



MOUNTAIN VIEW
ADVENTIST COLLEGE

Nurture for today
Learning for tomorrow
Character for eternity

Welcome to our College

Welcome to 2018 at Mountain View Adventist College. Whether you are a returning student or a new student the staff wish and pray that the time you spend at Mountain View Adventist College will help develop you as a person who contributes positively to society. We pray that your stay with us is a long and productive one.



This booklet outlines most of the important issues that contributes to keeping our College a safe and happy place. Included is information about fees, uniform, summary of the code of conduct and the expectations of student behavior.

Mountain View is broken up into 3 schools – Junior School – Prep to Year 4, Middle School – Year 5 to 8 and Senior School – Year 9 to Year 12. Each School has a Head, who manages the students within the classes and supports them in their daily journey.

If you need to contact the College for any reason whatsoever, please either ring or email. Every staff member has an email address that is printed in the first few pages of the Handbook. We love hearing from you and want you to be very involved with what is happening with your child's school life.

God bless you all

Mr Anthony Hay

College Principal

STAFF 2018

**** Note - email addresses for parent contact**

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College Hours

Classes: Roll

Middle:
8.40

Senior:
8:40

Begin	8.45	8.50
Recess	10.38	10.38
Classes	10.55	10.55
Lunch	12.43	12.43
Classes	1.30	1.30
College finishes	3.18	3.18

Junior:

Classes: Roll	
Begin	9.00
Lunch	11.30
Classes	12.15
Recess	1.15
Classes	2.00
College finishes	3.10

- Please note: Terms 2 and 3 on Friday – College finishes at 2.30pm

VISION STATEMENT

*Nurture for today
Learning for tomorrow
Character for eternity*

MISSION STATEMENT

To motivate and nurture spiritual, academic and personal growth in a Christ-inspired environment that serves the community

VALUES STATEMENT

Within the core of Christian values we emphasise:

Respect, Joy, Responsibility, Trust, Acceptance, Self-discipline, Compassion, Honesty, Forgiveness, Self-worth, Initiative.

PHILOSOPHY STATEMENT

As a Christian school we vow to:

Honour God in everything we do; build relationships based on trust and respect; maintain integrity and excellence in all programs and services; practice responsible stewardship.

We know that we honour God in everything we do when we:

Give God all the credit; relinquish all problems to His care; seek His face through worshipping together; studying together and praying together; love one another as He loves us by being a loving truth teller, honouring each proceed boldly in living the Gospel.

STATEMENT OF ADVENTIST IDENTITY

While every Adventist school is unique by virtue of its location and circumstances, all authentic Adventist schools share certain distinctive qualities. The atmosphere and ethos that is created can be experienced and observed at both the tangible and intangible levels. The term, 'special character' is used to describe that distinctiveness.

The heart and soul of Adventist education stems from a worldview regarding the origin, meaning, purpose, and destiny of human life. These beliefs and assumptions are drawn from the Bible and are reflected in the logo which is central to this model. The writings of Ellen G White are also acknowledged as an inspired commentary and guide in applying these understandings in the context of the school. The outcome of this effort is a "special character" that reflects the reasons, the vision, the aspirations and the values that are important to Adventist educators.

Each school is seen as a total learning environment, with careful attention to a balance between study, worship, labour and recreation. It is a community in which spirituality, industry, a spirit of cooperation, a sense of safety and security, and respect for the diversity of individuals and cultures are valued and nurtured. As cultural beings, teachers, students and others will participate in seeking, communicating and expressing the essence of that culture in language, story, symbolism, worship and acceptable standards of behaviour and lifestyle consistent with Adventist worldview.

The culture and ethos of the school consistently reflect the practical endorsement of a biblical worldview and its implicit values. This culture seeks to be Christian generally, and Seventh-day Adventist in particular. Each school community will function in a complementary relationship with the family, the Church, and other schools in the system.

STUDENT CODE OF CONDUCT

Responsibilities of Administration

Principal and Heads of Schools will ensure that:

- A commitment to student management underpins all policies and activities of the college
- The College community reviews policies and practices related to student welfare on a regular basis
- The College Support Policy is continually being reviewed
- Students, staff and parents are assisted to develop and put all of the policies into place within the College
- Expect teaching and support staff to acquaint themselves with the guidelines within the college relating to student welfare and management

Teaching and support staff will:

- Ensure that they are familiar with the Student Welfare and management guidelines
- Contribute to the provision of a caring, well managed, safe environment for all students and fellow staff members
- Participate in the learning and teaching process in ways which take account of the student needs

Students will:

- Act according to the support code established by the College
- Contribute to the provision of a caring, safe environment for fellow students and staff members
- Participate actively in the learning process
- Provide their views on student welfare, discipline and college decisions, through their prefects
- Practice peaceful conflict resolution

Parents will be encouraged to:

- Participate in the learning of their children and the life of the college, including the review of the Student Welfare Policies
- Share the responsibility for shaping their children's understanding about acceptable behavior
- Work with the teachers to establish fair and reasonable expectations of the College

Student Rights

All students are not too young to understand that the granting of rights must be followed by the acceptance of responsibilities

Students have the right to:

- Be happy and to be treated with compassion and respect
- Be treated with respect and politeness
- Always be safe at College, be free from persecution either verbal or physical
- Know that all personal property is safe
- Obtain maximum benefit from all lessons
- Expect educational activities that will benefit them
- Be by themselves if they so desire without any threat of personal harm, but not out of class time.
- Have good health practices respected
- Have pleasant, well kept and clean surroundings while in the classroom and in the playground.
- Expect the local community to provide support for the College and have respect and pride in the College
- Be helped to learn self control and self discipline
- Be heard if others abuse their rights

Responsibilities of Students

- Treat others with compassion, not to laugh at others, tease them or in any way try to hurt their feelings
- Be polite to all of the College community and treat them with respect
- Use polite language when talking to others
- Make the College safe by not threatening anyone, hitting or hurting anyone in any way.
- Not take anything that belongs to another person or to destroy or damage their own or others as well as College property
- Be cooperative with teachers and other students to ensure that lessons run smoothly and that all work is kept up to date
- Be punctual for College, to attend College regularly and to contribute to College activities.
- Respect others as individuals and not treat them unfairly because they may have differing opinions and views
- Always be clean and tidy and in full College uniform
- Keep the College grounds tidy as well as their personal space within the classroom

- Let teachers know of anything of a dangerous nature within the College that may jeopardise the well being of the student and staff body
- Behave in a way that will gain respect for the College, especially when going from and coming to College and at out of College activities

Foundation and Administration

Mountain View Adventist College was established in 1968 by the Seventh-day Adventist Church. Mountain View Adventist College is a co-educational Prep-12 day school. The institution began as a two-room primary school, extending to cater for Years 7 and 8 in 1983 and Year 10 by 1985. Year 11 commenced in 1998 followed by Year 12 in 1999. In 2002 the College began a prep class to cater for the educational needs of 4 year olds.

The overall program is administered by the College Council, which is representative of the Seventh-day Adventist churches in the Western Sydney region.

Enrolment

Mountain View Adventist College is open to all students without regard to their religion, ethnicity or national origin. Students who wish to enroll at the College need to abide by the school's standards of conduct and dress. All students are expected to join in the spiritual activities of the College and to show respect for God and His Word. Every effort is made to provide opportunity for both boys and girls to participate in all activities and, as far as possible, the College attempts to accommodate disadvantaged students.

An excellent standard of behaviour is expected from all students enrolled. Discipline Policy guidelines are available from the College



ENROLMENT PROCEDURE

Application forms may be obtained from the College office or completed online through the college website.

These are to be completed and returned, together with the latest scholastic reports from the school the student has been attending. An interview with the Principal or Head of Junior/Middle/Senior school, is also required and may be made by appointment. For all new students enrolling, the College requires a copy of their birth certificate.

Students enrolling into Prep must turn 4 years of age by the 30th June in that year. Students enrolling into Kindergarten must turn 5 years of age by the 30th June in that year.

At the time of enrolment, parents should advise the College of any current Family Court Order that may relate to the child.

OVERSEAS STUDENTS (Full Fee Paying Overseas Students—FFPOS)

Mountain View Adventist College is a registered site and is able to accept overseas students on behalf of The Association of Independent Schools of N.S.W. Ltd. (The Provider). Overseas students must abide by the immigration and educational guidelines established by the Australian Government and must complete a confirmation of enrolment form supplied by the school. Further details can be obtained from the College office.



REGISTRATION

All students will need to complete the registration process each new year. To complete registration for the new year, each student will need to:

- complete or update the registration form
- organise payment of school fees
- receive rail and bus passes (where required)
- provide Bus Committee with details (where required)

DEREGISTRATION PROCEDURE- MIDDLE/SENIOR

All Middle/Senior students must deregister at the end of each year. At this time, all textbooks, locker keys, library books, etc. are returned to the school. Junior students need to let the class teacher, as well as administration, know if they leave during the College year. Senior students need to let Head of School know before they deregister.

TERMINATION OF ENROLMENT

In the event of a Senior student leaving during the College year, the procedure is as follows for Seniors:

- | | |
|---------------|--|
| Step 1 | Inform the Principal or Head of Senior of the intention to withdraw as soon as the decision has been reached, |
| Step 2 | Senior students need to obtain a de-registration form from the main office, |
| Step 3 | Students then obtain a clearance from each subject area and department listed on the form |
| Step 4 | In Year 10 and above students 'Students Online' accounts must be activated and if not already done, and up to date. |
| Step 5 | The completed, signed and dated form needs then to be presented at the main office for the Principal's/ HOS signature. |

Withdrawal from the College is not complete until the above procedure has been finalised. Fees will be calculated to the date of termination.

Fees

The Tuition fee represents approximately one-third of the cost of educating each child. The remaining two-thirds is met by a combination of Commonwealth and State recurrent grants on a per capita basis, allocations from Seventh-day Adventist churches in the Sydney area and from the Greater Sydney Conference of the Seventh-day Adventist Church. Fees for 2018 are as follows:

Prep	\$41 per day
Years K-6	\$942.25 per term
Years 7-11	\$1117.50 per term
Year 12 (over 3 terms)	\$1490.00 per term

An Activity fee is also charged per term to cover items such as stationary, books, excursions and sport. In the Secondary College this fee also covers specialist subjects such as cookery, woodwork and Art.

The Activity Fee for **Prep** is \$50 per term, for **Kindy to Year 6** is \$110 per term, **Years 7 to 8** is \$162.50 per term, **Years 9 to 10** is \$212.50 per term **Year 11** is \$262.50 per term and **Year 12** is \$350 per term.

DISCOUNTS

For children of families who are members of a Seventh-day Adventist Church, and therefore contribute to the cost of operating the College through church and Conference appropriations, a fee discount of 20% will apply.

Family discounts will be applied to any family where two or more children are attending as per the following:

One child	Full Fee
Two children	15% Discount
Three children	30% Discount
Four children	40% Discount
Fifth & subsequent children	Free

A discount of 2.5% is allowed if the full term's fees have been received at the College by the advertised discount date. A discount of 10% is allowed if the full year's fees (not including activity fee and bus fee) have been received at the College by the first term advertised discount date.

Responsibility for getting the fees to the College by the discount date rests with parents.

FEE ASSISTANCE

Fee Assistance is available to all who need some support. There are forms that need to be filled out to show the College of your need. These forms are available at the front office.

Academic Program

COLLEGE COURSES

The College operates a Christian Curriculum and provides a full range of subjects in all the key learning areas to meet government requirements. These subjects are as follows:

JUNIOR SCHOOL

PREP Cognitive/Language/Physical/Spiritual/Social and Emotional domains are all covered through play, craft, story times and discussion

YEARS K - 4 Bible, English, Mathematics, Science, Studies of Society and Its Environment, Personal Development, Health and Physical Education, Art, Music, Technology and Library

MIDDLE SCHOOL

YEARS 5 & 6 Bible, English, Mathematics, Science, H.S.I.E, Personal Development, Health and Physical Education, Art, Music, Technology and Library

Year 7 Biblical Studies, English, Geography, History, LOTE, Mathematics, PDHPE, Science, Technology (Agriculture, Food & Computing) and Visual Arts.

Year 8 Biblical Studies, English, Geography, History, Mathematics, Music, PDHPE, Science, Technology (Media, Textiles, Industrial Technics) and Visual Arts.

SENIOR SCHOOL

Year 9 Biblical Studies, English, Geography, History, Mathematics (5.1,5.2,5.3), PDHPE and Science.
In addition, one elective is chosen from each of the lines offered:

Line 1 Information Software and Technology/ Music/ Food Technology
 Line 2 Commerce/ Industrial Technology/ Visual Art

Year 10 Biblical Studies, English, Geography, History, Mathematics (5.1,5.2,5.3), PDHPE and Science.
In addition, one elective is chosen from each of the lines offered:

Line 1 Commerce/ Technology (Food)/ Technology (Industrial)/
 Line 2 Visual Arts/Music/ Information Software and Technology/ Drama

Year 11 Mandatory English (Standard)/English (Advanced)/ Studies of Religion II
 Electives

Line 1 Chemistry/ Music/ Personal Development, Health and Physical Education/
 Visual Arts

Line 2 Ancient History/ Business Studies/ Food Technology/ Geography/ Physics

Line 3 Biology/ Design & Technology/ Information Processes and Technology/
 Legal Studies

Line 4 Mathematics (General) /CAFS/ Mathematics

Year 12 Mandatory English (Standard)/English (Advanced)/ Studies of Religion II
 Electives

Line 1 Information Processes and Technology / Music /Food Technology
 /Ancient History

Line 2 Personal Development, Health and Physical Education/ Design and
 /Legal Studies /Chemistry

Line 3 Business Studies/Biology/ Visual Arts

Line 4 Mathematics (Standard) /CAFS/ Mathematics

There may be subjects the student would like to do that are on the same line. These can be done by Distance Education, or any other subject that we don't have at the college, can be done by Distance Education with the Head of Senior School managing their Timetable.

RECORD OF SCHOOL ACHIEVEMENT

The ROSA is issued by the Board of Studies (BOS) to eligible students who complete four years of secondary schooling to Year 10. To complete a course of study for the ROSA, a student must have a satisfactory record of attendance and application (effort). The ROSA can be downloaded by a student at the time they leave school any time after completing Year 10 and not returning to school, eg, employment, tertiary study etc. (their online student account must be activated and details eg, email, phone, must be up to date.)

HIGHER SCHOOL CERTIFICATE

This program incorporates the final two years of schooling leading to a Higher School Certificate in Year 12. To complete a course of study for the HSC students must continue to have satisfactory reports in the area of attendance and application (effort).

SENIORS ONLY:

The College requires that a student may only be absent for 15% of their course. Any amount **greater than this** is seen as being **unsatisfactory** attendance. If a student is absent for more than this amount their name will be presented to the Academic Committee to assess whether they have satisfactorily met the Board of Studies and/or College requirements for course completion.

Factors the Academic Committee will take into consideration are:

- the nature and duration of the absence
- the academic standing of the student within the course at the time of absence
- the student's prior pattern of attendance, application and achievement

- the ability and commitment of the student to compensate for the classroom experiences missed

The 15% is comprised of full days or half days (where two half days equals one full day's absence). When students come late in the morning or leave early in the afternoon these will be counted as half days.

Parents/Guardians are required to give a reason for each absence. To satisfy this requirement, a note explaining why the student was absent should be presented to the roll-marking teacher on the first day back at school after an absence.

LATE NOTES

All students who arrive after roll call has commenced, are to report to the office to collect a late slip.

All late arrivals must be covered by a note of explanation from a Parent or Guardian. The College would appreciate prior notice of expected absence.

During the course of a day, students are expected to attend all their classes, unless excused by the Principal or Head of School. All students are expected to bring a note on the day they return to the College, explaining their absence for the period of time. This is a mandatory requirement by the government.



HOMEWORK

Homework is an integral part of the College system and parents can expect it to be set regularly. This enables students to practise and memorise the work done in school. While teachers do their best to assist and encourage students, it must be stressed that the student's initiative and effort are the determining factors of success. The encouragement and assistance of parents is also important.

Homework and independent study is required on a regular basis and the following times are recommended minimums per night:

Kindy – Year 2	15 minutes	Year 7	1 hour	Year 10	1 1/2 hrs
Years 3-4	30 minutes	Year 8	1 hour	Year 11	2 hours
Years 5/6	45 minutes	Year 9	1 1/2 hour	Year 12	3 hours

STUDENT DIARY PROCEDURE – Middle and Senior School

The diary is an important communication tool between the college staff and the student with their parents. Diaries must be purchased from the College office.

The diary is also a valuable organisation tool for students - showing a record of homework, tests and examination, assignment due dates and other important events.

Students in Years 5 to 12 are responsible for:

- bringing their diaries to each class
- ensuring a parent/guardian signs their diary each week

Students who loose their diaries will need to pay for a new one at the office. The College orders a few more than is needed at the beginning of the year, and when they have run out there will be no more ordered.

We encourage students to treat their diaries with respect – don't use them as graffiti pads.

REPORTS

Interim reports will be given to every student during Term 1. At this time, parents may make a time to see the teachers if they are concerned about their students progress. This is not an Academic report, but an overview of how they are settling into the new college year.

Full Academic reports will be given at the end of Semester 1 and Semester 2. Formal parent/teacher interviews are held after Semester 1 reports are given out.



IT AGREEMENT

Policy Statement

The use of electronic devices and access to Internet services (school devices and services) in Mountain View Adventist College are provided to students in order to support their educational and administrative needs.

These devices and services are necessary educational tools and must be used in a responsible manner. This policy can never anticipate all the possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This policy is intended to inform parents and students of our school's expectations when students are using devices and services provided by the school and when using their personal equipment to communicate to or about members of the school community. If a student acts in a way that is against the contents of the policy, he/she will be subject to consequences according to the school's Pastoral Care Policy and, if necessary, offending material may be supplied to the police.

Mountain View Adventist College reserves the right to capture, store and review all Internet browsing and e-mails across the school network. Devices may be taken or accessed if it is believed:

- there has been or may be a breach of the school rules or policy,
- there may be a threat of harm to a student or others or security system,

A. Internet Services

The Internet is a vast array of interconnected computers around the world, which can connect to each other and share information stored on them. The World Wide Web (or the Web) and Electronic Mail (e-mail) are available to all students at Mountain View Adventist College in the pursuit of academic curriculum resources.

Students and staff will have access to:

1. world-wide e-mail communication,
2. global information and news,
3. public domain and shareware computer software of all types,
4. discussion groups on numerous topics from the environment to music to politics,

B. Internet Warning

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school-aged children. Mountain View Adventist College views information gathered from the Internet in the same manner as reference materials identified by the Library. The College supports resources that will enhance the learning environment with directed guidance from the staff. However, it is impossible to control all material on a global network and an industrious user may discover inappropriate information.

At school, student access to, and use of, the Internet will be under teacher direction and will be monitored as any other classroom activity. Mountain View Adventist College, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of

the College, since Internet access may be obtained outside the school setting.

Cyber safety Requirements

This policy addresses the particular use of these technologies that has come to be referred to as 'Cyber bullying'. The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and/or teachers, or is criminal in nature.

1. When using the school devices and services students will:

- Ensure that communication through Internet services is related to learning.
- Keep passwords confidential, and change them when prompted or when known to another user.
- Use passwords that are not obvious or easily guessed.
- Log off at the end of each session to ensure that nobody else can access their network account.
- Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited e-mail) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Seek advice if another user seeks excessive personal information, asks to telephone, offer gifts by e-mail or wants to meet a student.
- Ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- Always acknowledge the creator or other author of any material published.
- Keep personal information including names, addresses, photographs and telephone numbers of themselves and others private.
- Ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2. When using the school services or personal electronic equipment students will not:

- Disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through the use of proxy sites.
- Allow others to use their personal accounts.
- Deliberately use the electronic identity of another person to send messages to others or for any other purposes.
- Enter 'chat' or 'social networking' Internet sites without the permission of a teacher.
- Use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- Damage or disable computers, computer systems or networks.
- Disclose personal information about another person (including name, address, photo, phone numbers).
- Distribute or use copyrighted information, without proper permission.
- Take photos or videos of members of the school community without their consent.
- Record audio or video in class, especially during presentations.
- Install unauthorised software.
- Play games during class time.
- Access YouTube during class.

YouTube access is only permitted to Senior School music students who have been granted special permission from the Head of Senior School and should only be used during music lessons and when supervised by the teacher.

3. When using school services students will never knowingly initiate or forward e-mails or other messaging containing:

- A message sent to them in confidence.
- A computer virus or attachment that is capable of damaging recipients' computers.
- Chain letter or hoax e-mails.
- Spam (e.g. unsolicited advertising material).

4. When using school services or non-school services students will never send or publish either through Internet sites, e-mail or mobile phone messages:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- Threatening, bullying or harassing material or make unreasonable demands.
- Sexually explicit or sexually suggestive material or correspondence.
- False or defamatory information about a person or organisation.
- The school name or crest without the written permission of the Principal.

5. General care and maintenance of the computers:

- The computers are an educational tool and should be used in that capacity only.
- The student is responsible for the computer throughout the class period.
- The computers should not be used to copy, download, upload or share copyrighted materials **at any time**. This includes the reproduction of music files and software applications.
- A student's desktop wallpaper needs to be appropriate. Students should not use violent computer games, half-naked men/women, offensive material, explicit messages, musical artists, as desktop wallpaper on the school computer.
- Students should not graffiti computers, keyboards and/or mouse pads.

Year 11 and 12 students

Year 11 and 12 students are free to bring their personal notebook computers to school. This policy addresses the particular use of these technologies and users must adhere to the 'Cyber safety' requirements of the AUA. The classroom teacher will grant usage of such devices where appropriate.

Teachers or the school will not take responsibility for any damages, misuse or loss to the student's personal technology.

Students will not be given access to the school's Internet services, unless approved by the Principal, Network Administrator and Computer Control Administrator.

Teachers have the right to confiscate such technologies if in breach of the AUA.

Netiquette – Students are expected to abide by the generally accepted rules of Internet Etiquette (Netiquette). This means ...

- Be polite.
- Do not use vulgar or obscene language.
- Do not reveal your address or phone number or those of others.
- E-mail is not guaranteed to be private.
- Do not disrupt the network or the data or other users.

Plagiarism – Taking ideas or directly copying texts from another person and offering them as your own is called plagiarism and is not acceptable. Credit should always be given to the person who created the article or the idea. The student should include their sources of ideas or writing and include the Web Address in a bibliography.

Students need to be aware that all use of the Internet and e-mail services can be monitored and traced to the accounts of specific users. The misuse of school services may result in disciplinary action that includes, but is not limited to, the withdrawal of services.

Mobile Phone usage – This policy is designed in managing the safe, responsible and acceptable use of mobile phones by students. It is an overall requirement for students to exercise care and use their mobile phones in a considerate manner and to be aware of situations in which others could be affected by their actions.

- **Mobile phones are to be switched off and kept out of sight during classtime.** Exceptions may be permitted only in exceptional circumstances if the parent/guardian/carer specifically request it. Such requests will be handled on a case-by-case basis and should be directed to the Head of Senior School or Head of Middle School.

- Parents/guardians/carers are reminded that in cases of emergency, the school administration staff remain a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Unless permitted, mobile phones **should not be used** to make calls, send SMS messages, surf the Internet, take photos or use any other application during school lessons and other educational activities, such as *school carnivals, recess/lunch time events and performances (dance and music)*.
- Mobile phones should not be used to record class presentations.
It is an offence to use a mobile phone to menace, harass or offend another person and all calls, text messages and e-mails can be traced.
- Charging a phone is not permitted in class nor is it permitted to connect such device to a computer.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action by the Principal.
- The misuse of a mobile phone will result in the confiscation of the device for a period set by the Head of Senior School (1 week).
- Mobile phones of repeat offenders will be held for a longer period of time. Also, parents/guardians/carers will be contacted to collect the student's phone in person.
- No videos, YouTube clips or other video clips of any type should be viewed on any mobile device.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

Privilege to take a mobile phone to school may be withdrawn if a student fails in their duty to behave responsibly and in accordance with the school's requirements.

Should there be repeated disruptions to lesson(s) caused by a mobile phone, the responsible student will face disciplinary actions as sanctioned by the Principal. If a situation arises that exceeds the school's jurisdiction, police involvement may be required.

Other portable devices – All other portable devices, such as, iPads, Playstation Portables, Nintendo DS should not be at school. Mountain View Adventist College reserves the right to take no responsibilities for any loss, damage and/or misuse of the product.

Policy Statement

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advances) may require the Principal to depart from the current policy.

LIBRARY

The Library is a place for study (no food or drink is permitted here) and is very much a part of the College educational program. Emphasis is placed on helping students to master study and research skills.

The Library will be open before school -8am, during lunch and after school on most days. However, students who do not comply with Library guidelines may have their borrowing privileges withdrawn for a time (at the discretion of the Librarian).

Computer and Internet usage in the Library will be organised through the Librarian. Each student will be required to sign a form showing they understand the rules when using the internet.

All Years 7-12 text books will be attached to the students Library record. In the first week of Term 1, subject teachers will take students to the Library and they will be given their text books for the year. Each student in the Secondary school will be required to sign a declaration to say that they will look after the text book and return it in good order at the end of the year. If books are lost or returned to the Library in disrepair, the cost of the book will be added to the school fees.

STANDARD LIBRARY FINES

Library borrowers are responsible for any lost, damaged or overdue books.

Fines are as follows: Lost books	\$25.00 flat rate payable in CASH
Overdue books	20¢ per day payable in CASH
Damaged books	proportion of the flat rate for lost books (determined by Librarian)

Note: Borrowing privileges will NOT be restored until Library fines are paid in full.

SPORTING PROGRAM

A College-subsidised sport program is operated, whereby opportunity is provided for your child to develop physical skills and stamina. This program is compulsory—therefore full participation is expected and required unless a doctor's certificate indicates otherwise. Emphasis is placed on good sportsmanship and team spirit within the College.

One afternoon per week is devoted to group sport programs. Students are offered a range of options that include swimming, skating, tennis, squash, basketball, hockey and soccer (in the Senior School).



A Swimming Carnival, Athletics Sports Day and Cross Country run is held each year. Occasional inter-school meets are arranged in areas such as swimming, athletics, basketball and soccer.

EXCURSIONS AND FIELD TRIPS

These are a part of the routine College program to encourage learning experiences that are not available in the classroom. All students are expected to participate as part of their coursework.

Students either go on a day excursion with outcomes that are in the curriculum covered, or they may be involved in an in-College excursion whereby the teachers invite groups to come and support their learning program

IT AGREEMENT

These are a part of the routine College program to encourage learning experiences that are not available in the classroom. All students are expected to participate as part of their coursework.

Students either go on a day excursion with outcomes that are in the curriculum covered, or they may be involved in an in-College excursion whereby the teachers invite groups to come and support their learning program

College Uniform

As a matter of pride and school tone, the wearing of regular uniform is compulsory and is expected to be worn when traveling to and from the College, during College hours and at formal functions. Parents are requested to see that their children are wearing the correct uniform at all times. Sports uniform is required for all sport and physical education activities.

If for any reason it is impossible for a student to be in full uniform, a written note from the parents should be presented to the Head of School. The college reserves the right to decide whether or not a particular part of a student's attire is considered unsuitable. All efforts must be made by the student and family to rectify the uniform as quickly as possible.

It is totally inappropriate for any student to wear thongs or Casual canvas shoes as footwear to College.

Small Gold studs for ears are the only type of jewellery allowed at the College. If a student has to wear a specific piece for religious reasons, it needs to be hidden from view. There is a uniform shop that operates at the College. All articles of clothing can be bought at the shop.

GIRLS' UNIFORM**Junior:**

Dress (summer)	Regulation material and pattern
Blouse (winter)	White
Tunic (winter)	Navy blue - regulation material and pattern
Tie	Red
Socks	White ankle socks in summer/winter. <u>Winter</u> – white socks, or black tights/stockings ribbed or plain
Pullover	Plain navy blue V-necked, with emblem
Shoes	Plain black, polished, lace-up
Hair tidy items	Navy blue or College scrunchy
<u>Sports Uniform</u>	Sports Uniform available only from the Uniform shop.

BOYS' UNIFORM**Junior:**

Trousers	Navy
Shorts	Navy
Shirt	White
Tie	Regulation stripes
Pullover	Plain navy blue woollen V neck with emblem
Socks	Navy
Shoes	Plain black, polished lace ups
<u>Sports Uniform</u>	Sports Uniform available only from the Uniform shop.



Note: In cold weather, students may wear to school outer clothing in **navy blue colour**.

GIRLS' UNIFORM**Senior:**

Skirt (summer)	Regulation material and pattern
Blouse (winter)	White
Skirt (winter)	College regulation material and pattern
Socks	White ankle socks in summer/winter. <u>Winter</u> –white socks, or black tights/stockings ribbed or plain
Pullover	Plain navy blue V-necked
Shoes	Plain black, polished, lace-up— no platforms
Hair tidy items	Navy blue or College scrunchy
Blazer/Windcheater	(optional) Regulation royal blue with crest on pocket and colours on cuffs and collar. No Sloppy Joes to be worn.
Slacks	Tailored dress navy slacks – Only available at College
<u>Sports Uniform</u>	Sports Uniform available only from the College uniform shop

BOYS' UNIFORM**Senior:**

Trousers	Navy
Shorts	Navy (summer term only)
Shirt	White
Tie	Regulation stripes
Pullover	Plain navy blue woollen V neck with emblem
Windcheater/Blazer	As for girls uniform. No Sloppy Joes to be worn.
Socks	Navy
Shoes	Plain black, polished lace ups
<u>Sports Uniform</u>	Sports Uniform available only from the Uniform shop

NOTE:

Middle School – Years 5 - 8. Girls will be able to wear the Senior Uniform in Year 5, other than the band on the sleeve is gold – especially created for Middle School. Boys in Term 2 and 3 will wear the regulation stripe tie.

SUN HATS

All students (Prep to Year 12) **MUST** wear hats at all times when playing out doors a – “Yes Hat, Yes Play” policy is in place. Hats may be purchased from the College Uniform shop.

UNIFORM POOL

A second-hand uniform pool operates, with a limited selection of suitable clothing. Contact the Uniform shop for availability.

LOST PROPERTY

A lost Property Pool is kept for a limited time. Students should make inquiries as soon as possible after items have gone missing. Unclaimed articles will be reallocated or disposed of thoughtfully after an appropriate period of time.

All articles of clothing should be clearly labeled with student's name, including socks, ties etc. so that they may be returned.

College Transport

Currently the State Government provides free travel to all children living more than 1.5 km in a straight line distance from the school. Free bus and rail passes will be available at registration or from the office. Re-enrolling students will automatically receive a bus pass from the appropriate bus company through the College.



LOST TRAVEL PASSES

These require a form to be completed and forwarded to the SRA with a cheque for the appropriate amount. These forms are available from the Office. Lost bus passes must be replaced at the parent's personal expense through the appropriate bus company.

TRAVEL BEHAVIOUR

It is expected that while waiting for and traveling on public transport students will conduct themselves in a quiet and orderly manner, upholding all of the school's standards. Misconduct may lead to confiscation of passes. Students need to abide by all SRA regulations including travel near doorways, out of bounds areas, vandalism, and giving up seats to fare paying passengers.

COLLEGE BUSES

The College Bus Committee operates a bus service for students who have difficulty connecting with public transport. Students are expected to follow the Bus Code as given by the Bus Committee. Any repeated infringements could preclude students from this very valuable service. Details are available from the College office. As there is limited space on buses, students who live close to public transport are encouraged to take this mode of transport to the College.

PRIVATE VEHICLES

Students are NOT encouraged to bring vehicles to school but permission may be attained if the following conditions are met:

- a note from parents, outlining the reasons for the request, is submitted to the College for consideration and approval
- a written undertaking is given that ONLY family members or those students authorised are to accompany the student
- non-family members may only travel in another student's vehicle if they have first been given written authorisation to do so by parents and providing that said authorisation has been acknowledged prior by the College
- students who wish to bring cars need to fill in forms available from the Head of Senior School
- cars are to be parked in the area designated by the College Administration.
- cars are not to be used during the school day
- any infringement to the above rules could lead to a loss of privilege

The College is not responsible for any damage or loss of property incurred while on College grounds.

BUS TRACKING AND RECORDING SYSTEMS

Parents, Students, Staff and any other person who enters the school does so on the understanding that the School utilises digital recording capabilities. These capabilities may include but are not limited to video recording with sound or any other technology as the school deems necessary at its sole discretion.

Buses within the College Private Bus Services may be part of a Bus Tracking system used by the College.

Buses may have fitted to them tracking devices, video recording capabilities including sound, and an electronic tap on / tap off system identifying individuals.

Anyone that utilises the College Private Bus Service for any reason understands that as a condition of use, that they, their children or others who may be at pickup and drop off locations or are in the vicinity of the bus may be recorded either by video camera, sound or any other technology as the school deems necessary at its sole discretion.

Any such recordings may be kept for use by the College for any period of time at its sole discretion.

General Information

SICKNESS OR ACCIDENT

Sickness or accidents should be reported immediately. If necessary, permission will be given to be absent from classes. When a serious accident occurs students are taken to a doctor or hospital. The College is covered for transportation of the injured person to hospital by ambulance. Parents will be notified as soon as possible.

Parents need to notify the school of any long-term sickness or allergies. Updates on any change of condition are also needed. All medical costs are the responsibility of the parents.

If your child has a communicable disease or illness – eg: chicken pox, measles etc, they need to be away from school for 2 weeks from the first outbreak of the spots. If they have conjunctivitis of the eye, they need to stay at home until all infection is cleared

TEACHER INTERVIEWS

It's very important if you need to discuss your child's performance with their teacher, that you make an appointment at the office. Teachers cannot leave their classrooms to see a parent, and may be on duty at other times. Understanding that at times parents may feel that their child has been unjustly treated by a teacher, it is part of school policy that another teacher may be asked to join in a meeting, if the teacher feels concerned about a parent's behaviour. Parents also have the right to another person sitting in a meeting if they so desire.

TELEPHONE

The College telephones are not for general student use. In the case of emergencies only, students should see the School Secretary. Parents, please don't expect the College to call your child to the phone during College hours. A message will be given to them during recess or lunch. Of course, if there is a family emergency, we will contact the student immediately.

PERSONAL MOBILE PHONES

Some parents feel the necessity of supplying their child with a mobile phone during College hours. We are allowing the students to have their phones on them, but they are not allowed to use them during class time, they are only for recess/lunch time use. Facebook is not to be used during their day.

Phones being used by students during the class will be confiscated for the day. If it is a repeat offence the phone may be kept in the Head of School's office until the parent speaks with the Head of Junior/Middle/Senior.

The College takes no responsibility for any phones or any other small device stolen from school bags or lockers during the day.

EMERGENCY CONTACT OF PARENTS/GUARDIANS

Please ensure that the College has up-to-date contact information so that families can be contacted at any time should an emergency occur.

STUDENT LOCKERS AND PROPERTY

Year 7/8 and Senior students are allocated lockers where all books are to be kept. Students are only permitted to go to lockers at the start and finish of school, recess and lunchtime, and PE classes. Students are expected to supply their own lock. (we do have some locks for \$5 each – purchase from Mr Hay)

Students are to maintain clean and tidy lockers. Inspections may be made in the presence of students to ensure this occurs.

Students should keep their lockers locked at all times. Although the College is concerned when items are lost or stolen, no responsibility can be taken if items are lost or removed from bags or lockers. Students with money or valuables are strongly advised to leave them at the College office.

Students' bags and/or lockers may be inspected if illegal, contraband or stolen property is suspected.

We also discourage any expensive toys/games/electrical goods coming to College with the students. This may cause others to want to inspect these goods a little closer and they may become lost or missing. The College cannot take responsibility for these incidences, especially when all students are aware of our policy about expensive goods being brought into the grounds.

LATE STUDENTS

When students arrive after roll or worship has begun, they must see the office staff, to obtain a late slip. Late slips must be shown to the class teacher when students enter their first class and then handed in to the roll teacher at the end of the day. Failure to obtain a late slip will mean a detention is issued.

AREAS OUT OF BOUNDS

This applies to the following areas, unless accompanied by a teacher or given permission by a teacher:

- adjoining school property on the south side
- behind the classrooms on the southern side
- staff housing

- bitumen road on the northern side
- teacher's cars and car park
- Senior male locker room area (for girls)

LEAVING GROUNDS

Parents must provide verbal or written consent if their son/daughter is to leave school during school hours. The student must then obtain a leave pass from the Head of Senior and sign out at the front office. This is so we know exactly who is on the College grounds if there ever is an emergency.

PARENTS CHANGING STUDENTS TRANSPORT HOME

If a parent wants to either take their child off the bus for the afternoon, or wants to change their mode of afternoon transport, we cannot just have a verbal confirmation from the student. We need written confirmation from the parent what the changes are, or a phone call to the office from the parent. If a child tells us that their mum wants them to go home with a friend or go home by bus (not their usual transport mode), it will not be allowed without a letter from home or a phone call before 3pm.

PICKUP POINTS AFTER COLLEGE

Students who are driven to/from school by bus, need to be waiting with the rest of their bus companions, at the front of the College every afternoon. There are teachers that will be on duty in this area until all buses leave by 3:30pm.

For parents who pick up their students in the afternoons, College finishes at 3.15 pm for Junior and 3.20 pm for Middle and Senior students.

SCHOOL WEBSITE

Information is available on the college website at www.mvac.adventist.edu.au

Information available includes:

- College Handbook
- College Calendar
- College Newsletters
- College Updates
- Fee Information etc.

For more information of our website please call our office on (02) 9622 2424.

