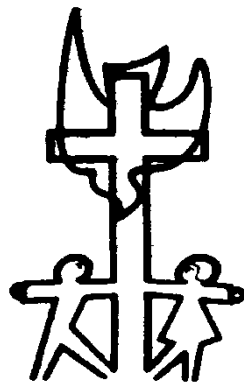


OLIVET CHRISTIAN COLLEGE

ENCOURAGING...EQUIPPING...EMPOWERING...

"Train up a child in the way he should go and when he is old he will not depart from it.. (Proverbs 22:6a).



PARENT INFORMATION HANDBOOK 2015

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INTRODUCTION

This Handbook contains information concerning the daily procedures of College Life. It is anticipated that this document will do much to enhance communication between school and home. Please read it carefully and keep it in a handy place for ready reference. This book is arranged in alphabetical order to help you find topics easily.

OLIVET CHRISTIAN COLLEGE NO 1793

PRINCIPAL	Mr Phil Chapman																														
ASST PRINCIPAL	Mr Steve Nicholas																														
BUSINESS MANAGER	Mrs Mary-Anne Revell																														
ADDRESS	89 Main Road, Campbells Creek 3451																														
TELEPHONE	03 5472 3817																														
FAX	03 5470 6871																														
EMAIL ADDRESS	admin@olivet.vic.edu.au																														
WEB ADDRESS	www.olivet.vic.edu.au																														
MOTTO	<i>"Teaching them to observe all that I have commanded you." (Matt 28:20a)</i> <i>"Train up a child in the way he should go and when he is old he will not depart from it." (Proverbs 22:6a)</i> Encouraging...Equipping...Empowering																														
SCHOOL COLOURS	Academic - Bottle green, grey and fawn Sport - Gold and Black																														
CLASS TEACHERS	<table><tr><td>Secondary</td><td></td></tr><tr><td>Maths/HPE + Yr 7/8</td><td>Mr Phil Chapman</td></tr><tr><td>Sci Prac/Indonesian/ICT</td><td>Miss Jemima Box</td></tr><tr><td>Eng/Hum/Arts + Yr 9/10</td><td>Mrs Cheryl Donaldson</td></tr><tr><td>Technology (Food)</td><td>Mrs Cheryl Donaldson</td></tr><tr><td>Geography Yrs 7-10</td><td>Mrs Cheryl Donaldson</td></tr><tr><td>Performing Arts</td><td>Mrs Jan Chapman</td></tr><tr><td>Technology (Wood)</td><td>Mr. Steve Knight</td></tr><tr><td>Primary</td><td></td></tr><tr><td>Years 5-6</td><td>Mr Ian Nicholas</td></tr><tr><td>Years 3-4</td><td>Mr Steve Nicholas</td></tr><tr><td>Years P- 2</td><td>Mr Geoff Treloar</td></tr><tr><td></td><td>Miss Jemima Box</td></tr><tr><td>Primary Auslan</td><td>Mrs Jan Chapman</td></tr><tr><td>Music Co-ordinator</td><td>Miss Alisha Mitchell</td></tr></table>	Secondary		Maths/HPE + Yr 7/8	Mr Phil Chapman	Sci Prac/Indonesian/ICT	Miss Jemima Box	Eng/Hum/Arts + Yr 9/10	Mrs Cheryl Donaldson	Technology (Food)	Mrs Cheryl Donaldson	Geography Yrs 7-10	Mrs Cheryl Donaldson	Performing Arts	Mrs Jan Chapman	Technology (Wood)	Mr. Steve Knight	Primary		Years 5-6	Mr Ian Nicholas	Years 3-4	Mr Steve Nicholas	Years P- 2	Mr Geoff Treloar		Miss Jemima Box	Primary Auslan	Mrs Jan Chapman	Music Co-ordinator	Miss Alisha Mitchell
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	Miss Jemima Box																														
Primary Auslan	Mrs Jan Chapman																														
Music Co-ordinator	Miss Alisha Mitchell																														
EARLY YEARS ASSISTANT	Mrs Bronwyn Lacey (Wed)																														
LITERACY & NUMERACY ASSISTANT	Mrs Tracey Box (Primary)																														
CLASS ASSISTANTS	Mrs Annette Kuhle Mrs Lyn Lourey Miss Emily Nicholas																														

2015 TERM DATES

	TERM DATES	HOLIDAYS	WEEKS
1st Term	Tues 27th Jan – Fri 27 th March	28 th March – 19th April Vic Educators' Conference 13/4 and 14/4	9 weeks
2nd Term	Mon 20 th April – Fri 26 th June	27 th June – 12 th July	10 weeks
3rd Term	Mon 13 th July – 18 th September	19 th September – 4 th October	10 weeks
4th Term	Mon 5 th October – 10 th December	11 th December -	10 weeks

REACHOUT ENTERPRISES LTD.

The governing body of Olivet Christian College is the Executive of Reachout Enterprises Ltd. The Executive is responsible for the business of running the College. It can also call into being certain committees to help and advise the Executive on a particular course of action. The Principal, who acts after consultation with the Executive, determines the day-to-day running of the College. In other areas he is responsible to the Victorian Registration & Qualifications Authority (VRQA) and to the appropriate governing authorities.

All parents are given the opportunity to become members of Reachout Enterprises Ltd. – the company that owns and operates Olivet Christian College. Applications are available from the office and the cost is \$20.00 per person per annum payable before the Annual General Meeting each year. The Executive members are Directors of Reachout Enterprises Ltd. and are responsible to the company members for the operation of the College. The AGM is usually held in April.

REACHOUT EXECUTIVE

CHAIRMAN : Mrs Cheryl Donaldson
SECRETARY : Mrs Cheryl Donaldson
DIRECTORS : Mr Phil Chapman
Mrs Mary-Anne Revell
Mrs Annette Kuhle
Mr Stephen Lacey
Mr Jim Box

THE COLLEGE IS SEEN TO BE A PARTNERSHIP

THE PARENTS

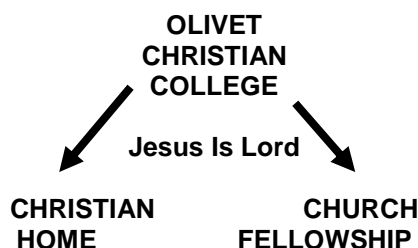
who have the primary responsibility for the training of their children, but who, in a practical way, need help with this task. The basis of each child's character, and the attitudes and values they encompass, are laid early in life.

THE TEACHERS

who endeavour to support parents by teaching children about God and encouraging them to develop a relationship with Him and to value their fellow man and themselves. Essentially we do this by setting an example for them to follow in the ways we relate to each other and live our daily lives.

THE CHURCH

equips individuals for ministry by bringing them to maturity within the Body. **Church attendance is not compulsory but is encouraged, including Bible School and Youth Groups for students.** We encourage students, particularly secondary students, to serve in some capacity of church life.



PHILOSOPHY OF EDUCATION

Education is transferring skills, knowledge, experience and discipline, through demonstration, guided practices and training. The scripture says: *"Train up a child in the way he should go and when he is old he*

will not depart from it." (Proverbs 22:6a). "Teaching them to observe all that I have commanded you." (Matt 28:20a)

AN EVANGELICAL INTERPRETATION OF THE BIBLE

The Bible is the sole authority on faith and practice. It is the inerrant and infallible Word of God and will be presented as such at Olivet Christian College.

MISSION STATEMENT

The College is committed to the spiritual and academic development of each child, preparing them for effective service for Christ in today's world, working with the parents/guardians in fulfilling their God-given responsibilities in the training of their children.

"...bring them up in the nurture and admonition of the Lord." Ephesians 6:4

A DAY AT OLIVET CHRISTIAN COLLEGE

Students should observe the following:

Leaving from Home:

Check list:

- correct uniform
- lunch or lunch order (no lunch orders for general store taken after 9am)
- completed homework
- musical instrument
- diary
- sports uniform if necessary

Travelling to and from College:

- be a good representative of Olivet Christian College
- be punctual
- full complete uniform
- be careful, sensible and courteous
- be easily seen if riding a bicycle
- wear a bike helmet
- travel with a friend if possible

College hours:

The College day begins with a bell for classes at 8.45am. Parents are asked to ensure that students arrive at the College by 8.45am so that classes can commence on time. There is a 15-minute recess at 10.45 am, a 45-minute lunch-break at 12.45pm (1 hour for Early Learning Centre, including 15 minutes of supervision of eating lunch), and dismissal time is at 3.15pm.

Please note: Students should not arrive at the College before 8.30am. Teachers do not commence yard duty until 8.30am and if students are on the property before this time they will usually not be supervised, which compromises their safety. Parents may need to make arrangements such as dropping their children off to another school family who can bring them to the College after 8.30am. Students should depart the College premises no later than 3.30pm, unless they are involved in a supervised activity or waiting for the Guildford bus to depart at 3.45pm.

In the classroom:

- be punctual
- enter the classroom only upon the invitation of their teacher
- enter classrooms quietly and be ready to begin work
- be polite and considerate to others
- hand up before being invited to speak
- participate fully in all scheduled activities
- take care of the furniture and fittings
- leave the classroom neat and tidy
- follow all instructions issued by teachers
- remember: no student has the right to interfere with another student's right to learn

Using the College grounds and facilities:

- leave areas clean after use
- return sports equipment to sports equipment store

- be careful in the schoolyard
- be thoughtful and polite

After school:

- wait in the allocated waiting areas for parents to collect them and be considerate of others
- leave the College grounds when your transport arrives

The journey home:

- your uniform must be worn correctly
- take correct books and equipment for homework
- remember letters and notices for parents
- have a safe and sensible journey home
- travel with a friend if possible to ensure safety

The A-Z of Olivet Christian College

ABSENCES

A written note, signed by a parent or guardian, explaining the reason for the absence, must be presented to the student's teacher on return from any absence. **Notes may be written in the diary.** If the absence is foreseeable, a note should be sent in advance, or as soon as the length of the absence is known.

Please notify the Office if your child will be absent from school so the class teacher is kept informed. Please see the "Exclusions From School Due To Illness" section of your Information Pack for conditions the College needs to be made aware of. If your child is diagnosed with any of these conditions, please contact the Office immediately.

ACADEMIC STANDARDS

Olivet Christian College aims to see each of its students succeed in study, sport, and cultural activities. This success is measured against the child's own ability and the school will encourage each student to aim for the best in all that he or she does. A high standard in dress, language, behaviour, and manners is expected at all times. At Olivet Christian College, the staff are concerned about character as much as they are about academics. We believe that success in life comes out of who a person is, not just what he or she knows.

ADVERSE WEATHER CONDITIONS

On days of extreme cold, rain, or wind, students are supervised in classes. The students are encouraged to be involved in quiet games. On days of extreme heat, activities will be modified where possible to avoid discomfort or exhaustion.

ANAPHYLAXIS AND ALLERGIC REACTIONS

To avoid any possible anaphylactic reaction among students, parents are requested to refrain from sending lunches and morning teas which contain nuts eg peanut butter sandwiches, muesli bars containing nuts, hedgehog containing nuts etc. Thank you for your co-operation to avoid this potentially serious situation.

ARRIVAL AND DISMISSAL OF STUDENTS

Students are expected to arrive punctually to school by 8.45am each day. Students are expected to take particular care when arriving and leaving the College.

Normal dismissal time for students is 3.15pm.

Students travelling on buses are required to wait at the appropriate gate inside the grounds closest to their designated bus location until their driver gives them permission to board the bus.

All ELC students other than those travelling on buses must remain in the College grounds until they are collected at the gate by parents.

ASSEMBLIES

A general School Assembly is held at 8.50am each Monday, Tuesday, & Friday morning. Parents are welcome to attend these sessions. Chapel is held each Wednesday morning for 30 minutes.

Prayer groups are held each Thursday morning in classes.

ASTHMA

Students suffering from asthma should be aware that a Ventolin inhaler is available for supervised use in the office. Parents need to authorise such use and personally bring individual medication to the office.

Upon enrolment, parents must complete an Asthma Plan and complete Camp Asthma Plans and updates when requested.

BANKING (Students)

School banking is available to all students. This is a great way of teaching your children good saving habits. The College also benefits from student banking as it receives a commission for each deposit your child makes. Student Banking Application Kits are available from the office at any time throughout the year. Any student wishing to commence school banking should collect an Application Kit from the Office. Each Tuesday is banking day. The booklet and money are brought in to Olivet each Monday or Tuesday.

BEHAVIOUR

Code of Student Conduct

- A.** Consideration of others, courtesy and co-operation are basic to the operation of this College; Therefore:
 - 1. Polite behaviour and speech is expected at all times. Rudeness or defiance is unacceptable.
 - 2. High standards of dress and grooming are expected of all. Students not in correct College uniform are expected to bring a note of explanation signed by a parent.
 - 3. Bullying, fighting and other forms of violence and/or intimidation are unacceptable.
 - 4. Obscene, racist and sexist language and behaviour is not acceptable.
 - 5. Smoking, non-prescription drug use and the consumption of alcohol are prohibited. Possession of such things as cigarettes, cigarette lighters, matches, tobacco, drugs or alcohol is forbidden. Severe penalties apply.
- B.** To enable the College to meet its obligations to provide an effective education, all students are expected to take the initiative in making the most of their educational opportunities by:
 - 1. Being punctual to assemblies and all scheduled classes and being regular in attendance.
 - 2. Bringing to class all necessary books, writing implements and equipment including Phys Ed equipment.
 - 3. Completing all set class work and homework.
- C.** Because the College has a legal responsibility for the welfare of its students:
 - 1. Students may not leave the College grounds without a note from home and permission from a member of staff.
 - 2. A note, signed by a parent or guardian, is required in the case of absence or lateness on the day of the absence or the day the student returns to College.
 - 3. People who are not staff members, students or parents of the College are allowed within the College environs only after seeking permission at the office.
 - 4. Students will be permitted to go on excursions only after permission form is received from a parent.
 - 5. Extreme caution must be taken when walking up and down steps within the College environs.
 - 6. The College roof is out of bounds.
 - 7. The facilities of the sick bay can only be used when authorised by a staff member.
 - 8. Possession of dangerous implements such as knives is prohibited.
- D.** The maintenance of a clean environment is an important part in the process of safeguarding student health; Therefore:
 - 1. Students are expected to take a responsible and active part in keeping the College clean.
 - 2. Litter is to be placed in the bins provided.
- E.** It is expected that all students will show a sensible regard for the property of others whether private or public; Therefore:
 - 1. Students must wait quietly outside classrooms until a teacher gives them permission to enter.
 - 2. Students must not enter the College buildings before the entry bells.
 - 3. Chewing gum and spitting are forbidden (chewing gum is not permitted at the College).
 - 4. All items of uniform must be clearly labeled with names of students.
 - 5. Stealing, vandalism, and defacing College property is prohibited.
 - 6. Please do not bring large sums of money and valuable items to the College.

BELL TIMES

End of Period 1	9.55 am (Wednesdays 10.05am)
Recess is from	10.45am – 11am
Warning bell is rung at	10.58am
End of Period 3	11.50 am
Lunchtime is from	12.45pm – 1.30pm
Warning bell is rung at	1.28pm
End of Period 5	2.15pm
Students dismiss at	3.15pm

BICYCLES

Students riding to and from the College must wear an approved bicycle helmet at all times. We recommend only students above Early Learning Centre level be permitted to ride to school. The College takes reasonable care, but accepts no responsibility for bicycles that are lost, stolen or damaged on school grounds. Students are not permitted to ride bicycles in the College grounds.

BUS – COLLEGE

Olivet Christian College provides morning and afternoon bus runs for children from **Kangaroo Flat** (via Lockwood, Harcourt), **Strathfieldsaye** (via Chewton) and **Maryborough** (via Carisbrook, Newstead) and these services may be subsidised by the conveyance allowances where applicable.

Morning bus runs all start at 8am.

Non-bus travelling students who wish to travel to and/or from school on any occasion must seek prior permission from the Principal by way of a written request in the diary from parents.

Parents who are late to collect their children from the bus run will be liable for a charge at a rate that will compensate the driver for his extended hours. It is essential parents/guardians meet the children off the buses

Buses are also used for College excursions during school hours.

BUS TRAVEL

Teachers are on Yard Duty Supervision daily, before school from 8.30am - 8.45am and from 3.15pm – 3.45pm after school. Whenever students use the College buses it is expected that students will always act in a responsible and well-behaved manner. Each bus will have Bus Captains that will liaise with the Principal on matters on behaviour and other issues as they arise. More detail is in the School Bus Policy.

- ☐ Students must sit quietly on the buses and be prepared to sit where directed by the bus driver. No hands, heads, etc. to be outside the windows at any time.
- ☐ No student will be dropped off at any point other than the one which has been agreed upon.
- ☐ All students must wear full uniform on and off the buses.
- ☐ No running to the bus is permitted.
- ☐ Only students authorised to travel on the buses are permitted on the buses without a note from parents and approval from the Principal.
- ☐ Chewing gum and soft drinks are not to be consumed on the bus.
- ☐ Consistency and thoughtfulness for drivers and other bus travellers is expected at all times.

BUDDY PROGRAM

The College has a unique support program between younger and older students called the Buddy Program. The activities occur regularly throughout the year as opportunity and timetable permits.

BULLYING:

Bullying is considered a very serious matter. Parents are asked to notify the classroom teacher as soon as they are aware of any bullying issues.

CAMPS AND OVERNIGHT EXCURSIONS

1. Opportunities will be provided for students in Yrs 3-4, Yrs 5-6, and secondary classes to participate in overnight excursions/tours/camps scheduled as following: 2014 Yrs 3-4 & 7-8, 2015 Yrs 9-10 & 5-6

Year 3/4 Overnight Trip to country Victoria

Year 5/6 Canberra Trip

Year 7/8 Round The Bay Trip (Port Phillip Bay Tour incl. tour of beaches, Arthurs Seat, Cape Schank, Sorrento - Queenscliff Ferry, Marine Discovery Centre & Aquarium, Adventure Park, Surf Museum, National Wool Museum)

- Year 9/10** Melbourne Experience; Missions Trip.
2. All students in Secondary classes are usually expected to attend the Annual Student Convention held in Victoria during the second week of Term 4 (Monday to Friday).
 3. South Pacific Convention is held every two years, and the College usually takes a group of students to each convention. The next one is to be held in December 2016 at Phillip Island, VIC.
 4. ACE International Convention is held in the USA every May. Individual families are encouraged to consider involvement in at least one International Convention during their child's schooling.
 5. Outdoor education trips are also available to Secondary students, with emphasis on teamwork, cooking for your group, tenting experience, and walking with a backpack. Recent outdoor ed. trips have included the Great Ocean Walk and Halls Gap, Grampians, and the Goldfields Track from Daylesford to Campbells Creek, and from Bendigo to Castlemaine.

CAREERS

Careers Advice is available to discuss career opportunities with individual students. Students are able to use resources at the College. Information up-dates, guest speakers, and work experience are all part of the career guidance program at Olivet Christian College.

CHAPEL

Chapel is held for half an hour every Wednesday morning from 8.50 – 9.20 am. Staff members take class sessions on a rostered basis and incorporate character training and visiting speakers where available.

CHEWING GUM

Chewing Gum is not permitted at the College at any time. Parents are asked to please support the College in this matter.

CLEANING FEE

There is a cleaning fee of \$40 per term charged on your account each term.

COLLEGE EMBLEM

The cross signifies Jesus Christ's central part in developing children's' lives.

The dove represents the Holy Spirit as our ever-present help.

The children hand in hand looking to God for leadership and direction.

COMMUNICATION ENVELOPES

Newsletters, accounts, notices, etc. are sent home to parents in these special communication envelopes, usually via the oldest student in the family. It is the student's responsibility to deliver the envelope to parents and return it to the College on the following school day, signed by the parent. The student usually keeps the envelope inside their diary for safekeeping, and for easy access for both parents and teachers. It is imperative that the envelope is returned punctually and with any return slips to ensure notices etc. have been received.

COMPUTERS

All students in Years 3-10 will be expected to sign a computer contract whereby they guarantee that they will use the College computers, and associated hardware and software, responsibly. Failure to use the College computers in a responsible manner may result in the student being banned from the use of these facilities for a period of time. Further details are in the Internet Usage Policy in the office.

COMMUNICATION WITH TEACHERS

Parents are encouraged to write a note in the diary, telephone the College or make an appointment with their child's teacher to address any matters of concern. In a teacher's busy and often hectic schedule, it is extremely helpful to have parents communicating with them, alerting them and drawing their attention to the needs of an individual student.

CONFIDENTIAL MEDICAL REPORT

Families new to the College need to complete a Confidential Medical Report. Current families returning the following year are sent a Medical Verification Report in Term 4 to confirm their child/children's medical details. This yearly check ensures that teachers have the most current information available. Any queries should be directed to the office.

CONFISCATED ITEMS

Teachers will be permitted to confiscate all banned items. These will be passed to the Office or the Principal for safekeeping. Students will then be advised when the item may be collected. The item should then be taken home and not brought to school again.

CONGRATULATIONS SLIPS

Student should receive a Congratulations Slip regularly throughout each term, to take home to parents to inform them of achievement. This allows parents an excellent opportunity to encourage their child to further success in their learning.

CONVEYANCE ALLOWANCE

A family may be granted a travelling allowance provided they reside not less than 4.8km from the College and Olivet is the nearest educational institution of its type, or the nearer school is at capacity in that year level. Application forms are available from the General Office and should be completed by all parents who think they may be eligible. Once granted the application remains in force for either Primary or Secondary year levels dependant on which area student was in when it was approved, OR the student leaves the College OR changes place of residence in which case a new application needs to be processed and is again subject to the nearer school being at capacity in the specific grade level. Prior approval of bus use is not a guarantee it will continue should you relocate even in the same area.

CONVENTION (VICTORIAN STUDENTS)

The annual Victorian Student Convention is generally held in Week 2 of Term 4 and provides students with the opportunity to express themselves in competition in seven different categories: music (vocal) and music (instrumental), platform, athletics, art, craft, and academics. Several other schools as well as homeschoolers incorporating the ACE curriculum into their overall program join for this convention.

It is a privilege for students to participate in Convention. This privilege may be withdrawn at any stage up to the start of Convention.

Students are selected on the basis of age, must have been placed in a specific number of events, and reflect school spirit to attend South Pacific Convention, which is held every two years. Dependent on the location, a minimum secondary year level may be set.

CURRICULUM DAYS AND STAFF TRAINING

These days are held from time to time during the year; however, we do endeavour to keep them to a minimum and try not to let them disrupt classes whenever possible.

Any days that the students are not required at school will be communicated to the parents via the Newsletter or a letter to the parents. If parents have any questions regarding this, they are encouraged to contact the College directly.

DEDICATION NIGHT

There is a special night to dedicate the College to the Lord and His leading and direction, early in Term 1. All families are expected to be a part of this special time of dedication of all Staff, House Captains, Parents, Students, and the Executive Committee.

DEMOCRATIC PRINCIPLES

In the spirit of Romans 13, this school community acknowledges with thankfulness to God, that the school is able to prosper under the principles and practices of a democratic nation and the policy frameworks of both its Federal and State Governments.

We acknowledge with gratitude, yet without taking it for granted, that we, together with all Australian citizens, have the freedom to pursue our religious beliefs and to live out of a religious worldview that is founded upon those beliefs.

We honour and commit to the fundamental freedoms of speech and association for all Australians so long as those freedoms are not used to subvert the rule of law.

We accept the right of our elected Governments and their officers to prescribe certain conditions pertaining to the programs and teaching practices of schools.

Our school acknowledges that all persons are entitled to be treated equally before the law and, as far as it lies within our capacity to do so, we will endeavour to treat the members of our community with equity and fairness.

While not in any way compromising the integrity of our own beliefs and values, we are committed to living in peace with our fellow Australians irrespective of differences in faith, race or culture. We are committed to the social value of respect for persons which derives from our reverence for Christ whose sacrifice was not limited but, instead, available for all those who would come to Him in trust and faith.

In unashamedly declaring that our school is committed to an education that references its programs and policies to a Christian worldview, the school is open to families of any faith who seek and support an education based on Christian principles and standards.

Finally, the school is open to the normal processes of accountability required by Governments and commits to ethical and transparent practices in respect of each of those requirements.

DETENTIONS AND STUDENT MISBEHAVIOUR

Students who misbehave in class will generally be corrected and disciplined by the class teacher in the most effective manner. Students may be detained at recess or lunch for up to half of the scheduled break period. More serious occurrences of misbehaviour will be referred to the Principal for appropriate action to be taken.

DENTAL VAN

The dental van no longer visits Castlemaine but is still available and is either free or available at a reduced cost to parents on Health Care and Pension Cards. Parents will need to contact 1300 360 054 and must make their own arrangements direct with the van for their children's appointments. The van is generally based in Maryborough.

DIARIES

All students have been issued with a Homework Diary. The purpose of this Diary is:

- a. to record the children's home work (except Prep).
- b. to enable parents to determine whether their child has any homework each evening.
- c. to act as a valuable means of communication between home and school.

Please remember that the Homework Diary is an important means of communication between school and home and is needed at school **every day**.

Parents are asked to sign the Diary each night to ensure that homework is being completed by students and that any written teacher comments are read. Your signature does not mean that the homework has been completed. The Diary and homework will then be brought back to school for the teacher to check.

Diaries are not to be decorated with inappropriate stickers, labels, or drawings. Students will be required to replace, at their own cost, a diary found to be of an unacceptable standard.

DIGITAL CAMERAS

Digital cameras are not to be brought to school by students without express permission from the teacher/Principal. Students may not be photographed on school grounds without written permission.

DISCIPLINE

Discipline is seen as an integral part of a child's development. Because of our concern for the development of each child, there will be times when students will be corrected. The forms of correction used at Olivet Christian College include school detentions and out of school suspension.

We do not administer Corporal Correction.

EARLY DEPARTURES

Parents frequently need to take their children out of school for medical, music lessons, dental or family reasons. In the event of this needing to occur, the following procedure should be followed to ensure good communication and safety of the child:

1. A note should be sent to the classroom teacher, (usually in the Diary), indicating the time the parent intends to collect the child and the reason for the early departure.
2. If someone other than a parent is to collect the child, this must be specified in the note.
3. Primary students should be collected from the classroom by the parent. If the class is at another activity when the parent comes to collect their child, parents should seek assistance from the Office.

Please note: students participate in a variety of activities throughout the day, and it can sometimes take several minutes to locate a number of children in different classes around the school.

EDUCATION MAINTENANCE ALLOWANCE (EMA)

To be eligible to claim EMA the claimant must:

- a) be a parent or guardian or a primary (not Kinder) or secondary school student up to the age of 16 years, and
- b) be an eligible beneficiary of a Centrelink pension, allowance or benefit within the meaning of the *State Concessions Act 1986*, or be a Veteran Affairs (TPI) Pensioner, or be a foster parent as at the first day of Term 1 (27th January 2015) for the first installment, and the first day of Term 3 (13th July 2015) for the second installment, and
- c) submit their application to the College as soon as possible after these dates.

Parents receiving Carer Allowance, Mobility Allowance and Remote Area Allowance are not eligible for EMA unless the claimant complies also with section b) above.

An annual amount of approximately \$150 for Primary students and \$250 for Secondary students is payable in two instalments.

EVACUATION (see Fire Drills)

Students need to be aware of the correct evacuation procedures in the event of an emergency. Fire drills are held each six months to reinforce this. Copies of the evacuation procedure are placed in every classroom. On Code Red days (extreme fire danger) the college will close in accordance with government guidelines. Parents will be informed of the closures prior to these days.

EXCURSIONS

Every class is involved in an excursion program. Parents are advised of the details of the excursion via an 'Excursion Notice'. **Please note:** When students wear casual clothes on excursions, clothing should be modest, with jewellery and hair standards as per uniform requirements. Excursions are an extension of the educational program at the College. They are planned carefully to ensure that students have quality learning experiences without interrupting the program of other subjects unduly.

Honour Roll. At the end of each term all students who have met their work requirements are taken on a special trip to honour their achievement. This is subsidised by the College and parents are billed for a portion of the cost if it is above budget. The costs are kept to a minimum.

A permission form is required to be signed by a parent/guardian for each excursion. An online copy can be completed at www.olivet.vic.edu.au under FORMS.

EDUCATION PROGRAM OF THE COLLEGE

Olivet currently has five General Learning Areas

- Primary - Prep – Grade 2 Class, Grade 3-4 Class and Grade 5-6 Class
- Secondary - Year 7-8 Class and Year 9-10 Class

Olivet incorporates individual and group learning in its overall program, which meets the Australian Curriculum in the 8 key areas listed below.

The students move from one class to the next based on their age and academic/social readiness.

CURRICULUM

The whole educational program curriculum is based upon the 8 Key Learning Areas taught from a Biblical perspective:

1. Maths
2. English
3. Health & Physical Education
4. Science
5. Humanities
6. The Arts
7. Technology
8. Languages

The program includes these specific areas:

- ☐ Science and Technology
- ☐ Studio Art for Secondary
- ☐ Sport
- ☐ Music
- ☐ Library

- ☐ History and Geography
- ☐ Civics and Citizenship, Economics
- ☐ Information and Communication Technology (ICT)
- ☐ Technology; Wood, Metals, Food (as available)
- ☐ Health
- ☐ Art/Drama Performing Arts
- ☐ Integrated Studies
- ☐ Creative Writing and Written Expression
- ☐ Literature
- ☐ Languages – Auslan (Primary) and Indonesian (Secondary)
- ☐ Practical Science incorporated into classes
- ☐ Training Christian Leaders

KEY LEARNING AREAS

MATHEMATICS

Mathematics is based on units developed on the basis of the Australian Curriculum. Maths Mate sheets and Primary Maths Plus workbooks are used to develop concept skills, while extended investigations develop problem solving and project skills.

Proficiency with number skills including instant recall of times tables is expected.

ENGLISH

Primary students complete individual units in English. Literature and Creative Writing units are used to enhance student learning. There is an emphasis on written expression, and text types.

Secondary students complete individual units in English. Learning is enhanced by students completing literature reading journals, literature projects and film analysis.

SCIENCE

Students complete Science inquiry skills and Science as a Human Endeavour based on the requirements of the Australian Curriculum.

HUMANITIES (History, Geography, Economics, Civics and Citizenship)

An overnight excursion to country Victoria for Years 3 and 4 is held every two years and a trip to Canberra is held once every two years for Years 5 and 6.

Secondary students complete a semester of Geography and a term of Careers and another of Economics. Students in Middle Secondary participate in the Work Experience program.

Every two years, the Year 7 and 8 students participate in a Round-the-Bay tour experiencing the Mornington and Bellarine Peninsulas on a 3-day tour. The Year 9 – 10 students attend a Melbourne Experience Careers and Culture Camp and may have the opportunity to take part in a Missions trip.

HEALTH AND PHYS.ED.

In this domain, students are provided with knowledge, skills and behaviours that will equip them to manage their own lives and interact with others on a physical, mental, social and emotional level.

Health is included in the afternoon program, in the Primary levels of the College. All students are expected to participate in 90 minutes of P.E./Sport each week.

In Year 7 and 8 students complete an 18 month study of Health and Nutrition. The Year 9 and 10 students complete the course including fitness, nutrition and exercise, mental health and well-being, identity and development of confidence and independence and safety awareness including first aid and risk management.

All secondary classes participate in at least 100 minutes of Health/P.E./Sport each week.

Both Primary and Secondary students participate in the swimming program. An outdoor education trip is arranged for secondary students at least as often as every two years.

THE ARTS

Art, music and drama are an integral part of the College's program for Primary and Secondary students.

Students develop their understanding and skills in music through singing, playing instruments, games, listening and written activities.

Secondary students participate in an annual Victorian Student Performing Arts Week usually held in the second week of Term 4. This provides students with the opportunity to express themselves in competition in seven different categories: music (vocal), music (instrumental), platform, athletics, art, craft and academic.

Students use their artistic gifting in community events and gatherings like the Castlemaine Show, and perform at local social events when invited.

Secondary Art program includes Studio Art classes held off-campus.

LANGUAGES

AUSLAN is the name given to Australian Sign Language, a unique language with its own grammar which unites the Australian Deaf Community.

All primary classes learn Auslan as their Language, a recognised language in its own right. By developing an understanding of Auslan, students will be able to communicate with the ever-growing community of signing people across Australia. It forms an intrinsic part of the culture, traditions, attitudes and values of Australian Signing people and Deaf communities.

INDONESIAN. All secondary classes learn Indonesian as their Language. This will have a two-fold benefit as a class language as it teaches new skills to our students and also provides an opportunity for communicating with other schools in Indonesia.

TECHNOLOGY (ICT)

Information and Communication Technology is included in all year levels of the College and is incorporated across the curriculum.

In the Primary levels of the College the students focus on ICT as a part of their General Studies program. Primary students also use Mathletics, jigzone and Sign Planet. Students are expected to become familiar with Keyboard Skills as part of their ICT in Secondary with the desirable aims to be to reach speeds of at least 35wpm with 98% accuracy by Middle Secondary.

TECHNOLOGY (Wood)

Students commence formal Technology classes from Year 5 and continue through to Year 10. Students study the correct and safe use of woodworking hand tools and complete pre-selected projects and projects of their own choice. Students are assessed on their application and effort, along with accuracy of measuring and cutting, and the overall appearance of the finished projects.

TECHNOLOGY (Food)

Food Technology classes develop students' skills in three dimensions; investigating and designing, producing, analysing/evaluating.

FEEDBACK

Families are encouraged to give feedback on how things are developing at the College. Olivet greatly values letters, emails and phone calls from parents. All comments are taken very seriously and it is the College's desire that parents feel that their concerns are heard, even if they do not always result in the parent's requested action taking place. Parents are asked to keep the feedback flowing – it is so important to build the College community together. You are welcome to telephone and arrange to come to the College to discuss any areas of concern or just to look at how your child is working. The College appreciates the interest and concern of parents and encourages communication.

FEES

The College is committed to maintaining as low a fee structure as possible, consistent with meeting the financial requirements of the College. The Executive determines the annual fees at the end of each year for the following year. Hardship rebates may be granted at the discretion of the Executive.

Base Fees PER TERM for 2015:

	1st Child	2 nd & 3 rd child	4 th child no charge
P-2	\$460.00	\$265.00	
Yrs 3-4	\$460.00	\$265.00	
Yrs 5-6	\$495.00	\$280.00	
Secondary	\$515.00	\$295.00	

Extra Charges per term include

Whole School

-Cleaning Fee of \$40 per term per family

Years 5 & 6 :

- Technology Fee for materials \$20 per term

Secondary Students

- Home Economics \$20 per term for ingredients

- Sport fee \$20 per term to cover costs of facilities off-site

- Computer Charge \$20 per term

- Convention Fee \$50 per term to cover cost of 1 week in Moe (subsidised by the College)

- Technology Fee for materials \$20 per term

No child will be denied entry due to inability to pay fees. Scholarships are available.

Fees are to be paid in advance and are due on the first Friday of each term unless special arrangements have been made, i.e. Direct Debit from bank accounts or monthly payments to the office, attention to Mrs Mary-Anne Revell. Direct Debit Bank Account is at Westpac in the name of Reachout Enterprises Limited. BSB 033-214 A/c 771194. Please make sure you reference the entry with your surname.

FIRE DRILLS AND EVACUATION

Students need to be aware of the correct evacuation procedures in the event of an emergency. Fire drills are held Term 1 and Term 4 to reinforce this. Copies of the evacuation procedure are placed in every classroom. On Code Red days (extreme fire danger) the college will close in accordance with government guidelines. Parents will be informed of the closures prior to these days.

FIRST AID (see also MEDICINES)

Our policy in the event of illness or accidents is to contact the parents immediately so that arrangements can be made for your child to be collected from the College. If students are ill in class time their teacher will send them to the office. The staff will then attend to their needs and if necessary set up a temporary bed until their parent arrives to take them home. Should students require any first aid attention a note will be written in the student diary so that parents are kept informed. All staff members are qualified with Level 1 First Aid or higher, with at least 2 staff members qualified with Level 2 First Aid.

If students come to school with an injury, sore throat, or other complaint, they are expected to bring from home any dressing or medication they may need during the day.

FORMAL DINNERS

- ☐ Year 6 students and their parents have a Graduation Dinner at the end of the year to celebrate their completion of Primary level and Graduation to the Secondary level of the College.
- ☐ Secondary students have their Formal Dinner at the end of the school year.

FUNDRAISING COMMITTEE

The fundraising arm of Olivet Christian College is called the Fund Raising Committee. This committee is made up of interested parents who meet on a regular basis. New parents are welcome to be a part of this vital function of the College, supporting the College socially and financially by the various fundraising efforts.

HEAD LICE MANAGEMENT

From time to time, students may be found to have head lice. When this is the case, the parent will be contacted and asked to keep the child at home until the lice has been effectively treated. Head lice treatment alone is not always effective. After treatment with a head lice product, the most effective step is to remove every single nit (egg) from your child's hair. If any nits are missed, there is a possibility that they could be still alive and re-infest the head. The cycle then starts again.

Some useful tips:

- Check your child's hair weekly
- Keep your child's hair tied up or have the hair cut short
- Treat hair if lice are detected and repeat treatment after 5 days
- Do not share combs or articles of headwear with anyone
- Wash pillows

HOMEWORK

Homework is seen as a reinforcement of skills learnt in the classroom, as well as an opportunity to complete class work or prepare for the next lesson.

Student Guidelines for homework are as follows:

- ☐ Draw up a study and homework timetable.
 - ☐ Difficult subjects or extended projects should be tackled early when your mind is fresh and alert.
 - ☐ Plan ahead. Do not leave research for an assignment to the last minute.
 - ☐ Have a quiet well-lit place to study, away from TV, radio and general noise
 - ☐ Practise the habit of active study – write down headings, make short notes or summaries or read aloud rather than just reading quietly.
 - ☐ Suggested homework/study times 5 nights a week:

Yr 3-4	-	up to 30 minutes per night
Yr 5-6	-	up to 1 hour per night
Yr 7-8	-	1 – 1.5 hours per night
Yr 9	-	1.5 - 2 hrs per night
Yr 10	-	2 – 2.5 hrs per night
- Weekends should be used for further reading, assignment completion, etc. when required.
- ☐ If students are experiencing difficulty in completing daily goals, further review and/or study is recommended.
 - ☐ Students should rarely have three or more subjects to complete for Homework. This is generally an indication that the student has not worked effectively on his/her daily goals for that day, but it may also indicate that the goals set each day need to be adjusted so that daily goals can be more effectively completed at school.

HOMEWORK DETENTION

It is generally expected that all students will complete homework on a daily basis. If homework is unable to be completed a written note in the diary is sufficient. Students who do not complete their homework without reason may be detained for up to half the scheduled lunch period the next day so that it may be completed.

HOUSES

Points earned and every Scripture passage memorised counts for House points. There is also competition in Swimming, and sometimes other sports, which add to points for the House Competition. Olivet has two Houses named after missionary men who served overseas; Brother Andrew in Russia, and Brother David in China. Brother Andrew wrote one of the Secondary literature books, "God's Smuggler".

DAVID	-	Yellow
ANDREW	-	Green

HOUSE CAPTAINS

House Captains are chosen at the start of the school year as the leaders of the student body. They are student leaders, responsible for the organisation of House duties and the encouragement of House spirit in the various sporting carnivals and other inter-house activities held throughout the year. House Captains meetings are usually held over morning tea once each semester.

ILLNESS - HOME IS THE PLACE FOR SICK CHILDREN

At the College we provide basic First Aid for minor accidents. Our policy in the event of illness or accident is to contact the parent immediately, so that arrangements can be made for your child to be collected from the College. Please ensure that your emergency contact number is kept up to date at the College at all times. If no contact is possible and it is deemed necessary, then the student will be taken to the Casualty Ward at Mt Alexander Hospital. (There is a trained First Aid staff member at the College at all times.)

IMMUNISATION CERTIFICATE

All Preparatory children are required to present an Immunisation Certificate or letter of exemption before they can be enrolled. The Immunisation Certificates are included with your Health Centre book and needs to be taken to the Local Government Authority (Shire Office) for their signature. Immunisation is not

compulsory, but it is compulsory by law to provide the certificate, which states whether or not your child has completed the childhood immunisation course.

INFECTIOUS DISEASES

Infections can spread quickly through a school.

As some illnesses can have a serious after-effect, the School Medical Service has developed an Exclusion Table, which all schools must follow. While the Exclusion Table is available from the office, a 'plain English' list of the Infectious Disease Table follows:

Chicken Pox:	Exclude for at least 7 days after the beginning of the illness, and until the last lesion has healed.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.
Diphtheria:	Exclude until at least 2 negative swab tests have been received at intervals of not less than 48 hours. The first swab test is not to be administered until 72 hours after antibiotic or chemotherapeutic treatment has stopped. Siblings of infected children are to be excluded until cleared by a Medical Officer.
Glandular Fever	Exclusion is not necessary.
Head Lice:	Re-admit the day after appropriate treatment has commenced (See Head Lice in detail listed above).
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
Hepatitis B/C	Exclusion is not necessary.
Herpes (cold sores)	Young children unable to comply with good hygiene practice should be excluded while the lesion is weeping. Cover lesions with dressing, where possible.
Hookworm	Exclusion is not necessary.
HIV/AIDS	Exclusion is not necessary unless the child has a secondary infection.
Impetigo (School Sores)	Exclude until sores have been healed. Exclude until appropriate treatment has commenced. The child may be permitted to return to school provided appropriate treatment is being applied, and that sores are properly covered with appropriate dressings.
Influenza	Exclude until well.
Measles:	Exclude for at least four days after onset of rash.
Meningitis (bacteria)	Exclude until well.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.
Mumps:	Exclude until fully recovered.
Parvovirus	Exclusion not necessary.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.
Ringworm	Re-admit the day after appropriate treatment has commenced.
Rubella (German Measles)	Exclude until fully recovered, or for at least 4 days after the onset of the rash.
Salmonella	Exclude until after diarrhoea has ceased.
Scabies	Re-admit the day after appropriate treatment has commenced.
Streptococcal infection (inc Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Tuberculosis	Exclude until receipt of a Medical Certificate from the treating physician stating that the child is not considered to be infectious.
Typhoid Fever	Exclude until approval to return has been given by the GP.
Viral hepatitis:	Exclude until a Medical Certificate of recovery is produced.
Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment.
Worms (intestinal)	Exclude if diarrhoea present.

INSURANCE

The College provides cover. Appendix 1 gives more comprehensive details. Claim forms are available in the office.

INTERSCHOOL ACTIVITIES

The College, as part of the educational community of Castlemaine, is represented at various Primary networks including Sport, Arts, and Maths Network.

LEAVING THE COLLEGE

If your child is transferring from the College at any stage, one Term's **written notice** is required. In lieu of such notice, one Term's fee is payable. It is also expected that an interview would be held with the principal during that period of time as a matter of course.

LITERATURE

All students are encouraged to read on a regular basis. Book reports and literature projects are to be completed thoroughly and submitted by the due date. Secondary students who do not meet deadlines for Literature reports will usually be suspended from Pacework until these are completed. As a general rule, secular books, magazines, pamphlets and CD ROMS are not to be brought into the school. Please check with your child's teacher if unsure. Audiotapes, videotapes and CDs are to be treated the same way.

MAKE-UP

No students are permitted to wear make-up to school or at school. Parents are asked to please support the College in this matter.

MAGAZINE

The College magazine is published annually and one copy per family is distributed on the last day of Term 4. It includes an account of student activities over the past year, as well as creative contributions and reports. Extra copies may be purchased.

MEDICINES

If children suffer from asthma, they need to have a puffer (with their name on it) and if necessary a spacer with them every day. **If children need to take medicine at school please ensure that their name is on it and that clear written instructions are also provided. We ask that medication be given to the Office and not kept in school bags.**

MERITS

The use of a merit system greatly increases the motivation of students. Merit charts vary from classroom to classroom, but essentially, merit points or stickers serve to reinforce desirable behaviour and are an excellent training tool. Merits contribute towards House Points.

MOBILE PHONE/ IPODS/ MP3 PLAYERS/ ELECTRONIC GAMES

Mobile Phones must be kept in school bags at all times and in the OFF position. Phone cameras must not be used at any time at the College. Any mobile phones or such items or devices including CD Players and iPods in use during school hours will be confiscated.

MUSIC

Children learn music appreciation through classes and in choir preparation for the State Convention. Handbells are taught at the College. All students are encouraged to learn a musical instrument as part of their education.

NUTS (see peanuts) Please avoid bringing nuts to school.

OFFICE HOURS

The College office can be contacted between 8.15am and 4.30pm. For specific inquiries regarding fees contact Mrs Mary-Anne Revell in the office. Students are NOT permitted to use the main front entrance to the office area unless given special permission.

ORIENTATION MORNINGS

There are usually two Orientation Mornings held in Term 4 each year. This allows prospective students to gain their first experience of the College and gives existing students moving to their next classrooms the opportunity to experience their new environments.

PARENT COMMUNICATION WITH THE SCHOOL

Parents are required to provide written communication (a note) with the classroom teacher on a number of issues, including:

- student absence, student being late to school or student leaving early (before 3.15pm)
- incorrect school uniform, including sports uniform
- health issues, where a student cannot participate in the regular program
- where a teacher is required to administer or oversee student medication

PARENT ETIQUETTE

The College greatly values relationships with its parents and actively encourages parental involvement in school activities. The College recognises that parents have the primary responsibility before God for the training and nurture of their children, and that the College seeks to support parents in this role. However, parents need to be mindful that for classes to operate effectively, certain etiquette needs to be observed. Parents are asked to refrain from entering classrooms without permission, interrupting classes, peering through classroom windows, or any other behaviour that would distract children and disrupt the classroom. Parents are also asked not to ring staff at home on minor school business if it can be dealt with during school hours. Parents are most welcome to attend Assemblies and Chapel sessions. However, parents are asked to refrain from talking to other parents while these events are in progress.

PARENT/TEACHER INTERVIEWS

Compulsory Parent/Teacher Interviews are generally conducted at the end of Terms 1 and 3. This is an excellent opportunity for parents to meet their child's teacher and establish a positive working relationship with them. The emphasis of the Term 1 interview is for teachers to meet parents and gain insight into the student's progress. In Term 3, teachers provide additional feedback and discussion on progress since the Mid-Year reports. Interviews run for usually 10 minutes with classroom teachers. Class teachers need to keep to strict time limits so that other parents are not kept waiting for interviews. If you do require more time than the interview allows, another appointment time may be made for a later date to discuss matters of more significant concern.

Parent/Teacher Interviews are conducted throughout the day and students are always encouraged to attend interviews with their parents.

It is the College's expectation that all families attend Parent/Teacher Interviews, not only for feedback on student progress, but also to strengthen the sense of community amongst parents and teachers. The parent/teacher relationship is a vital one and every effort should be made to strengthen and develop it. Otherwise, it can become far more difficult to resolve issues when they arise. Using the diary, parents may also request an interview at a mutually convenient time.

PEANUTS

As a risk minimization measure we would ask parents to please NOT send students to school with peanut butter sandwiches. Due to the risk of anaphylaxis reactions we would ask that all tree nuts not be given in foods.

PHONE CALLS/ FAXES/ PHOTOCOPYING

Staff, students, and parents will be charged for personal use of these facilities.

The cost of phone calls is 50c per local call – more if long distance.

The cost of faxes is \$1.00 per page.

Personal photocopying is charged at 10c per page.

PRAYER NETWORK

Parents are encouraged to uphold the College in prayer throughout the year. Pray that the Lord Jesus will be glorified and that the school will be a place of blessing and peace for our children. If you would like to be a part of the College's prayer network, please provide your email address or contact the College.

PRESENTATION OF AWARDS

All parents are encouraged to attend the presentation afternoon on the last day of each term. This includes the presentation of awards to students for achievement and character development throughout the term. At the end of Term 4 there is a morning presentation of the term's awards followed that evening with Presentation Night including presentation of annual awards.

PRINCIPAL'S NEWSLETTERS

The Principal's Newsletter is sent home each Thursday usually with the eldest student in each family, along with any other relevant information, in the communication envelope. The Newsletter will also be posted on the College website.

PRIVACY ACT

Privacy Amendment (Private Sector) Act 2000

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. The primary purpose of collecting this information is to enable the College to provide schooling for your child.

2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in the School newsletters, magazines, etc.
8. Parents may seek access to personal information collected about them and their child by contacting the school. Students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student or where students have provided information in confidence.
9. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you need to advise Mrs Mary-Anne Revell at the commencement of the school year.
11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and reasons why. They can access your provider information if they wish and the College does not usually disclose the information to third parties unless necessary and within the confines of parental permission and the school's duty of care to the student/parent.

PROGRESS REPORT

Assessment is an ongoing process throughout the year. Staff are responsible for reporting to parents on a regular basis, not just at the end of term. Parents are welcome to inquire of their child's progress at any time with a written note to the child's teacher.

Full semester reports on academic progress are sent home on the final day of Term 2 and 4. Parents are expected to read through these reports thoroughly with the student present. Compulsory Parent/Teacher Interviews occur at the end of Term 1 and Term 3.

RE-ENROLMENT INFORMATION

Each year we need to update family information for the coming year. Information sheets will be sent home to update data. Students aged 15 years or over must sign the forms as part of their commitment to abide by the policies of the College.

SCHOOL CLOSURES – BUSHFIRE AT-RISK REGISTER

Olivet Christian College is listed on the Department of Education School and Service Closure List with the potential to close on high fire danger days. Where possible, up to 3-days notice of a planned closure will be provided; parents and carers should, however, expect that in some instances fewer than 3-days notice may be provided. Once the final decision to close is confirmed at 12 noon the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for when the school is closed.

No child should be left at home alone or in the care of siblings on high-fire danger days.

Advice will be provided to you directly from the school. No staff will remain on site and all out-of-school programs will not operate.

SCRIPTURE MEMORIZATION

Three passages of Scripture are usually issued to students for memorization each term. The College values this practice as it helps us to serve God and be obedient to His will (Ps. 119:9-11). Teachers and parents are encouraged to learn the Scripture passage with the children to set a good example. Students are encouraged to recite the passages to a teacher who will then grant credit for House points. The passage must be recited to the teacher, with no more than three assists, by the end of three weeks in order to qualify

for House points. Annual awards are presented at Presentation Night to students who have memorised at least 90 verses of Scripture, or satisfied the class requirements.

SPORTING ACTIVITIES

School sport is conducted during one afternoon per week in each class and includes both intra-school and inter-school activities. In addition to these longer sessions, primary classes have shorter physical education sessions on at least 2 days per week for up to 15 minutes per session to complement their physical activity. Primary sport centres on developing ball skills and team sports, while secondary sport throughout the year is broader, covering many of the following areas: football, soccer, cricket, basketball, volleyball, softball, netball, tennis, golf, cycling, table tennis, lawn bowls, swimming. The College is a member of the Castlemaine & District Primary Schools Sports Association.

STUDENTS EXITING THE COLLEGE

When parents wish to withdraw their child/children from the College, it is College policy that the parents meet with the Principal.

STATEMENT OF FAITH

All staff at the College are committed Christians and are required to sign the Statement of Faith as stated below:

(a) I have personally accepted Jesus Christ as my Lord and Saviour from sin.

I believe in:-

- (b) The divine inspiration of the Old and the New Testament Scriptures as originally given and their supreme and final authority for faith and life; and that the Bible clearly states that there is a Heaven to gain and a Hell to shun.
- (c) The eternal existence in three persons, Father, Son and the Holy Spirit of the one God, Creator and Sustainer of the universe.
- (d) The deity and perfect humanity of Jesus Christ, His Virgin birth, His atoning death, His bodily resurrection, His ascension to Heaven and His imminent return.
- (e) The sinfulness of all mankind making man subject to God's wrath and condemnation.
- (f) The personality of the devil.

I believe:-

- (g) That all who by faith receive Jesus Christ are born again of the Holy Spirit who indwells them and are therefore children of God.
- (h) That all who follow Jesus Christ are called to a life of separation from all sinfulness.
- (i) That the Church is the company of people who have been born again through faith in Jesus Christ and who have been baptised by the Holy Spirit into one body of which Jesus Christ is the Head.
- (j) That the church is commissioned to go into all the world and preach the gospel to everyone.
- (k) That I submit myself to God by submitting to the authorities God has placed over me.

BY LAW:

I recognize sincere differences of opinion amongst born-again believers in a variety of areas such as the end times, church government, baptism, communion, healing and tongues. I will not teach or promote my beliefs in areas of doctrine where there are differences.

SUNSMART

Our College is a SUNSMART College and as such there are requirements of the children to wear hats outdoors at the College and on excursions during Terms 1 & 4. The first school hat is provided free of charge. Primary students wear the brim hats and Secondary students have a choice of either the brim or peak hat. In Term 4, if a new hat is required, Year 6 Primary students have the option of purchasing a peak hat as they are so close to the Secondary option. Sunscreen will be available in the classroom and children are encouraged to use it regularly.

SUPERVISION ON STUDENT FREE DAYS

The College appeals to parents to make appropriate arrangements for their children on student free days. This may involve taking time off work or organising for another family to look after your children. The Child Protection Act does not specify a particular age when children may be left at home on their own, as the level of maturity and responsibility of children of the same age can vary significantly. However, it is the view of the Department of Human Services (Child Protection) that leaving children aged less than 12 years old on their own all day is unacceptable. **If any harm was to occur to a child left without adequate adult supervision, the Department would prosecute the parents.**

SUSPENSION OF STUDENTS

The College will suspend a student from the College for a period of time when a student has violated the high standards of the College in a way that offends the College community.

If more serious discipline measures are required, a detailed log of dates and offenses is maintained, including phone calls to parents, notes in student diaries, contract letters negotiated between parents, students, and staff member/Principal.

When exclusion for a period of time (suspension), or even expulsion is required as a last resort, parents and students are required for an interview with the Principal.

SWIMMING

All students in the Primary school participate in swimming lessons usually for one term. Students will receive a certificate upon completion of their swimming program. The College understands that a percentage of children have regular swimming lessons which are often at other centres. If you or your child feel that they are not in the correct swimming group, please discuss this with your class teacher and they will in turn talk to the swimming teachers. This does not guarantee that there will be a change, but simply that your child's level will be re-evaluated. Students are transported by school bus to the pool. Each child is required to bring a plastic bag containing a towel, (sports uniform) thongs or sandals. These should all be placed in their schoolbag. Lessons are usually 45 – 50 minutes duration. The ratio of student to teacher can sometimes be as low as 1:4. Austswim instructors are provided to teach the children.

Students are billed for swimming lessons and bus hire on their school account. Please remember that the program is not a swimming program in its entirety. Group sizes are approximately 8-10 per instructor. This enables the school to keep fees to a minimum.

The Annual College inter-house swimming sports will be held in late February/early March each year at the Harcourt pool.

TAFE EXTENSION COURSES

TAFE Courses are completed by some of the older students if it is considered to assist in the desired choice of career for the individual student.

UNIFORMS

Most of the uniforms are supplied through the College and attempts are made to keep the cost to a reasonable level. The uniforms are attractive and functional. All students are required to comply with uniform regulations, not only at the College but also while travelling to and from the College.

It is expected that all students are fully dressed in uniform as they leave home, and that they remain that way until they return home. In this way they demonstrate and keep the high standards and the good name of the College.

UNIFORMS - SECONDHAND

As students grow out of an item of uniform or leave the College, they may leave uniform items (in good condition) for resale. Due to the implications of the GST these will be sold for less than half price or the seller will incur the 10% GST payable.

UNIFORM POLICY (BOYS) Price List is listed in Appendix 2

SUMMER:

Bone shirt (short sleeves)

Long dark grey school trousers or approved shorts (no cords, jeans or cargo pants)

Grey socks

Black lace up shoes (not boots) Steel capped shoes or "high backs" are not permitted. **SHOES MUST BE EITHER LEATHER OR VINYL**

Bottle green V neck jumper

Bottle green cap or hat supplied by the College (to remain at school and to be worn when outside during Term 1 & 4). Parents may contribute to the cost if they wish.

WINTER:

Bone shirt (long sleeves)

Bottle green tie

Dark grey school trousers are to be purchased from the College. (no corduroy pants, jeans or cargo pants).

Grey socks

Black shoes (not boots) Steel capped shoes or "high backs" are not permitted. **SHOES MUST BE EITHER LEATHER OR VINYL**

Bottle green V-neck jumper
Beanies are NOT to be worn. All jackets must be worn with school jumpers.

SPORT:

Gold sports shirt with school logo	Black sport shorts
White sports socks	Runners (not school shoes)
Black Sport Jacket with school logo	Black track pants

NB Hair is to be of a conservative style, off the collar and eyebrows, and the lower half of the ear is to be clearly visible. Hair colour must be within the natural colour range. Unusual hairstyle or those, which would otherwise draw attention to the individual student is not acceptable. No earrings are to be worn by boys. No jewellery (other than a wrist watch) is permitted. Bracelets and wristlets are not to be worn at school.

UNIFORM POLICY (GIRLS) Price List is listed in Appendix 2

SUMMER:

Green check dress (length to bottom of knee)
Bottle green V neck jumper
Short white socks (**Anklelets are not acceptable**)
Black school shoes (heel no higher than 5cm)
Bottle green cap or hat supplied by the College (to remain at school and to be worn when outside during Term 1 & 4). Parents may contribute to the cost if they wish.

WINTER (under 11 years)

Fawn blouse and green bow tie
Grey/green check pinafore (length below knee)
Grey tights (ribbed or opaque)
Black school shoes lace up or buckle shoes (heel no higher than 5cm)
(NOT PATENT OR SUEDE – NO DECORATIVE BUCKLES)
Bottle green V-neck jumper

(Over 11 years)

Fawn blouse and green bow tie
Grey/green check skirt (length below the knee)
Grey tights (ribbed or opaque)
Black school shoes lace up or buckle shoes (heel no higher than 5cm)
(NOT PATENT OR SUEDE – NO DECORATIVE BUCKLES)
Bottle green V-neck jumper

SPORT:

Gold sports shirt with school logo	Black sport shorts
White sports socks	Runners (not school shoes)
Black Sport Jacket with school logo	Black track pants

HAIR ACCESSORIES:

Bottle green ribbons	Bottle green scrunchies
Clear hair combs	Bottle Green headbands
Brown or bottle green hair clips (<u>no longer than 75mm or 3 inches</u>)	

NB: Hair is to be off the face, off the eye brows, and clear of the cheeks. Hair longer than shoulder length must be tied back. Hair colour must be within the natural colour range. No make-up or coloured nail polish is permitted. Girls with pierced ears may wear one small stud in the bottom part of the earlobe. Sleepers are permitted. One ring and/or delicate necklace may be worn. Bracelets and wristlets **are not** to be worn.

The Principal has the authority to send a student home if consistently out of uniform. Items of jewellery or hair clips not part of school uniform will be confiscated. Items not part of school uniform will be confiscated.

VALUABLES AND MONEY

The College will not be responsible for valuables or money lost at school. Our insurance policy does not cover the loss of students' private possessions. As a rule, students should not bring valuables to school. If

they must bring items of value for a special purpose, such as a musical instrument, they should be handed to a teacher for safekeeping.

VIDEO CAMERAS

Students are not to bring video or digital cameras to school without express permission from the Principal. No photos are to be taken of students or staff on the school grounds without prior consent.

VISITORS

All visitors including sales representatives, delivery personnel, ex-students, relatives of students etc. should first report to the General Office where all enquiries will be dealt with or directed to the appropriate staff member.

VOLUNTEERS

The College is very thankful for all the parents who volunteer their time to assist in the school.

WEATHER

Wet: On declared wet weather days students will remain under shelter outside or be kept inside during recess and/or lunchtime and supervised by a teacher.

Hot: Parents are advised that the Victorian Department of Education makes no provision for the closure of schools during days of extreme heat. The College does have air conditioning in the classrooms and will do its best to accommodate students in these conditions.

WORKING BEES

The College may hold up to one Working Bee per semester on a Saturday, from 8.30am to 12.30pm, or alternatively class teachers will allocate tasks to be completed by a set date in the term. A notice advising what task has been set for your family will be sent out in advance. If families are unable to attend, a levy of **\$40.00** per working bee will be charged.

WORK EXPERIENCE & CAREERS

Olivet Christian College is a member of the Bendigo Region Careers Association and adheres to the Work Experience protocols. The College allows students to experience one work placement annually if they are 15 years of age or above. The Principal or Careers Teacher will endeavour to visit the workplace at least once to gain knowledge of the student's skills, abilities and performance.

Olivet Christian College uses the "School Guide to Student Work Placement" guidelines (Careers Education of Victoria Inc.,) The Work Experience Arrangement form (Director of School Education) and the Work Experience Evaluation form (Central Gippsland Careers Advisers Committee).

Assessment: The Work Experience evaluation form is the most useful form for assessment since the employer who is independent of the College completes it.

WEBSITE

The College website is updated regularly www.olivet.vic.edu.au You can set this as your homepage and this will keep you up to date with general information. You can enter other websites from the homepage. If you set Olivet as your homepage it helps the college to generate income if there are a large number of hits on the page each day.

APPENDICES

APPENDIX 1

PERSONAL ACCIDENT INSURANCE SECTION 2 - GROUP STUDENT ACCIDENT SCHEDULE OF EVENTS AND COMPENSATION (subject to change)

SECTION A – CAPITAL BENEFITS

1	Permanent Quadriplegia	\$750,000
2	Permanent Total Paraplegia	\$750,000
3	Death	\$50,000
4	Permanent Loss of Independent Existence	\$750,000
5	Permanent Total loss of entire sight in both eyes	\$350,000
6	Permanent Total loss of entire sight of one eye	\$150,000
7	Permanent Total loss of use of two limbs	\$300,000
8	Permanent Total loss of speech	\$100,000
9	Permanent Total loss of use of one limb	\$150,000
10	Permanent Total loss of Hearing in both Ears	\$150,000
11	Permanent Total loss of Hearing on one Ear	\$ 50,000
12	Permanent Total loss of use of four fingers and thumb of either hand	\$ 80,000
13	Permanent Total loss of use of four fingers and thumb of either hand	\$ 50,000
14	Permanent Total loss of one Thumb of either hand	
	14.1 Both joints	\$ 30,000
	14.2 One joint	\$ 15,000
15	Permanent Total loss of use of fingers of either hand	
	15.1 Three joints	\$50,000
	15.2 Two joints	\$20,000
	15.3 One joint	\$10,000
16	Permanent Total loss of use of toes of either foot	
	16.1 All of one foot	\$20,000
	16.2 Great, both joints	\$15,000
	16.3 Great, one joint	\$10,000
	16.4 Other than great, each toe	\$5,000
17	Shortening of leg by at least 5 cm	\$10,000
18	Fractured Leg or kneecap with established non-union	\$20,000
19	Third degree burns and/or resultant disfigurement received from fire or chemical reaction which extend to cover more than 40% of the external body	\$350,000
20	Permanent Partial Disability not otherwise provided for under Events 4-19 Inclusive, and 23-25 inclusive	Such % of the maximum compensation which corresponds to the % reduction in whole bodily Function as certified by no less Than 2 (two) legally qualified Medical practitioners one of whom shall be the insured persons' Treating doctor and the other shall be nominated by the insurer. In the event of a disagreement between them, a third legally qualified medical practitioner's opinion shall be obtained and the % awarded shall be the average of the three options.
21	Bed Care Patient (for a period of more than 24 hours as a result of An injury undefined) payable for up to 52 weeks	\$550pw
22	Injury Assistance Benefit – In the event of an insured persons suffering Temporary Total Disablement, the insurer will reimburse domestic Help and Child Minding Services and/or Extra Public Transport Expenses certified as necessary by the Insured Persons' legally qualified and registered medical practitioner Elimination period is 7 days per injury	up to \$350pw

Aggregate period for this Benefit is 52 weeks	
23 Injury defined resulting broken and/or fractured bones of the	
a) Finger, Toe, Hand or Foot	\$200
b) Arm, Elbow, Wrist, Leg, Ankle, or Knee	
simple fracture	\$500
compound fractures	\$1000
c) Collarbone	\$500
d) Breastbone	\$500
e) Rib (each)	\$200
f) Shoulder, cheekbone or nose	\$500
g) Jaw	\$500
h) Neck, Skull, Spine, Pelvis, or Hip	\$3000
Maximum amount payable for any one injury	\$75000
24 II. Internal injuries	
a) Torn ligaments or ruptured internal organs	\$2000
b) Knee Reconstruction	\$2500
25 Injury as defined in a Dislocation of the	
a) Hip	\$500
b) Knee	\$250
c) Shoulder blade	\$250
d) Collarbone or Jaw	\$250
e) Ankle, Elbow, or Wrist	\$150
26 Dental Expenses Benefit – Second Teeth (except where such a payment is prohibited by law) 100% of the actual cost incurred for loss of teeth or crowning or damaged teeth with cast metal or porcelain or similar restorations, provided that this occurs within 24 calendar months from the date of the injury to permanent or second teeth (no cover provided for milk or first teeth, dentures or fillings)	up to \$5000
27 Dental Cash Benefit – Milk Teeth	\$100 per tooth
Lump sum payment, provided the Event occurs within 24 calendar months from The date of injury to milk teeth or first teeth	
28 Student Tutoring Expenses Benefit	
Elimination period is 7 days per injury	up to \$350 pw
Aggregate Period for this benefit is 52 weeks	
29 Fee Relief- Following the death by injury of the Insured persons' parent, Guardian, or Benefactor, the insurer will pay the annual school tuition fees of up to \$3500 for each of the remaining school terms of the current school year (student only)	\$15,000 max
30 Overseas Medical Expenses Benefit	
Excess each and every loss is \$Nil	\$7500
31 Emergency Transport Benefit (due to injury or illness)	\$5000 max per injury or illness
32 Non Medicare Medical Expenses (except where such reimbursement is Prohibited by law) 100% of the actual cost incurred after deduction of the Policy Excess to the maximum amount specified. Excess each and every loss \$Nil Please refer to Events 26 for Dental Expenses Benefit	\$7500 max per injury
33 Clothing (including spectacles and or Sports Equipment. The insurer will pay For clothing worn and/or Sporting equipment being used by the Insured Person that has been lost or damaged in the course of an injury or in the Course of treating an injury	\$500 per injury
34 Psychological Trauma Expenses	
We will pay for psychological trauma expenses incurred as a result of an Insured Person suffering a Temporary Total Disablement caused by a Traumatic Event provided:	
a) The temporary total disablement occurs as a result of a sudden Traumatic Event:	
b) Such Insured Person is under the continuous care of a legally qualified Registered psychiatrist or psychologist who is not the insured person or his/her Family member;	
c) Such Insured Person have remained in Australia during the claim period.	
35 Kidnap, Ransom, Extortion	\$300,000
36 Parent/Guardian Visitation due to 72 Hours of Hospitalisation (new benefit)	2,500

STUDENT ACCIDENT SCHEME HIGHLIGHTS – WORLDWIDE COVER, 24 HOURS PER DAY, 365 DAYS PER YEAR

- Economical protection and broad coverage
- Nil deductibles and low waiting periods
- Substantial dental benefits
- Cover extends to Voluntary Workers and Employees whilst on school excursions, anywhere in the world
- Optional cover for reimbursement of school fees resulting from injury or illness
- Kidnap, Ransom and Extortion included
- Non-Medicare Medical Benefits
- Emergency Transport
- School Fees reimbursement (following accidental death of pupil's benefactor)
- Cover includes students involved in school organised activities for two (2) school terms prior to commencement at the school and two (2) school terms after they officially leave the school (in Year Twelve)
- Expenses period extended (from date of accident) to 24 months

PRINCIPAL UNINSURED PROPERTY / PERILS / RISKS:

- Intentional self injury or suicide
- Criminal or intentional illegal acts
- Training or participation in professional sports
- Air travel except as passenger in properly licensed aircraft
- Deliberate exposure to exceptional danger
- Driving or riding in any race or on any motor powered conveyance
- Sickness, disease or any kind of infection (except for Emergency Transport benefit)
- Pregnancy, childbirth, miscarriage
- Sexually transmitted disease, AIDS, or HIV infection
- Medical expenses prohibited by law and Medicare GAP expenses
- Non-Medicare Medical Expenses which are recoverable from other sources
- War/Nuclear risks
- Radioactive contamination or radioactivity

APPENDIX 2
CURRENT UNIFORM PRICE LIST
(subject to price rises)

SUMMER DRESS	
SIZE 4-14 CHILD	\$63.00
SIZE 8-16 LADIES	\$63.00
SIZE 18 – 20 LADIES	\$68.40
WINTER PINAFORES	\$45.00
WINTER SKIRTS (over 11 yrs)	\$60.50
WINTER BLOUSES	
SIZE 4-8	\$18.45
SIZE 10-18	\$18.65
SIZE 20-24	\$18.65
BOWS – GIRLS	\$14.85
TIGHTS	
SIZES 4-6, 7-11, 11-14	\$6.00
SIZES - Small, Medium & Large	\$7.00
MIDFORD SHORT SLEEVE SHIRTS	
SIZE 4-6	\$13.50
SIZE 10-14	\$15.40
SIZE 16-18	\$17.35
SIZE 20-24	\$20.05
MIDFORD SHORTS	\$15.50
Longer length shorts	\$23.00
MIDFORD LONG SLEEVE SHIRTS	
SIZE 4-6	\$16.35
SIZE 8-18	\$18.50
SIZE 20-28	\$18.70
MIDFORD LONG TROUSERS	
Elastic backed SIZE 6-16	\$28.25
Pleated (no elastic) SIZE 4	\$30.50
Pleated (no elastic) SIZE 6-8	\$31.35
TIES – BOYS	\$15.20
WOOLLEN JUMPERS	
SIZE 6 - 8	\$52.65
SIZE 10 - 14	\$58.15
SIZE 16 - 24	\$62.55
SPORTS SHIRTS	
SIZE 4-16	\$24.00
SMALL, MEDIUM, LARGE	\$25.00
X LARGE XXL	\$26.80
SPORTS JACKET	\$40.70
SPORTS PANTS	\$28.50
SPORTS SHORTS	\$16.35
HATS	
Brim	\$8.80
Peak	\$6.60

APPENDIX 3

OLIVET CHRISTIAN COLLEGE

Policy Document

BULLYING POLICY

Rationale:

The College seeks to provide a safe, harmonious and caring environment for the nurture of all students. Staff seek to promote an atmosphere of co-operation and encouraging one another to do and to be their best.

Aims: BIBLICAL PERSPECTIVE

Any form of bullying is completely contrary to the Scriptures. Christians are to be concerned about the well being of others (Philippians 2:3-4) and to act in a manner towards others that reflects love, kindness, patience and gentleness (Galatians 5:22-23). Any acts of hatred, jealousy, discord, provocation and intimidation are not acceptable (Galatians 5:20,21,26).

Christians are to love their neighbour as themselves (Galatians 5:14).

WHAT IS BULLYING? (In the context of the school community)

Bullying is the deliberate psychological, emotional and/or physical harassment of one student by another (or a group) occurring at the College or in transit between the College and home.

Bullying causes harm and pain to others, is systematic and repeated and involves an abuse of power.

Bullying may take many forms and can include:

- Picking on others.
- Making hurtful, sexist and racist comments.
- Any form of physical violence such as hitting, pushing or spitting.
- Making suggestive comments or other forms of sexual abuse/harassment.
- Forcing others to act against their will.
- Verbal threats of aggression against property or possessions.
- Using put-downs, belittling others abilities and achievements.
- Using offensive names, teasing or spreading rumours about others or their family.
- Acts of vandalism.
- Deliberately excluding a student from College activities or other friends.

BULLYING IS NOT TOLERATED AT OLIVET CHRISTIAN COLLEGE.

As a caring Christian community, the College

- Expects a high standard of behaviour at all times.
- Is committed to striving to provide a safe and caring environment for everyone, where
- the right of every person to be free from all forms of bullying is observed.
- Encourages and positively reinforces behaviour which is courteous and considerate.
- Is educating the students about issues relating to bullying behaviour.

WHAT CAN YOU DO IF YOU ARE A WITNESS TO BULLYING?

There is a risk that you can become the victim, or be labeled as a "dobber," but we need to work together if we are to be effective.

When you report acts of bullying we know that you care enough to want to do something. If possible, you could intervene as the bullying occurs by simply saying, "cut it out," "leave him/her alone." "quit it." This is very useful if you have influence with the bully: e.g. are older, a friend, a House Captain or a School Captain.

If you cannot act immediately, it is important to report the incident to someone you trust as soon as you can. Alternately you may wish to make an anonymous report that will advise of a trouble spot, a bully or a victim. You need to offer support and friendship to the victim.

The person you report to could be your parents, school captain, teacher, Assistant Principal or Principal. Your privacy is important, so raise this when you report the incident. We will not involve you without your permission.

WHAT CAN YOU DO IF YOU ARE BULLIED?

- *As the victim, you are the one who should take action most strongly:*
- Try not to retaliate by becoming a physical or verbal bully yourself.
- Try to ignore the bullying. If you show that you are not upset, the bully may stop.
- Tell the bully to *"quit it" or "cut it out."*
- Laugh it off, use humour.
- Don't be afraid to talk about it with your friends or family.
- Leave the area and go directly to a responsible adult.
- Talk to some of the other students at school. They may help you decide how to handle the situation.
- Do not gossip or backstab; seek advice from students who will offer constructive help.
- Establish a friendship network.
- Be smart about avoiding high-risk places and times.
- Always report what is happening – the bully relies on your being silent!
- There are many adults at the College who want to help you such as teachers, your Assistant Principal or the Principal. They can help you decide how to handle the situation, and they can take action.
- *Bullying is not "ok." Do not tolerate bullying - it is too important not to report.*
- *Remember, we are on your side. We take bullying seriously and want to stop it, but we need you to report incidents otherwise we do not know and cannot help.*

A tradition of silence is a barrier to be broken down. As a member of Olivet Christian College it is not only your right to not have it happen to you, but it is your responsibility to report bullying, regardless of the circumstances. To say nothing sends a silent message to the bullies that they can get away with it.

CONSEQUENCES

There must be clear consequences for bullying, and if a student is found to be bullying, then he or she will expect some of the following responses or sanctions:

Written records being kept on the student's file.

Warnings accompanied by a formal letter to the student and his/her parents.

Monitoring behaviour by use of the card system or Diary.

Consultation with parents.

Formal apologies to offended parties.

Reparations for any damage caused.

Detentions.

Referral to the Assistant Principal and/or the Principal.

Exclusion from privileges.

Suspension from School, resuming only on the condition that a formal contract is signed undertaking to cease all bullying behaviour.

Expulsion.

Those who bully or harass others are themselves in need of help. This could be by way of assistance with behaviour modification strategies, counseling and the provision of very clear boundaries.

WHAT CAN PARENTS DO?

If parents are concerned that their child is being subjected to bullying, they should contact their child's teacher without delay. Remember, if we do not know about it, we can not help.

APPENDIX 4

OLIVET CHRISTIAN COLLEGE Policy Document

COMPUTER / INTERNET POLICY

Rationale

The Internet, E-mail and Network Access Users Policy has been developed and implemented by Olivet Christian College. These resources have been developed for educational purposes only.

The term 'educational purposes' refers to classroom activities, curriculum related research activities and career development. Therefore the school retains the right to restrict use and or access on materials sent or received through the system.

All users of the system are expected to abide by the rules set out in the policy and any other community laws relating to or pertaining to Internet and E-mail use.

The documents available in support of this policy are: DEET Internet/E-mail Protocol

Rules and Responsibilities.

The following guidelines will apply to all users accessing the network resources and on-line services.

Any breach of guidelines will be considered a breach of DEET codes of conduct Teacher and or Student codes of conduct and appropriate consequences will be enforced

1. Each person accessing the network and resources will have a password identity. The person assigned the password is responsible for ALL activity under that identity

2. Network storage areas will be treated like other personal property

The Network administrator has the right and responsibility to check all files and communications which may contravene guidelines and or Codes of conduct

RESPONSIBLE USERS MAY/WILL:

Bring any security problem or breach of policy to the attention of the Network administrator

Understand that the Network Administrator is obliged to keep a log of all Internet activity

Access school software and electronic information stored on the school network

Use the Internet for educational research

Send and receive e-mail and explore other computer systems

Treat all communication and information accessible via the Network as private property

Cite sources and credit author when using information gathered from Internet, and E-mail.

Ensure all disks put into the system are checked for virus' and cleaned

Regularly check files and disks for virus'

ACTIONS NOT PERMITTED

Transition of any material in violation of State, Federal or International regulation is prohibited

Sending or displaying offensive messages or pictures

Using obscene language

Harassing, insulting or attacking others

Damaging computers, computer systems or computer networks

Violating copy right laws in regards to music, games and licensing agreements and trademarks

Using other Users passwords

Trespassing in other users files or folders

Intentionally wasting resources. Eg. Printing

Using the Network for commercial purposes, non profit organisations, advertising, or political lobbying

Disrupting the use of the network by other individuals or connecting networks

Olivet Christian College makes no guarantee that the functions or services provided by or through the network system will be error free or without defect.

The school will not be responsible for:

Any damage suffered including but not limited to loss of data or interruption to serviced

Accuracy or quality of information obtained through or stored on the system

Financial obligations arising through misuse or unauthorised use of the system

STUDENT AGREEMENT Conditions:

- I understand that the schools Internet account exists to provide access to educational related information.
- I understand that information published on the Internet is not always accurate; therefore I will be careful in my use of the information.
- I understand what is meant by copyright and I will respect other peoples' work by correctly acknowledging them.
- In all communications I will be respectful, accurate and use appropriate written expression, as would be acceptable in a school publication.
- I understand if I access any inappropriate material, I will exit it and inform the supervising teacher.
- I will not use the Internet unless the area is supervised by a staff member.
- I will respect the e-mail privacy of staff and students.
- I will ensure that the e-mail I send out shows that I am a responsible student of Olivet Christian College.

Biblical Perspective:

The scriptures require Christians to abide by standards of honesty and purity, "*Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.*" Philippians 4:8

As a Student of Olivet Christian College, I wish to continue using the internet and e-mail as an educational resource, therefore I will use it in a responsible way.

Student signature

Classroom Teachers Signature

I/We have read the statements and have discussed them with our child.

I/We understand a breach of any of the above rules may forfeit my child's access to the Internet and E-mail.

Parent/guardians signature

Date