

MARANATHA
CHRISTIAN SCHOOL
Parent Handbook
2009



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1. SCHOOL GENERAL

The school motto is: **MY UTMOST FOR HIS GLORY**

a) NAME

"Maranatha Christian School"

- i) "Maranatha" - Aramaic for "Our Lord cometh"
(1 Cor. 16:22)
- ii) "Christian" - we acknowledge the Lordship of Christ over all our school activities.
- iii) "School" - It is the special task of the School to equip its students to serve Christ as King in all spheres of life.

b) MOTTO

"My Utmost for His Glory"

This is what we strive for as a Christian school community. We strive for excellence in all our endeavours because we work, not to please man, but that all may Glorify our Heavenly Father.

c) EMBLEM

- i) **The Cross**
Our education is Christ-centred.
- ii) **The Open Bible**
God's Word is our guide
- iii) **The Rays**
"In your light we see light." (Psalm 36:9)
- iv) **M.C.S.**
Maranatha Christian School.
- v) **"My Utmost for His Glory"**
The School motto.



d) SCHOOL HYMN

*Lord, be my vision, supreme in my heart,
Bid every rival give way and depart:
You my best thought in the day or the night,
Waking or sleeping, your presence my light.*

*Lord, be my wisdom and be my true word,
I ever with you and you with me, Lord:
You my great father and I your true child,
Once far away, but by love reconciled.*

*Lord, be my breastplate, my sword for the fight;
Be my strong armour, for you are my might;
You are my shelter and you my high tower -
Raise me to heaven, O Power of my power.*

*I need no riches, nor earth's empty praise:
You my inheritance through all my days;
All of your treasure to me you impart,
High King of heaven, the first in my heart.*

*High King of heaven, when battle is done,
Grant heaven's joy to me, bright heaven's sun;
Christ of my own heart, whatever befall,
Still be my vision, O Ruler of all.*

e) LOCATION

Maranatha Christian School is located on three Campuses:

i) **Doveton Campus:**

(Prep to Grade 4)
146 Kidds Road, Doveton.

Email: edam@maranatha.vic.edu.au

Phone: (03) 9709 7350
Fax: (03) 9706 7859

ii) **Endeavour Hills Campus:**

(Grade 5 to Year 12)
104-108 Reema Boulevard
Endeavour Hills

Email: registrar@maranatha.vic.edu.au

Phone: (03) 9709 7209
Fax: (03) 9706 1910

ii) **Officer Campus:**

(Prep to Year 9, 2008)
62 Rix Road, Officer

Email: lgrant@maranatha.vic.edu.au

Phone: (03) 9709 7310
Fax: (03) 5943 2469

Maranatha Christian School
(All Campuses telephone no. 9709 7200)

- f) **OWNERSHIP AND CONTROL**
- i) The School is owned by the Association for Christian Education of Dandenong.
Chairperson: Mr Brian Da Costa
 - ii) The School is governed by the Association's elected Board of Directors.

- g) **SENIOR MANAGEMENT**
- ❖ **Acting Principal**
Mr Vernon Clark
 - ❖ **General Manager, Administration**
Mr Bernie Edwards
 - ❖ **Business Manager**
Mr Rob Sanderson
 - ❖ **Head of Secondary (Endeavour Hills)**
Mr Vernon Clark
 - ❖ **Head of Primary (Doveton/Endeavour Hills)**
Mr Joe Belousoff
 - ❖ **Head of Officer Campus**
Mr David Gleeson

VISION STATEMENT

Maranatha is a Christian learning community in partnership with home and church where students are inspired to discover and develop their God-given gifts, abilities and character for a life of service to the Lord in contemporary society.

- h) **AIMS**

The aims of Education at Maranatha Christian School are:

- i) **To appreciate God and His Creation** by showing that:
 - God is not only omnipotent, omniscient and omnipresent, but also loving, caring and willing to reveal His will to us, so that we may have true happiness.
 - Creation is ordered and sustained by God (Christian World and Life View).
 - True wisdom is the joyful obedience to God's commands. Worldly wisdom cannot be relied upon.
 - The Scriptures are God's message to us. They are to be actively studied and applied in life.
 - Prayer is our means of communication with God. We must be proficient in its use.
 - Authority is ordained of God and is to be accepted willingly by all.
- ii) **To develop the individual** by making the student realise that:
 - Each one has been made by God in a unique way, and has responsibilities to fulfil and contributions to make according to their unique talents.
 - Each one must develop their talents to maximise their service to the Lord.
 - Each one has weaknesses and limitations and must accept them with humility and self-respect.
 - Each one must wisely select their subjects from a varied curriculum (senior secondary, and use wisely their leisure time.
 - Each one must learn from their failures and be grateful to God for their achievements.
- iii) **To relate to society** by teaching the student how to:
 - Acquire and develop skills (mental and physical) with which to serve God in society.
 - Learn to solve problems by selecting and evaluating information, and by reaching and presenting acceptable conclusions.
 - Withstand world influences and rely on Christian principles.
 - Communicate to others a Christian World and Life View.
 - Be sensitive to others' feelings (and not be afraid to apologise when at fault).
 - Respect others' property (and remember that all belongs to God and that we are stewards).

SERVICE CHARTER

Our mission is to provide daily Christian education for children from Christian families based on the word of God as summarised in the Educational Creed (pp 1-7 Memorandum of Association of the Association for Christian Parent Controlled Schools of Dandenong).

1. Our Staff

Teaching:

Students will be taught by teachers who are:

- practising Christians
- in full agreement with the school's educational creed.
- registered with Victorian Institute of Teaching.

Administration & Other:

Administrative and other staff employed by the school are in full agreement with the school's educational creed.

2. Curriculum

The curriculum we provide:

- is written and taught from a Christian perspective.
- is modified to suit the special needs of individual students where considered necessary.
- conforms to published documentation.
- culminates in the completion of the Victorian Certificate of Education (subject to student ability).
- provides pre-requisites for most post-secondary courses.

We aim to keep abreast of current educational practices and trends.

3. Environment

We will strive to provide a:

- safe working environment.
- pleasant and harmonious working environment.

4. Reporting

We will:

- prepare written reports for parents at the end of each half year semester. (Year 12 students only receive one written report, at the completion of Semester 1).
- base our reports on records kept by teaching staff.
- invite parents to formal parent/teacher interviews twice per annum at secondary and once per annum at primary level.
- inform parents when we are concerned about aspects of their child's development.
- Communicate regularly with parents via year level co-ordinators and classroom teachers.

5. Assessment

We will assess the work of our students as

- accurately
- fairly
- promptly

as we are able.

6. School Attendance

We will:

- request parents to furnish an explanation for their child's absence.
- keep an accurate record of student attendance.

7. School Uniform

We will:

- require students to wear school uniform in accordance with school policy.
- require students to observe the school's Sun Smart Policy.
- inform parents where there are unacceptable breaches of school uniform policy.

8. Student Discipline

We will:

- treat each student with the respect that student deserves as a person made in the image of God.
- expect that students respect those who have authority over them.
- carry out disciplinary action in accordance with published documentation.

9. Information

We will:

- **publish annually:**
 - Parent Handbook
 - Secondary Year Level Course Information Handbooks
(These are published every alternate year with detailed updates published yearly)
 - Primary Curriculum Outcomes
 - School Magazine *Churinga*
 - VCE Student Information Handbook
- **publish weekly:**
 - Weekly News Sheet
- **publish bi-annually:**
 - Reconnect (an alumni magazine)
 - News Link
- **invite parents:** (and students where considered appropriate) to information evenings.

10. Communication

We will:

- be contactable by telephone, facsimile, e-mail, mail and student diary
- respond quickly and accurately to requests for information.
- treat complaints seriously.
- admit our mistakes and learn from them.
- consult with our parents and students so that our services may be appropriate.

11. Resources

We will exercise responsible stewardship over the resources at our disposal and use them to provide the best possible education within the level of our means.

12. Service Feedback

We welcome feedback because we are always striving to improve our services.

Please let us know if:

- We are not meeting our commitments.
- We are giving you outstanding service.
- You have any ideas as to how we can improve our services.

EDUCATIONAL CREED

Education at Maranatha is based on the Word of God as summarised in the Educational Creed.

The Fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is insight.
(Proverbs 9:10).

1. OUR COMMON FAITH

As a community united in Christ for the education of youth WE CONFESS with the Church Universal that there is one God, eternal and invisible, in whom are three Persons, Father, Son and Holy Spirit, which three Persons are really, truly and eternally distinct, each one truly God, yet without in any way destroying the unity of the one and only God, who is one and not three.

That this one God is the Creator of all things, visible and invisible:

That man was created in the image of God with dominion over the creation:

That, being tempted by the devil, man sinned by disobeying the express command of God, so repudiating his Creator and bringing God's wrath and curse on himself and on the whole creation over which He rules:

That by the curse of sin, justly imposed, every man is cut off from communion with God and is dead in sin, wholly corrupt throughout the whole man, and utterly indisposed, disabled, and made opposite to all good and wholly inclined to all evil:

That God in His love for the world, sent His only Son, Jesus Christ our Lord, to be born of the virgin Mary, being conceived by the Holy Spirit, to live and suffer on this earth as a man under the curse of sin, though Himself without sin, to endure the fullness of God's curse on sin in His death on the cross as a ransom for many, laying down His life for the sheep so that all who believe in Him should receive, without regards to their works or merit, full and free pardon, the riches of God's favour as His sons and heirs, and eternal life in Christ, being renewed by the Holy Spirit in Christ's likeness:

That the Lord Jesus Christ, having died for our sins, rose again the third day by the power of God, ascended to heaven and is now seated at the right hand of God the Father Almighty, who has put all things in subjection under His feet, appointing Him to be Head of all things to the Church, which is His body:

That, at the time appointed by God and known to no man, this very same Jesus shall come again, revealed in power and great glory to judge all men, living and dead, and, having destroyed this present world, to establish the new heavens and new earth in which righteousness has permanent home:

That when the Lord Jesus comes again all the dead shall be raised bodily, those who, by faith, have done well, to eternal life, and those who, through unbelief, have done evil, to eternal condemnation.

That the risen Christ has sent the Holy Spirit into the world that by Him redemption might be effectually applied, the divine purpose of salvation accomplished, and the Church equipped for its mission on earth:

That the redemptive activity and gracious favour of God, Father, Son and Holy Spirit, is essential for the fulfilment of man's life.

2. THE WORD OF GOD

WE CONFESS that the Scripture of the Old and New Testaments, acknowledged in the confessions of the Reformation, is the infallible word of God and so is, in all things, our supreme standard by which our whole life is to be judged:

That this Scripture, written by men moved by the Holy Spirit is itself God's Word written, God Himself the author:

That Scripture is the integral divine Word by which God, through His Spirit, draws us to and enlightens us in the truth, which is Christ Jesus our Lord, the eternal Word of God:

That the same eternal Word who reveals Himself in Scripture, reveals in all that He has created, so that the revelation of God is one:

That Scripture is indispensable and determinative for our knowledge of God, of ourselves, and of the rest of creation, and also for the whole educational task.

3. MAN'S LIFE

WE CONFESS that man, as God's image-bearer, is given dominion over the creation to rule it, manage it, and develop it under God, who is King over kings and Lord of lords:

That man's life is fulfilled only in a life of free, willing submission to God: a life lived in harmony with the law of God for His creation, made known in the integral revelation of the Word of God:

That, being now fallen into sin, man can attain this fulfilment only through renewal by the Holy Spirit after the image of his Creator:

That for man to attempt anything at all in independence of God or in ignorance of God's revelation is inherently destructive of man and of the creation over which he is given dominion:

That it is man's glory, as God's image-bearer, to do everything so that the glory of God is revealed in his doing:

That the development of the child as the image-bearer of God is a central concern of the educational task.

4. SIN AND EDUCATION

WE CONFESS that human life in its entirety is religion, unfolding itself as service of the one true God or of a God-substitute:

That, in sin, man has repudiated God in favour of God-substitutes, with the result that he is cut off from the knowledge of God, of himself, and the meaning of the creation, so that the light that he supposes he has is darkness and his wisdom is folly:

That, apart from the man Christ Jesus, no man is exempted from this falsifying of knowledge through sin, but from conception all alike grope in darkness, being blinded to the meaning of life, of the world, and of man himself:

That no area of human knowledge is free of this sinful falsifying:

That true education is possible only where the fear of God is re-established by God's grace in the heart of man as the indispensable foundation of all wisdom and knowledge.

5. REDEMPTION IN CHRIST

WE CONFESS that God in Christ by the Cross has restored the whole creation to harmony with Himself, making all things new in Christ:

That, although fulfilment of this restoration awaits the future revelation of Christ in glory, yet, in principle, by the present work of the Holy Spirit in the world, it is a present reality to be reckoned with in faith in every area of life:

That Christ in His redemption, by His Holy Spirit, is creating from among the old humanity in Adam, a new regenerated humanity in Christ, united in the Church which is His body, the covenant community bound to Him as Head:

That this covenant community is God's appointed means, through the power of the Holy Spirit within the community, for communicating the redemption of Christ to the world:

That, although, by the grace of God, men who reject the Word of God as the order principle of life, provide many valuable insights unto the common structure of reality, yet because the religious direction of their thought remains radically opposed to that of the covenant community in Christ there can be no possibility of a synthesis of their systems of thought with the scripturally directed thought which Christ's covenant community is called to pursue.

6. MAN'S TASK

WE CONFESS that all things are created by God and, as His creation, remain under His government, upheld by His power, and existing for His glory:

That it is man's task in his dominion over the creation to discern the being, shape, form and the several offices that God has given to every creature to serve its Creator, so that for the glory of God and the good of man, he may cultivate the creation in accordance with God's commands and in harmony with the laws which God in His faithfulness maintains in His creation:

That the creation is neither chaotic nor meaningless, because God has graciously preserved and sustained it in spite of the disruptive effects of man's sin, and kept it subject to His law so that man is not a meaning maker, but instead may see the structure of meaning of God's creation:

That man cannot truly know the creation of this God-given meaning without an obedient listening to Scripture as God's written Word in the Light of which he studies the creation:

That the law of the Creator ensures a rich diversity within the unbreakable unity of the creation, which holds together in Christ who is the First and the Last, the Beginning and the End of the creation of God:

7. THE SPECIAL TASK OF THE PARENTS

WE CONFESS that God has given the parents responsibility for the nurture of their children by discipline and instruction according to the Word of the Lord:

That, in accordance with this responsibility, God has given parents authority over their children to guide and direct them in the way of righteousness:

That God has given children on their part a corresponding responsibility to honour, respect and obey their parents in the Lord:

That faithful training of children means instructing them in the covenant revealed in Scripture by which God binds His people to Himself in wholehearted love, which covenant is the key to the fulfilment of all man's life:

That the responsibility for this nurture remains always the responsibility of the parents and, since all life is religion, it is the task of the parents alone to determine the religious character and direction of the education of their children in every aspect of their learning, yet as members together in Christ in one covenant, the whole body of Christ shares this responsibility with the parents.

8. THE SPECIAL TASK OF THE SCHOOL

WE CONFESS that true education is the preparing and equipping of the child for his office and calling as God's image-bearer and steward in this world:

That a school where Christ is confessed as Head of the educational task in harmony with Scripture is a valid, but not the only expression of the life of the covenant community redeemed in Christ:

That it is the special task of the school to lead the child to discern the meaning and structure of the creation under the guidance of the Word of God and to train the child in the use and development of his God-given talents, so that he may be equipped to serve Christ as King in all spheres of life to the Glory of God and the well being of his fellow man:

That the school under Christ and by His Holy Spirit, is to advance the reign of Christ on earth in accordance with its special task so that His Kingdom may come to expression here and now, though with much imperfection and weakness, and so that our Lord may find us busy in His garden when He comes in glory:

That the school community, in the corporate functioning of which the authority and rights of parents in the education of their children are to be recognised, is not subject as regards its special task, to church, or state or any outside authority.

That, while the school is entitled to expect freedom from interference in its special task, it is required to respect and uphold all legitimate authority, in particular the authority of family, church and state and to encourage this respect in the child, according to the Word of God:

That the authority of the teacher over the student, which is to be upheld by the whole school community, is given for the effective nurture of the child within the limits of the special task of the school, and is to be used only for this purpose with the recognition that all authority is of God to whom all who exercise authority must give account.

CONFESSING CHRIST AS KING OF KINGS AND LORD OF LORDS, THE REDEEMER AND RENEWER OF ALL OUR LIFE, WE PURSUE THE EDUCATIONAL TASK TOGETHER, WITH CONFIDENT HOPE AND HUMBLE RELIANCE ON GOD WHO, FOR JESUS' SAKE, SENT HIS HOLY SPIRIT TO LEAD US INTO THE TRUTH, WHICH IS CHRIST, AND WITH GLAD SUBMISSION TO GOD'S WORD AS THE GUIDE OF ALL OUR ENDEAVOUR THAT IN ALL THINGS GOD MAY BE GLORIFIED THROUGH JESUS CHRIST, WHOSE IS THE GLORY AND THE DOMINION FOREVER AND EVER.

AMEN.

2. **ASSOCIATION FOR CHRISTIAN EDUCATION OF DANDENONG**

The Memorandum and Articles of Association of the Association is available from the each campus office upon request.

(a) **MEMBERSHIP**

All parents/guardians who enrol their children at the school are required to be Associate Members of the Association for Christian Education of Dandenong.

Any person of eighteen years or over who is in agreement with the objectives for which the Association is established can also become an Associate Member.

Membership of the Association is of two types: Full Membership and Associate Membership.

Full Membership is open to anyone who is at least eighteen years of age, is in agreement with the constitution of the Association including the Association's educational creed; has been an Associate Member for at least one year, and has been accepted as a Full Member by the Board of Directors after an interview by the Membership Committee. A Full Member from another school association affiliated with Christian Parent Controlled Schools Ltd, upon producing a letter of introduction evidencing their membership status, may apply for immediate Full Membership status.

Full Members have the right to participate and vote at general meetings of the Association.

Associate Members are those members who are not Full Members. They have the right to attend and participate in but not to vote at general meetings of the Association.

Membership fees (Associate and Full) are \$75 (plus GST) per annum per person.

Members must be financially current at the time of initial commencement of a child in the School. Subsequent annual billings are raised at the beginning of each calendar year for payment by 31 March of that year or by arrangement.

Membership status ceases if membership fees are not fully met by due date; this could have implications for the right of children to attend the School and to the extent of participation possible in General Meetings.

(b) **THE BOARD OF DIRECTORS**

- (i) Is composed of Full Members of the Association
- (ii) Is elected by Full Members of the Association.
- (iii) The Board must have at least four members.
- (iv) The Board meets as required, but usually monthly.
- (v) The Board determines policies of the School to be implemented by the Management team and staff employed by the School.

(c) **BOARD COMMITTEES**

- (i) There are several standing committees:
- Finance Committee
 - Marketing Committee
 - Membership Committee
 - Staffing Committee
- (ii) The Board initiates the establishment of ad-hoc committees as required.

Parents who wish to be considered for appointment to a committee should contact the School office, the Chairman of the Board or the Principal.

(d) **SUPPORT BODIES**

- (i) **Paper Drive**
Parents are urged to support this venture and are asked to deliver their old newspapers (bundled) to the Endeavour Hills Campus. Waste paper may be delivered at any time during school hours. Funds raised from this venture have contributed towards the development of all campuses.
- (ii) **Canteen**
Canteen is run by parents at the Doveton Campus on the **first** Friday of each month, Subway lunches can be purchased every Thursday. Endeavour Hills Campus' canteen is operated by the School on each school day – non-opening is advised to students directly and to parents via the weekly newsletter.
- (iii) **Uniform Shop**
The officially appointed stockist of the School's Uniform is Graeme Booth Mensland, located at: 57 High Street, Berwick. Normal retail hours of operation will prevail six days per week.
- Recycled Uniforms**
- Doveton Campus only 9 am - 10 am (Mondays only).
 - Officer Campus only 9 am – 10 am (Wednesdays only)
- (iv) **Parent Helpers**
Parent helpers are an invaluable community resource for staff of Maranatha. They assist in the classroom, on excursions and in the library. Invitations to become Parent Helpers are made through the weekly 'Friday News Sheet'. Working with children cards must be valid for parents to assist in excursions, camps and sleepovers.
- (v) **Parents and Friends Association**
There is an active Parents and Friends group operating within the school community providing fellowship, friendship and relevant information via guest speakers and social gatherings with the objective of raising funds for projects around the School. The Weekly News Sheet carries details of their activities.

(e) **PARENT INVOLVEMENT**

- (i) Parent involvement is encouraged as it provides the following benefits:
- Increases an awareness of the needs of the School;
 - Creates a greater feeling of ownership of the School;
 - Establishes a sense of belonging and service to the wider school community;
 - Allows an opportunity for fellowship with others who share a vision for Christian education;
 - Can significantly reduce maintenance and other staffing costs to the School and in turn can keep school fees at their current minimum.
- (ii) Parent involvement may be difficult for some parents depending on their available time, restraints of home life or the demands of their employment. Given that not everyone can contribute to the needs of the school at the traditional working bee with pick and shovel or paint brush, alternatives are provided which can be of equal value to the School without the need to impose a financial penalty. The contribution of a financial alternative may, of course, be preferable to some and still be of value to the School for the purchase of materials etc.

- (iii) Alternatives to a regular working bee can include involvement in activities such as:
- . Helping out in the library
 - . Assistance with reading in class
 - . Photocopying at Doveton Campus
 - . Serving on the canteen roster at Doveton Campus
 - . Serving on one of the various committees
 - . Assisting with food preparation and serving at school functions
 - . Assisting with the transporting of students to excursions
 - . Assisting as an assistant/aide at a school camp or excursion
 - . Musical tutorial groups (Officer Campus)
- (iv) The School expects a minimum commitment of 10 hours per family per year at working bees or other voluntary school involvement in activities such as those outlined in point (iii) of this policy. For those unable to participate, the current financial contribution of \$100 per family will be charged. From 2008 the \$100 financial contribution will be reflected on fee statements as a deposit. At the end of the year, or on departure of a family from the school, this deposit will be adjusted to account for actual parental involvement commitments made. Any remaining balance will then become a financial contribution payable to the school.

3. ENROLMENT AND ADMISSION

Information regarding enrolment policy and procedure is contained in the School Prospectus, which may be obtained from the Registrar at the Endeavour Hills Campus. The basis of our enrolment policy is that Maranatha is a Christian School for Christian families. Admission to the School is a matter for the Principal and/or Head of Campus, acting in accordance with the School's Enrolment Policy. A student shall be accepted on the basis of a probationary enrolment and shall be subject to any special conditions set out in the letter of offer. Parents of children born to initial family enrolment must notify the school registrar to ensure a place for the newer arrivals.

4. TERMS AND CONDITIONS APPLYING TO FEES AND CHARGES

(a) SCHOOLING FEES

- (i) Schooling fees comprise all amounts payable for tuition services and other operating costs and expenses relating to provision of tuition by the School.
- (ii) Schooling fees are charged to a fees account conducted in each family's name. The schooling fees for each year are determined by the Board and notified to parents in a schedule of schooling fees.
- (iii) It is a condition of tuition at the School that the tuition fees component is paid in advance according to the Schooling Fees Option Payment Plan set out below, unless the School agrees in writing to another arrangement.

(b) SCHOOLING FEES PAYMENT OPTIONS

- (i) The School has a Schooling Fees Option Payment Plan as set out below. Parents are required to give to the School their payment option at, or prior to, the commencement of tuition in each school year unless there is a prior written agreement in place with the School for another payment option. If the child is enrolled during the year, parents are required to give to the School their Schooling Fees Option Payment Plan prior to the child's commencement. The schooling fees payment option may be varied to another standard payment option at any time prior to the date of the next payment under the selected payment option; otherwise, it is only possible to vary payment options if the School is requested in writing, the School approves and at the date of the variation all fees payable under the current payment option are up to date.
- (ii) The Schooling Fees Option Payment Plan is to be selected from the following:
- Yearly in advance: a discount is payable for fees paid in advance prior to commencement of Term 1.
 - Half yearly in advance, by two instalments: a discount currently applies to each half year's payments when paid in advance of the commencement of Terms 1 and 3

- Term in advance, by four equal instalments: payable within 21 days of the commencement of each Term
- Monthly in advance, by ten equal instalments

(c) MARKETING SCHEME REBATE

A one off rebate of 10% of an introducing family's net schooling fees (up to a maximum of 90%) will be made in September for each family introduced to the School during the school year and which has a child/children enrolled at the School at Census day, around early August. Application for the rebate has to be made - conditions apply.

(d) LATE OR NON-PAYMENT OF TUITION FEES

- (i) The School may in its absolute discretion withhold tuition in the following circumstances:
- (a) If the School has not been advised of payment option selected when these options are required.
 - (b) If tuition fees remain unpaid for a period of 21 days after they become due.
 - (c) Failure to comply with the terms of any written agreement made with the School for the payment of tuition fees.
- (ii) If tuition fees remain unpaid either fully or partially for two months after they are due the School in its absolute discretion reserves the right to charge a late payment administration fee of \$50.00. Such administration fee will be charged to your fees account. Further late payment of administration fees are chargeable each subsequent two months if the arrears still remain.

(e) WITHDRAWAL FROM TUITION

- (i) The School requires a minimum of one term's written notice if a child is to be withdrawn from tuition. The failure to give such written notice will result in the charging of one term's tuition fees and any other amounts owing to the School at the date the child is withdrawn.
- (a) A student enrolled at the School, other than on a conditional or probationary basis, will remain enrolled as a member of the School until the completion of the final Term of Year 12.

The School requires parents/guardians not wishing their children to be enrolled for the following year of tuition to give the School written notice by the commencement of Term 4 of the year of their current enrolment. Failure to give the required notice will result in the School charging parent/guardians one term's full tuition fees instead of notice.

- (ii) At the Principal's discretion the School may immediately terminate the enrolment of any student for violating school policy. In addition, the School reserves the right to give a term's notice in writing of termination of enrolment.

(f) NON-TUITION FEES AND CHARGES

- (i) Non-tuition fees include: text books and stationery, excursions, camping fees, school uniform, material costs for students' choice projects (including but not limited to home economics, textiles, wood work/metal work, graphics), transport to and from school, book bond, locker fees, any enrolment fees, any annual membership subscriptions to the Association, sleep-over/stay late costs, camps and excursions.
- (ii) Non-tuition fees and charges may be charged to your fees account. Such fees are to be paid in the calendar month following the charge appearing on the statement of fees and membership accounts unless other terms are notified to you. Some items may require direct payment. These will be advised to you in writing by letter or notices in school news sheets.
- (iii) As a general rule, school stationery and text book orders will not be charged to the fees account but have to be met at the time of acquisition.

(g) **ENROLMENT FEE**

A non-refundable initial enrolment fee of \$200.00 is to be paid upon the School accepting an application for an enrolment of a child. This enrolment fee secures a definite place on the enrolment list or the School's waiting list if vacancies are not available.

(h) **PARTIAL PRE-PAYMENT OF FIRST TERM'S TUITION FEE – SET AT \$500.00:**

This payment relates to the first child of the family only and is to be paid six months prior to the proposed start of school or at the time of enrolment if within six months. If attendance at school occurs, it will be applied to the first term's fees. If attendance at school does not occur i.e. child is withdrawn (as opposed to deferment) from enrolment, generally payment is forfeited; GST applies.

Refund of the repayment is possible if there is sufficient cause for enrolment not proceeding eg. moving interstate as opposed to disinclination to proceed.

(i) **STATEMENTS OF ACCOUNT**

A statement of fees account showing the year's schooling fees will be issued prior to the commencement of tuition in each school year. Subsequent statements will be issued at least once each term.

(j) **PAYMENT METHODS**

Schooling fees paid under the monthly payment option are to be made by direct debit from the payees nominated financial institution account, unless the School agrees to an alternative payment method. Payments under other payment options can be made by cash, cheque, credit card or EFTPOS transactions from the payees nominated bank account. Details of credit card facilities available through the school can be obtained from the Administration Office.

(k) **JOINT & SEVERAL LIABILITY FOR FEES AND CHARGES**

All parents/guardians signing a declaration relating to enrolment are jointly and severally responsible for the payment of all fees and money owing to the School.

(l) **CONTRIBUTIONS TO BUILDING FUND**

The School is seeking the commitment of parents to the School's Building Fund – this supports repayment of loans on existing buildings, certain areas of maintenance of the school as well as the construction of new building facilities. The Board is currently nominating \$400 per family as the targeted contribution, nevertheless, this is a voluntary contribution and can be of any amount you choose – contributions are tax deductible. We would strongly urge your support for the Building Fund as an effective means of improving/upgrading the resources of the School in support of your children.

(m) **CONTRIBUTIONS TO FEE ASSISTANCE FOR NEEDY FAMILIES**

If you feel led to make contributions to help families in need, please speak with the Principal, of course in absolute confidence.

5. OPERATIONAL MATTERS

(a) **ART ROOMS**

All campuses have specialist art room facilities. The Endeavour Hills Campus also contains a dark room with facilities for developing film. The Endeavour Hills and Officer Campuses have an electronic pottery kiln.

Students will be required to observe proper materials handling procedures so as to satisfy occupational health and safety requirements.

(b) **SCIENCE LABORATORIES**

Endeavour Hills and Officer Campuses have three laboratories which have been upgraded to state-of-the-art, digitally based facilities for specialist Physics and Chemistry classes as well as general Science. Students will be required to observe proper materials handling procedures so as to satisfy occupational health & safety requirements.

(c) **TECHNOLOGY FACILITIES**

A wide variety of technology facilities are available at Endeavour Hills Campus in Information Technology, Food, Wood, Metals, CAD and design technology. Officer Campus has Technology facilities in a multi-purpose classroom designed for the integral curriculum.

General Safety

Tools and utensils used in Technology rooms can be dangerous. At all times, tools and utensils are to be used only as instructed by teaching staff and protective clothing nominated by teaching staff must be worn/used as instructed so as to satisfy occupational health and safety standards.

Food Safety

Health standards must be maintained in food preparation areas. Protective clothing policies and cleanliness procedures nominated by teaching staff must be adhered to at all times.

(d) **KITCHEN (Endeavour Hills & Officer Campus)**

The Endeavour Hills and Officer Campuses have well-equipped kitchens. Students will be required to observe regulation food handling procedures so as to satisfy occupational health and safety requirements. The Endeavour Hills kitchen and adjacent rooms may be hired by completing a booking sheet, which is available from the Endeavour Hills office.

(e) **MUSIC**

(i) **CHOIR**

The school choirs practise at lunch times and during times stipulated by the Music teacher. These times may be during the normal school hours.

(ii) **SCHOOL BANDS (E.Hills)**

The School Bands practice after school and at other times stipulated by the teachers. Additional rehearsals may be called during lunchtimes. The band, or part thereof, may accompany the singing at assemblies, perform in public and participates in Music Tours, intrastate, interstate and overseas. Parents need to have signed an agreement for the care of school instruments.

SCHOOL BAND (Officer)

Officer Campus has Concert Band as core (studied by all students) at Year 7. Students will be assigned an instrument from among: Flute, Clarinet, Trumpet, Saxophone. Students are responsible for payment for any damage or replacement of instrument. Tutorials are provided by teachers and parent helpers.

Year 8 students may continue with Concert Band, or they may be moved into the guitar ensemble.

(iii) **PRIVATE MUSIC LESSONS**

The School is able to assist parents in contacting a music teacher. Instrumental lessons may be given at school by private teachers. Such lessons are NOT covered by school fees. Details of tuition available are published from time to time in the Weekly News Sheet.

The School takes no responsibility for the quality and content of the private lessons. It remains the responsibility of students to catch up on any school work missed while the student is having a music lesson.

(f) **ASSEMBLIES: Parents are welcome at all Assemblies**

(i) At Endeavour Hills, Secondary assemblies are held as appropriate in the Romanian Baptist Church (opposite the School) or the school hall, usually on Tuesdays.

(ii) Year level assemblies are held once a week at Endeavour Hills secondary campus on Tuesdays.

(iii) Doveton Campus has an assembly each Monday at 9.00 am.
Endeavour Hills Campus (Gr 5 & 6) has an assembly each Monday at 11.40 am.
Officer Campus Primary & Secondary assemblies are held each Monday at 9.00 am.

(g) **CHARTER BUSES**

The School engages Charter buses to travel to designated locations to/from school as well as to/from specific school functions. The following are the general conditions applicable:

- Students should be at their bus stop **at least 5 minutes** before the appointed time and be ready to board the bus **immediately** it arrives. Students must not wait in cars as this causes delays in the bus timetable.
- Students must enter the Bus in an orderly manner.
- Students must be prepared to alight from the bus immediately it reaches their stop.
- **STUDENTS MUST REMAIN SEATED WHEN THE BUS IS IN MOTION.**
- Once seated, students must not change seats.
- All parts of the body (eg arm or head) must be kept inside the bus at all times.
- No throwing of articles or flicking of rubber bands.
- No eating or drinking on the bus. This includes gum of any sort.
- No picking at tears or holes in seats. No graffiti. This is VANDALISM.
- Students must not show undue affection for the opposite sex. No physical or verbal fighting is permitted.
- No obscene gestures to be made. No obscene language. No yelling out of windows.
- Smoking incurs automatic suspension.
- Students are allowed to talk whilst on the bus, however, noise must be kept to a reasonable level. If, in the opinion of the driver, noise is excessive, the bus will be stopped and will not continue until all students behave.
- Parents are to organise an **EMERGENCY PLAN** with their children in case they are unable to meet them at the bus stop. If a plan has not been arranged, it will be up to the driver's discretion as to whether it is safe to leave students alone. If it is felt to be unsafe, the child/children will remain on the bus and be driven to the Depot/School for collection by parents.
 - The bus tries to run to a pre-set timetable, however, this can vary due to weather, traffic conditions etc. If the bus is late, students should wait at their bus stop until their bus or a replacement bus arrives.
 - **The bus is in the control of the driver.** If in the opinion of the driver, a student does not comply with the above rules or causes disruption to other students, and further disciplinary action is required, the matter will be referred to the School.
 - Failure to adhere to rules following an official warning will result in exclusion for a period of time.
 - Each parent will be asked to sign an acknowledgment of conditions for bus travel, prior to their child using the bus.

(h) **CURRICULUM**

The curriculum is detailed in Course Information Booklets. Secondary Curriculum Booklets are available from the offices at Endeavour Hills and Officer. A Primary Curriculum Booklet is available at the Doveton Campus office.

(i) **COMPUTERS**

Each campus has operational computer rooms. The standards to be observed in the operation of the School's computers are set out in Appendix A.

(j) **EXCURSIONS**

These are an integral and compulsory part of the School's educational programme. Teachers inform the parents beforehand, usually via the Weekly News Sheet or via a letter, when an excursion is planned.

Students must wear full school uniform and bring permission slips. As representatives of the School, the normal high standards of behaviour are expected.

Unless a doctor's certificate is presented following an absence, the parents will be billed for the cost of the excursion.

(k) **FIRST AID and MEDICAL ACTION PLANS**

A supply of first aid material is kept at each campus. A member of the office staff is appointed to deal with students requiring first aid. At the discretion of staff, students may be taken to the local clinic for medical attention. Parents will be notified immediately, or as soon as they can be contacted.

Parents must provide the School with medical action plans for children with specific conditions and must complete a new Health Form each year, notifying the School of any medical conditions or treatments throughout the year.

(l) **SICK BAYS**

These are situated in the administration sections of the Campuses. Students must check with the Receptionist before making use of the rooms. At the School's discretion, parents of children who are ill are telephoned and asked to collect students rather than having them spend the entire day in the sick bay.

The School does not dispense headache tablets.

(m) **FRIDAY NEWS SHEET**

This is distributed each Friday to either the oldest child or to the nominated child in the family. The newsletter is also available on the School's Web Site. It contains important administration details and school community news. It is assumed that information contained in the Friday News Sheet is read by all parents.

(n) **LIBRARIES**

All Campuses have well stocked libraries. Students may borrow books. These must be returned within 14 days. Parents are billed for lost and damaged library books. Internet facilities are available at all campuses but are only accessible to students during school hours.

(o) **LOST PROPERTY**

At Endeavour Hills Campus lost property may be claimed from the Year Level Co-ordinators, before school or at the beginning of recess or in the case of Gr 5 & 6's, from the Grade 5 room. Any unclaimed property could be forwarded to the second-hand uniform shops. At Officer Campus lost property is kept at the front office.

(p) **PARENT/TEACHER INTERVIEWS**

These are scheduled twice a year for Secondary and once a year for Primary. These dates appear on the School calendar.

(q) **LUNCHESES**

i) **Doveton Campus**

Students eat their lunch indoors under staff supervision. They are given approximately 10 minutes at the beginning of lunch time and are then allowed outside.

On the first Friday of every month, parents operate a canteen and students are able to purchase a hot lunch. Students wishing to use this facility bring a brown paper bag on which the order is written together with name and class. Correct money covering the cost of the order is inserted in the bag.

A "Subway" lunch is available each Thursday. Orders must be in by Tuesday.

A price list of items for sale is published from time to time in the Weekly News Sheet.

The lunch orders are collected and returned by the parents who are on canteen duty. Additional canteen spending is limited to \$3.00 per child.

ii) **Officer Campus**

Primary students eat lunch with their class teachers.

ii) **Endeavour Hills Campus**

Students generally eat their lunch outdoors. A canteen operates where hot food and snacks may be purchased. Lunch may be ordered and paid for at recess and collected at lunchtime. The canteen encourages healthy eating habits and the menu is appropriate.

(r) **LOCKERS**

Students have access to lockers before school, at recess, lunch and after school only. School bags are to be kept above or below lockers and on bag racks. At Endeavour Hills Campus lockers are equipped with a combination lock. Students are not to divulge the combination to other students. There is a one-off \$30 locker fee for each new secondary student. Lockers and locks remain the property of the School and the School reserves the right to inspect lockers at its discretion. Students are expected to comply with 'Locker Rules' as below.

- (i) Students may not alter their locks or locker positions with any other student once their locker and lock have been issued. Only school supplied locks can be used on the School's lockers.
- (ii) Bags must be kept only in the designated areas, and any other student's possessions must not be left lying around the locker bay areas. All locker bay areas must be kept in a clean and tidy condition.
- (iii) Locks are to be returned at the end of each year. Failure to hand in a lock will result in the student being charged for the value of a replacement lock.

Failure of any student to abide by these rules may result in their use of a locker being denied and any damage being charged to the student responsible.

Locker Rules

- (i) The use of a locker is optional, however, it should still be kept in mind that school bags cannot be taken to classrooms. Lockers are issued on an annual basis upon approval of requests received. At the completion of the school year, lockers must be cleaned out and locks returned prior to the student leaving school.
- (ii) At Endeavour Hills Campus, students may access lockers only at the following times:
 - before school from 8.30 am
 - at recess
 - at lunchtime, either directly after period 5 class, or after the 5 minute bell prior to period 6. Students may not wander in and out of corridors and locker bay areas during the remainder of lunchtime.
 - after school from 3.30 pmLockers may not be accessed during lesson times.
- (iii) If students arrive at school late and need to access their lockers, then they must do so without disturbing nearby classes, and then go directly to their own classes. Careless or deliberate disturbances may result in a penalty yard duty.
- (iv) Students must not loiter in the locker areas. They must attend to their affairs and leave directly.
- (v) Students must not mark or in any other way deface their lockers, nor stick pictures inside their lockers. Any damage to lockers must be reported immediately. A cost will be incurred for damage.
- (vi) Students must not deface, or in any other way mark the dial face of the combination lock or the lock serial number on the back.
- (vii) Lockers must be regularly cleaned and rubbish removed. Food scraps in particular must not be kept in lockers.
- (viii) Students may not have access to lockers belonging to others. In addition, students must not allow any other student access to their own locker nor allow any other student access to their lock combination number. In the event of tampering with lockers by other students owing to knowledge of their combination number, a student may arrange a substitute lock to be issued.

(s) **SENATE (Endeavour Hills Campus)**

This body is elected by the students and staff and comprises Years 11 and 12 students, who are allocated particular areas of responsibility within the School. The Senate meets on a weekly basis and consults with the Senate Co-ordinator. Each Senator receives a badge, which serves to recognise the position of responsibility within the School. Senators, Staff and Students elect the School Captains. Staff elect the School Captains at Primary level.

STUDENT REPRESENTATIVES (Officer Campus)

Secondary students elect representatives who serve for one semester and meet with the co-ordinator and the Officer Primary Captains.

(t) SOUTHERN INDEPENDENT SCHOOLS (SIS) SPORT AND OTHER ACTIVITIES

(i) **Southern Independent Schools** run inter-school competitions. Students are selected in various teams to represent the School. Students are charged for the travelling costs associated with activities. The Weekly News Sheet may notify parents and students of forthcoming SIS activities.

(ii) **Sport: Primary**

Endeavour Hills Grade 6 and some selected Grade 5s have regular interschool sport on Fridays throughout the year. All Primary students may compete in District Athletics; Cross Country; Swimming; Inter-Christian Athletics and Maryborough Inter-Christian Athletics and Swimming.

(iii) **Swimming Program**

An intensive two-week swimming program is conducted each year. All skill levels will be catered for from beginner up to squad and 'Bronze Medallion' standard. This program is part of the school curriculum and is compulsory for Prep to Year 9 students. Any student absent or not participating during this program is required to give a medical certificate, explaining their non-participation, to the Head of Campus.

(iv) **Sport Procedures**

Participation

Maranatha Christian School conducts three House based carnivals each year: Athletics, Swimming and Cross Country. These events are listed on the School calendar and are an integral part of the School curriculum. Attendance at these carnivals is compulsory for all students. Any student absent or not participating on these days is required to give a medical certificate, explaining their non-participation, to the Head of Campus. Failure to attend without a medical certificate will result in the student being denied the pupil-free day at the beginning of each term or being given a detention determined by the Head of Campus.

Uniform

Full Maranatha sports uniform is required by all students, at House and SIS carnivals. House coloured bands must be attached to both sleeves of the Maranatha polo top.

(u) STAFF ROOM

The staff room is a common room for staff and parent helpers, who meet there for morning tea and lunch. Students may enter staff rooms only with permission.

(v) SUN SMART POLICY AND PROCEDURES

The School has a Sun Smart Policy in respect of hats and the use of sunscreen. As part of our Sun Smart procedures, students are required to wear the uniform hat and sunscreen in Terms 1 and 4. (Refer also Uniform section.)

(w) TELEPHONES

As a general rule students may not use the School telephones. Should an emergency occur, students may make **EMERGENCY** telephone calls. Permission must be sought from the Receptionist. The cost of a call is 50c payable to the Receptionist. Students are not permitted to receive personal phone calls at school. It is suggested that students have 50c with them at school in case a telephone call has to be made or a Home Link card enabling students to call home without needing ready money.

Mobile Telephone and other Electronic Devices

The school allows emergency calls to be made through the school's system at each office. There is therefore no need for students to have access to a mobile telephone whilst at school.

Some parents may wish for their child to have a mobile phone to contact them before or after school hours, or in case an emergency situation occurs on the journey to and from school. Students must not use the mobile phone during the school day. Students in breach of this will be punished, at the discretion of the Head of Campus; the phone may be confiscated for a certain time. Mobile phones, should be marked with the student's name. Please note that students bring a phone to school at their own risk, the school cannot be accountable for phones being lost, damaged or stolen. Of course, like

any lost or stolen property, staff will make every effort to help, but if serious thefts were to occur, the police may be informed.

Abuse of communication technology will be treated as a very serious matter. If students were to use phones, including camera phones inappropriately, whether in or out of school hours, parents must expect the school will respond with serious consequences. Similarly, abuses of other communication technologies will also be dealt with.

The same procedures apply to other electronic devices such as; i-pods, PDAs, MP3-players etc.

On certain camps, mobile phones are not permitted.

(x) **TRAFFIC**

No matter what traffic arrangements are in place for the Campus, it will not obviate the convergence of traffic that occurs at the start and finish of school. Please exercise extreme caution while driving within the school grounds; refrain from stopping in traffic flow areas; and, follow the traffic flow set out. A speed limit of 5 km per hour prevails on the Campus.

(i) **Traffic at Endeavour Hills Campus**

In the interest of student safety, please note these procedures;

- ◆ the straight run beside the flagpole is for **quick drop-off/pick-up only**
- ◆ long term parking is available in marked bays
- ◆ absolutely no U-turns permitted either in the campus or Reema Boulevard
- ◆ parents should refrain from dropping off/collecting students outside the campus on Reema Boulevard
- ◆ no parking opposite the school in front of the Romanian Church
- ◆ no cars, other than staff cars, to use the access road to the Grade 5 - 6 western car park area during the periods 8.30-9.00 am and 3.00-3.40 pm

(ii) **Traffic at Doveton Campus**

Dropping off/collecting students by car within the Campus is not permitted. Limited longer term parking is available at the front of the campus but car parking for parents is available in the adjoining Council area.

Please exercise due consideration of other vehicles when using the carpark area so as not to obstruct the traffic flow.

Parents are requested to exercise extreme care if they call their children across internal or external roads from the school grounds. The School will not be responsible for any injuries to children that occur if parents ask the children to cross roads when collecting them from school.

(iii) **Traffic at Officer Campus**

Around the shed is for drive-through pick-up only. Parents must not get out of their cars around the shed. Parents wanting to park, get out and pick-up should park in the main carpark area.

(y) **WORK EXPERIENCE**

Year 10 students undertake a two-week work experience programme at the beginning of Term 2.

6. **COMMENCEMENT AND DISMISSAL**

Endeavour Hills Campus

- (i) Secondary and Grades 5 & 6 classes commence at **8.45 am** with a Bible reading and prayer.
- (ii) Secondary and Grades 5 & 6 students are dismissed from classes at **3.30 pm**.
- (iii) Staff are on duty from **8.20 am** and after school until the last bus has left the School.
- (iv) After 3.45 pm any student waiting for a parent, **must** wait in the bus shelter area of the bus turning circle or in the School Library.

- (v) The School does not run an after school care programme, although the Library remains open until 5 pm for quiet study.

Doveton Campus

- (i) Students line up to go into class at **9.00 am**.
- (ii) Dismissal for the day is **3.15 pm**. Buses depart soon after.
- (iii) Staff are on duty from 8.30 am and after school until the departure of the last bus.
- (iv) Students who are picked up from school by parents must be **collected before 3.35 pm**.

Officer Campus

- (i) Classes begin at **8.55 am** and end at **3.10 pm**. Recess and lunchtimes begin at **10.45 am** and **12.50 pm** respectively.

PLEASE NOTE THAT THE SCHOOL CANNOT TAKE RESPONSIBILITY FOR STUDENTS WHO ARE DROPPED OFF OR COLLECTED PRIOR TO OR AFTER STAFF DUTY TIMES.

BELL TIMES

Normal bell times are shown below. Special activities can cause variations from time to time.

ENDEAVOUR HILLS CAMPUS

GRADES 5 & 6

Start classes	8.45
Recess	11.00 (30 mins)
Lunch	1.00 (60 mins)
Afternoon Classes	2.00
Dismissal	3.30

YEARS 7 - 12

Warning Bell	8.40
Period 1	8.45
Period 2	9.30
Period 3	10.15
Recess	11.00 (30 mins) (Warning Bell 11.25)
Period 4	11.30
Period 5	12.15
Lunch	1.00 (60 mins) (Warning Bell 1.55)
Period 6	2.00
Period 7	2.45
End of Day	3.30

DOVETON CAMPUS

Start classes	9.00
Recess	10.55 (25 mins)
Lunch time	1.05 (50 mins)
Start of afternoon classes	2.00
Dismissal	3.15

OFFICER CAMPUS

Start classes	8.55
Recess	10.45 (30 mins)
Lunch time	12.50 (45 mins)
Start of afternoon classes	1.35
Dismissal	3.10

STAFF DEVOTIONS

At each campus Staff meet in the morning for devotions and briefings 8.20 am to 8.45 am and those times should be avoided for contact if possible.

devotions and briefings 8.20 am to 8.45 am and those times

7. **ABSENCE FROM SCHOOL**

- (a) Attendance at school is compulsory except in the case of illness.
- (b) If it is necessary for a student to be absent for a reason other than illness, the parent should write a letter in advance advising the School. A message advising the absence can be left on the following telephone numbers at any time:

Endeavour Hills Campus 9709 7201
Doveton Campus 9709 7202
Officer Campus 9709 7204

Please provide details of:

- *Student's name*
 - *Student's class*
 - *Cause of absence*
 - *Expected duration of absence*
- (c) Parents are requested to make dental and doctor appointments, where possible, outside of school hours.
- (d) When a student is absent or expected to be late, parents should telephone the school before 9.30 am. The School may ring parents of students not in class who have not advised the School. If there is no phone notification the parent MUST write a note explaining the student's absence.
- (e) It is the student's responsibility to complete work missed while absent. If a student is absent from school the student should contact a friend and request that the friend collect a copy of worksheets etc. for him/her.
- (f) Endeavour Hills Campus including Gr 5 & 6 students - Students must sign the attendance book at the office upon late arrival or early departure. Only VCE (11 and 12) students may leave if they have presented a note from parents to the office at the beginning of the year requesting permission to study at home if they have no classes timetabled at the beginning or end of the day. Other students are required to present a written note to the Head of Campus each time. Students who are late without a valid excuse may be required to complete a recess or lunchtime yard duty.
- (g) Doveton and Officer Campuses - Late arrivals must receive a late notice slip from the office before attending class.
*Every 3 late slips in any one term, may incur a lunchtime detention.
- (h) Year 11/12 absences - a medical certificate must be provided if a student is absent for 2 or more consecutive days, or if considerable class time is being lost owing to illness. This policy is in line with VCE requirements that evidence be furnished in order to allow for 'special provision' in assessment.
- (i) A medical certificate must be provided if a VCE student is absent on the day that a school assessment of course work is to be conducted.
- (j) It is not normal practice for work to be set for students to complete whilst holidaying during the School term.
- (k) Students returning to the School after holidays must join their classes on the dates fixed for resuming unless otherwise excused by the Principal or Head of Campus.
- (l) Students are not permitted to leave the School at the end of a term until the published closing date, unless otherwise excused by the Principal or Head of Campus.

8. SCHOOL'S ASSESSMENT AND REPORTING PROCEDURES

(a) **SECONDARY**

In line with VCE policy, assessment is based on satisfactory completion of coursework and school assessment tasks. The policy of on-going assessment may include testing. Formal exams will be conducted for years 7 to 11 students at the end of Semester 2. VCE students sit their final exams in Units 3/4 and are assessed in course work according to VCAA requirements. National Literacy and Numeracy Assessment Program in English and Maths is undertaken in Years 7 and 9.

(b) **PRIMARY**

- (i) Students are assessed through testing. This may take a variety of forms from oral to written.
- (ii) Observation of children is also an important tool of assessment.
- (iii) Grade 3 and 5 students participate in external National Literacy and Numeracy Assessment Program in English and Maths. This has become a Commonwealth Government requirement and may be extended to other grade levels and other subject areas.

(c) **REPORTING**

- (i) A brief interim report is written on Doveton primary students for the end of first term. Officer students receive a progress update.
- (ii) Semester Reports
Both Primary and Secondary students receive reports at the end of each semester.

9. PROCEDURE FOR CHILDREN REPEATING

(a) **PROCEDURE FOR CHILDREN REPEATING A YEAR LEVEL**

The following questions are considered by staff before a recommendation is made for a child to repeat a grade or year level:

(i) Testing

- (a) How has the child measured up in relation to:
 - the grade level?
 - the class average?
 - progress at individual level?
- (b) Does the child require sight or hearing tests?

(ii) Remedial Assistance

- (a) How much remedial assistance has the child received this year and in the past?
- (b) Has the remedial assistance been effective?
- (c) If the child is promoted, how would he/she be able to cope with next year's work, with or without remedial help?

(iii) Physical and Social Adjustment

- (a) Does the child have social problems
 - within the family?
 - within the class?
- (b) What are the likely social effects on the child if he or she repeats the grade?
- (c) Is the child older than his/her classmates?
- (d) Would the child stand out physically if he/she repeats?

The final decision to repeat a student will be reached after discussion between parents and staff. Nevertheless, the School staff must be recognised as the specialists in such cases. Should parents choose to ignore school advice; the responsibility for the child's academic achievement falls fully back on the parents.

(b) **PASSES ON PROBATION AND DEMOTIONS**

At the end of any year, a student with a poor record may be promoted to the grade above on probation. During the next year, the student's progress will be assessed at regular intervals, eg. monthly, and, if progress is unsatisfactory, the student may be demoted to the grade below for the rest of the year. Once again, before such a decision is reached, parents will be consulted but the School staff must be recognised as specialists in such cases.

10. FIRE DRILL/CONTAINMENT

Emergency drills are conducted a number of times per year. Students are taught to exit from buildings in an orderly manner. Students assemble on the school oval or other designated zone. On arrival at the assembly areas students are checked against the attendance roll for the day. Similar procedures apply for the containment of children inside.

11. SCHOOL UNIFORM

***PLEASE NOTE: THE NEW LOGO JUMPER AND BROAD-BRIMMED HATS WILL BE COMPULSORY AS OF THE BEGINNING 2008.**

To maintain a high standard, the following rules apply:

(a) **Girls' Dress Length**

The school uniform, as listed, must be correctly worn at all times, and maintained in a clean, tidy and acceptable condition. Girls' dresses and skirts must be of an acceptable length, ie. the hem of skirt/dress must be no more than 10 cm above knee when in a kneeling position.

(b) **Boys' Shorts/Trousers**

Grey shorts are an optional summer dress item for boys and if worn must be in conjunction with grey socks. (Please note however, that long grey slacks will be preferred wear for official school occasions, so boys electing to wear shorts will require both types.) A plain black belt is to be worn with shorts or Trousers (this applies to Secondary students only). Refer to more detailed information over the page regarding specific uniform requirements. Shorts are not to have external (cargo-style) pockets and must comply with the style and regulation supplied by the official Maranatha uniform supplier, Graeme Booth.

(c) **Winter/Summer Changeover**

Changeover dates for winter/summer uniform will occur at the commencement of Terms 2 and 4.

(d) **Jewellery**

Students are not permitted to wear jewellery of any description apart from wrist watches, neck chain with crucifix or fish sign (the latter two are not to be visible). Jewellery will be confiscated for a given period of time. Girls and boys with pierced ears must wear only one set of matching plain studs (no stones) or small sleepers in the lower ear lobe. No other piercing or tattooing is acceptable. Coloured nail polish or make-up are not permitted to be worn. Clear nail polish is acceptable.

(e) **Grooming**

Where girls'/boys' hair falls below shoulder level it must be tied back; if headbands or elastic bands are used they must be plain blue, black, white or made from school uniform fabric; combs must be clear or same colour as students' hair. Boys must be clean-shaven and ensure that hair is acceptably groomed and no shorter than a number 3 comb (no beards or moustaches are allowed) at school. Hair is expected to be acceptably groomed and unostentatious. At the discretion of the Head of Campus, students who have coloured their hair in a way that is unacceptable will be sent home to have it restored to its natural colour. The School reserves the right to determine what is acceptable and what is not.

(f) **School Jacket**

If a jacket is to be worn, it must be the School jacket, which displays the School logo. The jacket is not an alternative to the jumper and may be worn during recess, lunch and on the way to and from school. However, only the jumper is to be worn in class, level assembly, whole school assembly and on all excursions unless otherwise stated. Students who fail to comply will incur a uniform detention.

(g) **Shoes**

Shoes should always be clean. School shoes are defined as follows:

Plain black leather shoes (black buckle/lace up school shoes), without coloured tags, tongues, stitching or visible brand names. (Boots, suede shoes, basketball boots or sports type shoes are not considered to be school shoes.) Heels must not be higher than 2.5 cm.

(h) **Hats**

The regulation School hat is to be worn in Terms 1 and 4.

(i) **Sports Uniform**

Appropriate sports uniform is to be worn only on the days when P.E. classes have been timetabled. The following rules need to be observed when wearing P.E. uniform:

- P.E. shorts/tracksuit pants are to be regulation
- any garment worn under the shirt must not be visible
- tracksuit pants hems are to be neither frayed nor torn, zippers are to be fastened
- the uniform is to be clean
- only the appropriate P.E. jumper is to be worn
- components of the P.E. and school uniform are not to be worn in combination – the school jacket and jumper is not part of the P.E. uniform
- sports shoes should have non-marking soles and give appropriate arch support and protection from compression injury.

It is the responsibility of the Principal to ensure that those policies are adhered to. It should be a matter of routine that students come to school properly attired.

Students may only attend out of uniform when parents have been advised in advance and in writing of a special event. Such written notice may be either in the form of a special communication from the School or a notice in the Weekly News Sheet.

It is expected that every student who attends school be in a school uniform that is tidy, in a sound state of repair and matches the description as per the above.

Students who are not so attired will be excluded from classes.

Failure to adhere to grooming/uniform requirements may result in students having to attend a detention or internal suspension.

GIRLS' SUMMER UNIFORM (Prep - Year 10)

- Shoes: Black buckle/lace up school shoes (socks must be worn).
Socks: White socks - short or knee high (ankle or tennis socks are not permitted).
Dress: Maranatha School dress
Jumper: Maranatha school jumper. School jumpers must not be worn around waist or draped around shoulders.
Sun hat: All students: Broad brimmed hat
Note: Any garment worn under the shirt or dress must not be visible.

BOYS' SUMMER UNIFORM (Prep - Year 10)

- Shoes: Black school shoes (socks must be worn).
Socks: Grey socks, short or knee high.
Shirt: Pale blue short-sleeved, button-through shirt.
Trousers: School grey, must have a waistband or belt carriers (no elasticised waists allowed for secondary). Trousers must be of poly-cotton or wool blend material. Primary students may wear trousers as per above, but with half-elasticised waist. Ornate buckles are not permitted and belts need to be plain black as per Uniform Shop (for Secondary students).
Shorts: **Secondary** - school grey poly-cotton or gaberdine blend shorts with waistband or belt carrier. (100% cotton shorts with elasticised waists are not allowed).
Primary - grey school shorts without external, cargo-style pockets.

- Jumper: Maranatha school jumper. The jumper must not be worn around waist or draped around shoulders.
- Sun hat: All students: Broad brimmed hat
- Note:** Any garment worn under the shirt must not be visible.

GIRLS' WINTER UNIFORM (Prep - Year 10)

- Shoes: Black buckle/lace up school shoes.
- Socks: White socks (short or knee high) or navy tights (not both). Navy socks with trousers.
- Jumper: Maranatha school jumper.
- Tunic: **Primary** - Maranatha school tunic. Grade 5 & 6 girls may wear secondary winter skirt instead of the tunic.
- Shirt: **Primary** - Pale blue roll-neck skivvy or pale blue long sleeved button-through school shirt to be worn under tunic or with winter skirt.
Secondary - Pale blue long-sleeved button-through school shirt.
- Skirt: **Secondary** - Maranatha school skirt - also Gr 5 & 6 have option to wear skirt.
- Slacks: Blue school trousers may be worn instead of tunic/skirt.
- Jacket: School jacket displaying the School logo.
- Scarf: Optional, colour must be identical to that of school jumper.
- Note:** Any garment worn under the shirt or skirt must not be visible.

BOYS' WINTER UNIFORM (Prep - Year 10)

- Shoes: Black school shoes.
- Socks: Grey - short or knee high socks.
- Shirt: Pale blue button-through long sleeve school shirt (or pale blue skivvy for Prep - Gr 6).
- Trousers: School grey, must have a waistband or belt carriers (No elasticised waists allowed for secondary). Trousers must be of poly-cotton or wool blend material. Primary students may wear trousers as per above, but with half-elasticised waist. Ornate buckles are not permitted and belts need to be plain black as per Uniform Shop (for Secondary students).
- Jumpers: As for summer uniform.
- Jacket: School jacket displaying the School logo.
- Scarf: Optional, colour must be identical to that of school jumper.
- Note:** Any garment worn under the shirt must not be visible.

GIRLS' VCE UNIFORM - (Year 11 and 12)

- Summer** uniform is the same as the rest of school.
- In **winter** girls may wear white button through long sleeve shirts with the standard winter skirt or slacks.
- Jacket: School jacket displaying the School logo.
- Jumpers: Maroon VCE jumper.
- Scarf: Optional, colour must be identical to VCE jumper.
- School Tie: Year 11 & 12 students are to wear the School tie with their winter uniform.
- Note:** Any garment worn under the shirt must not be visible.

BOYS' VCE UNIFORM - (Year 11 and 12)

- Shoes: Black school shoes
- Socks: Grey socks, short or knee-high
- Shirt: White button through long sleeve shirt for winter and short sleeve shirt for summer.
- Trousers: School grey trousers. (For description refer to Boys' Summer or Winter Uniform.)
- Jacket: School jacket.
- Jumpers: Maroon VCE jumper
- Scarf: Optional, colour must be identical to VCE jumper
- School Tie: Year 11 & 12 students are to wear the School tie with their winter uniform.
- Note:** Any garment worn under the shirt must not be visible.

SPORTS UNIFORM

- All students** Broad brimmed hat.
- Girls** Royal blue briefs with sports skirt or black Maranatha shorts, Maranatha polo shirt and windcheater, runners and white socks, MCS tracksuit pants.
- Boys** Black Maranatha shorts, Maranatha polo shirt, windcheater and track pants must all be regulation, runners and white socks required.

Note: Tracksuit pants are to be regulation and non-marking runners are compulsory for Endeavour Hills Hall.

All students must wear the full sports uniform when representing the School at sporting fixtures. Students not so attired will be withdrawn from the team. Students in breach of the Sport Uniform Code will incur recess and lunchtime detention.

JACKET

The only jacket which may be worn is the official School Jacket. The jacket should only be worn outdoors. It does not replace the School Jumper, and must be kept in good condition.

HATS

Under the School's Sunsmart policy, the wearing of the broad-brimmed uniform hat outside the School buildings is compulsory in Terms 1 and 4.

PRIMARY

If for some unforeseen reason, part of the uniform is not worn, the student should bring a note explaining the reason to the class teacher who will sign the note. The signed note is the uniform pass for that day only. Grade 5/6 students follow the same procedure as the Secondary students. A note is not an excuse to be out of uniform for extended periods of time - maximum 2 days.

SECONDARY

Secondary and Grade 5/6 students arriving out of uniform may be excluded from class. A note from parents is not necessarily an excuse to be out of uniform.

12. GENERAL INFORMATION

(a) LEAVING THE SCHOOL GROUNDS

Students must have special permission to leave campus. Teachers/office staff must have prior knowledge of parents collecting students during school hours. If Year 11 and 12 students have scheduled study periods they may leave the Campus after signing the departure book, provided they have presented a note to the office from parents at the beginning of the semester authorising their absence from School. Further information is available in the VCE handbook. All VCE students are required to attend level assemblies. Parents must sign out any child leaving the campus at both Doveton and Officer.

(b) VISITORS

All visitors to school must obtain a Visitor's pass from reception, which must be displayed at all times. The School reserves the right to refuse the issuing of a pass. Visitors to the campus not displaying a visitor's pass can be queried by staff and required to regularize their visiting arrangements.

(c) PRAYER

All classes have prayer time at the beginning of the day, before lunch and at the close of the day. There may be other times when prayer is especially appropriate. Students are encouraged, but not forced, to lead in prayer.

(d) RESPECT FOR SCHOOL PROPERTY

Any damage, accidental or deliberate should immediately be reported to the Principal or Head of Campus. In cases of deliberate damage or damage caused by inappropriate behaviour, the student will be asked to make good.

(e) ACCEPTABLE LANGUAGE

The language we use to speak to each other should be of the same quality as that which we use to speak to God.

(f) HOUSES

Students are divided into four houses - Yellow, Green, White and Red.

The houses are called	- Yellow	:	ACACIA
	- Green	:	GREVILLEA
	- White	:	KURRAJONG
	- Red	:	WARATAH

(g) **CALENDAR**

The school issues a calendar at the beginning of the year on which is noted dates of the major events in the school year. The calendar may be revised during the year and further editions distributed.

13. DISCIPLINE PROCEDURES

(a) **GENERAL**

A student shall obey and give effect to everyday orders given by staff members in the course of his/her duties, or in exercising his/her authority as staff.

(b) **STANDARDS OF BEHAVIOUR**

Good behaviour and politeness is our aim. Courtesy is expected from students at all times.

- (i) Students must show respect and be courteous in the way they address all staff members and each other.
- (ii) Students are to be punctual to classes unless they have an acceptable reason.
- (iii) Students are to take care of their own property, the School's property, and other students' property. All items are to be named.
- (iv) Students are to refrain from any action or behaviour, which endangers the safety and health of others.
- (v) Students are expected to be aware of school rules and obey them.
- (vi) Students have the right to feel safe at school. The School will act with any means at its disposal to eradicate any form of harassment.

(c) **DETENTION IN SCHOOL HOURS**

For the purpose of disciplining a student, a teacher may detain the student in the school, on the grounds of:

- idleness in school and/or time-wasting, not completing homework
- lateness
- disobedience, uniform breaches, and inappropriate behaviour
- any other similar fault, other than inability to learn

If students are late to class without excuse they may be required to complete a recess or lunchtime yard duty or attend lunchtime detention.

(d) **LUNCHTIME DETENTION**

Secondary students will receive a lunchtime detention at the discretion of the Year Level Coordinators. Three such detentions in the one term will culminate in a Saturday detention. If a student fails to attend, the penalty is the same for homework not being done. Failure to attend will result in a Saturday detention.

(e) **FRIDAY DETENTION**

Friday afternoon detention may be given by the Level Co-ordinator for homework not being done. Failure to attend will result in a Saturday Detention.

(f) **SATURDAY DETENTION**

If, in the view of relevant co-ordinator and Head of Campus, a Saturday detention is required, parents will be notified of the date and time of that detention. Saturday detentions may be given for a breach of any school rule.

(g) **DETENTION ON PUPIL FREE DAYS**

Students will forfeit these days if their behaviour or lack of adherence to rules warrants such forfeiture.

(h) **SUSPENSION OF STUDENTS**

The Principal/Head of Campus may suspend a student from school for offences involving immorality, insubordination, disobedience, harassment, stealing and smoking on school premises or on the way to and from school.

The Principal or Head of Campus will :

- notify the parents indicating reasons
- place details on record in the student's file

(i) **EXPULSION OF STUDENTS**

The Principal shall expel a student from school for extreme or repeated disobedience and insubordination; possession, consumption and/or distribution of alcohol, drugs or weapons on School premises or on the way to and from school and all school related activities, but shall attend to the following procedures:

- notify the parents immediately, indicating reasons
- notify the Board immediately, indicating reasons
- enter all reasons and details in the student's file

Attending a Christian School is a privilege. The Principal may deny that privilege or take other disciplinary action, against any student whose conduct does not conform to Maranatha Christian School's standards. This applies to conduct not only during school hours, but also at other times if the student brings reproach to the name and honour of the school.

14. DISCIPLINE PROCEDURES (E.Hills Secondary and where considered applicable to Primary)

In order to teach effectively, teachers need the support of both parents and school leadership. By accepting a place for their children at Maranatha Christian School, parents are committing themselves to supporting teachers in their everyday task. Respect for teachers is needed for classroom education to be effective and the discipline procedures are intended to facilitate both teaching and learning.

Teachers will inform, by email, the Level Co-ordinators when students repeatedly misbehave.

- STEP 1** The student who commits a misdemeanour is dealt with by the teacher in whose care he/she was at the time of committing the misdemeanour.
- STEP 2** The teacher records the misdemeanour and action taken on a 'Student Communication Form' and gives it to the appropriate Level Co-ordinator for filing.
- STEP 3** The Level Co-ordinator, if deemed appropriate, may place the student on a 'White Card' report for a period of two weeks. Parents are informed. The student reports to the co-ordinator at recess, lunch-time and after school. Parents should sign the card each night, discuss comments and sign it.
- STEP 4** At the end of two weeks the Co-ordinator decides whether the 'White Card' report comments are satisfactory - if so, parents are notified and no further action is taken at this stage.
- STEP 5** If, at the end of two weeks, the Co-ordinator decides that comments on the 'White Card' are unsatisfactory, parents are notified and requested to come to school for an interview. The student is placed on a 'Red Card' for a period of two weeks. The student must also present the card to the teacher on yard duty and remain under the yard duty teacher's supervision during recess and lunchtime. The student must report to the Head of Campus after school.
- STEP 6** At the end of two weeks on a 'Red Card', the Head of Campus decides on whether 'Red Card' report comments are satisfactory - if so parents are notified and no further action is taken at this stage.
- STEP 7** If, at the end of two weeks, the Head of Campus decides that comments on the 'Red Card' are unsatisfactory, parents are informed and requested to attend a round-table interview with their child's teachers, Co-ordinator and either Head of Campus or Principal. Student is suspended for one week to contemplate situation and make decisions about his/her relationship with the School. Depending on the needs, the School Counsellor may be involved.
- STEP 8** Student is on 'Red Card' for two weeks. Similar reporting as for step 5.
- STEP 9** At the end of two weeks on 'Red Card', the Head of Campus and Principal evaluate comments on the 'Red Card'. If these are satisfactory, parents are notified accordingly. Parents and student are informed that improved behaviour must be sustained for at least one year or step 7 repeats.
- STEP 10** If, at the end of two weeks, on a 'Red Card' the comments are found to be unsatisfactory, parents and students are informed by the Principal that enrolment for the student is withdrawn.

STEP 11 If a student is placed on a Red Disciplinary card during the course of any one year and re-offends to the extent that he/she needs to be placed on a Red card for a second time, then the student will also incur a 2 week suspension prior to the instigation of the second Red card. During this time, parents will be advised that it is the School's suggestion that parents seek an alternative school for their child.

If, after the 2-week suspension, the student returns to school, it is on the understanding that he/she will be placed on a Red card for 2 weeks. During this time and thereafter failure to co-operate fully will result in that student's expulsion.

Note: The above does not exclude suspension or expulsion where a student's breach of school rules demands such punishment.

15. SCHOOL RULES

God commands us

"Love the Lord your God with all your heart and with all your soul and with all your mind. Love your neighbour as yourself.

The penalties for breaching school rules are listed under three levels. The suggested punishment level is indicated after each stated rule.

Penalty: The penalties obviously need to take many factors into account and the levels of penalties listed are given as guidelines and are not therefore binding on staff members.

LEVEL OF PUNISHMENT

Level 1	Level 2	Level 3
<ul style="list-style-type: none"> - cleaning room - litter duty - time out - join end of queue - students kept in be class teacher - written work, lines, dictionary - letter of apology 	<ul style="list-style-type: none"> - clean up specific area of yard for specified period of time - sweeping drives/paths - sitting in particular yard area - exclusion from excursion - office bench recess/lunch - items confiscated for a term - detention, as appropriate - maintenance - letter home - suspension period - return to school on pupil free days - time out supervised by level co-ordinator - send to a lower year level - sweeping - raking leaves 	<ul style="list-style-type: none"> - suspension - expulsion - items confiscated (for parental collection) - pay compensation for damage - weeding for 1 week - facing judgement by peers (senate) - maintenance - exclusion from class/time out room - extended sweeping - Saturday detention

Bells

Students are expected to take note of bells and be punctual to class **Penalty:** Level 1.

Buildings - Inside

- Do not enter class room without teacher present (except Years 11 and 12).
- Knock before entering rooms and address the teacher respectfully.
- No students allowed in class rooms without teacher present.
- Only walk in corridors.
- Bags to be stored (above, below lockers or on racks and hooks - Secondary). Bags on hooks (Primary).
- Bags must be taken home after the school day.
- Students not to loiter in corridors during recess and lunch.
- No soccer or football boots to be worn inside.
- Shoes to be wiped on mats prior to entry into buildings.
- Students give way to adults.
- Students to move quietly without disturbing other classes.
- Do not scuff lino.

- Do not go into corridor or classroom cupboards.
- Doveton front entrance may only be used by students in the case of emergency and when instructed by teachers.
- Doveton students may go to canteen only with teacher's permission.

Penalty:Level 1/2.

Contact with Neighbours

No annoying of neighbours or interference with their property.

Penalty:Level 1.

Dangerous/Rough Play

Prohibited. (Punishment at discretion of Level Co-ordinator).

Penalty:Level 1/2/3.

Diaries

To be maintained in accordance with school rules.

Penalty:Level 1/2

Fighting

Prohibited.

Penalty:Level 2/3.

Finger Nail Varnish (Coloured)

Prohibited.

Penalty:Level 1.

Graffiti

Prohibited on all school property and on items issued by the School to students.

Penalty: On School property
Level 2/3.

Hair For students' own safety, all hair must be tied back from face.

See also page 25

Penalty Level 1.
Level 3

Homework

All set homework shall be attempted and completed.

Exception: written explanation is received from parent for delayed submission.

Penalty:Level 2.

In and Out Book

- Students arriving late or departing must sign the book at the office. Parents must sign for students at Officer & Doveton Campuses.
- Year 11 and 12 students must sign book before leaving school grounds and on returning unless prior arrangements have been made.

Penalty:Level 2/3.

Items Banned from School Premises

- Alcohol - Level 3
- Tobacco - Level 3 The School reserves the right to check bags and lockers if information is given regarding these
- Drugs - Level 3 substances or weapons of any description.
- Pocket Knives - Level 3
- Matches - Level 3
- Cigarette Lighters - Level 3
- Chewing Gum - Level 1
- Dangerous Toys - Laser Lights - Level 2
- Skateboards, Rollerblades/Rollerskates - Level 2
- (Simulated) Weapons - Level 3
- Pornographic Material - Level 3
- Liquid paper in bottles - Level 1
- iPods, MP3 players, other earphone devices - Level 1
- Permanent markers - Level 1
- Jewellery - Level 1/2

Exceptions: Watch, plain ear studs or plain sleepers, chain with crucifix or fish sign.

Language

- Shall be respectful and courteous in tone.
- The following are prohibited:
- Swearing;
- Blaspheming;
- Language not in keeping with the School motto.

Penalty:Level 2/3.

Library

Students shall obey specific library rules as posted in library.

Penalty:Level 1.

Lining Up

Students shall line up:

- Outside classrooms before lessons while waiting for teacher;
- Before boarding buses;
- While waiting to be served at canteen.

Penalty:Level 1.

Litter

All litter shall be deposited in litter bins.

Penalty:Level 1/2.

Lockers

- Students may be issued with lockers and locks on request. These are the property of the School.
- They are to be kept in good order.
- Students are not to go to lockers in between lessons OR take bags into classrooms.

Penalty:Level 2.

Make-up

Must not be worn.

Out of Bounds

Doveton Campus

Muddy areas and puddles.
Bars holding blinds.
Blue dumpmaster.
Areas outside school boundaries.
Climbing trees.
Playing in driveway.
School gate entrance and car park.
Front entrance.
Banks on South and East of School.
Buildings at recess, lunchtime, before and after school,
except during wet weather program or teacher-
supervised activities, eg. Library, Choir.
Vehicles.
Use of balls near windows.
Asphalt - no kicking of sports balls.

Penalty: Level 1/2.

Endeavour Hills Campus

All staff car parking areas.
Area west of PE shed.
Grade 5, 6 Playground to secondary students
The lower embankment of the oval.
Bank above oval
All fences.
Behind the music block and hall
Caretaker's Cottage and workshop
Bicycle rack during the school day
Asphalt basketball courts to Grade 5/6 students
during recess and secondary lunch.
Concrete basketball court to secondary students.
Corridor between music block and hall.

Penalty: Level 1/2.

Officer Campus

Students may not go near the boundary fences. (If a ball goes over, please ask a teacher to help get it.)

Students are to keep safely away from the carpark, and are not to go out of sight behind the library or the shipping container.

They may not go beyond the ovals without a teacher

Penalty: Level 1/2.

Playground Equipment (Primary)

- Slide - one person on slide at a time.
- Only going down permitted.
- No interference with other children playing on equipment.

Penalty: Level 1/2.

Property

- Students shall treat all property with respect.
- Students shall not steal or tamper with another student's property, whether the owner is known or unknown to the student.

Penalty: Level 2/3.

- Stealing: All items of property must be named. Appropriating unnamed articles will be termed stealing.

Penalty: Level 3.

School Grounds

Students must not leave school grounds without permission.

Penalty: Level 3.

School Property - Damage

- Any damage, accidental or deliberate shall be reported immediately to the Principal or Head of Campus.
- In the case of deliberate damage, the student shall be asked to make appropriate compensation.

Penalty: Level 2.

School Uniform

Compulsory - Minor uniform reaches like the non-wearing of hats, incorrect wearing of school ties, shirts untucked

Penalty: Level 1

Exceptions: - Excursions, by permission of Principal or Head of Campus. Permission is requested in writing by parent or guardian and granted by Principal or Head of Campus.
- Camps

Penalty: Exclusion from classes

Smoking

Prohibited at all times: On Campus.
Whilst wearing the School uniform.
Whilst participating in any school activity.
Whilst travelling to and from school.

Penalty: Level 3.

Staff Room Door (Endeavour Hills Secondary)

Students requesting attention from staff should use the outside door and note the times that staff are available.

Toilets

Appropriate behaviour is expected in toilets.

Penalty: Level 2.

Throwing of Objects

- Students shall not throw objects which may injure others or damage property.
- All throwing of objects in buildings is prohibited.

Penalty: Level 3.

Undue Affection

- Students must not display undue affection towards other students.
- Boy/Girl holding hands, kissing, hugging are not appropriate at school (See also Behaviour).

Penalty: Level 2.

Verbal Harassment and Bullying

Students are expected to respect each other. Bullying and verbal harassment are not acceptable forms of behaviour.

Penalty: Level 3.

Note: All rules regarding behaviour apply when students are on campus, on school camps or excursions, in school uniform and when students represent the School at any function/activity

16. HOMEWORK PROCEDURES

Homework is set for the following reasons:

- (a) To reinforce disciplined working habits in the child's formative years.
- (b) To provide a link between home and school by informing parents of work being covered as well as class expectations.
- (c) To extend the scope of the work beyond that which is covered during class lessons, eg. project work, research work, personal interest development.

In setting homework:

- (a) Consideration is given to the age and ability of the child.
- (b) Expectations should be achievable.

Homework is not used as a form of punishment. Work sent home for punishment is enforcement of discipline, not homework.

HOMEWORK EXPECTATIONS

- (a) **Primary** - Monday to Thursday
- | | |
|---------|---|
| Prep | A few minutes daily, for reading practice. |
| Grade 1 | At least 10 minutes each day for reading and number work |
| Grade 2 | At least 15 minutes each day for reading and number work |
| Grade 3 | At least 20 minutes each day for reading and number work |
| Grade 4 | 20 - 30 minutes
Project work can now be included in addition to spelling, reading, tables, as well as self-initiated activities. |
| Grade 5 | 30 - 45 minutes |
| Grade 6 | 30 - 45 minutes |

Failure to complete homework during the week will result in students being required to finish the tasks either over the weekend or at a lunchtime detention.

- (b) **Secondary** - Monday to Friday
- | | |
|---------|-------------------------------|
| Year 7 | 1 hour per day |
| Year 8 | 1¼ hours per day |
| Year 9 | 1½ hours per day |
| Year 10 | 2 - 2½ hours per day |
| Year 11 | 2½ - 3 hours per day |
| Year 12 | 3 hours per day and Saturdays |

Secondary students may incur a Friday detention for not completing homework
These times are given as a guide as to the total average expectation over the week.

HOMEWORK DETAILS

- (a) **Primary**
- If the homework set is to be significantly different from the "usual" as listed in this policy, the teacher will notify parents of the reason for this.
 - The teacher will direct students as to the nature of the work set and the date due.
 - Assignment deadlines will be given to the children.
 - Homework should be revision of known work rather than introducing new work.
- (b) **Secondary**
- Students record homework details in their homework diaries during class time, clearly labelling the set tasks for each particular subject.
 - If no homework is set, the students, at the request of the teacher, shall write "no homework" in the diary and use the homework time for revision or reading
 - Long term assignments may be completed during the student's own time.
 - Mention of due dates for assignments may be made in the Weekly News Sheets.
- (c) **Parental Responsibilities**
The school expects parents to play an encouraging role in the area of homework, nevertheless, children must complete the work themselves. Diaries should be signed by parents at the end of the week.

Exception: Years 11 and 12.

17. ANTI-HARASSMENT POLICY

In obedience to God we are to:

“Defend the cause of the weak and fatherless;
maintain the rights of the poor and oppressed.
Rescue the weak and needy;
deliver them from the hand of the wicked.” Ps. 82:3,4

At Maranatha we promote the way of love as portrayed in 1 Cor 13:

“Love is patient” – we teach students to exercise patience with each other.
“Love is kind” – we teach students to exercise kindness in their dealings with each other.
“Love does not envy” – we teach students not to be envious of what others have but to be content.
“Love does not boast” – we teach students to be aware of their own weaknesses and that what they have is only theirs by the grace of God.
“Love is not proud” – we teach students to walk humbly before the Lord and to be considerate of others’ needs.
“Love is not rude” – we teach students to treat others with respect.
“Love is not self-seeking” – we teach students to be servants of others in the name of the Lord.
“Love is not easily angered” – we teach students to exercise self-control and conflict management.
“Love keeps no record of wrongs” – we teach students to forgive rather than harbour grudges.
“Love does not delight in evil”- we teach students to do good.
“Love rejoices with the truth” – we teach students to speak and live with integrity.
“Love always protects” – we teach students to protect the weak.
“Love always trusts” – we teach students to trust in the Lord.
“Love always hopes” – we teach students to hope in the Lord.
“Love always perseveres” – we teach students never to give up.
“Love never fails” – we teach students that the way of love is the Lord’s way.

Much of this teaching will be incidental through:

- the presentation of our curriculum.
- incidental teaching.
- intervention in situations where students have not responded positively to our teaching.

The way of love does not accept harassment in whatever form it presents itself.

Students are encouraged to:

report incidences of harassment and bullying whether they themselves or others are the victims and be protective towards those who are being bullied.

Harassment or Bullying can take many forms, usually it is defined by being ongoing:

- **Physical harassment:** including fighting, pushing, shoving, gestures or invasion of personal space.
- **Verbal harassment:** including name calling, offensive language, putting people down behind their backs, picking on people because of their race, gender or religious creed.
- **Visual harassment:** including offensive notes or material, graffiti, or damaging of other people’s possessions.
- **Victimisation:** including stand-over tactics, picking on others, threats to “get” people, repeated exclusion.
- **Sexual harassment:** including touching or brushing against someone in a sexual manner, sexually orientated jokes, drawing or writing about someone’s body, using rude names or commenting about someone’s moral values, unwanted invitations of a sexual nature, asking unacceptable questions about someone’s private life.
- **Racial discrimination:** of any kind is a form of harassment.

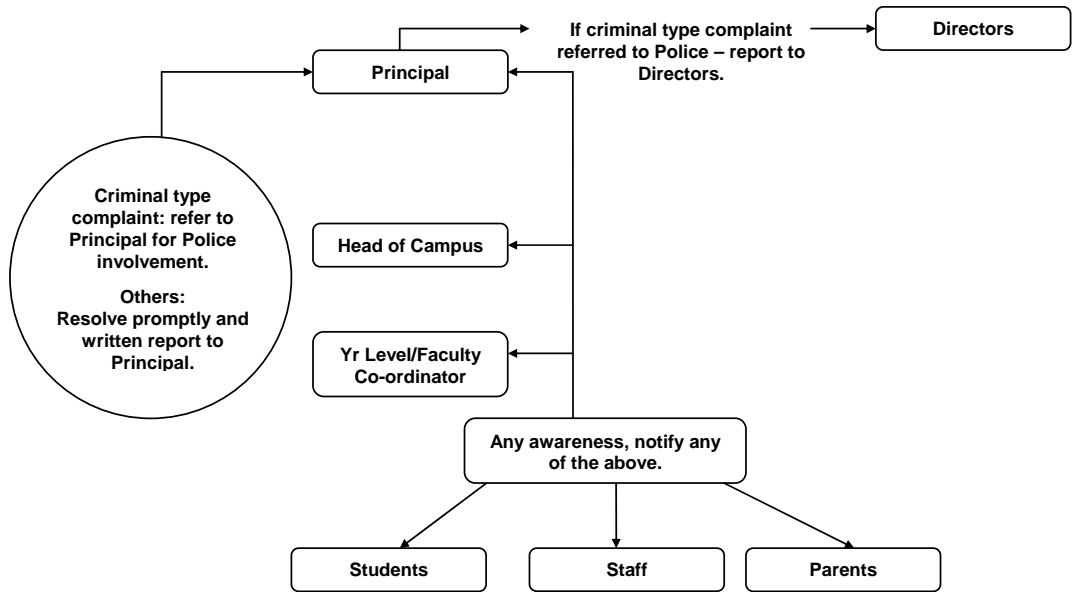
Where there is a complaint about harassment it will be investigated immediately.

Where a complaint about harassment is sustained:

- (a) Parents of the parties involved will be informed and where appropriate brought together to participate in the reconciliation process.
- (b) The parties will be brought together in order that reconciliation may take place.
- (c) The aggressor will be punished in accordance with penalties as per the Parent Handbook.
- (d) The aggressor’s behaviour will continue to be monitored in an attempt to prevent the offensive behaviour from recurring.
- (e) Where a student’s behaviour in respect to fellow students continues to be unacceptable:
- (f) The student’s parents may be requested to seek the expert assistance that the school is unable to provide and the continued enrolment of the student may be dependent on such assistance being acquired.

- (g) The student's privilege of being a student at Maranatha may be withdrawn.
- (h) Written records of meetings shall be kept and filed in the students' files.

Sexual Harassment Resolution Process



18. ILLNESS AT SCHOOL

If your child becomes unwell at school the child may be sent to the sick bay to lie down for some time. If illness requires that the child go home, the parents will be contacted and requested to collect the child. It would be wise for situations where both parents work if a third person could be contacted who is able to care for the child. Children who are ill must not be sent to school. It is mandatory for school attendance that contact details are kept updated.

(a) MEDICATION - Prescription

Many children attending school require medication to control illnesses such as asthma (refer Asthma Policy) and epilepsy, and conditions causing hyperactive behaviour. While it is wise to encourage older children to be responsible for their own medication (usually tablets), many primary children are not ready to do this. To assist teachers, parents should supply medication in a container that gives the name of the child, the dose and the time the medication is to be given. If medication is to be stored at school for more than one day then information regarding storage and expiry dates must be given. It should be noted that substances prescribed for a particular child can only be used for that child and under no circumstances will be given to another.

MEDICATION – Non Prescription (Analgesics/Allergy Medications etc)

It is policy that the School does not supply over the counter (non-prescription) medication but where a parent is not available, a designated staff member may administer and record dosage to students under the following conditions:

- Parent has supplied medication to be placed in student file with full instructions and permission
- Expiry date is visible on the packet
- Dosage will be recorded by a designated staff member and all medication beyond expiry date will be discarded
- In some cases the school may require a medical action plan provided by a medical practitioner

Please note:

There is evidence of widespread abuse of analgesics in children. Close supervision and issue of analgesics in school is therefore necessary. The information the school has suggests that use of aspirin should be avoided if possible.

(b) SCHOOL ENTRY IMMUNISATION PROGRAMME

Under the Health Act, all children are required to present an immunisation certificate when enrolling in primary school. The certificate states whether a child has been immunised against diphtheria, tetanus, polio, measles and mumps. Students transferring between schools are also required to present immunisation certificates under the same phased-in conditions. Failure to provide immunisation status will require exclusion from school until documentation is given.

(c) INFECTIOUS DISEASES

The Principal is required to exclude children according to the following table, under the Health Regulations 1990. Note that the regulations require the parent or guardian to inform the School as soon as possible if the child is infected with any of the diseases listed below or has been in contact with an infected person.

Disease or Condition	Patient shall be excluded from School -
Chickenpox	Until fully recovered or at least one week after the eruption first appears.
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased.
Diphtheria	Until receipt of a medical certificate of recovery from infection.
Giardiasis (Diarrhoea)	Until diarrhoea ceases.
Hepatitis (Infectious hepatitis)	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.
Hepatitis B	Until recovered from acute attack.
Impetigo (school sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.
Leprosy	Until receipt of a medical certificate of recovery from infection.
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection.
Meningococcal infection	Until receipt of a medical certificate of recovery from infection.
Mumps	Until fully recovered.
Pediculosis (Head lice)	Until appropriate treatment has commenced.
Pertussis (whooping cough)	Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection.
Ringworm	Until appropriate treatment has commenced.
Rotavirus (diarrhoea)	Until diarrhoea ceases.
Rubella	Until fully recovered or at least 5 days after onset of rash.
Scabies	Until appropriate treatment has commenced.
Shigella	Until diarrhoea ceases.
Streptococcal Infection (inc. scarlet fever)	Until receipt of a medical certificate of recovery from infection.
Trachoma	Until appropriate treatment has commenced.
Tuberculosis	Until receipt of a medical certificate from a health officer of the department that the child is not considered to be infectious.
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection.

(d) **ASTHMA**

Maranatha follows the recommended policies set down by the Asthma Foundation of Victoria for dealing with students who suffer from asthma.

The School has a documented policy for the application of medication within the School. Where asthma is indicated in the health conditions of enrolment details, families will be provided with details of the policy. **Each child must have a personal action plan lodged with the School if regular medication is required. Failure to do so will require exclusion until a plan is provided.**

If your child suffers from asthma and you have not received a copy of the policy, please contact the School.

(e) **ALLERGIES AND ANAPHYLACTIC REACTIONS**

The School has a documented policy for the application of medication within the School. Where allergies or anaphylactic reactions are indicated in the health conditions of enrolment details, families must have a personal action plan lodged with the School and appropriate counter-reaction medications supplied with instructions attached. Failure to do so will require exclusion until a plan is provided.

If your child has any of the above conditions, you must have notified the relevant campus staff. Staff will do all they can to help, nevertheless, parents must keep in mind that there are many students in each teacher's care at any one time.

(f) **ACCIDENTS**

Minor cuts and bruises are attended to by school staff who keep a record of treatment in the first aid books.

More serious accidents which require medical treatment may be handled in one of two ways:

- (i) The child is taken by a member of staff to the Joseph Banks Medical Clinic (Doveton campus primary), Endeavour Hills Medical Centre (End Hills campus secondary), or South East Health Health Care, Beaconsfield (Officer campus). Parents are immediately contacted by the School office.
- (ii) The child is taken by ambulance to hospital. Parents are immediately contacted by the School office.

It is not school policy to pay hospital/medical/ambulance costs for students injured at school.

Note: Parents are strongly advised to take out Ambulance Insurance to cover the costs of b) above.

(g) **ACCIDENT INSURANCE**

While the School maintains public liability cover for accidents, this only relates to circumstances where it can be demonstrated that the School is at fault for an accident. This cover will generally not relate to accidents which students can incur in the normal course of schooling/school camps/school excursions.

A general accident insurance policy is maintained for each student that includes cover for medical expenses (other than Medicare-covered items ie. There may still be a gap between charged fee and Medicare cover), death and injury. Further details are available from the School. An excess of \$20 applies to any injury benefit claim. Claims must be made on appropriate forms held by the School.

19. **COMMUNICATION BETWEEN HOME AND SCHOOL**

- (a) Once per week (usually on Friday) students are issued with a news sheet to take home. It helps keep parents informed of the happenings in the School.
- (b) The Friday News Sheet (weekly newsletter) is given to either the oldest child or the nominated child in each family. The news sheet is also available on the School Web Site www.maranatha.vic.edu.au and reminders with direct links to the news sheet can be emailed on request. Please make sure that a routine for receipt of this important means of communication is established for your home. Should the nominated child be absent during its distribution e.g. other siblings should collect it from the office.
- (c) Board meeting information, where appropriate, is included in the Friday News Sheet.

- (d) Secondary staff use the homework diary as another means of communicating with parents. Students are required to have any notes by staff in the diary initialled by parents to acknowledge receipt.
- (e) Where parents are concerned about progress of their child, they should, in the first instance, discuss their concerns with the appropriate class teacher, subject teacher, or year level co-ordinator who will liaise between the parents and the teacher concerned.
- (f) Serious problems may be directed to the Heads of Campus or Principal.
- (g) Twice a year parents of secondary students are invited to attend a meeting with teachers. Primary parent/teacher interviews take place once a year. Such parent/teacher interview days or evenings are publicised well before the event.
- (h) At the commencement of each year the School calendar is published. It enables parents to plan ahead for school events.

20. ELECTRONIC COMMUNICATION

At Maranatha Christian School we acknowledge the Lordship of Christ over all our school activities. These include our electronic means of communication: the Internet, the Intranet, E-mail and any other use of the School's electronic communication and information resources. We are therefore to use these resources in obedience to Him and for His glory.

These resources are made available to enhance the educational experiences of students and to provide staff with the tools necessary to implement and enhance the School's educational program.

Use of the School's electronic communication resources for legitimate work-related purposes is authorised with the issuing of a user name and a password.

The rules relating to the use of the School's electronic communication resources are explained to students before they are issued with a user name and a password. The acceptance of a user name and a password is an indication of agreement to work within the confines of those rules.

APPENDIX A

Students who do not use the School's electronic communication resources in accordance with the School's policy will be barred from their use.

Maranatha Christian School Students' Computer Network Protocols

Overview

At all times students are expected to use the system in accordance with Gospel principles:

".....my brothers, fill your minds with those things that are good and that deserve praise: things that are true, noble, right, pure, lovely, and honourable. Put into practice what you learnt and received from me, both from my words and from my actions. And the God who gives us peace will be with you." (Philippians 4:8-9)

The Information Technology facilities at Maranatha Christian School offer a vast and diverse set of learning tools. In providing these services the goal is to promote educational excellence by facilitating resource sharing, innovation and communication within a global society. Students are encouraged to make good use of the information technology facilities available at the school. In addition to individual computers in classrooms and laboratories, there are local area networks in the Computer Centre and the Library. Access to the computer network is a privilege that may be enjoyed as long as appropriate standards are observed. Although the World Wide Web allows access to information from a multitude of places, the school cannot be responsible for what is on the Internet. Some of the information is not of educational value in the context of the school setting. Ultimately, it is up to the individual user to exercise fundamental responsibility for appropriate use.

This statement outlines the protocols to be observed by students for computer use and network access at Maranatha Christian School.

The aim of the Policy is to ensure that the school computers are kept fully functional and used appropriately for curriculum-related projects. To achieve this you will be required to obey the following rules and sign the following agreement:

Care of the Equipment

- I agree to make sure that the school computers are kept in good condition and treat them with respect.
- I will not bring food or drink into the computer areas.
- I will not move or rearrange any of the school computer equipment.
- I will notify the classroom teacher or the computer co-ordinator if there has been misuse of the network.

Computer Set-ups

- I will not tamper with the original configuration of the software, disconnect or change the arrangement of the hardware
- I will always leave the computer settings in the way that I found them and will immediately report any unusual set-ups. This includes colour schemes, backgrounds, screen savers, menu items and icons on the desktop.
- I will not put software on to the school computers. This means I will not bring games, screen savers or any other program into the computer areas.
- I will not use the system in such a way that it disrupts the operation of the network by other users.

Passwords

- I will not disclose my password to any other student. I will ensure that no other student can discover my password. I will not log in to any computer using another person's password except by direct permission from the teacher. I will not disclose anyone else's personal details.
- I understand that I may change my password at any time.

Printing

- I will only print material that is relevant to my schoolwork and only as many copies as are required.
- I recognise that if I exceed my personal printing allowance I may be barred from further printing or be asked to pay a further paper levy.
- I recognise that all printing done under my password is my personal responsibility, even if another student using my password does the printing.

Computer Use

- I will only use school computers for teacher-approved projects.
- I will not copy other students' files or pictures or share files or pictures with other students except with the teacher's approval.
- I will not bring pictures into the school computer system unless they are relevant to my studies and have teacher approval.
- I will never have pictures that are of an offensive or pornographic nature in my file area.
- I will keep the storage of material on the school computer system to a minimum.
- I will not attempt to "hack" into secured areas or copy protected work.

Internet Access

- I will obtain a teacher's permission before using the School's Internet connection.
- The material I browse on the Internet will be related to school work only. Specifically, I will not access any inappropriate Internet sites eg. pornographic, violent, games.
- I will not download files from the Internet without permission.
- I understand that I can be required to disclose why I was viewing a particular site.

School Access to Electronic Communications

As the School owns its electronic communication system, the contents of the system, including email messages and the historical log of electronic communications, are the property of the School.

The School reserves the right, through authorised personnel, to monitor the usage of its electronic communication system, including the tracking of individual usage.

Information stored on the School's electronic communication system may be inspected and disclosed during routine monitoring or where misconduct/misuse is suspected, in response to legal processes and/or to fulfil obligations to a third party.

Consequences of breaching these Protocols

I recognise that as a consequence of not complying with the School's Computer Usage Policy I may:

- lose my privilege to use the school computers or other system features such as printing, Internet access and e-mail for a specified period of time;
- have prohibited materials confiscated;
- have to pay for any damage I have caused; and
- incur other disciplinary action that the school may impose

I acknowledge that I have read the above Students' Computer Network Protocols of Maranatha Christian School; I agree to all the provisions outlined in it. I understand that if I do not fulfil my responsibilities for the proper use of the computer network, I could incur disciplinary action by the School.

Student Name: Year Level:

Student Signature: Date:

In co-signing these Protocols, I am stating that I have discussed them with my child and that I believe that my child comprehends their content:

Parents Signature: Date:.....

Computer Co-ordinator's Signature..... Date:.....

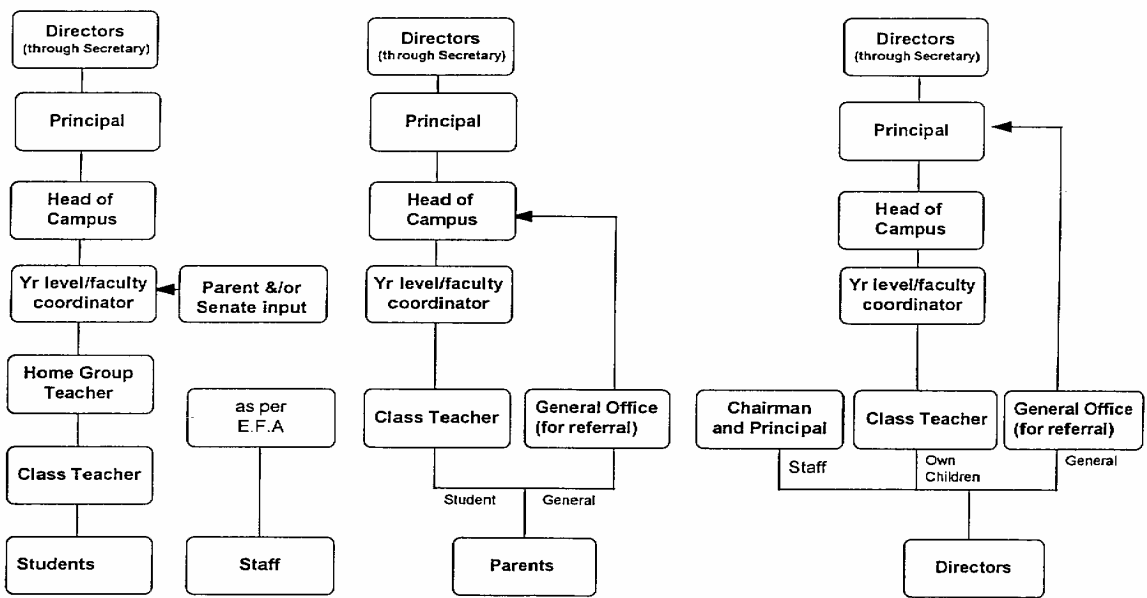
21. ISSUES RESOLUTION

It is the School's desire that there be ready and free dialogue on all circumstances/situations which concern parents/students in the spirit of Matthew 18:15.

In the first instance, the point of contact for resolution of queries/issues by both parents and students relating to student curriculum/class matters is the relevant class teacher.

The following diagram sets out more fully the general line of action if matters are not able to be satisfactorily resolved at the class teacher level or are considered to be of a more serious nature.

ISSUES RESOLUTION PROCESS



22. CAMPING AND OUTDOOR EDUCATION

"..... it is the special task of the School to lead the child to discern the meaning and structure of the creation under the guidance of the Word of God and to train the child in the use and development of his God given talents, so that he may be equipped to serve Christ as King in all spheres of life to the Glory of God and the well being of his fellow man." (The special task of the School - Educational Creed Section 8: iii)

(a) **Objectives derived from above:**

- (i) To increase the opportunity for building God honouring relationships.
- (ii) To develop the students' aesthetic appreciation of God's creation.
- (iii) To increase the opportunity for social development so that students may learn more about their own strengths and weaknesses and may appreciate the qualities of their peers and teachers.
- (iv) To provide opportunities which will encourage the students to develop independence, leadership and initiative, as well as interdependence, consideration for and co-operation with others.
- (v) To provide a range of activities so that the students may come to know their strengths and limitations.
- (vi) To provide a different setting for worship and study of the Word of God.
- (vii) To give students the opportunity to further develop skills through new first hand activities.
- (viii) To learn to live in greater harmony with the laws which God, in His faithfulness, maintains in His creation.
- (ix) To appreciate more fully the meaning of God's creation - its order and interdependence.
- (x) To nurture in students the ability to hear the voice of creation praising the Creator.

(b) **Attendance**

Parents to be billed for cost of camps as part of fees at the commencement of the year. Parents will have same options of paying for camps as they have for payment of school fees.

(c) **Billing**

It is compulsory for students to attend school camps and the cost of camps is predicated on all group involvement. Camp cost can be included in fee payment arrangements agreed with school or must be paid in full prior to the camp.

(d) **Financial Hardship**

Students should not be barred from attending camps for reasons of financial hardship. In case of financial hardship, parents should contact the Principal confidentially.

(e) **Camping Program**

- Prep: Evening meal together at school; parents collect at 7.30 pm.
- Grade 1: Stay Late; Parents may collect children at 8.00 pm
- Grade 2: Overnight Sleepover at school
- Grade 3: Overnight Sleepover at school
- Grade 4: 3 days, 2 nights. Base camp - everything provided.
- Grade 5: 2 days, 1 night. Base camp - everything provided.
- Grade 6: 5 days, 4 nights. Base camp - everything provided.
- Year 7: Orientation Camp - standing site camp.
- Year 8: Activity Camp
- Year 9/10: Possible variety of camps may include: Adventure Camp, Aquatics Camp, Creative Arts Camp, Bushwalking Camp or Scuba Diving Camp, Study Camps, Duke of Edinburgh Family Camp.
- Year 11: 3 days, 2 nights Activity Camp
- Year 12: 2 Day Activity camp

The School reserves the right to amend and to implement new policies, procedures and rules during the school year. Such changes will be advised through the Weekly News Sheet.

The failure for any reason of the School, the Board or the Principal, to exercise any rights reserved in the Enrolment Agreement and/or this Handbook or the allowing of any time for compliance shall not be taken as a waiver of such right and no estoppel shall arise therefrom.

23. MANAGEMENT PROFILE

