



CARMEL

ADVENTIST COLLEGE

Established 1907

STUDENT HANDBOOK 2019



SECONDARY CAMPUS

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HISTORY OF THE COLLEGE

CHARLES ASHCROFT

In 1906 the Western Australian Seventh-day Adventist (SDA) Conference decided that an SDA College was needed so that students did not have to leave WA for their education.

Friends of Charles Ashcroft suggested that he donate his property in the Heidelberg Valley to build a college. It was an ideal location including 100 acres of fertile land, an established farm, orchard, garden, vineyard and water, which was easily accessible through high quality perpetual springs. Unsure of what decision to make, Ashcroft asked God to give him guidance in the form of a specific sign. He asked for three claps of thunder if God wanted him to donate this property. It was summer at the time, so thunder was not likely to occur. However, a few days later three loud clear claps of thunder erupted from a clear sky. This sign was reassurance for Ashcroft and he decided at once to donate his property for this venture.

By the end of the year a two-storey addition had been made to Ashcroft's homestead. School started on January 13, 1907 with just two students. By the end of that year there were fourteen. In 1908 the school was relocated to a better position higher up the valley. Pastor Martin was both the architect and builder and was assisted by the students for whom manual labour was compulsory and for which they received six pence (five cents) per hour. This building program also included faculty homes, a laundry and bake house. Building was not completed until 1926.

In 1956 the establishment was modernised and two dormitory buildings were added. Charles Ashcroft Hall to house 50 boys and Kathleen Giblett Hall to accommodate 50 girls. The next building venture took place in 1977, which included the construction of the Main Building, as we know it today and the Science Block. Since then the new Design and Technology building was constructed in 1983 and the Gymnasium was completed in time for the 1993 Graduation. The beginning of 2004 saw the Art Department move into the Taylor Wing of the Design and Technology building, with the official opening held on 31 October that year.

In 2007 Carmel Adventist College celebrated its Centenary. The College is now entering its second century of providing excellent, Christian education in Western Australia. In 2008 the boarding kitchen and cooking rooms were refurbished. In 2009 Carmel Adventist College entered a new phase and now includes Year 7 studies.

Carmel Adventist College continues to thrive with its long-standing motto 'Greatness Through Service'.

WELCOME

Carmel Adventist College is a co-educational school for students from Years 7 to 12 with a boarding facility catering for Year 7 to 12 students. Carmel is part of the Seventh-day Adventist Church's education system that extends worldwide. Carmel is open to any student who wishes to study and learn within a Christian environment.

Carmel College has gained a reputation for excellence. We view a complete education of the individual as very important. This involves the development of a sense of self-worth, the ability to create and maintain healthy relationships with others, the encouragement of good citizenship and a sense of social responsibility.

We trust as you read this handbook it will better inform you about our College, its mission, philosophy and how we operate.

STATEMENT OF PHILOSOPHY

The process of education involves the continued development of a set of values upon which all decisions depend. Christian education seeks to enhance sensitivity to values that are in harmony with God's will. The development of character and personality based upon a love for God, unselfish concern for others and personal self-respect is basic to all curricular objectives. The concept that every child is a candidate for eternity and that education is a preparation not only for this life but also for eternity is implicit in the total curriculum.

The purposes of the educational activities of the College are to provide opportunities for every student to achieve his/her maximum development intellectually, spiritually, socially and physically. An understanding of the world and ourselves is only attainable through an acceptance of the Holy Scriptures as the absolute measure of reality and truth. Education is a search for the truth and therefore is guided not only by reason, but also by revealed will of God in the Bible. Humanity is endowed with intelligent powers of choice but is accountable to God in every aspect of life.

Seventh-day Adventists believe in the reality of God the Creator, and that man was created perfect in God's image. Man has fallen from his original perfection through sin. The ultimate aim of Christian education is the restoration of the image of God in man through the redemptive power of Jesus Christ.

MISSION STATEMENT

Carmel College aims to encourage a Christian environment through spiritual, academic and social development by encouraging a personal relationship with Jesus Christ, staff and students.

VISION

A school centred on God, preparing lives for service.

MISSION

Model Christian values.

Present the good news of salvation in Jesus.

Promote a safe, secure environment where lives are nurtured valued and cared for.

Inspire a love for learning, a passion for life and a desire to achieve.

VALUE

- | | |
|--------------|------------------|
| ◆ Integrity | ◆ Responsibility |
| ◆ Wisdom | ◆ Discipline |
| ◆ Excellence | ◆ Caring |
| ◆ Learning | ◆ Service |

STATEMENT OF OBJECTIVES

SPIRITUAL - To foster and promote

- ◆ An acceptance of Jesus Christ as our personal Saviour
- ◆ A commitment to a consistent Christian lifestyle
- ◆ A desire to serve God and our fellow man
- ◆ An appreciation of Christian worship and spiritual fellowship
- ◆ A desire to identify in fellowship, with the Seventh-day Adventist Church, and to actively participate in its outreach
- ◆ An appreciation of God's leading in our heritage

ACADEMIC - To foster and promote

- ◆ Recognition of our responsibility to develop our talents as God given gifts to be used in service for others
- ◆ A commitment to excellence through diligent effort
- ◆ An appreciation of knowledge and truth in harmony with revelation through God's work
- ◆ The development of powers of discrimination to select the best and shun the spurious
- ◆ The ability to think logically and critically
- ◆ The creativity that God has placed in each individual

SOCIAL - To foster and promote

- ◆ The love and acceptance of God as an indication of one's worth and a basis for healthy interpersonal relationships.
- ◆ The development of self-control and self-discipline.
- ◆ Tolerance of others and a concern for their welfare.
- ◆ Acceptance of responsibility for one's own actions.
- ◆ Habits of courtesy, decorum and graciousness.
- ◆ Effective communication skills.

PHYSICAL - To foster and promote

- ◆ Recognition that we have a sacred responsibility to care for our physical and mental health.
- ◆ The development of physical capacity by a temperate life-style and an abstinence from those habits harmful to health.
- ◆ An awareness of the positive benefits of healthful diet, exercise, rest, leisure, recreation and
- ◆ Dress in harmony with the standards of the Seventh-day Adventist Church.

VOCATIONAL - To foster and promote

- ◆ A commitment to service for our fellow man as the most fulfilling of life's expectations.
- ◆ The development of skills that can be used to spread the Gospel of Christ and His soon coming.
- ◆ The dignity of labor and a sense of pride in a job well done.
- ◆ The pursuit of excellence in each and every vocation undertaken

ADMINISTRATION

Carmel Adventist College is a part of the school system operated by the Seventh-day Adventist Church in the South Pacific. As such, its general education policy is established by the Australian Union Conference of Seventh-day Adventists.

COLLEGE COUNCIL

CHAIRPERSON: Natalie Leitao

SECRETARY: Nicholas Thomson

The College Council is directly responsible to the Adventist Christian Schools Board of Directors for its operation. The College Principal is responsible to the Committee. The Principal and Administrative team conduct the day-to-day running of the College.

PARENTS AND FRIENDS ASSOCIATION

This association is made up of interested parents whose primary role is to foster meaningful relationships between parents and the College. In so doing a spirit of community is created, which contributes to the development of the child. A secondary role is that of distributing funds, when necessary, which enables the school to purchase needed items.

The Parents & Friends meetings are open to all parents who currently have students at the College. People with a continued interest in the College are also welcome to attend.

ENROLMENT

ADMISSIONS POLICY

Carmel Adventist College is operated for any who desires a Christian education. It is open to all students without regard to their ethnic background, sex, or national origin. While no religious test is applied, all students are expected to live in harmony with the standards and regulations of the College, show respect for the Word of God and to attend the regular religious classes and activities of the College. Every effort is made to provide for both girls and boys to participate in all activities. As far as possible, the College attempts to accommodate disadvantaged students.

CONDITIONS OF ENROLMENT

Students who desire to enrol at Carmel Adventist College must abide by the accepted standard of conduct and dress code set down by the College Administration. As a Christian College, all students are expected to join in any spiritual activities of the program. We also anticipate that parents support the Christian standards held by our College.

ENROLMENT PROCEDURE

New Applicants

Application forms are obtainable from the College or our Web page www.carmelcollege.wa.edu.au. Once completed and returned to the College, together with the required supporting documentation that is outlined in the application for enrolment form, and a **non-refundable enrolment fee of \$250** is required to accompany the application.

An appointment will then be arranged for an interview with the Principal. Subsequent to the Admissions Committee approval, parents will then be advised of the decision. The enrolment fee will be only be refunded should the applicant not be accepted.

Re-enrolments

All students currently attending the College, with the exception of Year 12 students, will be expected to return for the following year. It is the responsibility of the parents/guardians to advise the Principal or Registrar if their child will not be returning in writing. Non-advice of withdrawal will result in one terms fees being charged.

TERMINATION OF ENROLMENT

The procedure for withdrawing from the College is as follows:

- ◆ One full-term's written notification is required
- ◆ Inform the Principal and Registrar of your intention in writing
- ◆ Obtain a de-registration form from the Registrar
- ◆ Hired textbooks are returned to the relevant departments and any outstanding debts are cleared
- ◆ Visit and obtain a clearance for each subject and teachers signature listed on the de-registration form
- ◆ Lost and damaged books will be charged at the cost of the parent
- ◆ Present completed, signed and dated de-registration form to front reception
- ◆ NOTE: Students who leave the College during the year and do not complete the de-registration process prior to their last day of attendance may incur a \$50 administration charge.

COLLEGE FINANCE

The College is supported financially from three sources: Fees, Church Contributions and Government Grants. The College operates on a four-term year, with the full year fees charged at the beginning of the first term. See below for payment options. Monthly reminder statements will be sent to all families having an outstanding balance. Payment of school fees should be made directly to the College.

PAYMENT OPTIONS

College fees for the entire year are generated and issued at the commencement of the school year with four payment options available:

- ◆ Option A Payment in full Annual - (Date specified at beginning of year) 5% discount on tuition only
- ◆ Option B Payment Quarterly - (Four times per year by specified dates) 2.5% discount on tuition only
- ◆ Option C Payment 10 monthly instalments (15th of the month, February - November)
- ◆ Option D Payment 20 fortnightly instalments (14th & 28th of the month, February - November)

Parents are required to complete a blue "Fee Payment Commitment Form" outlining the option selected from the green "Fee Option Sheet" provided with your initial fee statement for the year. Option selections and payment permissions are applicable from February to November of the current year only, unless alternate arrangements have been made with the College Principal and Bursar. Failure to adhere to your chosen payment option and finalise your account, or put a plan agreeable to the school in place, may result in the student not being able to recommence the following year.

OUTSTANDING FEES

The financial viability of Carmel College is largely dependent on the faithful and regular financial support of parents who avail themselves of the services the College provides.

The College reserves the right to **DE-REGISTER** any student when payments, or satisfactory arrangements for such, have not been made by the due date shown on the Fee Payment Commitment Form. If fees are not up to date, your child may be ineligible to attend optional camps, as decided by the Principal.

Should the College require the services of debt collectors, you, as the person financially responsible, will be liable for all costs associated in the collection process. The College will not be responsible for these costs.

FAMILY DISCOUNT

Family discounts applies on fees where two or more children are attending Adventist Christian Schools WA.

2..... Children in Family	20% discount per child - Tuition Fees only (PP-Year 12)
3..... Children in Family.....	25% discount per child - Tuition Fees only (PP-Year 12)
4+..... Children in Family.....	30% discount per child - Tuition Fees only (PP-Year 12)

STUDENT BURSARIES

Only families with children already enrolled in an Adventist Christian Schools WA will be eligible to receive bursary assistance. Bursary may be available to those whose income may preclude them from attending the College. Bursary applications are available form the Bursar upon request. Once the application is completed with supporting paperwork it will be assessed by the College Principal. A new application must be submitted each year. Full payment of the parent contribution to fees must be paid before the bursary is applied to the account.

ACADEMIC POLICY

Learning is the heart of the schooling experience. At Carmel Adventist College we value the spiritual, physical, social and academic growth of our students. The following guidelines have been designed to prepare students with the knowledge and skills to pursue their chosen career path and lead lives of service.

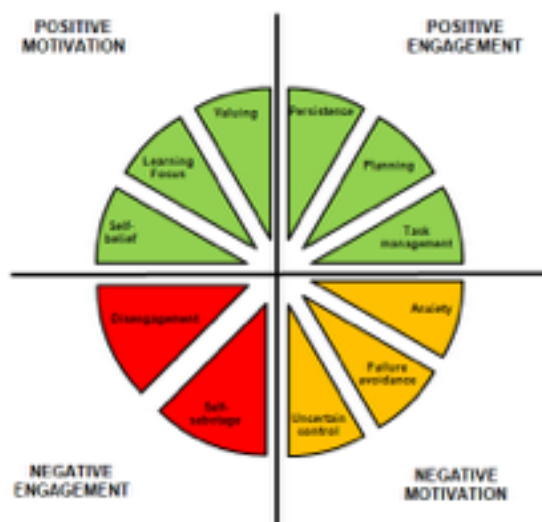
ACADEMIC SUCCESS - The Motivation and Engagement Wheel

There are a number of factors that contribute to the academic success of students.

Martin (2013) identified four key areas that influence academic success:

1. Positive motivation (thoughts): self-belief, valuing, learning focus;
2. Positive engagement (behaviours): planning, task management, persistence;
3. Negative motivation (thoughts): anxiety, failure avoidance, uncertain control;
4. Negative engagement (behaviours): self-sabotage, disengagement.

When students, parents and teachers work together to promote positive thoughts and behaviours and decrease negative thoughts and behaviours, to ensure each student achieves their potential.



ASSESSMENTS

The course outline for each subject will contain the approximate dates for each assessment task in the field of study. In manual subjects this may take the form of a list of proposed activities. Each teacher is responsible for ensuring that the course outline for each subject is available for both students and parents at the commencement of the course of study. This may be at the beginning of each school term or at the beginning of each semester. Teacher discretion may be used to alter due dates when facilitating the learning process.

SPECIAL CONSIDERATION

Some students have special educational needs. These students will be provided with alternative or modified opportunities to demonstrate their knowledge, skills and understanding in accordance with the School Curriculum and Standards Authority guidelines and student's Individual Education Plan. Special provisions may also be granted when completing assessments. This includes examinations.

EXTENSIONS AND EXEMPTIONS

Students are responsible for the completion and submission of each of their assessment tasks on time. Understandably at times there are extenuating circumstances that prevent students from meeting assessment task due dates. Acceptable circumstances include:

- ◆ Serious sickness or injury (supported by a medical certificate)
- ◆ Family crisis or major upset (supported by a written statement from a responsible adult)
- ◆ Unforeseeable events of hardship or trauma (the teacher in consultation with the Director of Studies will decide if the reason is acceptable)

In any of these instances it is the responsibility of the student to negotiate extensions/exemptions in consultation with their classroom teacher.

LATE ASSESSMENTS

If a student arrives late to an assessment (such as a test or exam) they will be permitted to complete the assessment task in the time that remains. No alteration will be made to the result achieved to compensate for lateness.

Where an assessed task is not sat/submitted on the due date school students will be subject to the following penalties. All assessed tasks will be graded out of 100% before the relevant deduction is made.

Table 1: Late Assessment Penalties

Late Submissions of Assessed Task	Action to be Taken	Maximum Deductions for overall Grade
Due Date	Parents to be informed	0%
1 Day Late	Parents to be informed	10%
2 Days Late	Parents to be informed	20%
3 Days Late	In-School Academic Detention	30%
4 Days Late	In-School Academic Detention	40%
5 Days Late	At-Home Academic Suspension	50%
6 Days Late	Meeting with Administration	50%

Where a student fails to submit an assessment task on time the classroom teacher is responsible for informing the parents/caregivers of the student at the earliest opportunity. This action will take the form of either an email or phone call.

Where contact with parents/caregivers has been made, and the assessment task has still not been submitted within the allocated three late days, the Director of Studies is to be informed. The Director of Studies is then responsible for contacting the parents/caregivers of the student to inform them that their student will serve an in-school academic detention, during lunchtime and/or Sport. If the assessment is not completed after two in-school academic detentions, then students will serve an at home academic suspension. Academic suspensions will be permanently documented in the student record system at the College.

Once academically suspended, a student must submit all assessed tasks to the Director of Studies upon their return to the College.

If an academically suspended student does not return to the College within three days of the beginning of the suspension the Director of Studies will arrange a meeting with the student, their parents/caregivers and the Principal to discuss the student's enrolment status.

PRACTICAL SUBJECTS

Due to the practical nature of some assessment tasks in the Art and Technologies courses it is not feasible to follow the above protocols for late submission.

In these instances the teacher will facilitate arrangements with both parents and students where an assessment deadline is unable to be met. This will usually involve the student completing the assessed task in either break times (including recess and lunch), or outside of school hours.

EXAMINATIONS

If an assessed task in a practical subject contains written sections then the above consequences listed in the late assessments section of this policy will apply.

Students are required to attend scheduled examinations. Arrangements may be negotiated for exceptional circumstances but must be done prior to the examination date. These requests must be made in writing to the Director of Studies. Family holidays will generally not be accepted as an exceptional circumstance.

It is a requirement that students are required to wear full school uniform when completing examinations. Students who fail to comply with this request and do not have an appropriate explanatory note from a parent can be excluded from participating in tests or examinations.

PLAGIARISM, CHEATING AND DECEPTION

Students are encouraged to maintain their integrity by completing and submitting work that is their own. Matters involving plagiarism, cheating and deception will be permanently documented in the student record system at the College.

PLAGIARISM

The Carmel College website and student diary contains guidelines designed to encourage students to develop the skills to appropriately acknowledge the sources of information used when completing an assessment task.

This is known as referencing. Plagiarism occurs when a student does not reference their sources of information or references them incorrectly.

Acts of plagiarism include:

- ◆ Copying any part of a document, song or video
- ◆ Using another person's ideas, results or conclusions
- ◆ Summarising another person's work
- ◆ Submitting substantially the same final version of an assessed task as another student

Students who have been found guilty of plagiarism will be required to resubmit their assessed task and will also be subject to the following penalties:

- ◆ First Occurrence: Students will incur a 20% deduction from their assessment grade.
- ◆ Second Occurrence: Students will incur a 50% deduction from their assessment grade.
- ◆ Third Occurrence: Students will incur a 100% deduction from their assessment grade.
- ◆ All assessed tasks will be graded out of 100% before the relevant deduction is made.

Table 2: Plagiarism Penalties

Plagiarism	Action To Be Taken	Deductions from Overall Grade
First Occurrence	Parents to be Informed	20%
Second Occurrence	Academic Suspension	50%
Further occurrences	Meeting with Administration	100%

Where there is evidence of plagiarism the classroom teacher is responsible for informing the parents/caregivers of the student at the earliest opportunity. This action will take the form of either an email or phone call.

Once contact with parents/caregivers has been made the Director of Studies is to be informed. On the first occurrence the Director of Studies is then responsible for contacting the parents/caregivers of the student to ensure that the assessed task is completed within the week. For second occurrences, the Director of Studies will contact the parents/caregivers to inform them that their student will serve an out-of-school academic suspension effectively immediately until the assessed task is resubmitted. Academic suspensions will be permanently documented in the student record system at the College.

If a third occurrence of plagiarism arises the Director of Studies will arrange a meeting with the student, their parents/caregivers and the Principal to discuss the student's enrolment status.

In all cases of plagiarism students must submit all assessed tasks to the Director of Studies.

CHEATING

It is important to note that encouraging or assisting another student to commit plagiarism may also attract the same penalty as the student who plagiarises.

Cheating may include but is not limited to:

- ◆ A student copying the work of another student and handing it in as their own
- ◆ Notes from another student being used when completing an assessed task
- ◆ Unauthorised material being used during a test or examination

Where there is evidence that cheating has occurred the staff member will present this evidence to the Director of Studies. Students found to be cheating will incur a deduction of 100% from the relevant assessed task and the Director of Studies will contact the parents/caregivers at the earliest opportunity. This action will take the form of either an email or phone call.

If a second occurrence of cheating arises the Director of Studies will arrange a meeting with the student, their parents/caregivers and the Principal to discuss the student's enrolment status.

Table 3: Cheating Penalties

Cheating	Action To Be Taken	Deductions from Overall Grade
First Occurrence	Parent to be Informed	100%
Further Occurrences	Meeting with Administration	100%

DECEPTION

Any deliberate act designed to deceive a staff member carries a severe penalty. Students involved in deception will incur a deduction of 100% from the relevant assessed task and the Director of Studies will arrange a meeting with the student, their parents/caregivers and the Principal to discuss the student's enrolment status.

Acts of deception include but are not limited to:

- ◆ Falsification of medical certificates or notes
- ◆ The forging of a parents/caregivers signature

Table 4: Deception Penalties

Deception	Action to be Taken	Deductions from Overall Grade
Further Occurrences	Meeting with Administration	100%

CHANGING SUBJECTS/COURSES OF STUDY

Students are not generally permitted to change subjects/courses of study after the first month as this may place a student at risk of not completing the requirements. Therefore changes will only be considered in exceptional circumstances and assessed on a case-by-case basis.

When a student transfers from another school credit will be given for completed work in the same subjects/courses of study. Appropriate evidence must be provided in such cases.

HOMEWORK

In completing a course of study students may be required to finish uncompleted work or undertake extra work at home. The length of time spent on homework will vary for each student and will naturally increase through each year level.

REPORTING

Feedback will be regularly given to students as to their progress throughout their subjects/courses of study. Under normal circumstances assessed work will be returned to the student within two weeks of the due date.

Teachers will maintain regular contact with parents or caregivers to provide feedback on student progress. Also, a member of staff will make contact if a student is at risk of not achieving their potential, completing subject requirements or meeting the WACE requirements.

Formal reports are issued at regular intervals throughout the year

- ◆ An interview evening is scheduled at the conclusion of term one, the interview is for both parent and student to meet with their teachers to discuss how they have settled into their course of study and to ask any questions.
- ◆ Comprehensive reports are issued at the conclusion of each semester. The Mid year reports form the basis for discussion at a interview evening with both the student and parent. Final reports are available via the parent and student SEQTA link at the end of term 4. At the request of the parent a report can be printed and posted.

LIBRARY RESOURCE CENTRE

The Library Resource Centre operates during school hours each day of the academic year. At present only staff and students are able to borrow resources.

The purpose of the Library Resource Centre is to enhance teaching and student learning within the total program of the College by providing opportunities for students to develop information skills. It provides a welcoming, attractive and stimulating environment that promotes individual development, self-discovery and the active pursuit of learning. A quiet atmosphere conducive to study is maintained at all times.

ACADEMIC AND CAREER PATHWAYS

Carmel Adventist College is committed to helping students to successfully navigate their way to their chosen career. There are often a number of academic pathways to a student's chosen career and it is important to choose a pathway that utilises the student's strengths and abilities.

Achieving a Western Australian Certificate of Education (WACE) is a valuable qualification for students as they prepare for employment and/or further study.

The Western Australian Certificate of Education (WACE) is awarded to senior secondary school students who satisfy its requirements.

WESTERN AUSTRALIA CERTIFICATE OF EDUCATION (WACE)

It is a senior secondary certificate recognised nationally in the Australian Qualifications Framework (AQF). Generally, students will complete two years of senior secondary study to achieve the WACE, although the School Curriculum and Standards Authority allows students to meet the WACE requirements over a lifetime. The WACE is recognised by universities, industry and other training providers.

Achievement of a WACE signifies that a student has successfully met the breadth and depth standard, the achievement standard and English language competence requirements in their senior secondary schooling. More details about the requirements to achieve a WACE are available at:

<http://wace1516.scsa.wa.edu.au/the-wace/wace-requirements>

THREE PATHWAYS TO ACHIEVE A WACE

Carmel Adventist College caters for the diverse academic strengths and abilities of its students by providing three pathways to achieve a WACE.

1. ATAR Pathway

The ATAR pathway is designed for students who are aiming to enrol in a university course directly from school. The courses will be examined by the Authority and contribute to the achievement of an ATAR ranking. The ATAR ranking is often used by Universities to determine who is eligible for their courses.

2. General Pathway

The General pathway is designed for students who are aiming to enter vocationally based training or the workforce straight from school. Enrolling in a University course is available through alternative pathway programs. General courses will not be examined by the Authority. However, they each have an externally set task (EST) which is set by the Authority.

3. VET Pathway

The Vocational Education and Training (VET) pathway designed for students aiming to enter further vocationally based training or the workforce straight from school. They include a full AQF qualification, mandatory workplace learning and contribute to the Certificate II requirement for a WACE. VET industry specific courses count towards a WACE as course unit credit, which allows more VET to be included into your secondary education program and have it contribute towards your WACE.

YEAR 10 PREPARATION

Students in Year 10 are encouraged to consider the best academic pathway for them to achieve their WACE and their career goals. Sometimes a subject will have a 10A – ATAR and 10G – General/VET version of the course to prepare students for their preferred pathway.

YEAR 11 PRE-REQUISITES

Acceptance into subjects in Year 11 is conditional upon satisfying prerequisites established by the Academic Committee. These prerequisites have been developed over the years by experienced teachers to assist students in choosing subjects that they are capable of successfully completing in Year 11 and 12.

These prerequisites are available to Year 10 students early in their academic year. Where a student has difficulty in selecting a full range of subjects, application can be made to the Academic Committee for exemption from a particular prerequisite.

GRADUATION FROM CARMEL ADVENTIST COLLEGE

To qualify for Carmel Adventist College Graduation a student must:

- ◆ Complete the requirements for Western Australian Certificate of Education (WACE).

Failure to qualify for Carmel Adventist College Graduation does not preclude a student from participating in the closing Activities planned. It is recognised that students contribute to the school in a variety of ways - not just academically. Students in this situation receive a Statement of Results rather than a Certificate of Graduation.

STUDENT BEHAVIOUR MANAGEMENT POLICY

GENERAL PRINCIPALS OF CLASSROOM MANAGEMENT AND DISCIPLINE

The general principles of student behaviour management at this College are as follows:

- ◆ Develop a positive relationship between teachers and students.
- ◆ Everyone (students, parents, teachers and administrators) needs to clearly understand what is acceptable behaviour and what is not.
- ◆ Emphasise appropriate and logical “consequences” of behaviour.
- ◆ Teachers should be assertive, consistent and fair in regard to what behaviour will be accepted and how consequences are given.
- ◆ When problems occur between students and teachers a way needs to be found to “work-it-out”.

RIGHTS AND RESPONSIBILITIES

These are the rights and responsibilities that Carmel Adventist College recognises:

All members of the College community have the right to be treated with courtesy and respect, and, therefore, the responsibility to show respect and courtesy to others. Students are encouraged to develop respect for themselves as persons and as members of the College community. Students do not have the right to conduct themselves in a manner that is likely to offend others.

All members of the College community have the right to work in and enjoy a safe, secure and clean environment, and, therefore, the responsibility to keep our environment safe, secure and clean. Students are required to report any unsafe environments or behaviour to the class or duty teacher.

All members of the College community have the right to teach and learn without being disrupted, and, therefore, the responsibility to ensure there is no disruption to another person's teaching or learning. The College aims to create and maintain an atmosphere of learning and development – socially, academically, mentally and spiritually.

All members of the College community have the right to feel the satisfaction of a task well done and achieve their educational potential and therefore the responsibility to do their best in class and to complete assigned tasks so as to develop with potential and to assist others in doing the same. Students are expected to take responsibility for their own academic progress by diligent and careful preparation for and participation in all the classes of which they are members. No student, either through neglect or lack of concern is to interfere with the responsibility of others to pursue their work. Irresponsible behaviour in College or class, or the defiance of the authority of a teacher will not be tolerated.

All members of the College community have the right to present themselves appropriately, and, therefore, the responsibility to ensure that they are well groomed. A student's appearance indicates how they feel about themselves. Cleanliness and tidiness are encouraged. All items of uniform are to be clean and kept in good repair. Hairstyles, make-up and jewellery should be conservative and in good taste at all times.

All members of the College community have the right to be proud of the College, and, therefore, the responsibility to ensure that their actions do not discredit the College. Students must conduct themselves at all times in a manner which will not detract from their reputation or reduce that of other members from the College. Offensive behaviour will not be tolerated where it is the irresponsible use of offensive language, smoking, drinking of alcoholic liquor, taking or possessing of illegal drugs, gambling, stealing or injury of another. Some of these offences are against the law and offenders may be asked to leave the College.

All members of the College community have the right to be a member of a College team or group, and, therefore, the responsibility to accept the regulations of that team. When a student accepts membership of a College team or group, they are to accept all of the commitments that go along with that membership. Not to do so is a mark of disrespect to the other members of that team or group.

CODE OF EXPECTATIONS

Organisation

College students have the responsibility to:

- ◆ Be on time to classes and any other appointments, or if late bring a note from another teacher/parent.
- ◆ Keep their work area, files and paperwork, locker and College bag neat and tidy.
- ◆ Ensure that all required equipment is taken to each class.
- ◆ Ensure homework and assignments are completed and handed in on time.

Behaviour – In and out of class

College students have a responsibility to:

- ◆ Remain in set boundaries, either within the classroom or the College.
- ◆ Show courtesy and respect to others, including using appropriate language and gestures.
- ◆ Leave prohibited items at home, including gum and permanent markers.
- ◆ Care for property – both their own and others.
- ◆ Follow instructions, including failure to report.

COLLEGE GUIDELINES

These rules are based on the College Code of Behaviour. They are for the purpose of defining boundaries of student behaviour and reflect the endorsed position of the College's community.

Respect for the rights of others

- ◆ Students must show respect to other people in the way they speak and act.
- ◆ Students must show respect for College property and personal property.

Fundamental rules

- ◆ Any breach of good manners, of courtesy, or of common sense is a breach of Carmel Adventist College's rules.
- ◆ It is a serious breach of these rules for a student to take any action or make any comment, which is discriminatory on the basis of race, nationality, background, religion or gender.
- ◆ The College is disturbed by, and will take action on any behaviour/comment, which could be interpreted as sacrilege or which brings into contempt the religious commitment and practice of this community.
- ◆ Only the highest standards of honesty will be tolerated at this College.

Punctuality and readiness for class

- ◆ Students out of class during lesson time must carry a 'out of class pass' or an appropriate permission note signed by a teacher.
- ◆ Students must be punctual and prepared for class and appointments.
- ◆ Students who are late to class must present a note from the person supervising them during the activity they were completing.
- ◆ Skipping classes will result in the student being placed on a Level 1 or 2 Behaviour Report Card and may also require the student to be placed on a one-day suspension.

Designated student access areas

- ◆ Students are only permitted in designated areas of the College. Some areas are out of bounds to students (See Carmel Adventist College Map in College Student Diary).
- ◆ Students are only permitted in classrooms when a staff member is present or permission is obtained.

Leaving the College grounds

- ◆ Students may only leave the College grounds during the school day with either parental/guardian written permission or Deputy's / Principal's permission and after signing out at Reception.
- ◆ Students who drive to College and have a permission note to leave early must get their permission note countersigned by the Principal or Deputy before they are allowed to sign out.

College uniform

- ◆ Students must be well presented and follow the College Dress Code.

Things that are prohibited

- ◆ Prohibited items are not permitted on College grounds or at College activities. These include alcohol, tobacco, illegal drugs, explosives, guns, knives, laser pointers, cigarette lighters, matches and other dangerous items and substances that may be used for illicit purposes or which may be harmful.
- ◆ The possession and taking of illicit drugs on or off the College premises will make the student liable to be asked to leave the College without further warning or notice. If the student is caught with drugs the College will require a drug specific test on demand under the appropriate supervision and at the parents' expense. If a student is implicated in a drug related incident the College may require the same testing.
- ◆ Gum, permanent marker pens, and liquid 'White-Out' type products are prohibited.
- ◆ Offensive or inappropriate materials are prohibited.
- ◆ Mobile Phones, iPods, MP3 players, electronic games and other such technical devices are not permitted to be used during school hours. The College takes no responsibility if these items are stolen or lost. If these items are used they will be confiscated and only returned at the end of that school term. If mobile phones are seen/used/heard they will be confiscated and only returned to the student at the end of the day. If they are confiscated a second time within a term they will only be returned to the parent at the end of the term.

Inter-pupil relationships

- ◆ Students are to be encouraged to conduct friendships with each other in a wholesome manner in keeping with the College's philosophy and standards. Expressions of friendship, comfort, counsel or encouragement that are shown generally to students are welcome. However, where a special relationship exists between two students, it is not appropriate to have public displays of affection in the College environment or at College activities. Students who do so risk suspension.

TRAVEL CODE

Students must follow the College Travel Code.

Bus Rules

- ◆ Obey the instructions of your bus driver and College prefect.
- ◆ Do not leave your seat while the bus is in motion.
- ◆ Do not lean out of the windows or against the door at any times.
- ◆ Respect the rights of the driver and other students.
- ◆ After alighting from the bus, stand back until the bus has moved away and do not cross the road until the road is clear.
- ◆ Do not eat on the bus.
- ◆ Do not throw anything out of the bus windows at any time.
- ◆ Do not damage the upholstery nor vandalise the bus. Students will be financially responsible for any reported damage.

Cars

- ◆ Approval must be sought and received from the Deputy Principal before students drive cars to the College.
- ◆ Forms are available from the Deputy Principal and must be completed with all signatures required.
- ◆ A copy of the students drivers licence must be provided.
- ◆ The vehicle is not to be used during the school day and must be parked in the designated student car park.
- ◆ Approval must be received to transport other College students.
- ◆ Failure to abide by these conditions may result in the permit being withdrawn and/or keys being handed in at Reception on arrival and collected at the end of the day.

Bicycles

- ◆ Students must store their bicycles in the designated bike-racks and bikes must not be ridden during school hours without staff permission.
- ◆ Safety rules are to be followed carefully by all, including the use of helmets.
- ◆ We encourage students to secure their bikes with a quality locking system.
- ◆ Appropriate cycling attire may be worn when cycling to and from the College. Students must then change into College uniform immediately upon arrival at the College.

BULLYING

Bullying behaviours are about an imbalance of power where there is a deliberate intent to cause harm or distress. These behaviours can be verbal, social, cyber, psychological and physical. They impact on the lives of the person/people being bullied, those doing the bullying and those looking on. Bullying incidents can be isolated or repeated (The Peer Support Foundation, 1998).

Every person has a right to feel safe. Any person who bullies another is denying them that right. The College will not tolerate any action that undermines a person's right to feel safe, and it will take whatever steps are necessary to stop such behaviour.

The College Aims

To promote a secure and happy environment free from threat, harassment and put-down behaviour and where Christian values and attitudes are nurtured.

To show commitment to overcoming bullying by practicing zero tolerance.

Definition of Bullying:

Bullying is defined as a desire (isolated or repeated) to hurt, or a harmful action, that involves an imbalance or unjust use of power often characterised by evident enjoyment by the aggressor and a sense of being oppressed on the part of the victim.

It is recognised that traditional forms of bullying should now also include those that utilise modern technology and may take the form of text messaging, emails, comments and inappropriate material on YouTube, Facebook, and Twitter.

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

EMOTIONAL	VERBAL	PHYSICAL
Excluding peer from groups	Name calling	Hitting, Punching or Kicking
Stalking	Insults	Taking or damaging property
Spreading Rumours	Consistent Teasing	
Interference with, or damage to personal property	Racist Comments Sexist Comments	

Prevention Strategies:

Choose to be a 'stopper' not a 'watcher'. This means that you choose to stand up against the bully instead of just watching what is happening and feeling sorry for the victim.

Remember that you deserve to be treated with respect.

Tell the College Administration what is happening so that action can be taken.

Choose positive, friendly people as your friends.

Learn to resolve issues without using verbal abuse, bad language or physical violence.

Choose positive role models for yourself.

Actions:

An incident of bullying/harassment may be reported by a student or parent, or observed by a member of staff. The school will follow the following procedures to deal with any form of bullying behaviour:

- ◆ Action is to be taken according to the College Student Behaviour Management Policy.
- ◆ The Year Coordinator will be notified.
- ◆ A written notice of such behaviour is to be kept in the students file.
- ◆ Parents will be notified of any repeat offences and their cooperation is required to deal with this issue.
- ◆ Students, who are identified for a subsequent time, will be interviewed by the College Administration, together with their parents. Appropriate disciplinary action, which may include suspension, expulsion or withdrawal, will be taken.
- ◆ Any student who is found to have intentionally and falsely accused another of bullying or harassment will be treated as the offender.

DRESS CODE

It is the aim of the College to have students honour God. Students contribute to this in their personal presentation, dress and behaviour. Students wear a uniform to create unity and to identify themselves within the College. There are also issues of personal safety, peer group pressure, social background and even job preparation. High standards in uniform are expected and valued by the College.

Expectations

College uniform must be worn correctly when travelling to and from the College, at the College, and at College functions and excursions. The summer uniform is worn during Terms 1 and 4, the winter uniform in Terms 2 and 3. Uniforms must be clean, neat, well fitted and in good condition. Senior girls (Year 10-12) may wear their winter uniform all year round. Underclothing must not be visible. Shirts are to be tucked in unless participating in a sporting activity. Skirts must be knee length. The navy winter logo jacket is not to replace the college jumper, it is for extra warmth only. Year 12 Leavers Jumpers may be worn in place of the uniform jumper for Terms 2, 3 and 4.

Hairstyles

Hair is to be neat, clean and tidy. Hair colour is to be of a shade or tint that is similar to the student's natural colour. Highlighting, tints, dyes, etc. may only be used if they complement and blend well with the student's natural hair colour.

Hats

Students are encouraged to wear a hat for all outdoor activities. Students must remove their hats when indoors.

Jewellery

One wristwatch is allowed. Where parents choose, girls may wear one modest pair of round/square gold or silver ear studs in the lower earlobe only. Boys are not allowed to wear earrings. Visible tattoos or body piercing (other than the ear) including tongue piercing, are not acceptable. No other jewellery is permitted.

Make-up and Nail polish

If worn, make-up must be applied in such a way as to appear discrete and natural. If a student is wearing nail polish, they will be asked to remove it. Only Clear nail polish is accepted.

Mufti Days

Strict guidelines are set for mufti days:

- ◆ Clothing must be neat, clean and modest
- ◆ Jewellery should only be worn according to school policy
- ◆ No exposed midriff, low cut/skimpy tops, short skirts/shorts or clothing with inappropriate writing and/or graphics are allowed.
- ◆ If hipster style trousers are worn, the shirt/top must hang lower than the waistband on the trousers.
- ◆ Covered shoes must still be worn at all times.
- ◆ Leggings must be worn with shorts, a skirt or a dress.
- ◆ Tops/dresses should have straps that are a reasonable width.
- ◆ PE Uniform must still be worn for PE classes.

Shoes

Shoes must comply with the following standards: they should be a minimum of 3 pairs of eyelets, black laces (no velcro), plain uppers, a closed toe and heel and a heel (maximum sole depth of 2 cm) and capable of being polished. No cloth shoes, no suede, and no contrast stitching or logo. No brogues, boots, sneakers or skate shoes.

Sport Carnival Days

Only regulation PE/Sport uniform items of clothing are to be worn.

Swimming Carnival

Girls must wear a rashi and board shorts over a two-piece swimsuit or bikini. A rashi is an optional extra over a one-piece swimsuit. Boys must ensure their boxer shorts/underwear does not show above their board shorts. No T-Shirts are to be worn wet in or out of the pool at any time.

GIRLS

Girls can wear their hair out as long as it is neat and tidy however, shoulder length or longer hair must be tied back for all manual subjects.

Hair accessories must be navy, royal blue, and regulation College tartan, red/maroon, black or white. Fabric is to be plain - no stripes, polka dots et cetera. Hair accessories should be functional for the purpose of holding hair in place rather than ornamental. Hair should not fall across the eyes at any time. Fringes should not cover eyes, and long strands of hair at side of face are not permitted. Extreme or fad hairstyles are not permitted.

BOYS

Hair needs to be well groomed, no longer than collar length and not shaven to the scalp.

Severe undercuts and razor cuts not permitted.

Hair should not fall across the eyes at any time.

Facial hair is not permitted, sideburns to be no lower than the bottom of the ears.

Extreme or fad hairstyles are not permitted.

NOTE:

If a student is unable to wear correct uniform, a note of explanation must be given, and clearly signed by the parent/guardian. The note should clearly state which item of uniform is unavailable and when the student will be in correct uniform again. Jeans are not allowed in place of school uniforms. The student must report to the uniform co-ordinator at 8.45am to get a Uniform Pass. Students are only allowed 3 uniform exemption passes per term. Infringements will be given, if a note is not brought to school. When a student reaches 3 passes parents will be notified. When a student reaches 4 passes parents will be notified.

UNIFORM REGULATIONS

Girls Summer Uniform

Junior Girls (Years 7 & 9)

Jumper:	Navy V-Neck monogrammed.
Dress:	Regulation blue tartan must touch the knee.
Senior Girls (Years 10 – 12)	
Jumper:	Navy V-Neck monogrammed.
Shirt:	White short sleeved College Shirt.
Skirt:	Regulation blue tartan must touch the knee.

Senior Girls (Years 10 – 12)

Jumper:	Navy V-Neck monogrammed.
Shirt:	White short sleeved College Shirt.
Skirt:	Regulation blue tartan must touch the knee.

Girls Winter Uniform

Junior and senior girls (Years 7 -12)

Jumper:	Navy V-Neck monogrammed.
Shirt:	White short or long sleeve college shirt.
Tie:	Regulation Tartan.
Skirt:	Regulation blue tartan must touch the knee.
Stockings:	Black or Navy (plain) not compulsory.

Boys Summer Uniform

Junior Boys (Years 7 – 9)

Jumper:	Navy V-Neck monogrammed.
Shirt:	Mid blue short sleeved College shirt.
Trousers:	Long College grey (Not Jeans).
Shorts:	Grey walk shorts (not board short or cargo style with zippered fly).
Belt:	Black leather dress belt.

Senior Boys (Years 10 – 12)

Jumper:	Navy V-Neck monogrammed.
Shirt:	White short sleeved College shirt.
Trousers:	Long College grey (Not Jeans)
Shorts:	Grey walk shorts (not board short or cargo style with zippered fly).
Belt:	Black leather dress belt.

Boys Winter Uniform

Junior Boys (Years 7 – 9)

Jumper:	Navy V-Neck monogrammed.
Shirt:	Mid blue short or long sleeved College shirt with top button.
Tie:	Regulation tartan.
Trousers:	Long College grey (not jean or cargo style) with zippered fly.
Belt:	Black leather dress belt.

Senior Boys (Years 10- 12)

Jumper:	Navy V-Neck monogrammed.
Shirt:	White short or long sleeved College shirt with top button.
Tie:	Regulation tartan.
Trousers:	Long College grey (not jean or cargo style) with zippered fly.
Belt: Black	leather dress belt.

All Students

Socks:	Boys grey business socks must cover the ankle. Girls white dress socks must cover the ankle.
Scarf:	Regulation scarf.
College Bag:	Compulsory for all students.
Sport/PE:	Uniform. (Unisex)
Shorts/Track:	Unisex
Polo Shirt:	Short sleeved in house colour with school motif.
Hat:	Recommended during Term 1 and 4.
Joggers:	Joggers or running shoes. No canvas or gym boots.
Shoes:	Black lace up polishable school shoes.
Sport Bag:	Compulsory – used for PE uniform.

UNIFORM SHOP

All uniform requirements will be available from the College Uniform Shop. Times are available by contacting College Reception on 9293 5333.

COLLEGE ORGANISATION

ATTENDANCE POLICY

Regular attendance at Carmel Adventist College is required by law, up to the age of 17 years. The Curriculum Council also requires satisfactory attendance before granting of the appropriate Certificate. The College would appreciate prior notice of expected absences

When a student is absent from school, parents are required to telephone or email the College Reception by 9.00am to inform the College of the reason for the absence.

During the course of the day, students are expected to attend all their classes unless excused by the Principal, Deputy Principal or Senior Administrative Staff.

Students should not arrive at school before 8.15am and they should leave by 3.45pm.

ROLL MARKING

The law requires that teachers mark rolls to indicate attendance. It is the parent's responsibility to provide hand written notes, email or go to the Skoolbag app with regard to student absences.

LEAVING COLLEGE GROUNDS

Any student needing to leave the College during school hours must have written parental permission. In all other circumstances the permission of the Principal or Deputy Principal is to be obtained. In all cases students must sign out at Reception. Students who drive to the College and have a permission note to leave early must get their permission note signed by the Principal or Deputy before they are allowed to sign out.

EXCURSIONS

Students attending excursions arranged by the College are regarded as being present.

SPORT

This is a programmed part of the College activities. All Year 11 and 12 students are expected to participate fully in this program in full sport uniform.

HOUSE SYSTEM

Each student is placed in one of three College Houses:

- ◆ Forrest (Green)
- ◆ O'Connor (Blue)
- ◆ Sturt (Red)

LATENESS TO COLLEGE

Students arriving at the College after 8.50am are to report to the Reception to sign in the late book, and the reason for being late.

CHAPLAINCY

The Chaplaincy Program of Carmel Adventist College is available for all members of the school community, staff, students and their families. The program is designed for student welfare and to build resiliency in students. Another important part of the program provides pastoral care and spiritual guidance while respecting other faiths and differing spiritual beliefs.

The Chaplaincy Program is jointly funded by the Australian Government Department of Education, Employment and work place Relations under National School Chaplaincy and Student Welfare Program at the Western Australian Conference of the Seventh-day Adventist Church. As a College we are thankful to these entities for their funds and support.

GUIDELINES FOR COMPLAINT PROCEDURES

We recognise that grievances can and do arise, however as a Christian College we recognise the Biblical principle for resolving such issues to facilitate resolution (see Matthew Chapter 18) without undermining or damaging relationships. While we would hope that such issues do not arise, it is important that when they do, there is an understood procedure to guide staff, students and parents in addressing such issues.

RATIONALE

Positive relationships between all members of the College's community form the basis of the College's ministry. The modeling by teachers, parents and other school community members of unity and their ability to constructively resolve issues is of great importance to students. Implementation of the Christian responsibility to care for others reflects the positive relationship between God and us. When issues of conflict do arise all attempts should be made to preserve and enhance human relations and through appropriate action bring glory to God.

The Christian approach to grievance and dispute resolution obligates an individual to solve issues as close to the source of alarm as possible, and only involve those relevant to the situation. Only when resolution is not possible should others be involved and these should be those next in the line of command or influence.

PARENTAL PROCEDURE FOR DISPUTES WITH COLLEGE STAFF

Step 1 - Go to the staff member with whom you have the dispute:

- ◆ Make an appointment to meet with the staff member. If you call, and the staff member is busy (for example, they are teaching), you may need to leave a message for the staff member to return your call.
- ◆ It may be helpful, when making the appointment, to inform the staff member of the reason why you need to meet with them. This may allow the staff member to prepare for the meeting.
- ◆ If the matter is resolved the process should conclude at the end of the meeting. If not, then proceed to Step 2.

Step 2 - Involve the Head of Faculty:

- ◆ Staff members often work in teams. These teams have leaders and it is the team leader that should be next involved in the process of finding resolution.
- ◆ You should make an appointment to meet together with the staff member and the team leader (Head of Learning Area, Form Teacher, Year Coordinator, etc.)
- ◆ If the matter is resolved the process should conclude at the end of the meeting. If not, then proceed to Step 3.

Step 3 - Involve the Deputy Principal:

- ◆ The deputy principal is appointed to relieve the principal of some administrative duties.
- ◆ You should make an appointment to meet together with the staff member and the team leader and the Deputy Principal.
- ◆ If the matter is resolved the process should conclude at the end of the meeting. If not, then proceed to Step 4.

Step 4 - Involve the Principal:

- ◆ You should make an appointment to meet together with the staff member and the team leader from Step 3 and the College Principal. You should all meet together.
- ◆ If the matter is resolved the process should conclude at the end of the meeting. If not, then proceed to Step 5.

Step 5 - Involve the College Council:

- ◆ You should ask the Principal to make an appointment to meet with the Chairperson of the College Council. If resolution is not found at this level, the Chairperson may refer the matter to the College Council.
- ◆ If the matter is resolved the process should conclude at the end of the meeting. If not, then proceed to Step 6.

Step 6 - Involve the College Company's Officers:

- ◆ You should ask the Principal to make an appointment to meet with the College Company's officers. If resolution is not found at this level, the College Company's officers may refer the matter to the College Company's Board of Directors that is the highest level of College governance.
- ◆ If the matter is resolved the process should conclude at the end of the meeting. If not, there is no further course of action.

IMPORTANT NOTE

Disputes between parents and children from other College families, will be managed by College Executive. Under no circumstances should a parent approach a student directly at the College and address an issue to them.

- ◆ In most cases where a matter proceeds beyond Step 1 a written statement of dispute is recommended to formalize and clarify the issue.
- ◆ In events of serious incompetence or misconduct the matter should be referred immediately and directly to the principal. Where such an issue involves the principal the matter should be referred to the College Company's executive officers. As care is taken to ensure accountability and responsibility is maintained serious matters will attract appropriate action.

MISCELLANEOUS INFORMATION

ACCIDENTS

If an accident occurs, the school will take the action that it deems necessary, but will not bear the responsibility of the costs. It is recommended that parents ensure that their children are adequately covered by both medical, dental and ambulance cover.

Your child is covered by a 24-hour accident policy that gives some compensation for specific injuries if they occur either at school or home.

SICKNESS

Students who are sick should report immediately to Reception where students may be given permission to enter the sick bay. Where a serious accident has occurred, students will be taken to a doctor or hospital and parents will be notified as soon as possible. All ambulance and medical costs are the responsibility of the parents.

COLLEGE CARE

All students are expected to assist in maintaining cleanliness and tidiness of classrooms and grounds at all times.

LOCKERS

Each student is issued a locker at the start of the school year. A charge plus a refundable deposit is applicable. It is the student's responsibility to keep the locker in good condition and return their key or combination lock at de-registration to obtain a refund. If a key is lost during the year a new key can be purchased for \$5. If the combination lock needs replacing a new one can be purchased for \$25.

LOST PROPERTY

In order to assist the Lost Property Officer in returning items to their rightful owners, parents are required to name items of clothing. Unclaimed items will be disposed of at the end of each term. The College will not accept any responsibility for loss of items by the students.

PROPERTY DAMAGE

If accidental damage occurs when a student behaves within the guidelines of the College, responsibility is that of the College for the cost of repairs. If a student damages property while behaving inappropriately, the family must accept responsibility and related expense for the damage.

VALUABLES

Students with valuables or money are advised to leave them at the office. While the College administration will do all in its power to care for and protect student property, no responsibility for replacement can be taken for loss or damage occasioned by carelessness or irresponsibility on the part of students.

PREFECTS AND COLLEGE CAPTAINS

Elected Prefects and College Captains assist in the operation of the College.

RECEPTION

Students/Parents are requested to advise Reception immediately of any change of address, telephone number or any other aspect of their personal records. This information is important to ensure communication can be maintained.

Students are not permitted to use the front door at reception and must enter via the side doors unless, signing in late or leaving early.

Should you require further information or clarification of any of the preceding information the Principal is happy for you to make an appointment. Carmel College staff are always dedicated in providing excellence in education for all.