist, College Chaplain) and outside agencies.

Most disciplinary issues will be dealt with by the classroom teacher. If unresolved at this level:

- In the Secondary School, the student will be referred to the Deputy Principal. The Assistant Principal will be kept informed.
- In the Primary School the student will be referred to the Assistant Principal. The Deputy Principal will become involved as necessary.

The Principal will be involved in extremely serious situations that may involve an expulsion.

Application of the Behaviour Management Policy - Primary

Inside The Classroom

For misbehaviour during class the teacher may send the student to a pre-arranged 'Buddy Class'. When this happens the teacher will notify the parents and the Assistant Principal will be informed.

Disruption of the Class

Over the course of the day the following System will be followed

For an initial incident of disruptive behaviour the teacher counsels student
After which the following will take place:

2nd incident of disruptive behaviour –
Student name recorded

3rd incident of disruptive behaviour –
Student receives a tick against their name

For any further incident of disruptive behaviour the student will be sent to a Buddy Class

On returning to the class if a further incident of disruptive behaviour occurs the student will be sent to Assistant Principal.

In consultation with the classroom teacher the Assistant Principal will issue a Demerit or a Step.

Issues of No Tolerance - Apply both inside and outside the classroom – The student will be sent immediately to the Assistant Principal who will determine the consequence on a case-by-case basis involving the Deputy Principal as necessary.

Special care will be taken in cases where there is a "gender sensitivity" – in such cases the incident may need to be dealt with by a member of the Leadership Team of the required gender.

INFRINGEMENTS FOR INSIDE AND OUTSIDE THE CLASSROOM BEHAVIOUR A DEMERIT WILL BE GIVEN WHEN:

- Any five accumulated Personal Management infringements*

- Any of the outside the classroom infringements
- Any of the uniform infringements
- Other at the discretion of the teacher

*The number of PMIs accumulated is higher in the lower primary school and takes into consideration the age of the student. The number of PMIs will be consistent across year levels. Teachers will record PMIs for the term.

When a Demerit is issued the student will be required to complete a 'Lunchtime Detention' of 20 minutes.

The Demerits work in conjunction with the College Step system. Students who accumulate five counting Demerits will automatically receive a Step. Demerits for Personal Management Infringements do not count toward a Step.

Where Steps are given for a specific incident and are not automatic the student will be required to complete a 'Restoration Assignment' during a Lunchtime Detention. Students will be given 30 minutes to complete the assignment. This will be taken home and signed by parents and returned to the Assistant Principal the following day. Younger students will be required to complete these with parent assistance.

Demerits from the previous year do not count toward a Step.

Application of the Behaviour Management Policy - Secondary

Inside The Classroom

For misbehaviour during class the teacher may send the student to a pre-arranged 'Buddy Class'. When this happens the teacher will notify the parents and the Deputy Principal will be informed.

Disruption of the Class

The following System will be followed

1st disruption in a module - teacher will counsel student

2nd disruption in a module - student name on the board

3rd disruption in a module - student sent to the Deputy Principal

NOTE: A teacher may send a student out of the class immediately depending on the incident. If a student is sent out of class he/she MUST to go to the Deputy Principal and will remain out of the class for the rest of the module. The student will have to complete a "Re-entry Contract" prior to being accepted back into the class by the teacher. This must be completed before the student's next scheduled module with the teacher. An automatic Step is given.

Students leaving (or not arriving at) the College premises without permission will receive an automatic Step. Depending on the circumstances more serious consequences may apply.

Issues of No Tolerance - Apply both inside and outside the classroom – The student will be sent immediately to the Deputy Principal who will determine the consequence on a case-by-case basis.

Special care will be taken in cases where there is a "gender sensitivity" – in such cases the incident may need to be dealt with by a member of the Leadership Team of the required gender.

**INFRINGEMENTS FOR INSIDE AND OUTSIDE THE CLASSROOM BEHAVIOUR
A DEMERIT (BLUE SLIP) WILL BE GIVEN WHEN:**

- Any three accumulated Personal Management infringements

- Any of the outside the classroom infringements
- Any of the uniform infringements
- Other at the discretion of the teacher

When a Demerit (Blue slip) is issued the student will be required to complete a 'Lunchtime Detention' of 20 minutes on the following day.

The Demerits (Blue Slips) work in conjunction with the College Step system. Students who accumulate five counting Demerits (Blue Slips) in either the current or previous term will automatically receive a Step. Demerits for Personal Management Infringements do not count toward a Step.

Where Steps are given for a specific incident and are not automatic the student will be required to complete a 'Restoration Assignment' during a Lunchtime Detention. Students will be given 30 minutes to complete the assignment. This will be taken home and signed by parents and returned to the Deputy Principal the following day.

Demerits from the previous year do not count toward a Step.

FIVE STEP PROCEDURE

The Step Procedure is implemented as follows:

STEP 1

A letter is sent to the parents (Generally the Deputy Principal/Assistant Principal will also call the parents except where the Step is automatic after receiving 5 counting Demerits)

An Interview regarding the incident is held with the Deputy Principal/Assistant Principal, the Teacher concerned, and the Student.

STEP 2

A letter is sent to the parents

An Interview regarding the incident is held with the Deputy Principal/Assistant Principal, the Teacher concerned, the Parents (except where the Step is automatic after receiving 5 counting Demerits) and the Student.

STEP 3

A letter is sent to the parents

A further Interview regarding the incident is held with the Deputy Principal, the Assistant Principal, the Teacher concerned, the Parents and the Student.

An Internal Suspension may be imposed.

STEP 4

The Principal becomes involved.

A letter is sent to the parents.

A further Interview regarding the incident is held with the Principal, Deputy Principal, Assistant Principal, the Teacher concerned, the Parents and the Student.

An External Suspension may be imposed.

STEP 5

The case is referred to the Principal.

An Expulsion Committee is convened.

A final Interview is held with the Principal, Deputy Principal and Assistant Principal where the outcome of the Expulsion Committee is announced.

All decisions relating to the Step System are subject to the Grievance Policy.

STEP BACK PROGRAMME Students placed on a Step will have the opportunity to Step Back after a period of 5 weeks of receiving no counting Demerits. For Steps 3 and 4 they will also be required to complete a 15 day Individual Behaviour Management Programme. The Step Back Programme is

designed to encourage and support the student as their behaviour improves.

SUSPENSIONS

In School or External Suspensions may be given along with Step increments. These will be determined on a case-by-case basis. Students may be suspended for up to 5 school days.

COLLEGE EVENTS

Attendance at College events is compulsory. These include Sports Carnivals, Off- campus functions, excursions etc. Absence from these will result in the Deputy Principal/Assistant Principal requesting an interview with the student and his or her parents. Absences from College events without a satisfactory explanation will result in a Step and a suspension.

Students on Step 3 or 4 will generally be excluded from excursions and special activities except where these contribute to assessments.

SCHOOL RULES AND BEHAVIOUR EXPECTATIONS

The rules and behaviour at Thornlie Christian College are formulated primarily to reflect Biblical principles. It is expected that students will behave in a manner which puts the interests of others first. Students are encouraged to set a Godly example in attitude and action, assisting in the creation of an environment characterised by unity, harmony and safety.

The rules outlined below are by no means exhaustive, but rather are intended to provide a framework for students from which they can learn acceptable behaviour.

BIBLICAL EXPECTATIONS

RESPECT GOD In all you do, seek to honour and obey God. Matthew 22:37
"Love the Lord your God with all your heart, with all your mind and with all your strength.

RESPECT OTHERS In all things show respect for others Matthew 22:39 "Love your neighbour as yourself"

RESPECT YOURSELF Know that you are a holy vessel, created and loved by God. 1 Corinthians 3:16 & 17 "Do you not know that you are the temple of God and that the spirit of God dwells in you". Conduct yourself accordingly in all things.

RESPECT THE STAFF Follow their instructions, address them politely, and seek their help in learning. Titus 3:1 Remind your people to submit to rulers and authorities, to obey them and be ready to do good in every way.

RESPECT FELLOW STUDENTS Seek to build one another up and encourage each other. All students have the right to learn free from disruption, be treated courteously and be free from discrimination including physical or verbal abuse. Thessalonians 5:11 "Therefore encourage one another and build one another up"

RESPECT THE PROPERTY OF OTHERS Don't steal or damage other people's property and be sure to hand in lost property. Exodus 20:15 "You shall not steal"

RESPECT THE TRUTH 1 Peter 2:1 "Rid yourself then, of all evil; no more lying or hypocrisy or jealousy or insulting language".

LEARN ALL YOU CAN Proverbs 23:12 "Pay attention to your teacher and learn all you can".

OBEY THE SCHOOL RULES James 4:7 "Whoever knows what is right to do and fails to do it, for him it is sin".

RULES AND BOUNDARIES

- The students are expected to be polite and well mannered, conducting themselves in a manner that will bring honour to God and the College community.
- Full College uniform must be worn neatly and in accordance with the

College uniform policy, and students should do nothing to disgrace the uniform in public.

- Bad and disrespectful language, rowdy behaviour and rebellion against authority are prohibited.
- Students are expected to arrive at the College and classes on time, and attend between the hours of 8:40am and 3:30pm unless they are unwell or have a legitimate reason why they are not able to attend.
- Students are expected to care for and keep their books neat and do all school and homework set.
- Students are to treat College property with care and respect, deliberate defacing or damaging of College property is prohibited.
- Students/families will be held responsible for the replacement costs of damaged equipment.
- Fighting, teasing bullying and verbal abuse of any kind are not permitted.
- The furthering of romantic relationships is not permitted during College hours.
- No Drugs, alcohol, cigarettes or any other prohibited substances are to be used or brought to school by students. A breach of this standard may result in immediate expulsion for any student.
- Students should not run on verandahs or pathways.
- Students may not swing on overhead beams or on trees.
- Students may not bounce balls on the verandahs or pathways.
- Skateboarding, roller-skating and bike riding are not permitted on campus.
- Students may not play with sticks.
- Throwing of missiles is not permitted.
- Playground equipment is to be used with care and safety.
- Rough games such as "Brandy" and "British Bulldog" are not permitted.
- Instructions given by ANY staff member or prefect are to be obeyed.
- All car park areas are out of bounds unless under staff supervision.
- Students may not enter bush areas surrounding the College.
- The maintenance shed at the Western side of the campus is out of bounds.

- The lawn area across the front of the College Administration is out of bounds.
- Primary students may not enter the High School area without staff permission.
- Students are not permitted in classrooms unless under staff direction.
- The rubbish bin area is out of bounds except for student who have been sent to empty classroom bins.
- The area behind the Industrial Arts shed is out of bounds.

PRIVACY POLICY

Your privacy is important.

Introduction and General Principals

1. Thornlie Christian College (“the College”) respects the right to privacy of individuals and the need to protect their confidential information.
2. The College is committed to acting in accordance with the National Privacy Principles (NPP) contained in the Privacy Act 1998 (Cth) and with this policy.
3. This policy sets out the terms on which the College will collect, store, use and release personal information regarding its students, parents, guardians and third parties.
4. This policy will apply to all information collected by the College about students or their parents and guardians before, during and after their enrolment at the College unless otherwise stated.
5. The College reserves its right to review and update this policy as required to take into account new laws, technologies and the College’s operations and activities.

Collection and Use of Personal Information

6. The College collects personal information, including ‘sensitive information’ as that term is defined in the Privacy Act (Sensitive Information) about students, parents and guardians, before and during the course of a student’s enrolment at the College. The primary purpose of collecting this information is to

enable the College to provide of the students’ educational, social, spiritual, mental and physical well-being and development.

7. The College may also collect, use, disclose and retain personal information about students and their parents and guardians for the following purposes:
 - 7.1 keeping parents and guardians informed about their child’s schooling and school activities. This may occur through personal meetings, correspondence, newsletters, magazines and on the College’s website;
 - 7.2 day to day administration of the College
 - 7.3 marketing and promotion of the College to prospective students and their parents and guardians;
 - 7.4 fundraising for the College;
 - 7.5 developing and maintaining a student alumni.
8. Some of the information collected is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care to students and staff.
9. The Education Act and other Commonwealth and State Government statutory authorities governing or relating to the operation of colleges require that certain information is collected. Some information is required to be passed on to these authorities.
10. Health information about students is Sensitive Information within the terms of the National Privacy principles under the Privacy Act. We may ask parents or guardians to provide medical reports or medical information about students from time to time in order to assist the College in obtaining appropriate medical assistance for students if required and in discharging the College’s duty of care.
11. The College may, from time to time, disclose personal and Sensitive Information to others about students for administrative and educational purposes. This includes to other colleges, government departments, medical practitioners and people providing services to the College, including

specialist visiting teachers, sports coaches and volunteers. Such information is only Provided to the extent necessary for the providing of the relevant services to the College or student or as required by law.

12. Sensitive Information will be used and disclosed only for the purposes for which it was provided or a directly related secondary purpose unless the College is authorised to use or disclose the information by law, is authorised by the person the information relates to or is required to do so to prevent imminent danger or personal harm.
13. On occasions student information (which is not Sensitive Information) such as academic and sporting achievements and activities is published in College newsletters, local newspapers and on our web site. Student information (although not Sensitive Information) may also be used in the course of fundraising and promotional activities by the College in order to assist the College in achieving or maintaining optimum student numbers, and to maximise the financial resources of the College.
14. Parental contact details are made available to Thornlie Christian College staff members as required.
15. The College will not disclose personal information about current or former students to third parties for marketing purposes of the third parties without the person's consent.
16. If you provide the College with the personal information of others, such as doctor or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

Right to Access and to Correct Personal Information

17. The Privacy Act grants individuals the right to obtain access to personal information held by the College about them.

18. Parents may seek access to personal information collected about them and their child. Students may also seek access to personal information about themselves. Access may need approval by the Principal and there will be occasions when access may be denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care for the student, or where students have provided information in confidence.
19. If a person wants to have access to information held by the College about them or their child then they should apply in writing to the Principal.
20. The College will use its reasonable endeavours to ensure that information it collects and/or discloses is accurate and up to date. It is the obligation of parents/guardians of students to provide the College with current and updated information and to notify the College if the personal or contact information of the student, parent, guardian or emergency contact persons change.
21. Full Fee Paying Overseas Students: Information provided to the College about the student may be made available to State and Commonwealth agencies.

Security of Personal Information

22. College staff are required to respect the privacy of individuals and to take reasonable steps to keep personal information that the College holds about individuals confidential except to the extent it is required to be disclosed or used for the purposes set out in this Privacy Policy or as contemplated by it.
23. The College takes reasonable measures to protect personal information from wrongful disclosure, misuse, loss or unauthorised access or modification.
24. The College will take reasonable steps to destroy personal information when it is no longer required by law to be held by it or is no longer required by the purposes contemplated by this policy.

DRUG AND ALCOHOL POLICY

INTRODUCTION

Thornlie Christian College recognises that legal and illegal drugs present potential problems for students and members of the Thornlie Christian College Community and has therefore drafted this policy to define the College's position on the use and abuse of drugs and alcohol. The following policy document is designed therefore to ensure that all school community members are encouraged to identify and implement appropriate preventive measures for dealing with drug-related issues.

RATIONALE

Fundamental to our Christian beliefs is the assumption that we are in fact created beings. Created by God to fulfil His purposes for our lives and to bring Him glory. He has given each one of us a physical body the care of which we remain accountable. 1 Corinthians 6:19 Do you not know that your body is a **temple** of the **Holy Spirit**, who is in you, whom you have received from God? You are not your own; and that in fact it is sinful to harm your own body or that of others.

For the purposes of this document, a drug shall be defined as: "Any substance, with the exception of food and water, which when taken into the body alters its function physically and / or psychologically" This definition includes all drugs (eg. analgesics, alcohol, tobacco, cannabis, amphetamines). Solvents such as glue and petrol for the purposes of sniffing are also included.

PRACTICE

Prevention:

We recognise that Thornlie Christian College has a role to play in educating students against the dangers and health risks associated with the use and misuse of legal and illegal drugs. For this purpose Drug education forms part of our over all Health & Physical Education program.

Intervention:

Thornlie Christian College does not permit students, staff or visitors, while on school

premises or at a school function or where there are students present, to:

- smoke and/or possess tobacco products
- consume, possess or be under the influence of alcohol
- possess, use or be under the influence of pharmaceutical drugs for non-medical purposes
- inhale solvents and/or volatile substances
- possess drug-related equipment such as syringes, bongs, pipes, etc.
- possess, use or be under the influence of prohibited drugs

Students found to be misusing legal drugs or using illegal drugs; under the influence of; in possession of and/or involved in the sale of, drugs including cigarettes or alcohol will be immediately suspended from the College pending a full investigation. In the event that the student's behaviour is unlawful the matter will be referred to the police.

Having investigated the matter, should a student be confirmed to have breached the College Drug and Alcohol Policy, they will face expulsion from Thornlie Christian College.

Should the circumstances of any such breach of the Thornlie Christian College's Drug and Alcohol Policy be deemed by the Principal to warrant leniency, parents will be required to attend an interview with the Principal to discuss what action is to be taken. The student/s involved will be required to attend counseling with a registered counseling programme and complete an educative task designed to reinforce the dangers and risks associated with drug use and abuse.

Staff found to be misusing legal drugs or using illegal drugs; under the influence of; in possession of and/or involved in the sale of, drugs including cigarettes or alcohol will be immediately suspended from duties at the Thornlie Christian College pending a full investigation.

Having investigated the matter, should it be confirmed that the staff member has

breeched the Thornlie Christian College's Drug and Alcohol Policy he/she will be summarily dismissed. In the event that the staff member's behaviour is unlawful the matter will be referred to the police.

Should the circumstances of any such breach of the Thornlie Christian College's Drug and Alcohol Policy be deemed by the Principal to warrant leniency, the staff member will be required to attend an interview with the Principal to discuss what action is to be taken. The staff member involved may be required to attend counseling with a registered counseling programme designed to reinforce the dangers and risks associated with drug use and abuse.

Parents or visitors to the Thornlie Christian College found to be misusing legal drugs or using illegal drugs; under the influence of; in possession of and/or involved in the sale of, drugs including cigarettes or alcohol will be banned from the Thornlie Christian College pending a full investigation.

Having investigated the matter, should it be confirmed that the parents, or visitor has breeched the Thornlie Christian College's Drug and Alcohol Policy he/she may be banned from coming onto the Thornlie Christian College property for a period of time. In the event that the parent/visitor's behaviour is unlawful the matter will be referred to the police.

INTERNET USAGE POLICY

Thornlie Christian College has strict guidelines governing student access to the Local Area Network and the Internet. Every student should be aware of the Acceptable Use Policy as shown below. Together with online monitoring of student access to websites and the dynamic blocking of inappropriate, offensive or non educational websites, TCC ensures that the Internet is used as an effective learning resource.

Acceptable Use:

- LAN and Internet access is provided to students for educational purposes only.

- Educational material only may be downloaded to a student's (home) directory.
- Teachers and College Staff will be given access to student's files on their (home) directories for academic and security reasons
- Students are not permitted to download material to any other directories.
- Usenet groups, Chat, E-Mail, Telnet, Bulletin Boards are not available to students without permission from the network supervisors.
- Publications dealing with illegal activities, pornography or extreme violence are not to be accessed or downloaded.
- Use of commercial activities (advertising, buying or selling) is not permitted.
- Use of another organisation's networks or computing services must comply with rules appropriate to that network.
- Any other activity which may be deemed detrimental to the College's learning environment or equipment.

Research Only

Access to the Internet through the workstations at Thornlie Christian College is permitted for research purposes - as prescribed by courses of study at Thornlie Christian College and is subject to these conditions:

- It is a condition of use that users comply with the requirements stated here.
- By using the Internet through these workstations you are indicating that you accept these conditions.
- Failure to meet these conditions will result in loss of access to the Internet via College workstations/terminals.

Follow the Rules or Penalties Will Apply

Students are bound by these rules, as conditions of the College, and further action within the College Behaviour Management Policy may be taken if deemed appropriate. It remains the right of staff at Thornlie Christian College to refuse access to any user to the Internet or to any computer within the College without explanation. Thornlie Christian College reserves the right to keep

transcripts of any or all data carried through the network. Be aware that monitoring software is used to permanently record the time, date and computer number of any computer accessing inappropriate Web sites through the school's network.

No Offensive Material

Accessing undesirable or offensive material is not permitted. This includes, but is not exclusive to:

- any material portraying, describing or otherwise involving pornography, obscene language or violence.
- using facilities provided by certain Web sites to produce and broadcast material which is slanderous to staff or students. As a guide only, this is any material that would not be considered appropriate for viewing by the general community in a public place.

No Illegal Material

Accessing illegal material or material describing criminal activities is not permitted. Conducting criminal acts or using the network for the organisation of criminal acts is not permitted. This includes, but is not exclusive to:

- computer crime, malicious damage or intent, fraud, harassment or hacking.
- any users involved in illegal activities will be reported to appropriate authorities. The College reserves the right to allow access, for the purposes of criminal investigation, to any network data transcripts taken.

Cyber-bullying

Using the College systems to defame any person is not permitted. (Generally, *defamation* occurs when a person publishes a statement or media that harms or damages the reputation or standing of another person within the community. A statement is published once it is known by a third person.) This includes but is not exclusive to:

- Defamatory mobile phone messages.
- Defamatory e-mail messages.

- Defamatory web pages.
- Defamatory use of programmes such as Usenet groups, Chat-rooms, E-Mail, Telnet, Bulletin Boards etc.
- Cyber-bullying will be dealt with in accordance with the College Bullying Policy. The College will use its discretion in deciding when Cyber-bullying that occurs off-campus begins to impact on members within the College community and what the appropriate response will be.

BULLYING POLICY

Bullying is a form of abuse that can seriously affect the health, wellbeing and educational outcomes of children. This includes those being bullied, those bullying others, families and the whole school community. The impact of bullying can be tracked to adulthood for many individuals.

Bullying is now more pervasive with new technologies such as text messaging, email and the internet. These covert psychological methods also allow the person bullying to be even further removed from the person they are bullying and the direct consequences of their actions.

National Safe Schools Framework

The National Safe Schools Framework (NSSF) is a federal government initiative designed to assist schools monitor their current strategies in the areas of bullying, harassment, violence, child abuse and neglect.

The aims of the NSSF are to assist all school communities in building safe and supportive schools where bullying, harassment and violence are minimised, and where students receive support on issues related to child abuse and neglect.

The vision statement of the NSSF is that 'all Australian schools are safe and supportive environments'. This vision is supported by eleven guiding principles and six key elements of good practice. These key elements apply to bullying and the

implementation of successful practices in schools.

The six key elements of good practice are:

- 1) School values, ethos, culture, structure and student welfare
- 2) Establishment of agreed policies, programmes and procedures
- 3) Provision of education and training to school staff, students and parents
- 4) Managing incidents of abuse and victimisation
- 5) Providing support for students
- 6) Working closely with parents

Thornlie Christian College is required to report annually on its policies, programs and procedures in line with the six key elements listed above.

Duty of Care

All College staff owe a duty of care to their students. This duty arises from the nature of the relationship that exists whenever and wherever the student is in their care. This duty does not require the prevention of all injuries – the standard of care required is that reasonable care is taken to prevent reasonably foreseeable injuries.

This notion of reasonable care extends to ensuring that the College provides a safe, non-violent environment for all students by addressing bullying.

RATIONALE

The ministry of an effective Christian school is dependent on the existence of positive relationships among, and between members of the school community at all levels. The importance of unity cannot be overstated as we have a responsibility before our students to model Christian behaviour in every area, particularly our relationships. In fact, we are commanded to live in relationship; first to love God and then to love one another. Our relationships with one another are a reflection of our corporate spirituality. When issues arise which jeopardize our unity, such as bullying, we should endeavour to resolve

such issues in ways that maintain relationship and bring glory to God.

PRACTICE

The College's bullying policy is a "Whole-of-College approach" that seeks to create an environment in which students feel safe and free from hurt and intimidation; where through teaching and practice, positive relationships are reinforced; and shared strategies are used to resolve conflict when it arises.

The College makes a commitment to all families that all issues of Bullying that are brought to our attention, will be investigated.

In recognition of the fact that most bullying occurs in the Primary and Middle School years, a module on all aspects of Bullying is taught as a part of the Health Education curriculum in both areas of the College.

It is important that all members of the community understand the nature of bullying and seek to deal with both bullies and victims to bring about genuine reconciliation. To this end staff, parents and students will be provided with training and information aimed at raising the community's awareness of bullying and outlining the strategies employed by the College in addressing instances of bullying when they occur.

Mentor groups and Form groups in the Secondary School, Class groups in the Primary School and the Pastoral Care Team provide a support network for the effective implementation of the policy. Mentor groups serve as a forum in which issues relating to bullying and other pastoral care concerns can be openly and safely discussed. The purpose of these groups is to empower the student community to take an active role in establishing and maintaining a positive relational community. The Pastoral Care Team consists of the following 'layers of relationship:'

- Layer 1: Form and Class Teachers
- Layer 2: Any other Teacher available. (Duty Teacher etc.)
- Layer 3: College Chaplain and College Psychologist
- Layer 4: Assistant Principals, Deputy

Principal and Principal Students who have bullying-related issues are encouraged to approach any staff member with in any layer with whom they have a trust-relationship.

RESPONSE STRATEGY

In the first instance when a report of bullying is received the person who has been trusted with the information should seek the victim's permission to pursue the matter and involve the Form Teacher, Assistant Principal or Chaplain. Parents will be informed of the issue when it is deemed necessary to do so. The student being bullied should be offered reassurance and protection from ANY further harassment or bullying.

- The objective of intervention is to stop the bullying immediately and work with both parties towards achieving a genuine reconciliation.
- The incident will be referred to the Assistant Principal or Deputy Principal who will interview both parties to gain a full picture of what has been happening.
- Programmes such as "Shared Concerns" and "Restorative Practices" may be utilised depending on the particular circumstances of the issue under investigation.
- The bully may be required to work through a re-training module with their parents in an effort to cause them to reflect on and modify their attitudes and behaviour.
- The bully may be put on Step 4 of the Behaviour Management Policy and advised that any further harassment of any kind toward the victim may result in expulsion from the College.
- Serious physical bullying may result in the matter being referred to the police.

Ultimately the College will not tolerate any further escalation or continuation of a bullying incident that has been reported and followed up. Students who fail to support the College in its efforts may forfeit their enrolment at the College.

Definitions of Bullying

"Bullying is a behaviour which can be defined as the repeated attack, physical, psychological, social or verbal, which is

formally or situationally defined, on those who are powerless to resist, with the intention of causing distress for their own gain or gratification."
Besag (1989)

Bullying is:

- Repeated and unjustifiable behaviour
- Intended to cause fear, distress and/or harm
- Physical, verbal, psychological, relational
- By a more powerful individual or group
- Against a less powerful individual unable to effectively resist

Child Health Promotion Research Centre – ECU (2005)

Bullying takes many forms, but can be best categorised under the following headings:

Emotional bullying includes:

- being excluded from group conversations and activities
- making up or spreading rumours to facilitate dislike for someone
- being ignored repeatedly
- purposeful misleading or being lied to
- making stories up to get others into trouble

Physical bullying:

- hitting, kicking, pinching, pushing, bumping, shoving, scratching, slapping, biting, punching or tripping someone repeatedly
- unwanted physical or sexual touching
- throwing objects with the intent to injure or annoy

Threatening/Psychological bullying:

- stalking, threats or implied threats
- dirty looks
- manipulation – pressuring others to do things they don't want to do
- intimidation – forcing students to do demeaning or embarrassing acts
- extortion – forcing someone to give you money or material items

Verbal bullying:

- constant teasing in a sarcastic and offensive manner
- name-calling and offensive nicknames
- swearing to unsettle or upset others
- homophobic comments to cause distress
- racist or sexist comments

Property Abuse:

- Stealing money repeatedly
- Interfering with someone's belongings
- Damaging other personal items
- Repeatedly hiding someone's possessions

Cyber bullying:

Cyber bullying is a form of bullying that can have an impact on children who use email, text messaging, chat rooms, mobile phones, mobile phone cameras, discussion groups or web pages. Cyber bullying is covert psychological bullying as it involves repeated hostile behaviour that is intended to cause harm and distress.

Methods of cyber bullying include:

- Texting derogatory messages on mobile phones
- Sending threatening emails
- Forwarding a confidential email on to several other people
- Ganging up on one student and bombarding him/her with emails
- Setting up a derogatory web site dedicated to a targeted student and inviting others to comment
- Participants in a chat room saying derogatory comments about or excluding someone.

With other forms of bullying that take place, children receive some respite when they leave the school grounds and enter the safety of their own home. Cyber bullying is far more invasive than other forms of bullying in that victims may be exposed to it whenever they have access to their mobile phone or are using the Internet. This can potentially expose children to cyber bullying 24 hours a day, 7 days a week.

Cyber bullying can also be carried out anonymously and it is thought that while most children would not bully someone face to face, they are more likely to cyber bully someone where they can send the message without the person knowing it was them or without seeing the impact it has on the person. The impact of the written word that can be read over and over again can also be very powerful.

While the majority of mobile phone and computer usage is done outside of school hours, its effects can still have a huge impact on school life. The College therefore includes mobile phone and internet usage in the College Bullying Policy.

Note: Other forms of conflict, including teasing and fighting amongst peers are not necessarily bullying. These may represent the normal dynamics of a particular friendship and children need to have the skills to deal with these situations. Conflict between students of roughly equal physical strength and/or social status may require implementation of the school's behavioural policy.

The Bystander

Bullying is a social dynamic that involves all students, not just those bullying or being bullied.

The bystander is the name given to the group of children who are not directly involved in either the bullying or being bullied. The action taken by this group has been shown to either discourage or support the person bullying.

Bystanders can play an important role by being supportive of the person being bullied by seeking help, asking the person bullying to stop, by showing support for the behaviour or walking away.

The College Program to counter bullying focuses on how student bystanders can become motivated to assist peers. The expectations of the peer group are crucial to setting the tolerance levels for inappropriate

behaviour, and in turn promoting pro-social outcomes.

BUS BEHAVIOUR MANAGEMENT POLICY

RATIONALE:

Thornlie Christian College is committed to providing a safe and secure environment for students while travelling to and from the College by bus.

Students travelling on either Thornlie Christian College or contracted buses are expected to behave in a way that reflects well on the College. This includes but is not limited to:

- Being respectful to the driver and other passengers
- Obeying bus rules about not eating and drinking, remaining seated, not putting arms etc out of the windows
- Refraining from communicating with members of the public in any manner while onboard the bus
- Keeping noise to a level that considers the comfort of other passengers and the driver
- Refraining from inappropriate language and conversation

PROCEDURE:

Students who violate these expectations will be subject to the following process:

1. The Bus Driver will report the incident to Student Services on the form provided by the College.
2. For Primary School students the Assistant Principal Primary will be informed, for Secondary School students the Assistant Principal Secondary and Deputy Principal will be informed. The report will be investigated as necessary.
3. Once any investigation is completed Student Services will contact the parents of the student by phone and by mail providing the details of the incident. Queries about the incident should be addressed to either the Assistant Principals or the Deputy Principal as necessary.

4. The student will have one Strike recorded against their name. (Incidents of a serious nature may incur a penalty of more than one Strike.)
5. After a 3rd Strike the student will be suspended from using the bus for the next 5 consecutive school days.
6. Should a student incur a further 3 Strikes they will no longer be able to use the bus service. After a 12 month period this situation may be reversed at the discretion of the Principal.
7. Depending on the seriousness of the offense other disciplinary action consistent with the College's Behaviour Management Policy may also be applied.