



Nurture for today • Learning for tomorrow • Character for eternity

# **School Handbook**

# **2018**

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Chaplain..... Racheal Pullen(rpullen@kas.nsw.edu.au)

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Pastor ..... John T. Boston(can be contacted via the school office)

Pastor ..... Stephen Duncan(can be contacted via the school office)

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## School Overview

### Vision Statement

*Nurture for Today • Learning for Tomorrow • Character for Eternity*

### Mission Statement

*To provide a Christ-centred, supportive environment in which students can realize their potential and experience an abundant life of service to God and the community.*

### KAS Summary

Kempsey Adventist School is a co-educational institution operated by the Seventh-day Adventist Church, as part of its worldwide system of Christian schools. It is open to any student who wishes to study and learn within a Christian environment.

Kempsey Adventist School was established on its current site in 2003. The school opened at primary level initially and is now providing an approved program of education from Pre-Kindy to Year 12.

Kempsey Adventist School is fully registered with the New South Wales Education Standards Authority, and is a member of the Association of Independent Schools (NSW). Seventh-day

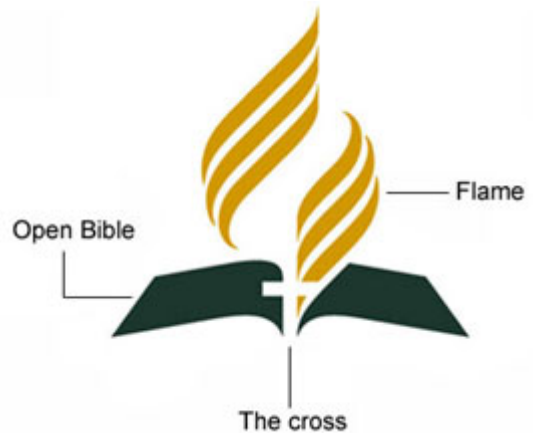


Adventist Schools (NNSW) Ltd is responsible for the appointment of permanent staff and supervision of teaching standards. The local School Advisory Council provides support to the local School Executive, which in turn, is responsible for the day-to-day operation of the school.

## The KAS Crest

The KAS logo is not just a corporate symbol used on office stationery. It tells our faith story.

This logo is the first international logo used by all Seventh-day Adventist Churches throughout the world and is representative of some of our main beliefs.



The logo is made up of three main graphical elements

and the name, "Seventh-day Adventist Church". The three graphical elements are the flame, the cross and the Bible.

### The Flame

This shape is formed by three lines encircling an implied sphere. The lines represent the three angels of Revelation 14 circling the globe and our commission to take the gospel to the entire world. The overall shape forms a flame symbolic of the Holy Spirit.

The lines at the top of the design suggest a continued upward momentum symbolising the resurrection of Christ and the promise that we will ascend to heaven at Christ's second coming, the ultimate focus of our faith.

### The Open Bible

The Bible forms the base of the design and represents the Biblical foundation of our beliefs. It is portrayed in a fully opened position suggesting a full acceptance of God's word.

## The Cross

The symbol of the cross, representing the gospel of salvation, is positioned in the centre of the design to emphasise Christ's sacrifice, which is the central theme of our faith.

It is also significant that the Bible-representing the law, and the flame-representing the Spirit, come together at the cross.

## The Name

*Seventh-day* refers to the Adventist belief in the biblical "Sabbath". It is a time set aside for people to connect with God, family and friends and to share in both physical and spiritual rest. The "Sabbath" was observed in the Bible on the seventh day of the calendar, or Saturday. The weekly "Sabbath" is observed from sunset Friday to sunset Saturday globally in all Seventh-day Adventist Churches.

*Adventist* is a term that describes someone who believes in the "advent" or return of Jesus Christ.

*Church* is a term used to describe a community of believers who share a common faith and purpose. Seventh-day Adventists are part of a world-wide community that shares common beliefs regardless of nationality, gender or economic status. Our common purpose has been given to us by Jesus as written in chapter 28 of Matthew in the Bible.

## School Objectives

The objectives of the Kempsey Adventist School are:

**Spiritual: A key objective of Christian education is to lead children to a knowledge and acceptance of Christ as their Saviour. As such, each student is encouraged to:-**

- Develop an understanding of God's love and acceptance of them as they are
- Accept Christ as their personal Saviour and friend
- Develop daily a Christ like character
- Realise that it is important for God to be part of every aspect of their lives.
- Develop a personal devotional life of study and prayer and an openness in sharing Christian experiences and God's blessing

- Support and be respectful of the spiritual activities of the school
- Develop an appreciation for an understanding of the Bible as the written word of God, an infallible rule of faith and practice for the Christian.

**Academic: In that man was created with the ability to reason and have the power of choice each student is encouraged to:**

- Participate in an academic program that challenges them to excellence
- Develop critical thinking skills
- Become intellectually curious, imaginative and creative
- Develop an ability to communicate effectively
- Develop the practical application of numeracy skills
- Participate in an academic framework that provides for further education

**Physical: In that our body is the temple of the Holy Spirit each student is encouraged to:**

- Demonstrate by their attitude and behaviour that their body is the temple of the Holy Spirit
- Develop skills that will help each to enjoy performing useful work and leisure time
- Participate in a physical programme which challenges them to excellence within the parameters of the abilities of each individual
- Develop habits of healthful living

**Social: Because we believe that God's law outlines our responsibility to one another and invites us to develop relationships in keeping with the character of Christ, each student is encouraged to:**

- Develop discrimination in the use of leisure time
- Demonstrate a commitment to Christian mission by participating in school, church and community activities
- Develop character building qualities such as kindness, courtesy, co-operation, tolerance and helpfulness as they work and play together co-operatively
- Demonstrate an appreciation for people of different religious or cultural backgrounds
- Develop an understanding of and appreciation for the worth of all people

- Foster a social environment of support and acceptance which leads to a positive self-image
- Develop a sense of identity, recognition and self-respect
- Foster an attitude of pride in their school
- Value the establishment of Christian friendships

**Cultural: Because God created beauty in the world, each student is encouraged to:**

- Develop a care and concern for the created works of God as revealed in nature
- Recognise the ecological importance of balance in nature
- Develop and improve his/her capacity to enjoy and create works of artistic value

## General Information

### Academic Program and Formal Assessments

All formal courses of study taught at KAS, including the Encounter Bible course (Years K-8), Religious Studies (Year 9-10) and Studies of Religion (Years 11-12), are registered with the NSW Education Standards Authority (NESA).

The academic program at KAS includes formal school examination periods in the secondary school and the inclusion of NAPLAN, ICAS (University of NSW) and ACER assessment periods throughout the year.

\*Both primary and secondary assessment dates are noted on the school calendar which can be accessed from the home page of the school's website located at [www.kas.nsw.edu.au](http://www.kas.nsw.edu.au)

### Academic Rules (Secondary)

Please refer to the applicable student Assessment Handbooks for 2018. *(These documents can be accessed from the KAS website – [www.kas.nsw.edu.au](http://www.kas.nsw.edu.au) - under the About Us tab (Policies and Publications – in the secondary section).*

## Referencing Guidelines (Secondary)

Please refer to the applicable student Assessment Handbook for 2018. *(This document can be accessed from the KAS website – [www.kas.nsw.edu.au](http://www.kas.nsw.edu.au) - under the About Us tab (Policies and Publications – in the secondary section).*

## Guidelines for Examinations (Secondary)

Please refer to the applicable student Assessment Handbooks for 2018. *(These documents can be accessed from the KAS website – [www.kas.nsw.edu.au](http://www.kas.nsw.edu.au) - under the About Us tab (policies and publications - secondary section).*

## Bell Times

Primary			
Length	Primary	Start	Finish
1:00	P1	8:55	9:55
1:00	P2	9:55	10:55
0:30	Lunch	10:55	11:25
1:00	P3	11:25	12:25
1:00	P4	12:25	1:25
0:30	Recess	1:25	1:55
1:00	P5	1:55	2:55
0:15	Roll/Pack-up	2:55	3:10
Secondary			
Length	Secondary	Start	Finish
0:10	Roll	8:55	9:05
1:00	P1	9:07	10:07
1:00	P2	10:10	11:10
1:00	P3	11:13	12:13
0:10	Lunch 1	12:13	12:23
0:30	Lunch 2	12:23	12:53
1:00	P4	12:55	1:55
0:13	Recess	1:55	2:08
1:00	P5	2:10	3:10

## Bus Policy

By extension, buses contracted by KAS or used by KAS students to travel to and from school are part of the school environment. As such, those students who travel on a bus are representatives of our school. Hence, if a student chooses to behave in a manner contrary to the bus rules they are also choosing to subject themselves to the outcomes of the KAS Student Management Policy as set out in this handbook.

### **Code of Conduct for School Students on Buses**

(New South Wales – Ministry of Transport)

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

#### **Behaving appropriately**

- respect the needs and comfort of other passengers (e.g. no use of offensive or racist language, fighting, spitting, placing feet on seats, throwing things in or from the bus, eating or drinking - except water - unless the bus operator gives written permission)
- give up seats to all adults and disabled passengers
- adhere to the law that bans smoking on buses
- obey reasonable directions from the driver (e.g. where to sit or to remain in the bus)
- keep arms, legs and heads inside the bus
- refrain from attracting the attention of the driver except in the case of emergency

#### **Respecting property**

- protect bus property
- ensure that buses are not vandalised
- report any vandalism e.g. graffiti and window etching

#### **Holding passes**

- show travel passes or tickets to the driver on boarding and when requested
- use the travel pass only for its intended purpose
- 'swipe' or 'dip' passes in ticket readers if available when boarding
- keep your pass for your own use - you should not lend your pass to other students or borrow one from them.

**Disobeying these rules may lead to the withdrawal of school bus travel passes and/or prosecution.**

In the case of students travelling under the School Student Transport Scheme, this Code of Conduct is also printed on the application form. You are reminded that when signing the application form the parent/guardian/carer explicitly declares that they support the Code and that it has been explained to their child.

**If students misbehave on buses, the following consequences may result:**

**Unacceptable behaviour:** Such as using offensive or racist language, disobeying reasonable directions from the driver, smoking, spitting, damaging property, eating on the bus, distracting the driver with persistent noise and failing to show the travel pass **may lead to** the loss of subsidised school travel privileges for up to **two school weeks** for a second offence, and up to **ten school weeks** for subsequent offences. Permanent suspension of school travel privileges or banning from travelling on buses may apply for repeated offences.

**Dangerous behaviour:** Such as seriously bullying or harassing other passengers, fighting, letting any part of your body protrude from the bus, throwing objects inside or outside the bus, using matches and lighters, carrying dangerous items and group misbehaviour **may lead to** the loss of subsidised school travel privileges for up to **four school weeks** for a first offence and up to **ten school weeks** for subsequent offences - or if group misbehaviour is involved, **permanent loss** of school travel privileges. Permanent suspension of school travel privileges or banning from travelling on buses may apply for repeated offences.

**Highly dangerous behaviour:** Such as interfering with safety equipment, pushing students out of the doors or windows, assaulting the driver or other passengers and destruction of bus property **may lead to** the **permanent loss** of subsidised school travel privileges, and possible court action or police prosecution. Students may be banned from travelling on buses.

**The police will be called to deal with highly dangerous behaviour.**

These penalties reflect the seriousness of the misbehaviour. They ensure that all students who misbehave on buses are dealt with in a fair and consistent manner, no matter which bus operator or school is involved. If students are refused travel, parents/guardians/carers must make alternative travel arrangements and meet any costs of that transport. They will not be eligible for the Ministry of Transport Private Vehicle Conveyance Scheme under these circumstances. A group of school students behaving unacceptably may risk higher penalties if their conduct puts the safety of other passengers or the driver at risk.

The operator will inform the Ministry of its decision. The Ministry may inform an operator of a student's record of misbehaviour. Please refer to the Guidelines for Managing School Students' Behaviour on Buses for dealing with incidents of inappropriate behaviour. Copies of the



Guidelines are available at <http://www.transport.nsw.gov.au/ssts/school-bus-guide.html> at the following links - PDF (185 kb); Word file (299 kb). Copies are also available at each school.

### **What are the consequences of inappropriate behaviour?**

If a student misbehaves on a bus, the bus operator concerned will contact the parents and the school.

- Any misbehaviour on a bus may be dealt with under the guidelines of the KAS Student Management Policy.
- Depending on the gravity of the offence, students may be required to give up their school bus travel pass or may be refused travel on the bus for a period of time determined by the bus operator.
- Heavier penalties may apply to students involved in group misbehaviour.
- School principals have the right to take additional disciplinary action against a student under the school's discipline code or student welfare policy for any breach of the Code of Conduct.

## **Canteen**

The School Canteen operates Monday to Friday each week with a full menu. There is a Canteen menu available on the KAS website with information and prices. Orders can be placed up until 9;30am.

***Note: Primary students may visit the canteen at lunch from 11:15 to 11:25***

***Note: Secondary students may visit the canteen at lunch from 12:13 to 12:50***

The canteen is also open for breakfast Tues-Fri and during afternoon recess.

## **Communication to the School Community**

The KAS website located at [www.kas.nsw.edu.au](http://www.kas.nsw.edu.au) and is key point of contact between KAS and the community. The school's Facebook page and Skoolbag app can also be directly accessed from the school's website homepage.

Information relating to the operation of the school may also be accessed from the KAS office and the school's SEQTA database via a parent/carer and/or student login. For information about how to obtain a login to SEQTA, please contact the school office.

The KAS News Feed available from these contact points is a great way of staying up-to-date with the latest news and events at KAS.

## Enrichment Excursions, Camps and Expeditions

KAS places a high emphasis on actively engaging students in education which is relevant and useful in everyday living. Throughout the year various subject teachers will require their students to be involved in day excursions relevant to the topic being studied. These field trips are usually conducted during normal school hours. Parents will be notified via an Information Sheet and the newsletter at the relevant times.

In addition to these excursions, class camps which form a part of the school curriculum are conducted at various year levels. The purpose of these camps is to extend students' learning, develop resilience and provide life experiences beyond the boundaries of regular school activities. As these excursions and camps are part of the formal school programme, students are expected to attend, as regular classes for the affected year levels will not be held during these days.

The cost of camps and excursions varies depending on the type and length of the activities involved. Payment for camps/excursions is covered by the camps levy which is charged to each secondary student upon enrolment at KAS.

\*The Year 11 (Fiji Service project) and year 12 (Nepal Service Project) camps operate in addition to regular class camps and involve additional fees. The cost and conditions for participation in these additional programs are published to the relevant classes/families.

\*The dates of camps and/or expeditions are available from the school calendar which can be accessed from the home page of the school's website located at [www.kas.nsw.edu.au](http://www.kas.nsw.edu.au)

## Homework Program (Primary)

The primary school homework program at KAS benefits students by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning.

The homework program aims to:

- support and extend classroom learning.
- develop positive study habits.
- develop a responsibility for self-learning.

**Lower Primary (Kindergarten – Year 4)** Homework will consist mainly of:

- literacy and Numeracy activities to complete under the supervision of parents/guardians.
- simple extension tasks associated with classroom activities.
- gathering of additional information or materials
- homework will generally not exceed 30 minutes per day and will not be set on weekends or during holiday periods.

**Upper Primary (Years 5 – 6)** Homework will consist mainly of:

- independent Literacy/Numeracy tasks on a daily basis
- tasks such as continuation of classroom work, projects and assignments, essays and research
- homework will generally not exceed 45 minutes per day, and must be coordinated between teachers to avoid excessive workload, and may be set during weekends and school holidays.

## Homework Program (Secondary)

The secondary school homework program at KAS benefits students by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning.

The homework program aims to:

- support and extend classroom learning.
- develop positive study habits.
- develop a responsibility for self-learning

**Junior Secondary (Years 7 – 9)** Homework will consist mainly of:

- independent reading on a daily basis
- tasks such as continuation of classroom work, projects and assignments, essays and research
- homework will generally be between 45 and 90 minutes per day, must be coordinated between teachers to avoid excessive workload, and may be set during weekends and school vacations.

**Senior Secondary (Years 10 – Year 12)** Homework will consist mainly of:

- reading, research, assignments, assessments tasks and independent projects.

- homework schedules will be discussed with each student individually, with opportunities being made for parents to discuss homework issues with the school.
- students will be provided with formal opportunities to build organisation and planning skills.
- homework will generally increase from 90 minutes to 3 hours per weeknight with up to 6 hours on weekends during peak HSC periods.
- it is commonplace for teachers to assign unfinished classroom activities as homework tasks.

## Information Technology (Computers, Tablets, Mobile Phones, Portable Music & File Storage Devices etc.)

The purpose of the school computer network is to facilitate **educational use** of the Internet, software applications and the school Intranet through the provision of: units of work, access to resources, collaborative learning and expert guidance in study topics.

This policy refers to all electronic devices. A “device” means any device including desktop computers, laptops, netbooks, iPads, iPods, MP3 players, USB sticks, external hard drives and other mobile information storage devices, mobile phones and the like regardless of whom they belong, that are part of the school’s property, brought onto school property or to school activities, or that are connected to the school's network or facilities or use a private account to access a phone or internet network.

Students must use all electronic devices carefully and follow all teacher instructions about how and when to use them, and how to take care of them.

It is the responsibility of all students to maintain the security of access codes and passwords. Your user name and password are your responsibility. “Someone else used my password” is not an acceptable excuse for misuse of the network traced back to you.

Any attempted or actual corruption of school network files will result in cancellation of privileges. Harassment of other members of the school community or vandalism of equipment or files will result in cancellation of privileges.

All KAS units of work and other KAS material published on the Intranet are copyrighted.

Normal copyright laws apply to any sites accessed through intranet links or as a result of research for school units of work.

All users are expected to abide by the generally accepted rules of network etiquette. Users will not communicate in a manner inappropriate to a public forum nor knowingly seek out offensive material.

**Responsible users will:**

- Be polite.
- Respect the Adventist values and culture of KAS.
- Knowingly view and use only what KAS considers to be appropriate and acceptable material.
- Accept the limits the school places on the type of internet sites and security structures which may be used.
- Only use the computer network for curriculum purposes, unless special permission has been granted.
- Follow all legal and copyright regulations relating to software and intellectual property right.
- Not download data, other than in the ordinary course of learning.
- Not download or install software (licensed, shareware, freeware, evaluation or otherwise) other than as directed by the school.
- Not engage in cyber bullying, or any other behaviour which is abusive or otherwise offensive.
- Not be rude, vulgar or insulting.
- Note that electronic communications are not guaranteed to be private but will respect the privacy of other users' communications.
- Not use the network in a way that will disrupt its use by others.
- Not use e-mail for frivolous or mischievous purposes.
- Not trespass or interfere with or change computer files or documents belonging to other users.
- Acknowledge the use of material from the Internet in line with accepted referencing practices.
- Not attempt to bypass the firewall or internet protocols set by the school.
- Not take photos or video of others, especially staff, without their consent.
- Not use the school name or crest without the permission of a Deputy Principal.
- Not appear in school uniform or mention you are a member of the school community on any social network site (e.g. Facebook, Snapchat, etc.).
- Not bring to or use a personal computer (laptop, netbook, iPad or other similar device) at KAS without the expressed permission of a Deputy Principal

## Mobile Phones, iPods & MP3 players

- Students are permitted to have mobile phones at school during regular school days.
- Students are not permitted to bring and/or carry mobile phones on school excursions, sports events and/or school camps and tours. Phones which are found to be carried and or used by students at such school events will be confiscated for a minimum of 2 school days or until the camp/event is completed and a detention notice may be issued. (Variance to this expectation may be made at the discretion of the Deputy Principal, or where appropriate, the Sports Coordinator).
- When students are away from the school campus for such events and a student needs to contact a parent or vice versa, any such contact can be arranged through the school office and the teachers attending the off-campus event.
- Students are not permitted to bring iPod, MP3 or other similar music playing devices to school either for regular school days or off-campus events.
- Student mobile phones must be **turned-off** during regular school hours, including recess and lunch
- Phones **should not be seen** during regular school hours, including recess and lunch, unless during recess and lunch, the phone is being used appropriately within the designated “Student Mobile Phone Usage Area” as specified by the Deputy Principal (Secondary)
- A ‘phone not being seen’ includes not placing phones inside bras, top pockets or other such places where attention is draw to the carrying of the phone. All phones carried by a student must be done so in a way that is discreet and responsible, so that others at school are unaware that a phone is, in fact, being carried by a given student.
- The school does not accept responsibility for phones that students bring to school and leave in unattended school bags. Mobile phones should be kept on the person, in a locked locker, or deposited with the appropriate Junior or Senior Dean of Learning at the start of the school day.
- If a student is found to have a mobile phone on, or in use during regular school hours, including the writing or receiving of SMS messages, unless the phone is being used appropriately within the designated “Student Mobile Phone Usage Area” as specified by the Deputy Principal (Secondary), they will have it confiscated for a minimum of 2 school days and a detention notice will be issued.
- Mobile phones are not permitted to be with a student during any formal examination. Having a mobile phone during a formal examination is a serious misdemeanour at both school and Board of Studies levels. Prior to school examinations, students should hand their mobile phones to their Dean. For Higher School Certificate examinations, students must not have mobile phones on their person before entering the Examination Hall.
- Headphones that accompany mobile phones, when used, should be used discretely. Overly large or ostentatious headphones are not permitted.
- The school does not take any responsibility for lost or damaged phones.

### **Encountering of inappropriate or offensive material**

- Users may inadvertently encounter material which users, parents or teachers consider inappropriate or offensive. In such case they should immediately use the back button to back out of the site or the home button to return to their home page and notify their supervising teacher or parent.
- Students are reminded that their computer and the proxy server they are using keep records of sites accessed.
- Deliberate accessing of inappropriate or offensive material is not acceptable behaviour and will result in cancellation of privileges, parental contact and possible further disciplinary action.

### **Can my device be taken and/or accessed?**

**All electronic technology used at KAS, including private mobile phones,** may be taken from a student and accessed if it is believed that:

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

If unacceptable files and/or content is found those files/content may be deleted, and disciplinary action may be taken. If a breach of relevant law has occurred, the matter will be referred to the police.

## **Learning Information Centre**

The KAS Learning Information Centre (LIC) offers students a broad range of reading and/or research resources both for at school use and via a formalised borrowing procedure.

Via the LIC, KAS students have access to a broad range of both hard copy and electronic resources to assist with their studies.

For information concerning borrowing limits, please contact the KAS LIC via the school office.

## **Lockers**

Lockers for secondary students at KAS are managed by the applicable Deans of Learning.

Secondary students will be supplied with a padlock, which will remain the property of KAS. Padlocks which are lost and/or damaged will be replaced at cost to the student concerned.

Lockers at KAS will be subject to regular inspections and students found to have failed to

maintain their lockers or have behaved inappropriately in the locker room area will be subject to the outcomes of the Student Management Guidelines.

The following rules apply specifically to the locker rooms:

1. Locker rooms are not play areas. Once you have retrieved or put away your books leave the locker rooms immediately.
2. No food or drink is to be either eaten or consumed in the locker rooms.
3. Locker rooms must be kept clean and tidy – all rubbish must be placed in bins provided.
4. Individual lockers should be kept clean and tidy on the inside.
5. Individual lockers and their doors should remain clean and free from graffiti and stickers.
6. The locker rooms are considered out-of-bounds during the short breaks between periods and may only be accessed by students during the before and after school periods and the lunch and recess breaks.
7. Damage to lockers will result in loss of privileges in the locker room and further disciplinary action.

## Parents' and Principals' Association

An association of parents, school leaders, teachers and friends interested in the progress of the school, meets regularly during the year to hear speakers on informative topics, discuss school matters and to raise money to provide additional school equipment. If you are interested in becoming involved in the Parents' and Principals' Association please contact the school office.

## Personal Property

All personal property, including all books and clothing, should be named with a permanent marker or label. This will help in the event of having to locate lost property. Any personal belongings that are brought to school are the responsibility of the owner and not the teachers.

## Reports and Parent-Teacher-Student Interviews

For primary students, an Interim Report will be posted home in Term 1 and will contain information on a student's classroom behaviour, academic performance and effort. A Parent-Teacher night will be held at the school after the Interim Report is issued. Parents and/or



guardians are invited to attend to discuss the report and collaboratively plan how to assist the student to achieve at their best in the formal examinations. For secondary students, a Parent Teacher Student Interview afternoon/evening is held where reports are available to be collected.

Formal school reports are issued at the end of both Semesters 1 and 2. These twice-yearly reports summarise the academic achievement of each student and will also reflect the involvement of each student in the co-curricular activities of the school. The formal reports will be issued in a format that complies with the Federal Government legislation on reporting.

Parents will have an opportunity to discuss the report with the relevant teachers at a Parent-Teacher evening or at a mutually convenient time for an interview. Dates will be published in advance via the school newsletter and the KAS website calendar. More extensive consultation with a teacher is available at any time during the year by making an appointment with the teacher at a mutually convenient time.

## School Attendance

The NSW Education Standards Authority (NESA) and KAS advise that it is a legal requirement that students attend school for the entire school day, each day that the school is open. Absences should only occur because of:

- illness
- natural causes (e.g. flooding)
- other reasons approved by the Principal.

Note: It is not legally sufficient for parents to approve absences.

It is a legal requirement that all absences be explained by the parent/carer on the return to school. All students are expected to arrive at school in time to attend to any office or uniform needs, and to be on time for the commencement of Home Room, all classes and other school appointments. A class roll is taken at the commencement of Home Room. Any student arriving after that roll is taken is considered late and must report to the Student Services Office to sign in. If absent or late, the following procedures must be followed:

### **Lateness for School**

All students who are late for Home Room and/or arrive at school late must sign in at the Student Services Office. Students must provide a note from their parent/guardian explaining their lateness and/or an acceptable verbal explanation from self/parent/guardian regarding

their late arrival. This information is then recorded by staff at the Student Services Office on the student's file in SEQTA. The data entered on the SEQTA database can then be accessed by all school staff.

### **Lateness to Class**

Students with a valid reason should obtain a note/Late Pass from the teacher of the class or appointment they have just completed and present it to their next class teacher. Those late without a valid reason will have their lateness recorded or referred to the KAS Student Management processes, depending on the reason or length of lateness.

### **Absence during the Day**

Students must report to the Student Services Office when leaving and returning to the school campus. If students need to leave school early or for a part of the day, they must bring a written request from their parent/guardian and present it to the Home Room Teacher, or the Student Services Office on arrival. Under exceptional circumstances, students needing to leave the school during the lunch break must consult with an applicable Assistant Principal and/or Dean and provide a note from parent/guardian to their Home Room Teacher or the Student Services Office. If approved, a KAS Leave Pass will be issued. This requirement includes those students who drive themselves to school in private vehicles.

### **Absence from Class**

Students may only leave class with the teacher's approval. Students found out of class without permission may be referred to the KAS Student Management processes.

### **Permission to Leave the School Campus**

See *Absence during the Day* above.

### **ROSA, Preliminary and HSC Courses Students (Years 10, 11 & 12)**

All students who are enrolled in the ROSA, Preliminary or HSC Courses at KAS will be required to attend a minimum of 90% of the classes for each subject course they are enrolled in.

Absences for an individual subject beyond 10% of the total subject course classes must be approved by the Principal.

Students who fail to attend a minimum of 90% of their subject course classes as outlined above may be deregistered as a student from KAS and may be required to re-register if they wish to continue as a student at KAS.

KAS reserves the right to de-register a student with NESAs in one or more of the ROSAs, Preliminary or HSC courses they are enrolled in if they fail to meet the attendance requirements published in this policy.

## School Fees and Levies

A range of fees, levies and applicable discounts apply to all students attending KAS. A full list of fees and levies are available from the KAS office and the KAS website.

## School Uniforms at KAS in 2018

### Uniforms – Normal School Days

Kempsey Adventist School has many fine traditions, one of which is the wearing of the correct school uniform. This has been fully endorsed by the School Council and is strongly supported by the school staff and administration. Students should be aware that uniforms, worn with pride, reflect well on themselves, their family and their school. When families choose to become part of our school community it is expected that they will accept the school's uniform expectations.

#### **Uniform, neatly worn, is strongly encouraged because**

- It makes a statement that our Kempsey Adventist School community cares about standards and that we are a school in which “near enough” is not good enough.
- It encourages identification with our school and the development of school spirit which is essential for us to be an effective learning environment
- It reinforces the concept of team and community – of students, staff and parents working together for the benefit of all and it removes distractions and competition about clothes, which can be stressful to students
- It provides an economical means of clothing students during school years
- It reflects the reality of the workplace, where business and industry expects that corporate uniforms will be worn neatly and with pride
- It covers basic health and safety requirements for schools as workplaces
- It provides easy identification on excursions and outings, enhancing the safety of students

### General Uniform Standards

- Lost property items will be placed in the lost property box in the Student Services Office. All unnamed items will be disposed of at the end of each term.
- Students are encouraged to maintain a high standard of cleanliness, both in the school and in their own personal appearance. It is therefore necessary that uniforms be worn in a neat and tidy manner at all times. Students are expected to keep their shoes polished and socks tidy.
- Skirt lengths should be kept at a modest level. (No higher than the top of the knee when standing).
- Swimwear must be one piece and modest in style. Bikinis are not acceptable. Rash shirts/sun tops and hats must be worn for all school swimming/beach activities.
- Hairstyles should emphasise neatness, cleanliness and moderation. Colouring of hair is only permitted in natural hair colours. If facial hair is worn, it must be neatly trimmed.
- In the interests of safety and hygiene, all students with hair longer than collar length must have their hair plaited or tied back neatly with fringes not hanging over their eyes. Hair ties, if used, must be plain white or navy only.
- The wearing of jewellery is discouraged for health and safety reasons. Students are permitted to wear a wrist watch. Earrings must be limited to a maximum of one small, discreet, plain gold or silver ear stud or sleeper in a single lobe, or alternatively one in each lobe. No visible body piercings, such as, but not limited to, nose, lip, tongue or eyebrow are permitted. This includes all clear plastic or similar piercings. Students are not permitted to cover such piercing with band-aids, medical plaster or any other such material. Likewise, visible tattoos are also prohibited. Sunglasses, if worn, may only be worn outdoors.
- Students are not permitted to wear jewellery during sports activities. No responsibility will be taken for any injury caused by the wearing of ear studs or sleepers. The use of make up or nail polish is not encouraged. If worn, make-up is to be discreet and only clear nail polish may be used.
- Belts, if worn, must be plain black leather.

### Consequences of Breaching the Uniform Standards

The uniform policy should be monitored by the class teacher; however, every teacher has a responsibility to ensure that uniform is worn correctly. In the first instance, the class teacher will ask to see a note (Primary), or uniform pass (Secondary), to explain why the student is out of uniform. If no note/uniform pass or acceptable reason is given then the procedures set out in the KAS Student Management Guidelines are to be followed.

## Uniform Outline

All students enrolled at KAS must wear the full school uniform as specified by the School Council and offered for purchase from the school's uniform shop located on the KAS campus.

All of the uniform items below marked \* can only be purchased from the KAS Uniform Shop. These items are provided to the school community at the lowest possible price and represent the highest quality of school uniforms currently available.

### Primary Male Academic Uniform

- Shorts:** \*KAS navy blue Primary uniform shorts.  
or
- Trousers:** \*KAS navy blue Primary uniform trousers.
- Shirt:** \*KAS white Primary uniform hang-out shirt.
- Shoes:** Black polishable lace up, velcro or buckle school shoes. (No canvas runners/joggers)
- Socks:** \*KAS navy ankle uniform socks.
- Jumper:** \*KAS navy poly cotton uniform jumper.
- Vest:** \*KAS navy poly cotton uniform vest.
- Jacket:** \*KAS navy uniform jacket.

### Primary Female Academic Uniform

- Skirt:** \*KAS tartan Primary uniform skirt.  
or
- Shorts:** \*KAS navy blue Primary uniform shorts.  
or
- Slacks:** \*KAS navy blue Primary uniform slacks.
- Blouse:** \*KAS white Primary uniform blouse.
- Shoes:** Black polishable lace up, velcro or buckle school shoes. (No canvas

runners/joggers)

**Socks:** \*KAS navy ankle or KAS navy knee high socks.

(Optional: Navy blue tights in cool weather)

**Hair Tidy:** \*Navy blue or white in colour.

**Jumper:** \*KAS navy poly cotton uniform jumper.

**Vest:** \*KAS navy poly cotton uniform vest.

**Jacket:** \*KAS navy uniform jacket.

### **Secondary Male Academic Uniform**

**Shorts:** \*KAS navy blue Secondary uniform shorts.  
or

**Trousers:** \*KAS navy blue Secondary uniform trousers.

**Belt:** \*KAS black uniform belt.

**Shirt:** \*KAS white Secondary uniform hang-out shirt.

**Shoes** Black polishable lace up, velcro or buckle school shoes. (No canvas runners/joggers)

**Socks:** \*KAS navy ankle uniform socks.

**Jumper:** \*KAS navy poly cotton uniform jumper.

**Vest:** \*KAS navy poly cotton uniform vest.

**Jacket:** \*KAS navy uniform jacket.

### **Secondary Female Academic Uniform**

**Skirt:** \*KAS navy blue Secondary uniform skirt.  
or

**Shorts:** \*KAS navy blue Secondary uniform shorts.  
or

- Slacks:** \*KAS navy blue Secondary uniform slacks.
- Blouse:** \*KAS white Secondary uniform blouse.
- Shoes:** Black polishable lace up, velcro or buckle school shoes. (No canvas runners/joggers)
- Socks:** \*KAS navy ankle or KAS navy knee high socks.  
(Optional: Navy blue tights in cool weather)
- Hair Tidy:** \*Navy blue or white in colour.
- Jumper:** \*KAS navy poly cotton uniform jumper.
- Vest:** \*KAS navy poly cotton uniform vest.
- Jacket:** \*KAS navy uniform jacket.

#### **Sports Uniform (All students)**

- Sport Shirt:** \*KAS polo shirt.
- Sport Shorts:** \*KAS navy shorts.  
or
- Track Pants:** \*KAS navy microfibre track pants.
- Sport Socks:** \*KAS white low cut or quarter length sports socks.
- Sport Shoes:** Sports shoes with adequate arch support, lace up or velcro. (Not slip-on, volley or casual style footwear)

#### **Hats (All students)**

The wearing of school uniform hats during breaks and sports periods are compulsory for all primary and secondary students. The uniform hats can only be purchased from the KAS Uniform Shop.

## 'Out of Uniform' Days

### **KAS Expectations**

In keeping with the School's culture, clothing that is worn on '*out of uniform*' days must be modest and appropriate for the occasion.

The definition of modest and appropriate will be determined in the light of the school's culture rather than any current fashion trend or expectation.

It is important to note that the final decisions regarding modesty and appropriateness will be left to the discretion of the supervising teacher and/or the Principal.

### **General Guidelines**

Clothes must be of a modest design and fit (i.e. not to be see through and not too tight fitting).

Jewellery on '*out of uniform*' days should be according to school policy.

Students deemed to be dressed inappropriately may be:

- sent home
- given something alternative to wear OR
- barred from any special events on that day at the school's discretion.

### **Tops**

Shirts must not have any objectionable writing or pictures. Tops and bottoms must meet.

Strapless tops or off-the-shoulder tops are not allowed.

Plunging necklines on boys or girls are not permitted.

### **Bottoms**

Shorts and jeans must be worn so that underwear/boxers or the like are not visible.

Skirts/dresses must be of a modest design and length.



## Shoes

Footwear must be enclosed and protective if worn in PDHPE, Science, Food Technology and Design and Technology subjects.

Sandals or thongs may be worn providing the above criteria does not apply

## Swimming Costumes

Swimmers must comply with the school policy - **one-piece costumes only**.

Rash vests or t-shirts and board shorts can be worn over a one-piece costume

## Senior Student Private Vehicles

The decision to allow any student, regardless of their age, to drive their own private vehicle to KAS and park it on the school property, is at the discretion of the Principal.

No student/person is to drive a vehicle onto the school grounds without prior approval from the Principal.

Senior students may choose to drive their own private vehicle to school subject to the following conditions:

- All relevant and applicable State and Local Government regulations are to be observed. (e.g. licencing, insurance, registration, roadworthiness).
- All such vehicles are to be parked in an area specified by the Principal and at the risk of the individual student.
- All keys to such vehicle held by the student are to be surrendered to the KAS office immediately upon the vehicle being parked and are to be collected at the conclusion of the regular school day.
- Such vehicles are considered out of bounds throughout the course of the regular school day.
- Standard KAS policy relating to school attendance is to be observed by any students driving to and from school in such vehicles.
- At the discretion of the Principal, students who have driven a private vehicle to school may leave the school property during the course of the school day where written permission from a parent/guardian is received by the school. Please note that written permission from a parent/guardian may not automatically result in a student receiving permission from the Principal to leave the school in their private vehicle.

- Students who are 18 years old and above must receive specific approval from the Principal or their delegate on each occasion that they choose to leave the school in their vehicle during school hours. Such approval will be recorded in the principal and/or their delegate's diary.
- No student, other than the student who has driven the vehicle to school, may leave the school in a private student vehicle during school hours without specific approval from the Principal, whether or not written or verbal permission is received from a parent or guardian. Students driving their own private vehicles must ensure that the passengers they are carrying have parental/guardian *and* the Principal's approval prior to any such journey taking place.
- The Principal reserves the right to refuse to allow any student to drive to KAS or park on the school grounds regardless of the other conditions listed in the Senior Student Vehicle Transport Policy.
- Failure by a student to observe the requirements of this policy or the conditions outlined in the KAS Private Student Vehicle Transport Agreement may result in them being prohibited from driving their private vehicle to school.
- All students wishing to drive a private vehicle to school must complete the KAS Private Student Vehicle Transport Agreement and where applicable, have it counter signed by a parent/guardian prior to driving a private vehicle to school. A KAS Private Student Vehicle Transport Agreement is available from the Dean of Learning (Senior School).

## Sickness and/or Accidents

It is the responsibility of the parent/guardian to notify the school of a child's condition of health. If medication or special supervision is required it is the parent's/guardian's duty to keep the school fully informed.

KAS reserves the right and responsibility to confiscate any medications that have not had prior authorisation by the parent/guardian.

In the event of illness or accident, prompt attempts will be made to contact a parent/guardian. In all emergency cases students will be transported to the local hospital by ambulance for treatment. KAS reserves the right to make a judgement on the degree of urgency in each case.

## Sports Program

KAS is a member school of the North Coast Independent Schools (NCIS) and NSW Combined Independent Schools Sports Council (CIS). Membership with these groups allows qualifying students access to compete in various sports at both regional and state level.

It is expected that all students will participate in the School's Sport Program. Students who are unable to participate due to sickness or injury must bring a letter from a parent/guardian and report to the Sport Supervisor as soon as possible on the day of the sport event.

## Student Insurance

KAS has suitable insurance cover to protect the school program. It also has 24-hour insurance cover for students enrolled in school against personal accident or injury. The cost of this insurance is included in the school levies. Insurance details and/or claim forms are available from the school office.

## Student Management Guidelines

KAS maintains a comprehensive program of acknowledgement, support and assistance of appropriate student behaviour through the school's Student Management Guidelines.

A full text of these guidelines can be obtained from the KAS website – [www.kas.nsw.edu.au](http://www.kas.nsw.edu.au) - under the About Us tab (Policies and Publications section).

## Student Wellbeing

KAS employs a Dean of Student Wellbeing, two Counsellors, and a number of student wellbeing and community wellbeing workers who, together, take responsibility for the day-to-day wellbeing needs of KAS students.

KAS also employs three school chaplains who are responsible for the school's broader pastoral and spiritual nurture and support services programs. The KAS chaplains also take responsibility for the school's Chapel, Week of Worship and also attend school camps and expeditions.

The KAS school counsellors/community wellbeing staff are available by appointment to meet with and support all members of the school community. Protocols apply to students who want to visit school counsellor during class time. (These protocols are available from the Deputy Principals). Students are expected to catch up with work that is missed as a consequence of visiting with any of the Student Wellbeing staff.

## Textbooks

Years 7-12 textbooks are loaned to each student by KAS at the commencement of the school year. A levy is charged for the use of these books. Please contact the school office for further details.

Lost, damaged or non-returned books will be charged to a student's account per the cost of a new replacement book.