



SEAVIEW CHRISTIAN COLLEGE

Educating for Eternity • Equipping for Life

PARENT HANDBOOK

Address:

PO Box 207
Port Augusta, SA 5700

Phone: 08 7231 5926
Email: info@seaview.sa.edu.au
Website: www.seaview.sa.edu.au

Principal:

Mr Jannie Basson

*An up-to-date electronic copy of the Parent Handbook can be emailed to you by request.
Requests can be made to Administration.*

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Section 1: Welcome

Principal's Welcome

Dear Families,

Thank you for your interest in Seaview Christian College. Our school commenced in January, 2016 as an accredited R-12 co-educational day school. The school commenced with Reception – Year 5 students in 2016. Every subsequent year from 2016 onwards, an additional year level will be added until Seaview Christian College will celebrate its first Year 12 group by 2023.

Offering an alternative educational choice in Port Augusta, our school is enjoying strong support in the community. Our aim is to provide every student a positive, exciting and solid foundation through the provision of real care and understanding in an environment of quality education. We believe that this combination develops a sense of belonging, security and engagement in school which gives students an excellent launch pad into life. Our size and ethos enable us to effectively cater for the social, cultural, spiritual and educational needs of each young person. A robust National Curriculum is delivered from a Biblical Worldview. A good mixture of proven values and contemporary teaching facilities and styles, combined with real care for every individual result in a 'buzz' around the school grounds and classrooms.

Students enjoy a learning environment where they feel safe and valued. Students at Seaview Christian College are expected to display Christian values of kindness towards one another, including treating one another the way they would like to be treated. Respect, honesty and integrity are values we hold dear. In this environment, students' learning flourish as they are able to reap the benefits of our quality teaching programs and facilities without unnecessary distractions.

Please feel free to contact me to discuss how Seaview Christian College can best meet your child's educational journey.

God Bless,

Mr Jannie Basson
Principal

Section 2: History; Mission; Purpose; Motto

History of the College

Located in Seaview Road, Port Augusta, Seaview Christian College is one of twelve schools owned and operated by Christian Community Ministries (CCM), across three states. Support, expertise and experience abound collectively as an organisation.

The founding Principal, Jannie Basson, along with teacher and spouse, Louise Basson commenced teaching two composite classes at the start of the 2016 school year. Mr Trevor Altmann assisted with the grounds, maintenance and cleaning in a part-time capacity. Mrs Leria de Jongh and Mrs Helen Altmann assisted as relief teachers.

From humble beginnings, the school is continuing to enjoy strong growth. Two year on from when the school first opened its doors, enrolments have grown from 15 to 66 students, and increase of 340%. While it is not about numbers, but rather the individual, the College is expected to continue to grow in enrolments across year levels, and as additional year levels are added until the school will cater for students from Reception to Year 12 by 2023.

Mission Statement

Seaview Christian College aspires to be a vibrant Christ-centred learning community where students will develop a passion for lifelong learning that values creativity, excellence, resilience and faith.

The goal of Seaview Christian College is to give every student a positive, exciting and solid foundation through the provision of real care and understanding in an environment of quality education.

We believe that this combination will develop a sense of belonging, security and engagement in school which will provide students with an excellent launch pad for life.

Purpose Statement

In the Bible, in the book of John (chapter 10, verse 10), Jesus said his purpose was to give people a rich and satisfying life.

"...but I came to give life - life in all its fullness."
John 10:10

Similarly, Seaview Christian College desires to equip children so that they can enjoy a life full of promise, purpose and hope. We want to shape young men and women of character, who are eager to meet life's challenges using their God given gifts and talents.

We will do this by:

- Setting high academic and social standards
- Providing quality independent schooling within a Christian atmosphere of love, respect, peace and discipline
- Establishing positive teacher-student working relationships
- Valuing student ability and personal effort

Philosophy

Education is a lifelong process of teaching and learning which leads to the spiritual, intellectual, physical, social, ethical and emotional development of an individual. The ministry of the College is the provision of schooling where this happens.

College Motto

Educating for Eternity – Equipping for Life

Section 3: General Information

Assemblies and Chapel

All students at Seaview Christian College are regularly involved in participating in and the running of assemblies and chapel. Assemblies provide the opportunity to showcase what's happening in the classrooms, allow the opportunity to participate in small dramas, and present special achievement awards.

Chapel provides the opportunity for students to worship our God and King, and to hear a guest speaker talk about God's love and what that means in their lives.

Assemblies and Chapel are a wonderful way to celebrate our unity and explore our diversity as a community and we love to have parents join us and share in this aspect of College life.

Please contact the college office or refer to the College Newsletter for the dates and times.

Camps and Excursions

Camps

Information regarding Camps will be advised.

Parents accompanying classes on camp must have a current Police clearance and also meet our Volunteer requirements.

Excursions

Excursions are an integral part of the educational programs of the College and which support the classroom curriculum take place during the College year.

Information will be provided to parents by the supervising teacher as to the day, time, destination, uniform and food requirements for the excursion. Parents are required to sign and return the consent form to the College by

the date specified. Medical information forms are required to be completed for camps.

Camps and Excursions –Parent Involvement

We are grateful for the assistance of parents on camps and excursions - their help is invaluable.

It is anticipated that parents accompanying a camp or excursion will support and work with the supervising teacher to maximise the intended learning outcomes.

In the interest of student safety we adhere to mandated guidelines to determine a safe ratio of supervising adults to the numbers of students. This ratio applies to any excursion out of the College environment. The ratio varies depending on the venue and the age of the students involved.

When taking part in an excursion it is important that adult helpers realize their role and responsibilities.

- All of the decisions relating to the organization of excursion are the responsibility of the organising teacher/s.
- Adult helpers need to be willing to undertake responsibility for supervision of students as outlined by the organising teacher.
- The number of adults participating in an excursion is decided by the supervising teacher/s. This decision is made in relation to the excursion venue requirements as well as the guiding ratio numbers.
- In some circumstances it is possible for additional adults beyond the required ratio to attend an excursion.
- Any excursion involving transportation of students by car requires an extra permission slip and the drivers to have a

full license and have comprehensive car insurance.

- Adult helpers may be asked to contribute to the cost of the excursion, when there is a fee for entry into a venue. This cost is not covered by the composite fee.
- The composite fee will cover the cost of transportation and entry fees for excursions that are related to classroom curriculum.

Seatbelts are to be worn correctly while on the bus.

Car Parks/Speed Limits

Please observe the 10km/h speed limit on College grounds.

Student drivers (*in the future*)

Student drivers are welcome to use the main car parks. However, speed limits must be adhered to and other safe driving behaviour must be evident. Consequences will ensue if student drivers do not meet these expectations.

All student drivers must complete a Student Driver application form available from the Front Office. No other students can travel with student drivers without written permission from the parents/care-givers of both driver and passenger.

College Newsletter

The College newsletter, The Seaview Scoop is distributed monthly via email with minimal hard copies available from the Front Office. It is essential reading as it contains important information relating to College events and activities.

College Times

- Start Time: 8.30am

- **Recess:** 10.30am-11.00am
- **Lunch:** 1.05pm-1.40pm
- Finish Time: 3.00pm

Before-school supervision begins at 8:00am in the playground. Students should not arrive before this time.

After-school supervision ends at 3:15pm.

Dental

School dental care is available through SA Dental.

The nearest service is located at:

- **Port Augusta Dental Care**
19B Commercial Road, Port Augusta 5700
Phone: 8642 2557

Further information can be obtained from the website: www.sadental.sa.gov.au

Parent Involvement / Becoming a Volunteer

We encourage parents to become involved in their child's education and acknowledge that volunteers make a significant contribution to the life of the College. Volunteers can be involved in a variety of ways including activities such as assisting with events, fund raising, classroom support, grounds maintenance, sports carnivals, etc. The class teacher will direct volunteer involvement within the classroom.

We are committed to our Duty of Care responsibilities and our obligations in relation to government policies, which exist to protect the safety and welfare of all students.

Any parent wishing to volunteer with the College should enquire at the Front Office. The College has a Volunteer Application process which includes applying for a Police Clearance. An application must be completed and a

current Police Clearance provided before you can commence as a volunteer.

Pastoral Care

As a Christian community we take seriously our responsibilities in regards to pastoral care. We seek to support the personal growth of students and ensure they are developing positive interpersonal skills as members of a larger community. As a small community we are able to build a strong rapport with our students in all aspects of College life – academic, social and spiritual.

All teachers are Student Welfare officers and additionally, we employ the services of a Chaplain. Together we are a committed pastoral team.

Reception Enrolment Information

Reception Student Intakes

Students who turn 5 on or before 31st of March are able to start in **Term 1**. They will complete 4 terms in Reception before moving into Year 1.

Mid-year intake applies at Seaview Christian College. Students who turn 5 on or before 31st of October are eligible to start in **Term 3**. They will complete 6 terms of Reception before moving into Year 1.

Entry Process

Initial expressions of interest regarding prospective Reception enrolment is best done by Term 3 of the preceding year to the child starting Reception. Information can then be supplied regarding an enrolment interview, Reception information days, and transition days.

When Reception students commence their schooling, an optional transition timetable will be available for students who might benefit from slightly shorter school days during the

first two weeks of school. Full school days will also be available from the first day of school. See below the optional timetable for the first 2 weeks of school.

Optional timetable for Reception Students

Week 1: 8:30am – 1:00pm (Having lunch at home)
Week 2: 8:30am – 2:00pm (Having lunch at school)
Remainder of the Year: 8:30am – 3:00pm (Full school day)

Sport

Sport at Seaview Christian College exists for students and their enjoyment of physical activity. Elite athletes and high achievement will always be supported, encouraged and recognised by the College, but enjoyment and being active are the primary reasons that students are encouraged to participate in Sport while at Seaview Christian College.

‘Sport’, for the purpose of this Policy, describes organised, primarily competitive athletic pursuits, outside of the regular College environment. It is designed to cater primarily to the needs of physically talented students. They will also learn that there are far more important things to be gained from participation in sport, such as:

- fun and enjoyment;
- physical fitness and skills;
- sportsmanship – honesty, a sense of fair play;
- discipline – in training, following rules;
- co-operation/teamwork – with coach and team mates;
- respect – for peers, coaches, referees and opposition;
- to be a Christian example to the local sporting community.

The College recognise two types of sport: co-curricular and extra-curricular. Co-curricular sport includes competitive activities which are extensions of the physical education program, or are set events within the College calendar. Extra-curricular sports are activities that are run outside of College hours.

Co-curricular Sports

Athletics; Cross Country; Swimming. SAPSASA affiliation provide opportunities for students to represent the College in Netball; Soccer and Basketball

Extra-curricular sports

There are many sports that students are able to be involved in at various age levels in Port Augusta.

For more information regarding involving your child in basketball, football, soccer, tennis, cricket, athletics, cross country, please contact our Sports Facilitator, Mr Scholz.

Student Stationery

- The College supplies students with their stationery requirements. This is funded through the “Book Pack - ancillary learning materials” cost listed under “Additional Annual Costs”.
- Students must not disfigure books or equipment with writing or illustrations.

Visiting the College

Parents are welcome to visit the College. However, as a *Safe School* we require parents to first report to the front office. We must account for all people on our campus during the College day.

Parents assisting in a classroom or in other area of the College must sign in before at the Front Office. They must also have applied to the College as a Volunteer before being able to assist in any capacity. (See also the separate heading in this section – ‘**Parent Involvement/Becoming a Volunteer**’)

All messages for students and items that are dropped off at school, is to be coordinated through the front office desk. Front office staff will ensure that messages or items are delivered to students.

Section 4: Student/Parent Information

Appearance of Student's Property

This section relates to a student's books, diary, pencil case, school bag and other belongings.

It is important that all students show proper care and attention to their belongings. This will indicate a student's care and concern for their own appearance and reflects their disposition towards the College.

Therefore:

- Each item of a child's property should be clearly named.
- Pencil cases, diaries, folders and exercise books should be free of graffiti and any other markings.
- Any pictures on non-official school bags should be minimal and not offensive in any way.
- Text and library books should not be marked or damaged in any way.

Student's property, which is defaced or damaged, will need to be replaced.

Communication Books and Diaries

Communication Books and Diaries are an important means of sharing information between the College and home. We encourage parents to check the diary/communication book on a daily basis.

All student diaries will be used for:

- Complete details of homework set in each subject.
- Notes of reminders, appointments, forthcoming tests, deadlines for assignments, things to bring from home – anything related to College routine.

- Acknowledgement of notices received and read.

It is anticipated that parents will regularly check and sign their child's diary or Communication Book. At the beginning of each year the classroom teacher will communicate the expectations regarding diary and/or communication book use to families. The student diary and/or communication book needs to be at the College every day and with the student in every lesson to be most effective.

The student diary is a College document. It needs to be kept neat and in good order. It must not be adorned with stickers, slogans, labels or graffiti. An untidy or damaged diary will need to be replaced within one week. Teachers will also use the diary to communicate behavioural issues to parents.

If the College diary is lost or misplaced, it must be replaced within one week.

Contacting Your Child

If parents need to contact their child during the College day please do so through the front office. For the College, this is a matter of safety, duty of care and accountability. It is not acceptable for parents to ring or text their children directly on their mobile phones during the day.

Administration staff will ensure that all important messages are promptly given to students. Parents are requested to restrict messages to important issues. Staff will not make social arrangements for students.

Homework

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, sport, culture, recreation, and part-time employment where appropriate. It is important that families and teachers cooperate in the establishment of a homework routine for students. This helps in the management of family and College commitments.

Why we set homework (Some goals for students in homework)

Students will have the opportunity to:

- Practise and reinforce work learnt in class
- Practise setting goals and gain a sense of responsibility
- Establish study habits and a work ethic
- Refine skills of time management and organisation
- In addition, homework encourages families to be involved and to talk through problems.

What role do we encourage parents to play in their child's homework?

- Provide an environment where children can be supervised and encouraged if necessary
- Respect your child's knowledge and skills
- Communicate with teaching staff
- Agree with their children on homework times and strategies that enable their child to complete their tasks
- Allow children to work out and find out for themselves whenever possible
- Don't do it for them!

Parent involvement in homework is beneficial to children and positive parental involvement in homework is associated with higher levels of student achievement.

What should parents do when they find there is a problem with homework?

- Communicate with teachers if there are any issues

What role do students play in homework?

- Accept responsibility for the completion and standard of homework
- Ask for help if needed
- Ensure it is handed up on time
- Work to time limits (extra review/revision may be possible when set tasks are finished early)

What is a teacher's role in setting, collecting and marking homework?

- Provide interesting, meaningful and challenging homework
- Provide a balance of different types of homework
- Give clear and easily understood instructions
- Be consistent
- Teach the skills and give information that is necessary to complete the homework
- Revisit work in the classroom if necessary
- Mark and comment on work, giving feedback to students that positively reinforces what they have done
- Expect a consistent level of achievement
- Communicate clearly with parents and students
- Establish routines of homework

What kinds of activities can make up homework?

Many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills. Homework tasks may include:

- Reading books and key words
- Learning spellings
- Learning number facts
- Literacy activities
- Numeracy activities
- Real life numeracy related problems e.g. shopping, car, bus and house numbers, use of T.V. remote control.
- Preparation for oral presentations
- Assignments

- Opportunities to write for meaningful purposes.

The amount of time per day/week a student can expect to spend on homework:

- In Reception to Year 2 set homework could be up to but generally not more than 1.5 hours per week.
- In Yr 3 set homework could be up to but generally not more than 2 hours per week.
- In Years 4-6 set homework could be up to but generally not more than 3-4 hours per week.
- In Years 7-9 set homework could be up to but generally not more than 5 hours per week.
- In Years 10-12 the amount of time devoted to homework (includes reading, revision and independent study time) will vary according to the student's learning needs and individual program of learning. Homework could be up to but generally not more than 10 hours per week.

Medication Policy

Administration of Prescribed and Non-Prescribed Medication to Students (including First Aid)

Seaview Christian College staff **are not permitted** to administer pain killers such as Panadol to students. This is common practice in schools and it is for the protection of both students and staff.

Students are discouraged from bringing any medication to College unless it has been prescribed by a Doctor and has accompanying information. No medicine should be brought in anything other than its original packaging so we know what it is and the correct dosage.

We prefer that parents administer daily medication to students.

If students have an ongoing medical issue that requires them to have medication at school, we should have a medical plan written by a

doctor on file at the front office. If short term medication such as antibiotics need to be taken at school, it should be accompanied by a letter from the parents or Doctor. Medication should be appropriately labelled with the student's name and date.

Medication should not be kept in students' bags or lockers and if necessary can be stored in the front office.

If students require pain-killing medication they may come to the office to phone parents who will then need to come to school to administer what is required.

Parents are encouraged to call the College to discuss any individual concerns.

First Aid

Students who are injured whilst at College will be treated by staff who hold relevant *First Aid qualification*. This treatment is recorded.

For more serious injuries, parents (or the emergency contact) may be called to seek advice as to the preferred course of action. In the most serious situations an ambulance will be called and parents (or the emergency contact) will be advised immediately.

Children with serious allergies (those for whom there is a Medication Plan) must be known to College staff. (Information pertaining to this should be included on the Family Database form.) It is essential that any medication, such as an *Epipen*, is kept current, that is, not allowed to become "out of date".

Personal Technology

Please refer to the Personal Technology Policy in Section 8.

Reporting To Parents

Term 1

Orientation Evening - explaining communication procedures and homework expectations.

Term 2

- Semester 1 Report
- Parent-Teacher Interviews

Term 4

- Semester 2 Report
- Parent-Teacher Interviews

In addition to 'formal reports' reporting should take place informally as required. All reports should be honest and constructive. They are primarily a communication of genuine value between the teacher and the parent.

It is essential that we are conscientious in our communication with the families in our community.

Sickness and Emergencies

Sickness

College staff rely on parents to exercise good judgement as to whether their child is well enough to attend the College. It is very easy for contagious diseases to spread in classrooms, so caution is required. For example, a child should **not** come to the College within 24 hours of having vomited, nor should a child with chicken pox return to the College until all blisters have dried and scabbed. If there is any doubt as to whether a child should return after an infection, please consult your family doctor.

College staff will contact parents (or the emergency contact) if a child falls ill at College and is too unwell to attend class. Qualified staff will assess if the student needs further treatment or should be taken home. Parents will be notified by phone if their child is too unwell to remain at the College.

Under no circumstances is a student to contact their parents by mobile phone to organise their own collection from the College. Permission to

go home needs to be obtained from staff at all times.

Emergencies

In the case of a student emergency, staff will endeavour to contact the parents (or the emergency contact) as soon as possible.

Parents must ensure that the College has accurate and up to date emergency contact information. In the event that it is not possible to reach the parents or the nominated emergency contact, the qualified staff will call an ambulance to transport the student to hospital for emergency treatment if they deem it necessary. The College holds ambulance cover for all students. A staff member would accompany the student to the hospital if the parents or their nominated emergency contact person cannot be reached.

If it is deemed necessary for the student to have medical attention (but it is not regarded as serious enough to call an ambulance) a staff member may transport the student to the Emergency Department of the nearest hospital, or to the student's nominated doctor, **as long as** the parents have signed the permission on **either the child's enrolment application or on** the Family Data Base checklist.

Student Attendance/Absence

Students need to arrive at the College **before** roll class time at 8:30am.

Late arrival

- If a student is late to College, **that is, after 8:30am**, they need to report to the front office to be recorded as present on the day.

Early Departure

Students may leave the College grounds during the College day **ONLY** under the following conditions:

- When accompanied by a teacher on an approved excursion.

- When on a research based activity or work placement with informed consent from the parents.
- When picked up from the front office by parent due to illness.
- When an appointment is scheduled. This information needs to be communicated by written note, signed by a parent or by phone from a parent.

Parents need to report to the front office prior to collecting their children.

Students must sign out at the front office at the time of departure.

Absence, Lateness/Appointments

- When your child is absent, parents are requested to call the College by 9:00am on the day of absence. (Parents can leave a message explaining their child's absence on the answering machine prior to the start of the College day.)
- Parents will receive an SMS or phone call asking them to contact the College if their child is marked absent and no message is received by 9am.
- Please include a written note of explanation in their diary/communication book on the next day of attendance.
- If your child has an appointment, please include a note in the diary/communication book indicating the time of departure from College on that day.

Planned Absences

For times when children will be absent from the College for things such as medical, dental or other appointments, or for family holidays, **and these dates are known in advance**, please advise the Principal **in writing** as soon as possible. If the period of absence is long-term, it may be appropriate for teachers to set work for that time.

Student Code of Conduct

Refer also to the Behaviour Management Policy in Section 8

"The good and the right way"
1 Samuel 12:23

It is our intention to endeavour to relate to each other with respect, love and dignity. There may be times when we fall short but we will always strive to live and work positively in the community.

The examples of Jesus, His teaching and the work of the Holy Spirit help us in our relationships with others.

Implied in these aspirations are certain expectations.

Students will be:

Cooperative: by being punctual, having all books, materials and diary present, staying on task for all lessons and working to meet all expectations,

Caring: by respecting others' feelings and views and avoiding "put-downs".

Courteous: by speaking one at a time, quietly listening to others when they speak and being well mannered.

Considerate: by following instructions carefully, following safety rules and by moving in the classroom when asked to or given permission to.

Student Leadership

Student leaders are appointed by College management in consultation with all relevant staff. Student leaders are encouraged to be servant leaders, basing their roles of leadership on the characteristics of Jesus' servant leadership. Student leaders are encouraged and supported to be leaders who:

- submits themselves to a higher purpose, which is beyond their

personal interests or the interests of others,

- uses the power that is entrusted to them to serve others,
- serves others needs before their own,
- teaches their peers, in word and deed, how to become servant leaders themselves.

Student leaders are supported by College staff to develop their leadership skills. The Student leaders are given responsibilities in in the delivery of Assembly and Chapel content. Students other that appointed Student Leaders are also given opportunities to support the delivery of Chapel and Assembly content where appropriate.

Section 5: Educational Information

Assessment Policies

Assessment is a process concerned with gathering information about student performance and development.

Assessment is a significant component of teaching and learning. It is a process of interpreting and describing performance in relation to learning outcomes.

It is the policy of Seaview Christian College that a student should undergo assessment using a variety of formal and informal methods. These methods are an integral part of the teaching and learning process and may include written, oral, practical, observational reflections and skill development. They should be appropriate to the student's level of development.

The process and practice of assessment should:

1. be aligned to the curriculum;
2. reflect the purpose for the assessment;
3. identify strengths and weaknesses;
4. facilitate further learning.

Teachers will use a range of assessment methods which may include:

- direct observation;
- peer assessment;
- self assessment;
- student/teacher conferences;
- performance assessment;
- summative tests;
- assignments.

Curriculum

In the Primary years at Seaview Christian College we offer a wide variety of opportunities for learning in 9 areas of study:

- The Arts
- Biblical Studies
- Design and Technology

- English
- Health and Physical Education
- History and Geography
- LOTE (Languages other than English)
- Mathematics
- Science

The core curriculum is under the care of the classroom teacher with specialist teachers taking Performing Arts, Physical Education and LOTE.

Though all subject areas are important, the College places a strong emphasis on Literacy and Numeracy skills. The Primary years provide students with an integrated, consistent approach to literacy. In Mathematics, teachers combine a constructivist, hands on approach with a variety of other learning methodologies.

A wide range of learning opportunities which allow for the diversity of children's learning rate and styles are provided for all students as they are engaged in tasks that explore a 'multiple intelligence' approach to education. Teachers utilise a cross-curricula approach to integrate Information Communication and Technology across a variety of core subject areas.

We strive to create a learning environment where students feel safe and valued. Students are expected to display Christian values of kindness towards one another, including treating one another the way they would like to be treated. Respect, honesty and integrity are values we hold dear. In this environment, students' learning flourish, reaping the benefits of the quality teaching programs and facilities without unnecessary distractions.

Performing Arts

The performing arts program teaches skills associated with the performing arts disciplines, music, dance and drama. Skills in the

performing arts disciplines are developed through practical application. Students explore the arts elements, principals, skills, techniques and processes through performing, creating and presenting.

The College recognises the value of music in the curriculum. Music is human expression in sound. Music encompasses a unique body of knowledge and skill. At the same time, students benefit from the opportunity to develop their practical and creative potential. Study and participation in music draw together students' cognitive and psycho-motor skills, which will strengthen their ability to manage work and learning and to communicate effectively and sensitively.

Our performing arts program has a strong focus on performance which has developed links with the broader school community. Our students engage in a variety of performance opportunities throughout the year. These include; regular performances at school assemblies and chapels, local age care facilities, and community festivals. These performances provide opportunities for students to gain experience as artists in practical situations, which allow them to develop artistic skills and experience beyond what can be achieved in a classroom environment.

Section 6: College Uniforms

Uniform Policy

Amongst other things, Seaview Christian College aims to develop in its students a sense of integrity and identity, and identity is about character. Who we are and what we stand for is fundamental to the development of young people, and is valued highly at the College. Uniforms remind us that we share common experiences and at Seaview Christian College we aim to provide our students with valuable and liberating 'life' experiences. Young people are often put off by the thought of appearing to look the same as their peer group by wearing a uniform. Ironically, that same group invariably idolizes a national sporting team that has a very strict uniform code.

Uniforms are an important part of the process of developing character because they eliminate the superficial aspects of growing up, the 'image' issues, and allow us to focus on the core. They remind us of who we are and what we stand for. The Seaview Christian College uniform is smart, flexible, and suitable for the climate and can be worn with pride. It unites the team and encouragement is given to all students to wear it with pride.

The wearing of the correct college uniform is important. Students and parents must be aware that this includes the wearing of the uniform before and after school. Students wearing the college uniform are ambassadors for the college in the public eye. Every student is asked to wear the uniform neatly, correctly and with pride at all times.

Student Uniform Guidelines

Below is a *summary* of uniform requirements:

- **College uniform** is to be worn in full (or not at all) in public places or on public transport. Uniform should be worn neatly, correctly and with pride at all

times. No undershirts are to be visible through or underneath college shirts.

- **Specific dress and sports uniforms** are not to be mixed except that the sports tracksuit jacket may be worn for extra warmth with the dress uniform.
- College **hats** are to be worn at all times around the school, except indoors, when they are to be carried rather than worn. **Hats must be at school every day.**
- Students are to wear the required **boys' and girls' socks**, which are worn **covering the ankle.**
- Allowable **jewellery for girls** is one pair of **small, plain gold/silver sleepers** or **small, plain studs** worn in the ear lobe, and a silver, gold or black wristwatch. Dangly earrings, necklaces, bracelets, anklets and rings are not acceptable, except for a medic-alert neck chain or bracelet where this is required.
- Allowable **jewellery for boys** is a silver, gold or black wristwatch only, except for a medic-alert neck chain or bracelet may be worn also where this is required).
- Jewellery relating to/maintaining **extra ear/body-piercing** is not acceptable while attending the college.
- Body **tattoos** are not permitted.
- Boys are to be **clean-shaven** at all times. Sideburns are to be no lower than the bottom of the ears.
- **Face Make-up.** Only basic foundation to cover blemishes is permitted. No other type of make-up is allowed.
- **Nail enamel** and other nail products are not allowed.
- **Boys' hair** is to be tidy, and of a short style no shorter than a no.2 cut length. Hair needs to be off the ears, eyes, eyebrows and nape of the neck. Undercuts, mohawks, pigtails, mullets, razor patterns and unnatural hair colours are not acceptable. Only minimal hair product is permitted.

- **Girls' hair.** Hair that touches the shoulders or longer is to be tied up or braided. Short hair is to be worn away from the face. Hair and hair accessories must be either navy blue, black or white. Unnatural hair colour is not acceptable.
- **Shoes** are to be plain black sports sneakers. Laces or velcro are acceptable. Skate shoes (flat soles) are not acceptable. Students must wear these shoes with both their formal and sports uniforms. For sports lessons students are permitted to bring other sneakers to change into if required. Other sneakers may also be worn on annual athletics/sports days.
- **All uniform items** must be purchased through the College uniform shop with the exception of shoes and hair ties.

From time to time a student's uniform/presentation no longer meets the uniform code. Usually this is because hair grows and/or students have their hair styled/cut to be outside the code or they become relaxed in how they dress. In no way are we making a judgement regarding an individual's taste, rather we work to help students understand their obligations as members of Seaview Christian College to be dressed and presented in a manner that meets the uniform code.

In most cases the uniform infringement can be remedied immediately by the student. If this is not possible, the student's parent/guardian will be contacted to ascertain if the corrections can be fixed by the parent/guardian bringing the required items to the college or failing that to take the student home until the uniform code is met. Repeated uniform infringements are a display of disobedience or disrespect and as such will incur behaviour penalties and consequences. When extreme situations or difficulties arise with respect to abiding by the uniform code, communication with the college is essential before the student comes to the college so that plans can be put in place so that the student is not disadvantaged.

The Principal's judgement on all uniform issues will be final.

All uniform items must be purchased through the College Uniform Shop with the exception of shoes and hair ties. Please ensure that you purchase uniforms at the allocated times when Uniform Shop will be opened. Enquire about at the front office regarding Uniform Shop hours, as times are subject to change.

Student Uniform Summary

A summary of required uniform items follows (see the College Office or website for current prices):

Boys Uniform

- Short-sleeved light blue shirt embroidered with College initials
- Navy blue crew socks
- Summer: Navy blue shorts with elastic waist
- Winter: Grey elastic waist trousers with teflon coating and reinforced knees
- Winter: Unisex navy blue V neck pullover embroidered with College logo

Girls Uniform

- Pleated dress embroidered with College initials
- Summer: white fold over socks
- Winter: navy blue tights
- Winter: Unisex navy-blue V neck pullover embroidered with College logo

Unisex Sports Uniform

- Navy and royal blue sports polo shirt embroidered with College initials.
- White sports crew socks
- Summer: navy blue elastic waist sports shorts embroidered with College initials.
- Winter: navy and royal blue microfibre zip-through tracksuit jacket embroidered with College initials.
- Winter: Navy blue lined microfibre trackpants with ankle zips and elastic waist.

Shoes

Shoes must be plain black sports sneakers. Laces or Velcro are acceptable. Skate shoes (flat soles) are not acceptable. Students must wear these shoes with both their formal and sports uniforms.

For sports lessons students are permitted to bring other specialty sports/running shoes to change into if required. Other specialty sports/running shoes may be worn on annual athletics/sports days.

Additional Items

Compulsory for all students:

- Navy blue bucket hat embroidered with College logo.
- Navy blue library folder with College logo print.

Non-compulsory:

- Navy blue backpack with College logo print.

Section 7: Fees

A tuition fee schedule is sent to all families during Term 4 each year. The schedule will also be posted on the College website and is available from the College Office.

Section 8: Policies and Procedures

Behaviour Management Policy

Several points need to be made by way of introduction.

1. Good behaviour management is important. It is not simply dealing with negative behaviour but the ensuring of a positive environment. Good student behaviour management starts with an understanding that it is God who has given to teachers (both directly and via parents), the responsibility to exercise authority. (Ephesians 6:1)
2. Authority is given to staff within our College community. Parents of students agree to several conditions upon enrolment. One of these conditions states; "That all staff of the College shall have the same rights and responsibilities as a parent in care, discipline and total development of the child."
3. As those in authority, it is our responsibility to determine the correct ethos. In our verbal and non-verbal communication we will strive to make our message clear to our students. "I am willing to establish a relationship with you: a Godly relationship that is warm, personal, friendly, genuine, unconditional and long term. You are accepted as you are, even though I cannot accept your behaviour sometimes. I will stick with you no matter what. You will not be abandoned and rejected. I will continue to support and value you."
4. In our College environment we strive to respect the dignity of each person, to show justice and forgiveness, and the acceptance of differences, so that the unique value of each person before God is a living reality.
5. All people need encouragement to respect themselves as individuals who bear the image of God; to respect others as loved by God; to respect our community which is the body of Christ; to respect God's creation over which we have been given dominion to enjoy and in which to see God. Staff will insist on respect from their students (Ephesians 6 v 2) with the understanding that respect is also gained by showing love; fairness; integrity and diligence.
6. Staff will expect student obedience and cooperation.

As members (both staff and students) of Seaview Christian College, our positive behaviour and attitudes include:

Respect for Self and Others

- Speak to one another with respect.
- At all times address staff, students and visitors to the College with courtesy and in a friendly manner.
- Be punctual to College, for all lessons and activities.
- Respect and care for everyone's possessions.
- Wearing the College uniform correctly.

Respect for the Community

- Take care of the furniture, equipment and buildings. They are provided for the use of the whole community.
- Look after the grounds by putting rubbish in bins, caring for outdoor equipment, plants and gardens.

- Keep classrooms neat and tidy by placing chairs under desks; putting all rubbish in bins; keeping books in an orderly state.

Social Guidelines

- It is our intention to relate to each other with respect, love and dignity. There may be times when we fall short but we will always strive to live and work positively in our community.
- Practices, which are known to be morally wrong by Biblical teaching, are not acceptable for members of the College community. Included are specific acts such as drunkenness, the use of slanderous or profane language, all forms of dishonesty (including stealing and cheating), occult practices and sexual sins.
- In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit and harmful discrimination and prejudice.
- The College community will always seek to deal with sin, seek God's forgiveness and provide support so that each individual may grow in grace and righteousness.
- Staff and student members of the College community are required to refrain from gambling, possession or use of alcoholic beverages and tobacco products on site and use of non-medical narcotics or hallucinogenic drugs.
- The College expects all staff and students to maintain the same standards of Christian conduct outside College hours. Deviations from this may be considered grounds for questioning continued participation in the life of the College.
- We are all encouraged to recognise the centrality of Jesus and the principles outlined in Scripture. In submission to His Spirit, He can make us more like Himself each day.

→ Teachers will be:

- **Cooperative** through preparing and delivering appropriate lesson materials and learning activities
- **Caring** through taking into account the individual needs and God-given gifts and talents of all students
- **Courteous** through modelling appropriate adult behaviour consistent with Biblical principles
- **Considerate** through listening, observing, and reacting appropriately

→ Students will be:

- **Cooperative** through being punctual, having all books, materials and diary present, staying on task for all lessons and trying to meet all expectations, submitting prayerfully and obediently to authority
- **Caring** through respecting others' feelings and views and avoiding 'put-downs'
- **Courteous** through speaking one at a time and listening attentively to others
- **Considerate** through following instructions and safety rules carefully

Classroom and General Behaviour

For issues relating to student behaviour, the procedures outlined on the following pages are used to help support students in acknowledging and modifying the inappropriate behaviour.

Depending on the severity and seriousness of any incident the steps in this procedure may be bypassed. The steps will accumulate for any repeated breaches.

At any step there is always an opportunity for the student to change their behaviour and to re-establish positive relationships and attitudes.

Discipline Procedure

Classroom Rules

- Be Respectful – to people, property and possessions. Take pride in our school.
- Be Polite – use good manners like ‘please, thank you and excuse me.’
- Be Hardworking – be ready for learning, be on time, be on task and strive for excellence.
- Be Obedient and Cooperative – show self-control.
- Be Positive – have a positive attitude.

Playground Rules

- Look after each other
- Look after our environment

Behaviour Management Steps

- Unrecorded reminder of playground rules
- Recorded warning/s (number of warnings dependent on actions, and age of student)– at this stage students need to understand a consequence will be the next step. Teachers should encourage students to make a choice to change their behaviour.

Consequences

1. Withdrawal for a time determined by the teacher (age appropriate)
 - sit away from the main class group
 - go to a buddy class for a period of time
2. Loss of play
 - walk with yard duty teacher
 - walk with yard duty teacher and pick up rubbish
 - sit out in a designated spot
 - sit out and complete a reflection sheet

At the completion of the consequence the teacher and student will discuss the inappropriate behaviour choices that were made and identify together strategies for appropriate behaviour choices in the future.

Ongoing inappropriate behaviour

3. Teacher/ student/ parent conference to determine a behaviour management contract.
 - daily report planner
4. Principal/teacher/student/parent conference to determine a behaviour management contract.
5. Internal suspension

6. For ongoing unresolved inappropriate behaviour (eg the student is unwilling to change their behaviour despite the efforts of the preceding behaviour management strategies) or extreme behaviour (as determined by the Principal) one of the following consequences may result:
- internal suspension – part day
 - internal suspension – whole day/s
 - external suspension – part day
 - external suspension – whole day/s
 - permanent expulsion

The following behaviour will not be tolerated and will incur a suspension or expulsion as determined by the Principal (or delegate)

- swearing at a teacher or other adult
- violent activity endangering others
- fighting

Child Protection Policy

Children are a precious gift from God the Father. Their care and protection is essential.

Seaview Christian College acknowledges its responsibility to support the care and protection of children while they are involved in College activities. This principle is an integral part of the ethos of the College.

Our objective is to provide a safe and caring environment at the College to assist children to develop and reach their full God-given potential. However, it is recognised that the primary responsibility for a child's care and protection lies within the child's family.

The College will address any known concerns about a child's welfare and the safety and care of the child will be the paramount consideration.

The Principal and staff will develop and maintain a child protection program. It will include a protective education program, preventative practices and action to be taken if harm to students is reported or suspected to have occurred.

The College will comply with legislative requirements on child protection, including the Children's Protection Act 1993. This includes requiring teachers and principals to report to the appropriate child protection agency any suspicion on reasonable grounds that a student has been or is being abused or neglected.

At Seaview Christian College all staff and volunteers who work with children are considered to be mandated notifiers and as such undergo training in appropriate reporting procedures on a regular basis. It is a requirement that all staff will have undergone this training as soon as practicable after and preferably before being employed.

The following information should act as a guide for staff and volunteers if they have reason to suspect that a child is at risk.

Mandated Notification and Mandated Notifiers

Mandated Notifiers

Anyone who works with or cares for children in a paid or voluntary capacity by providing children with health, welfare, education, child care or residential services is legally obliged to notify the appropriate child protection agency if, in the course of their paid or voluntary work, they suspect that a child has been or is being abused or neglected.

Under Section 11 (1) and (2) of the Children's Protection Act 1993, the following persons who may be involved in a school are obliged by law to notify the appropriate child protection agency if they suspect on reasonable grounds that a child has been or is being abused or neglected and the suspicion is formed in the course of the person's work (whether paid or voluntary) or in carrying out official duties:

- a teacher
- a registered or enrolled nurse
- any person who is an employee of a school, or volunteer in a school, who is engaged in the actual delivery of health, welfare, education, child care or residential services to children
- any person who holds a management position in the school, the duties of which include direct responsibility for, or has direct supervision of, the provision of these health, welfare, education, child care or residential services to children.

Rights and Responsibilities of Mandated Notifiers

- It is the personal responsibility of a mandated notifier to report suspected abuse – it is not the responsibility of their supervisor, principal or employer.
- The notifier does not have to be able to prove that abuse has occurred.
- It is not necessary for the notifier to know the identity of the alleged perpetrator to make a notification.
- The notification should be accompanied by a statement (which may be verbal) of the observations, information and opinions upon which the suspicion is based.
- The notifier is immune from civil liability for reporting suspicions in good faith.
- The notifier is entitled to feedback about the way the notification is being dealt with by the appropriate child protection agency.
- If a mandated notifier does not notify when appropriate, they may be prosecuted.

What are grounds for notifying suspected abuse or neglect?

A mandated notifier is obliged to notify the appropriate child protection agency when they have reasonable grounds to suspect that a child/young person has been abused or neglected.

Reasonable grounds to notify suspected abuse or neglect may include the following:

- when a child/young person tells you he or she has been abused
- when someone else tells you (perhaps a relative, friend, neighbour or sibling of the child/young person)
- a child/young person tells you he or she knows someone who has been abused (a child/young person could possibly be referring to himself or herself)
- and, importantly, when your own observation of a particular child/young person's behaviour and/or injuries, or your knowledge of children/young people generally leads you to suspect that abuse is occurring.

If the mandated notifier is unsure whether they have a suspicion on reasonable grounds to notify, it is appropriate to consult with the appropriate child protection agency by calling the **Child Abuse Report Line Telephone 13 14 78**.

Confidentiality of Notifier

The identity of the notifier should not be disclosed unless the disclosure is made in the course of 'official duties' to another person acting in the course of 'official duties' (e.g. police acting in the matter of a criminal prosecution) or where the court deems the identity of the notifier is evidence which has critical importance to the proceedings, or when the notifier has consented to the release of their name. On occasions the identity of the notifier becomes clear during the investigations.

Will action be taken by the child protection agency?

It is frustrating to many notifiers that the appropriate child protection agency often does not take any action. It is suggested that members of the community may re-notify the appropriate child protection agency if their concerns remain and have their notification recorded.

Should the mandated notifier tell the Principal?

The legal obligation to make a mandatory notification rests with the mandated notifier. Therefore, it would be inappropriate to require the mandated notifier to advise the Principal before making a notification, although the mandated notifier may choose to discuss the matter with another staff member or the Principal before making the notification.

Notwithstanding the staff member's responsibility for mandatory notification, it is reasonable for a school to expect staff members to advise the Principal or another senior staff member about any significant concerns about the welfare of a student. This is particularly significant when the concerns relate to possible inappropriate behaviour by a school employee or volunteer.

Notification to a senior staff member will enable the school to take appropriate action.

Student Protection

What is Child Abuse?

Child abuse is about an adult harming a child. In South Australia the law states that a child is a person under the age of 18 years.

Child abuse can occur through someone doing something hurtful or by someone not doing something to provide for or protect a child.

There are four types of child abuse

1. **Physical abuse** is when a child's body is injured. This can be through punching, hitting, beating, shaking, biting, burning or any actions which result in a child's body being harmed. It can be seen in bruising, swelling, welts and broken bones.

2. **Emotional abuse** is behaviour towards a child which destroys self-esteem, confidence and a child's sense of worth. It includes constant criticism, belittling, blaming, 'put-downs', withdrawal of affection, ignoring and excessive teasing. A child can be left feeling worthless, unlovable and lacking self-confidence.
3. **Neglect** is the failure to provide a child with the basic needs such as food, shelter, clothing, hygiene, education, adequate supervision, and medical and dental care.
4. **Sexual abuse** involves a child in any type of sexual activity.

What does the law say?

The law states that certain people must report their concerns if they have reasonable ground to suspect a child has been or is being abused. This includes teachers, family day carers and some other school employees and many other people who work in places where services are provided to children.

School volunteers are also required to report their concerns if they are engaged in the actual delivery of education, health, welfare, childcare or residential services to children.

A person who makes a report in good faith is protected from any civil or criminal liability.

Why Report Child Abuse?

Children have limited power to protect themselves from abuse and will only be protected from abuse and neglect if responsible adults take action on their behalf. In addition schools provide educational programs to encourage children to protect themselves from abuse (often called Protective Behaviours).

Child abuse can happen to any child in any family. It hurts and can have lasting, damaging effects. Some children even die because of child abuse.

Reporting child abuse is the first step in stopping the abuse and protecting children from further harm.

Reporting suspected abuse also gives the appropriate child protection agency the chance to help families in situations where a child or children may be at risk.

What to do if you have suspicions or concerns

1. Call the Child Abuse Report Line on **13 14 78** and request a consultation with a child protection worker. Your call will be kept confidential. There is an interpreting service available if required.
2. It would assist if the following information is known:
 - child's name, age, address
 - description of injury, abuse or neglect
 - current situation and the whereabouts of the child, parent, caregiver and alleged maltreater
 - date of suspected abuse being noticed
 - even if you do not have all of the information, you are still obliged to notify.

3. At any time you may discuss your concerns with the Principal or appropriate teachers but it is your decision and responsibility whether to notify. It is usually beneficial if the school is advised of your concerns, as the school may be able to take some action to assist the child.

For a comprehensive copy of the Child Protection Policy, visit the school website at <https://www.seaview.sa.edu.au/> and go to the Information tab, followed by the Policies tab.

Bus Policy

The actions of students misbehaving on the bus can affect the ability of the driver to concentrate and compromises the safety of the journey. By following these rules, students will be helping to ensure a comfortable, pleasant and safe journey for all travelling on the bus.

Respect other people and property.

- Respect other people and their possessions.
- Follow the bus driver's directions without argument.
- Do not interfere with bus property, equipment, or signs by marking or damaging them. Parents will be asked to pay for any damage done by their child.

Wait for the bus in an orderly manner.

- Be punctual.
- Wait well back from the bus until it stops.
- Stand quietly without calling out or shouting.
- Do not push other people in the line.

While on the bus, students must behave themselves.

- Always follow instructions from the driver.
- Sit properly in your allocated seat and wear a seatbelt at all times.
- Do not leave allocated seat while the bus is moving (no moving around).
- Speak quietly and not create unnecessary noise.
- Store belongings under the seat or in an appropriate luggage area.

Students must not:

- Bully or annoy other students.
- Throw any article around in or from the bus.
- Consume food or drink on the bus.
- Place feet on the seats or allow any part of their body to protrude out of the bus windows.
- Communicate (verbally or body language) with pedestrians or other vehicle drivers on the road.

When leaving the bus, do so in an orderly manner:

- Wait until the bus stops before standing to get off.
- Check for loose items on seats and floor, i.e. purse/wallet, camera, litter/rubbish, etc.
- Leave the bus in a quiet and orderly manner.
- Follow bus driver/teacher/staff member directions.
- Students should remember to thank the driver when they leave the bus.

In case of an emergency or a breakdown, follow the driver's instructions.

Note: A Bus Service to Stirling North has been introduced 2018. The Bus Service will be offered each weekday before and after school. Contact the front office for pricing and availability.

- The morning service will collect students from the Stirling North Progress Association carpark on the corner of Quorn Road and Smoker Street at **8.15am**.
- The afternoon service will drop off students at **3.20pm** at the same location. Students who are booked in to OSHC care will then be taken to Stirling North Primary School.

Drug Policy

Drugs are an integral part of our society and can be necessary and beneficial to health. This policy, however, relates to those substances that come within the scope of the Controlled Substances Act and to alcohol and tobacco, which cannot be lawfully supplied to minors (young people under 18).

Seaview Christian College is committed to:

- Ongoing, informative health education, which aims to promote positive health and lifestyle patterns.
- Informing the College community of this policy.
- Strong action that will discourage the use of banned substances.
- Consistent consequences should the law or this policy be breached.

Background

- With references to the Controlled Substances Act, a person is guilty of an offence if he or she is in possession of a banned or illegal drug within a school or within 500 metres of its boundary.
- The Bible clearly states: "Do you not know that your body is the temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honour God with your body." 1 Corinthians 6:19-20.

The Focus of the Policy

The policy is binding on all students (full time or part time) while they are:

1. On College grounds, during the stated hours of the College.
2. At College sponsored activities, ie official College functions; College camps; sports practices and events; excursions; concerts.
3. Travelling to and from the College.

This Policy

Prohibits the use, possession, sale, supply or exchange and/or to use, possess, sell, supply or exchange any of the following:

- a. Alcohol and related products.
- b. Drug related objects, eg pipes.
- c. Tobacco and related products.
- d. 'Over the counter' medicines obtained for inappropriate use.
- e. Solvents and/or other chemical agents obtained for inappropriate use.
- f. Depressants, eg cannabis; marijuana; hashish.
- g. Stimulants, eg cocaine; amphetamines.
- h. Narcotics, eg heroin; morphine.

- i. Hallucinogens, eg LSD.
- j. Steroids and other performance enhancing drugs.

Further, this policy includes sanctions for students who misuse their prescription medication, through ANY actions outside of the prescribed use. This includes, but is not limited to, self-medicating outside the range of dosage indicated on the label, or providing their medication for others to use.

Consequences

Where the above policy has been breached, the Head of School, Deputy Principal or the Principal will undertake the following actions:

1. The student is made aware of any legal implications of the activity and is advised of the procedure to be followed.
2. The parent/care giver of the student is notified of the use or suspected use of a drug identified by this policy.
3. In situations where the substance is illegal, the Police are to be notified.
4. Parent/care giver(s) are required to take the student home or arrange for the student to be taken home immediately following the disciplinary action.

Possession and use of	Offence	Action
Alcohol and related products	1st Offence*	Suspension/ Counselling
Possession of drug-related objects	2nd Offence	Exclusion
Possession or use of tobacco		
Inappropriate use of legal medications		
Inappropriate use of solvents/chemical agents	3rd Offence	Expulsion
Cannabis	1st Offence*	Exclusion/ Counselling
Stimulants		
Narcotics	2nd Offence	Expulsion
Hallucinogens		
Steroids/performance enhancing drugs		
Illegal drug supplying or selling	1st Offence	Expulsion

* The Principal reserves the right to fast track to exclusion if the offence follows other and frequent breaches of the Student Behaviour Management Policy.

Suspension The student does not attend College for 5 College days.

Exclusion The student does not attend College for one term. If the student and parent/care giver(s) desire that the student returns to the College, a behavioural contract will be negotiated (expulsion will occur in the event of the contract being breached).

Expulsion The student is removed from enrolment at the College for at least a full year. If the student and/or parent/care giver(s) desire that the student return to the College, the full enrolment process will be required.

Counselling The student is required to attend counselling with an appropriate person or agency. The counselling is documented and the documentation is a requirement of re-entry.

Email and Internet Policy

In keeping with the College's mission of 'Educating for Eternity – Equipping for Life,' Information Technology (IT) services are provided for students. We believe strongly in the educational value of these services and recognise the potential for supporting our curriculum and student learning.

PLEASE NOTE THAT THE COLLEGE UTILISES REAL TIME SCANNING SOFTWARE TO MONITOR STUDENT INTERNET ACCESS.

The policy has been developed in order to outline to students what behaviour is appropriate and to ensure that they take personal responsibility for their use of the resources. We expect students to demonstrate self-regulation of their activities whilst using computers.

If any of these rules are unclear, the student needs to ask the teacher to explain.

Privileges and Rights of Users

1. The right to privacy in your electronic communication and work

However, staff may access your files as part of normal maintenance. This may include spot checks to ensure inappropriate or copyrighted materials are not being kept in private files or folders. In keeping with copyright laws **students must not install any software onto any of the computers.**

2. Equal access to services

All users in our College have the right to equal access to IT and Multimedia. No single user should monopolise a computer or the network.

An allocation of storage will be issued to each student. This allocation is increased for particular subjects or projects as needed.

Responsibilities of Users

1. Follow standards of network/computer etiquette at all times.

- a. Respect the privacy of others. Never use another person's password.
- b. You have full responsibility for the use under your username and will be held responsible for any misuse traced to you.
- c. Do not disrupt the work of others.
- d. Do not attempt to gain access to unauthorized resources (hacking).

2. Protect the network/computers

- a. Do not download any files or applications from any portable storage device (USB drive, CD-ROM, mobile phone, personal listening device (PLD)) without permission.
- b. Do not intentionally download a computer virus onto the network.

3. Honour all rules of copyright and personal property

- a. Ownership of text, music, software and other media is protected to the full extent of the law and must be respected. This means you cannot plagiarise information for assignments. Any quotations or graphics used from online resources must be correctly acknowledged in your bibliography.

- b. You must not tamper with anyone else's files.
 - c. You must not change a computer's desktop design and/or screen saver.
 - d. Use of iPods, MP3 players and headphones is not permitted.
4. Behaviour online should be legal, safe and courteous
- a. Use online resources for educational purposes only.
 - b. Do not reveal personal information such as name, addresses, telephone numbers, passwords or your picture.
 - c. Do not access e-mail accounts or chat lines.
 - d. Never agree to a face-to-face meeting with someone you 'met' online.
 - e. Do not send or display offensive messages or pictures.
 - f. If you receive any message that you are uncomfortable with, report it to your teacher so that the online service can be contacted.
 - g. Do not use the Internet for commercial or illegal activities.
 - h. Do not print from the Internet without permission.
 - i. No downloading of data/software, etc., unless part of lesson activity.
5. Do not believe everything you read online. It may not be true.

Consequences of Breach of Policy

- Students caught using the IT facilities inappropriately will have their IT privileges suspended immediately.
- Reinstatement of privileges will be at the discretion of the system administrators/Heads of School.
- Further action may be taken at the discretion of the Principal.

Email/Messaging

- No email or messaging unless part of a lesson activity and/or permission from teacher.

Students and parents will be required to sign a hardcopy of this policy which will be sent home, acknowledging that they have read, understood and agreed to all the terms as outlined in this policy.

Evacuation & Emergency Procedures

There are four general scenarios for which these procedures are relevant. They are for:

1. Evacuation
2. Lock-in
3. Earthquake
4. Catastrophic Fire Danger

Parents on campus **must** follow the directions of College staff when sirens or chimes sound.

Grievance (Concerns) Policy for Students, Parents and Staff

One of the distinctives of the College is the working partnership between parents, staff and students. Whilst every endeavour will be made to maintain Godly, pro-active, working relationships, from time to time it is possible that concerns, misunderstandings and disagreements may arise. So that good

relationships are maintained, it is imperative that these concerns are dealt with Biblically, directly and promptly. Immediate resolution avoids cynicism, gossip and a critical spirit and restores a climate in which quality learning and teaching can proceed and relationships can be quickly restored.

The following scriptures give us an indication of how to manage some grievances. Proverbs 25 v 8-10 contains wisdom “Don’t be hot headed and rush to court. You may start something you can’t finish and go down before your neighbour in shameful defeat. So discuss the matter with him privately. Don’t tell anyone else lest he accuses you of slander and you can’t withdraw what you said.” (Living Bible)

Matt 18 v 15-17 likewise instructs us - “If a brother sins against you, go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back to him again, proving everything you say by these witnesses. If he still refuses to listen, then take your case to the church, and if the church’s verdict favours you, but he won’t accept it, then the church should excommunicate him.” (Living Bible)

The following procedures are published so that all members of the community have a clear understanding of the course of action to follow in dealing with concerns, grievances and conflict.

1. Clearly identify the issue.
2. Arrange an interview with the person who is directly involved with the concern or conflict (this will involve making an appointment either by phoning or using the student’s diary). On many occasions, it is helpful to have the concern written down as writing helps to clarify the problem and allows time for the other person to collect their thoughts. Also ensure you have any necessary documentation.

Thoughts to keep in mind:

- Address the problem, not the person.
- Deal with facts, not guesses or rumours.
- Verbalise feelings rather than acting them out.
- Avoid unhelpful emotions that cloud the negotiations and the issues.
- Be committed to giving more than taking.
- Be prepared to forgive, rather than judge.

3. If the other person involved refuses to resolve the concern, grievance or conflict, take someone with you and try again.
4. If the person continues to resist resolving the concern, make an appointment with the Principal.
5. If the concern or conflict is with the Principal, and the matter is unresolved, contact should be made with the CEO of CCM.

Principles of our Policy

- Everyone should be treated with respect.
- Meetings to discuss grievances will be suspended if any person(s) behave in an insulting or offensive manner.

STUDENTS	PARENT(S)/CAREGIVER	STAFF
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STUDENTS	PARENT(S)/CAREGIVER	STAFF
<p>STEPS:- Decide on the level of grievance.</p> <p>For Low Level</p> <ol style="list-style-type: none"> 1. Talk to person who has caused offence. 2. If uncomfortable doing this or you're not satisfied with initial approach seek the assistance of a friend, student leader or teacher. 3. If you're not satisfied with the outcome above talk to your pastoral/class teacher who will assist in mediation, take appropriate action against the accused or refer onto the Chaplain or Principal. 4. If Chaplain becomes involved, he will then either assist in mediation, take appropriate action against the accused or refer onto the Principal. 5. If the Principal is involved he will listen to arguments and then make adjudication. <p>For Moderate Level Proceed Immediately to step 1</p> <p>For High Level Proceed Immediately to step 2</p> <p>For Extreme Level Proceed Immediately to step 3</p>	<p>STEPS:-</p> <ol style="list-style-type: none"> 1. Arrange a time to speak to the relevant teacher(s) about the problem. 2. Please do not enter College classrooms, offices or playgrounds about a major grievance without prior arrangement. 3. Let the teacher know what you consider to be the issue. 4. Allow a reasonable timeframe for the issue to be addressed. 5. If the grievance is not addressed arrange a time to speak with the Principal. <small>If parents require support in this meeting, they may bring a person with them to support or advocate for them.</small> 6. If you are still unhappy, please arrange a time to discuss the issue with the CEO of CCM. <p>Parent(s) with a grievance about Board Policy should:</p> <ol style="list-style-type: none"> 1. Arrange a meeting time with the Principal to discuss the concern. 2. Allow reasonable time frame for issues to be addressed. 3. If you are still unhappy, please arrange a time to resolve the issue with the CEO of CCM. 	<p>STEPS:-</p> <ol style="list-style-type: none"> 1. Arrange a time to speak to the person concerned. 2. Allow reasonable time for the issue to be addressed. 3. If the grievance is not resolved speak to:- Your Principal/Line Manager who will convene a meeting between parties which may include support staff if requested (eg Chaplain). The role of the support person is to witness that natural justice is being carried out, that participants are treated with respect and that the appropriate processes have taken place. They may mediate to talk through issues but may not take sides or advocate. They may be requested to take minutes. 4. If the issue is not resolved within a reasonable time arrange a time to speak to the CEO of CCM.

Formal Grievances:

Formal investigation refers to the process used to respond to written grievances, whereby an investigation is undertaken to gather information relating to the allegations to inform a recommended resolution.

- Any member of the Seaview community may lodge a formal written grievance with the Principal, who will work towards a resolution of the grievance at the local level.
- Complaints against the Principal should be lodged with the CEO of CCM.
- A written grievance should be marked "Confidential" and forwarded to the Principal or CEO (if complaint is against the Principal) as soon as possible after the event(s) which prompted the grievance.

- The investigating officer (Principal or nominated staff member) will make a determination on the basis of an investigation whether or not to uphold the grievance.
- The complainant and respondent will be informed of the outcome and action taken.
- If the issue is not resolved within a reasonable time or they are not satisfied that the grievance has been managed appropriately, contact the CEO of CCM.

Harassment and Bullying Policy

Harassment and Bullying Policy

Harassment/bullying is a behaviour that is unwelcome, unwanted, unsolicited and usually persistent. It embarrasses, hurts, humiliates, compromises or frightens people. It can be done by an individual, or a group, and whilst usually deliberate, it can be thoughtless or careless. Harassment / bullying can only grow when ignored, denied or tolerated. The best weapon against harassment / bullying is awareness.

The following policy applies to all members of the College community - staff, students and parents.

Biblical Perspective

The Bible is very clear about:

1. The way others should be treated.

"Love one another" John 13:34-35

"How wonderful it is, how pleasant when brothers live in harmony" Psalms 133:1

"Honour one another above yourselves. ... Live in harmony with one another."

Romans 12:10-16

2. Handling a grievance.

"If your brother sins against you, go and show Him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." Matthew 18:15-17

"Do not repay anyone evil for evil. Be careful to do what is right in the eyes of everybody. ... As far as it depends on you, live at peace with everyone. ... Do not be overcome by evil, but overcome evil with good." Romans 12:17-21

Types of Harassment & Bullying

Physical

- Fighting, pushing, shoving, gesturing or invading of personal space.
- Using stand-over tactics, picking on others, threatening to 'get' people, 'paying out' people.
- Damaging, 'borrowing' or 'hiding' other people's possessions.

Verbal

- Name calling, using offensive language.
- Offensive notes or graffiti about others including using text or picture messaging on mobile phones.
- Hurtful comments about someone's appearance or ability.

Spiritual/Racial

- Picking on people because of their race, religious or cultural beliefs.

Emotional/Indirect

- Staring, using dirty looks, making gestures and faces.
- Deliberately excluding someone from activities or social groups.
- Spreading rumours, slandering (putting people down behind their backs).
- Using other people to threaten, intimidate or humiliate someone.

Sexual

- Touching or brushing against someone in a sexual manner.
- Sexually oriented jokes, drawings and literature.
- Commenting on the size and shape of someone's body.
- Calling someone rude names or making comments about someone's morals.
- Invitations of a sexual nature.
- Asking unwanted questions about someone's private life.

Cyber Bullying

Cyber bullying is a term used to describe bullying behaviours through email, chat rooms, mobile phones, text messages, mobile phone cameras and websites. The following behaviours are considered cyber-bullying:

- Sending of inappropriate, demeaning or threatening emails, text messages or twitter to or about another person.
- Creating or posting inappropriate, demeaning or threatening information or pictures / photos on websites (eg Facebook, Instagram, Snapchat, internet chat rooms).

The best weapon against cyber bullying is awareness. To this end, cyber bullying resources and information will be made available to teachers, parents and students of the college.

Preventative Action and Strategies

The intent of Seaview Christian College is to

- Reflect the love of Christ in all relationships with all people.
- Provide a happy, safe and secure learning environment for all students.
- Ensure a climate of openness and trust exists in the college.
- Incorporate anti-bullying lessons into the college curriculum at all levels.
- Have bullying situations dealt with as soon as they occur.

Any form of Harassment is wrong and will not be tolerated at Seaview Christian College. Every member of the College community is responsible for assisting in its prevention.

Staff will be in-serviced on forms of bullying / harassment and on appropriate responses.

Staff will educate students on what bullying and harassment are, and will make it clear that bullying only thrives when others do nothing to stop it. (See below for specific personal strategies.)

The Harassment and Bullying Policy will be clearly communicated and available to teachers, parents, students and all other stakeholders (eg via student diary, parent and staff handbooks, College website).

Staff will foster a positive community spirit that prevents the growth of harassment.

Staff will seek to assist students to develop positive relationships with one another.

Staff will conduct devotions and lessons aimed at preventing harassment and building a culture of dignity and respect.

Staff will seek input from students (eg via surveys) and from student leaders (eg class captains) to ascertain whether there are any undisclosed issues.

Students with Special Needs

Staff will take preventative measures to protect students, parents, volunteers and staff who have disabilities, from harassment and bullying. These preventative measures extend to associates of people with disabilities/special needs.

Harassment and bullying may take many forms and may be directed because of physical, mental or emotional disability or may be due to an association with a person with a disability or need.

Personal harassment may include:

- a. Insults or bullying based on personal circumstances, appearance, disability or learning need.
- b. Teasing and pranks about disability or physical/mental/emotional difference.
- c. Hostility based on disability.
- d. Using a person's known ill health or disability to deskill, depower or demoralise them.

Behaviour which makes direct or indirect reference to disability or impairment and which patronises, causes discomfort, insults or offends people with a physical, sensory, emotional or mental disability or their associates will not be tolerated by Seaview Christian College.

Response to Being Harassed /Bullied - What Can I Do About It?

Step 1: Ignore the behaviour. By not reacting, the harasser is not rewarded and the harassment may stop.

If it does not stop or if it is too serious to ignore

Step 2: Confront the person who is harassing you and tell her or him that the actions are unwanted. It may stop.

If harassment continues

Step 3: Talk it over openly with an adult, parent or a trusted friend, who can help with the decision about what to do.

If harassment continues

Step 4: Report the matter directly to a teacher who will listen to you and help you decide the best way to handle the situation, which may include discussion with parents and confronting the harasser. This is not dobbing.

If the harassment does not stop

Step 5: The student or teacher speak to the Principal and allow him/her to take the action they deem necessary. Parents will be informed.

Response By Teacher

All complaints will be investigated and documented. Staff will support and protect students who make a complaint. Consequences will only take effect after an incident has been thoroughly investigated and can be corroborated by independent sources or eyewitnesses. Where such evidence exists, disciplinary consequences will occur.

The normal consequences for bullying / harassment will be as follows, although the College administration reserves the right to treat any single act of bullying / harassment as severe enough to skip a step, or indeed to warrant immediate suspension, exclusion or dismissal from the college. Any bullying / harassment offence will be communicated to parents.

First offence: Discussion / counselling / apology.

Second offence: Detention / behaviour contract / privileges withdrawn.

Third offence: One day in-school suspension / further counselling / parent involvement.

Fourth offence: Minimum two days out of school suspension / round table conference with parent present before student is reinstated into class.

Fifth offence: Student may be recommended for long-term exclusion.

In serious cases, teachers are mandated by law to report instances or suspected instances of sexual or physical child abuse to the Family and Youth Services Department.

Inappropriate Parental Discipline

Parents may not approach children other than their own to discipline them on College property or during College activities.

It is neither appropriate nor acceptable for parents to approach other students in an attempt to discipline them for behaviour that occurred either inside or outside of the College.

If parents have a student-related issue that has occurred during College hours, the correct procedure is to direct the concern to a staff member and not to reprimand or confront the student. The staff member will then follow through with whatever discipline is needed. Obvious exceptions to this might be for parents who take on certain roles such as sports coaching.

If the issue has occurred outside College hours, the responsibility for the behaviour of the student belongs with the parent of that child. In such instances, contact should be made with that parent and not the child in question.

We understand that students will sometimes harass one another outside school hours. There are examples of bullying behaviour using technology such as the internet and mobile phones. It is

difficult for us to apply consequences for these things when they happen at home. From a relational viewpoint and wherever possible, we will attempt to mediate issues that might occur, but we cannot discipline a student unless their behaviour in some way brings the College into disrepute.

Our number one priority is the safety of each child and if they are being threatened in any way by an adult we will need to respond immediately.

Instrumental Tuition Policy

Seaview Christian College recognises the value of learning a musical instrument. The practical skills involved in playing a specific instrument as well as learning to listen, analyse and read related music brings personal enjoyment and a sense of achievement. The benefit of developing these skills, however, goes much further. Research and experience has shown that learning an instrument has a positive impact in many areas of schooling and personal development which can include: language and reading; mathematics; visual perception; co-ordination; self-discipline; patience; persistence; emotional resilience; stress management; teamwork skills and increased self-confidence.

The College is committed to facilitating lessons for students who wish to learn an instrument on campus.

Where parents/caregivers request a lesson, the College will refer them to instructors who have indicated their availability and whom the College is prepared to recommend. Parents/caregivers can be confident that any instrumental instructor recommended by the College has a high level of musical training and expertise, a current Police Clearance certificate and either has or will complete the Responding to Abuse & Neglect training.

Parents/caregivers and instructor will then enter into an agreement for the instructor to provide lessons, in return for a fee to be paid by the parents/caregivers. **Parents/caregivers must ensure they can meet the costs of the instrumental lessons as agreed to.** Instructors are not employed by the College to provide these lessons – **it is a private arrangement between parents/caregivers and the instrumental teacher.**

The College will recommend an appropriate fee for College-based lessons, as well as certain other conditions communicated in writing, but it is up to parents/caregivers and instructors to reach agreement on these matters.

The College provides a room for each lesson to occur on-site, mostly during the school day. In addition, some lessons may be timetabled just before or just after school. **Lesson times depend on the availability of the instrumental instructor and room availability.** Where possible, lessons will be timetabled so that they happen at different times each week (on the same day), so that students do not miss out on the same class subject every week.

It is the responsibility of the student (with parent/caregiver support as appropriate) to practice regularly at home, bring their instrument and music each week and to catch up on any class work missed while at instrumental lessons.

Please contact the College for further information regarding:

- tuition fees;
- the purchase or hire of instruments;
- the timetabling of lessons;

- band rehearsals and performances;
- commitment to the program and practice routines.

Personal Technology Policy

Mobile Phones

Students are permitted to have mobile phones at College if they are willing to satisfy the following conditions of use.

- Mobile phones must be turned off during lessons and stored away securely in lockers.
- Mobile phones are not allowed into the classroom, unless approved by teacher under specific circumstances.
- During non-lesson times students are only permitted to use their phones in emergency situations.

Students who fail to comply with these conditions of use will be accompanied to the front office to surrender their phone. It will be available for collection at the end of the day. A note in the diary or communication book, or a phone call home will explain details and consequences to parents. Permission to have the phone at College may be withdrawn for a period of time. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

In-phone and other cameras

In accordance with Privacy laws, in-phone cameras are not to be used at any time at the College, or on College grounds. If a student has so used their in-phone camera, or other camera, similar consequences to those detailed above will occur initially, with the likelihood of a period of suspension to follow. There is also the possibility of legal action against the person using the camera.

Cameras may be used on excursions and camps provided specific permission has been given from the supervising teacher.

Cameras may be used for a specific class activity provided specific permission has been given from the supervising teacher.

Parent and student contact via mobile phone

Parents and students are asked **not** to use their mobile phones to organise a pick up from College during the day. **The College's duty of care requires these arrangements be made through the front office.** If a child is unwell and needs to be picked up from the College, the office staff will contact parents. Parents are asked to call the front office should they need to organise a pick up of their child, and/or in the case of emergencies.

Personal Listening Devices (PLDs)

Students should not bring personal listening devices (eg MP3 players, iPods, etc) to College.

The concerns are:

- The content of the material to which students may be listening.
- The antisocial behaviour apparent when students use their PLD.
- The impact on student's learning and the learning of others (distraction-value) when these devices are used in class.

If a PLD is brought to College it should be placed in a secure location until the end of the day. USB drives that double as MP3 players **may be used only for data storage**.

Skin Protection Policy

Seaview Christian College has a duty of care towards our students in relation to their exposure to harmful ultraviolet sunlight.

Students are required to wear their College hats at all times when they are outside. Consequences apply if students ignore the 'hat rule'.

Sunscreen is provided in all classrooms and is also available from the office. We recommend students apply sunscreen before leaving home. The sunscreen provided on campus is for re-application.

Student Awards Policy

Staff of the College endeavour to recognise the achievement of students in all aspects of College life. For example, teachers may award merit certificates which recognise a student's work habits, social skills or specific improvement in their learning.

Much of the recognition occurs during relevant assemblies.

At the end of each year teachers recognise student effort and achievement through a variety of awards, presented at the annual Awards Night.

Appendix 1: NSSF and Values

National Safe Schools Framework

Seaview Christian College affirms the following National Safe Schools Framework principles and values:

Guiding principles for the provision of a safe and supportive school environment

Australian schools:

1. Affirm the right of all school community members to feel safe at school
2. Promote care, respect and cooperation, and value diversity
3. Implement policies, programmes and processes to nurture a safe and supportive school environment
4. Recognise that quality leadership is an essential element that underpins the creation of a safe and supportive school environment
5. Develop and implement policies and programmes through processes that engage the whole school community
6. Ensure that roles and responsibilities of all members of the school community are clearly communicated in promoting a safe and supportive environment
7. Recognise the critical importance of pre-service and ongoing professional development in creating a safe and supportive school environment
8. Have a responsibility to provide opportunities for students to learn through the formal curriculum the knowledge, skills and dispositions needed for positive relationships
9. Focus on policies that are proactive and oriented towards prevention and intervention
10. Regularly monitor and evaluate policies and programmes so that evidence-based practice supports decisions and improvements
11. Take action to protect children from all forms of abuse and neglect

Values for Australian Schooling

<p>Care and Compassion Care for self and others</p>	<p>Integrity Act in accordance with principles of moral and ethical conduct, ensure consistency between words and deeds</p>
<p>Doing Your Best Seek to accomplish something worthy and admirable, try hard, pursue excellence</p>	<p>Respect Treat others with consideration and regard, respect another person's point of view</p>
<p>Fair Go Pursue and protect the common good where all people are treated fairly for a just society</p>	<p>Responsibility Be accountable for one's own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment</p>
<p>Freedom Enjoy all the rights and privileges of Australian citizenship free from unnecessary interference or control, and stand up for the rights of others</p>	<p>Understanding, Tolerance and Inclusion Be aware of others and their cultures, accept diversity within a democratic society, being included and including others</p>
<p>Honesty and Trustworthiness Be honest, sincere and seek the truth</p>	

Respect

Honesty

Love

Integrity

Loyalty

Diligence

Courage