

Strive to excel

**Booleroo** centredistrictschool  
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integrity, responsibility, resilience and respect



# ***Booleroo Centre District School Middle School Handbook***



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## INTRODUCTION

Booleroo Centre District School is a Birth-Year 12 School, situated about 300km North of Adelaide in the Southern Flinders Ranges.

The school consists of approximately 230 students, with 6 school buses transporting students from surrounding districts and towns including Melrose, Wilmington and Wirrabara.

The school motto is 'Strive to Excel' and the four school values are Respect, Responsibility, Resilience and Integrity.

BCDS has a proud academic, sporting and agricultural history and we are sure that your child will enjoy their time at our school.

## ABSENCES

Students require a note for all absences. Parents may choose to write this in their child's diary or phone the school on 86672124. Teachers appreciate notes the next day following an absence. If it is a planned absence, a note in advance would be suitable.

For absences of 3 days or more a Doctor's Certificate will be required, and for family holidays or extended absences, an exemption form needs to be completed and signed by the Principal. These forms can be collected from the front office.

### **ALLERGIES**

Some students have severe allergies to a range of foods, bee stings etc. Information regarding allergies must be provided to the front office staff and teachers. A medical pack will be kept in the front office at all times.

Students are strongly advised to avoid bringing the following foods to school, as some students may have allergies to them:

- Foods containing nuts (or traces of nuts)
- Sesame seeds

Spray aerosols such as deodorants are banned due to asthmatic reactions.

### **BAKERY**

The Booleroo Centre Bakery provides a service to the school where students are able to order their lunch. Students can submit their order and payment prior to 9am in the boxes provided, and their lunch will be delivered to the school. Alternatively, students in Years 7-12 are able to have a bakery card. This card is signed by parents, giving students permission to walk to the bakery at the beginning of recess or lunch. Students must sign out at the front office when leaving and sign back in upon their return. Price lists are advertised in the school newsletter and can also be collected from the bakery.

### **BCDS SWIMMING & ATHLETICS CARNIVALS**

The BCDS Swimming and Athletics Carnivals are both held during term 1. Students are allocated a house – Dunstan or Rogers. House Captains and

Leaders are selected by students to help with the organisation of events.

### **BEHAVIOUR MANAGEMENT**

All teachers carry a behaviour management book to record any major behaviour breaches in. Teachers may choose to fill out a behaviour management slip if there is an incident in the classroom or yard that is inappropriate interferes with the rights of others or displays violence or bullying. If a student is issued with a behaviour slip, a copy will be placed in their diary for parents to sign. The incident information will also be electronically recorded into student records. Patterns of repeated unacceptable behaviour may impact on student involvement in school activities.

A time out area is located in the front office near the Principal and Senior Leaders' offices.

### **BELL TIMES**

8.45am	Morning home group
8.55am	Lesson 1
9.45am	Lesson 2
10.35am	Recess
11.00am	Lesson 3
11.50am	Lesson 4
12.40pm	Lunch
1.25pm	Lunch warning bell
1.30pm	Lesson 5
2.20pm	Lesson 6
3.10pm	Afternoon home group
3.15pm	Dismissal
3.20pm	Buses depart

### **BICYCLES**

Students may ride their bikes to school; however bikes are not permitted to be ridden through the school yard. For safety reasons, students must dismount their bikes and wheel them through the

school yard to the bike shed, where they will remain until the end of the school day.

## **BUSES**

The school has an Education Department fleet of 5 buses, plus an additional bus, which is privately owned and contracted.

A bus timetable showing morning and afternoon pickup and drop off times is provided at the start of each year.

Passengers – Where there is room on a bus, the following are eligible to be passengers:

- Children from Preschool
- Students who may wish to travel on a bus other than their normal bus, or those who do not travel on a bus (24 hours' notice required before travel)
- Teachers and members of the Ancillary Staff

At times, students may need to travel on another school bus from their usual one. Providing there are spare seats, parents must request permission in a signed note. The principal must sign this note before the bus driver will allow the student onto the bus. Students are not able to travel on another bus in order to attend sports training.

Bus Rules: The safety and welfare of students is the responsibility of the school from the moment students get on the school bus in the morning to when they get off the bus in the afternoon. This responsibility is delegated to bus drivers. Rules have been developed in line with school rules.

Breaches to bus rules:

- Driver handles problem
- If problem persists then it is reported to the Leadership team
- If further problems, parents will be contacted and an interview will take place with the principal, parent and student
- Suspension from bus travel for a period of time

## **CAMPS & EXCURSIONS**

Each year, many excursions take place. In 2015 Year 7 and 8 students will be involved in a combined aquatics camp. There may also be an opportunity for a Year 7 transition camp later in the year. Year 9 students have the option of the Ski Trip to Falls Creek in Victoria. Attendance on camps and excursions is determined by student behaviour.

## **CHOIR**

Students in Year 4-6 (optional for Year 7s) are involved in the Festival of Music Programme. BCDS is part of the East of the Ranges cluster. Students are taught how to read music and about rhythm and percussion in preparation for their final performance.

Students are provided with a music book and CD to learn the songs.

At times, rehearsals are held in Jamestown with other schools in the East of the Ranges cluster. A final performance is held at the Northern Festival Centre in Port Pirie during Term 3.

Students may also choose to participate in the state performance at the Festival Theatre in Adelaide.

## **CHRISTIAN SEMINARS**

Christian Seminars are run by the Inter Church Council once every term. Students are required to opt in for the seminars and permission slips are sent home at the start of each year.

## **COMMUNICATION**

BCDS has a website, which can be accessed at [www.booleroods.sa.edu.au](http://www.booleroods.sa.edu.au)

Parent information, newsletters and reports can be accessed on this site.

The BCDS newsletter is published each Wednesday and a copy is sent home with the youngest child in the family.

Notes are regularly sent home by class teachers regarding upcoming events.

Student diaries are the main form of communication. These are checked regularly by teachers.

### **CONSENT FORMS**

Consent forms will be sent home on a regular basis for all camps and excursions. Consent forms are double sided and are individualised with student's personal/medical information on the back. Parents are required to sign both sides of the consent form before returning it to school.

### **CURRICULUM**

In 2015, teachers are planning relevant lessons using the Australian Curriculum. The Australian Curriculum is being rolled into schools over a number of years.

Students in the Middle School will be taught Mathematics, English, Science, Geography, History, Health & Physical Education, Tech Studies, Home Economics, Information Technology and the Arts. The timetable is organised into semesters (half a year).

Integrated into the curriculum, students will use a range of technology, including computers and iPads.

### **FINANCE OFFICE**

The finance office is open each day and parents and students can take payments to the window at the front of the school at the beginning of the day. Payments can also be made through Bizgate on the school's website. Please note, teachers are not allowed to handle/collect money.

### **FINANCIAL ASSISTANCE**

The Education Department meets part of the cost of books and materials used by students attending school. However, in special circumstances, additional assistance may be available through one or more of the following:

- Isolated Children's Allowance
- Aboriginal Student's Allowance – Commonwealth
- School Card Scheme
- Travelling Allowance
- Austudy Scheme
- Austudy / Abstudy Student Homeless Rate

As information regarding these allowances vary, parents are encouraged to contact the front office or CentreLink.

### **GOVERNING COUNCIL**

The Governing Council AGM is held at the beginning of Term 1. Parents are encouraged to attend and are able to nominate for a position on the Governing Council. Meetings are held twice a term on the third Monday night of the month at the school, beginning at 7.30pm.

### **GRIEVANCE PROCEDURE**

When dealing with grievances, please follow the following steps.

1. Contact your child's teacher or home group teacher first.
2. If the issue is not resolved, the Coordinator or Senior Leader should be contacted.
3. If the issue is still not resolved, please contact the Principal.

For more information, please read the school's grievance procedure, which can be found on the BCDS website.

### **HOMEWORK**

At the beginning of each year a homework guide will be published in the newsletter. Any concerns with homework should initially be directed to the subject teacher. As per the *BCDS guidelines for submission of tasks by due dates* any extensions to work must be requested in writing prior to the due date and may be refused if the student has not used their time productively.

## ILLNESS OR INJURIES AT SCHOOL

Students who are ill are recommended to stay home from school in order to prevent illnesses spreading. Students with minor ailments at school will be sent to the sick room.

If students are ill, hurt or distressed, parents will be notified via phone and advised to collect their child. Injuries that occur at school are generally minor and simple first aid is administered. Injuries requiring medical attention will be referred to the local hospital and parents will be notified.

## IMMUNISATIONS

The South Australian Health Commission recommends immunisation to give protection to your family. For more information, please contact your local hospital. Students in Year 8 & 9 receive immunisation information and consent forms, with some of these taking place during school hours at the Booleroo Centre District Hospital.

## INFECTIOUS DISEASES

When students come into contact with, or contract an infectious disease or infestation, there is a minimum recommended period they should stay away from school.

Condition/Reason	Exclusion Period
Diarrhoea	Until all clear for 24 hours
Chicken pox	Until all blisters have dried
Cold sores	Exclusion not necessary
Conjunctivitis	Until discharge from the eyes has ceased
Glandular fever	Not necessary
Headlice	Until after effective medical treatment has been carried out
Human Immunodeficiency Virus (HIV)	Exclusion not necessary unless the person has a secondary infection
Impetigo (school sores)	Until effective medical treatment has been carried out

Infective Hepatitis	Until an appropriate medical certificate signifying recovery is provided
Influenza	Until the person feels well again
Measles	7 days from the appearance of the rash
Mumps	10 days from the onset of symptoms
Rubella (German Measles)	5 days from the appearance of the rash
Scabies	Until effective medical treatment has been carried out
Scarlet fever	Until an appropriate medical certificate signifying recovery is provided
Whooping cough	4 weeks unless a medical certificate signifying recovery is provided

## INSTRUMENTAL MUSIC

The Instrumental Music Programme is run weekly at BCDS. This is an optional programme and students are required to rent their instruments and pay for accessories, such as reeds and diaries for their lessons. Saxophone, flute and clarinet are offered.

Piano lessons are offered through Mrs Margaret Carpenter. Please contact the school for more information.

## INTER-SCHOOL SPORT

Booleroo Centre District School is part of the MNSEC (Mid North Schools Education Cooperative). Other schools in the MNSEC cluster include Quorn Area School, Jamestown Community School, Gladstone High School, Peterborough High School and Orroroo Area School.

Each year, the MNSEC Swimming Carnival is held at the Booleroo Centre Swimming Pool on the

Tuesday evening of week 4 (term 1). Students in Years 6-12 are eligible for selection in the team, which is chosen from the results of the BCDS Swimming Carnival.

The MNSEC Athletics Carnival is held at Jamestown Community School and also takes place during term 1. The BCDS team is selected from the results of the BCDS Athletics Carnival. All students in Years 6-12, travel by school bus to attend this day, either to participate or support their peers. It is a great honour to be selected in the MNSEC Team and students train hard to make the team. Booleroo Centre District School has a strong sporting culture and has won the previous 10 MNSEC Athletics Carnivals.

### **IPODS**

The use of iPods in class is up to teacher discretion. They are the responsibility of students and the school will not be held responsible for any lost/damaged iPods.

### **KNOCKOUT SPORT**

BCDS participates in a range of Knockout sporting carnivals including Netball, Football, Cricket & Tennis. BCDS also participates in Yr 8/9 Soccer and 9-a-side Football carnivals for both girls and boys.

### **LOCKERS**

All students in the Middle School are allocated an individual locker. Each locker contains a number on the front for easy identification and a combination lock. Students are required to keep their lockers locked at all times and any damage or loss to locks/lockers is the responsibility of the student.

### **LOST PROPERTY**

Items of clothing that have been left around the school are placed in Lost Property, which can be found in the front office. This is cleaned out at the end of each term. Please ensure all clothing is labelled.

### **MAGAZINE**

The school magazine is published during term 1 of the following year. This allows all Year 12 results and awards from presentation nights and concerts to be published. It is a fantastic record of the achievements of the year and is a full colour publication. Order forms are published in the newsletter during term 4 each year.

### **MNSEC SHOWCASE**

BCDS is involved in the MNSEC Showcase at Peterborough, usually during term 3. Students are given opportunities to demonstrate their musical/singing talents against other students/schools within the MNSEC cluster.

### **MOBILE LIBRARY**

The Flinders Mobile Library visits the school every fortnight on a Friday. Students must have a permission slip completed by parents in order to gain a library card and borrow from the mobile library. Books, movies and sporting equipment can be borrowed and returns can be made to the Mobile Library or at the Booleroo Centre IGA.

### **MOBILE PHONES**

Student mobile phones are not to be used on site in any capacity. Phones that are in use will be confiscated by staff and handed in at the front office for the duration of the day. After this initial warning, any phone confiscated will be held by the school until parents are able to come in and collect them. Please note, students are able to contact parents via the front office if required. Parents can contact the front office on 86672124 if they need to get a message to their child/children. This policy is currently under review.

### **OVERTIME**

Students are provided with the opportunity to work in the school library from 1.05-1.25pm as part of 'Overtime.' Supervision and teacher assistance are provided for students to catch up

on any work, or if they fail to complete set home work. A failure to attend Overtime on three occasions results in an internal suspension.

Students who have not completed work on time will receive a fluorescent sticker in their diaries, indicating that work has not been completed. Parents are asked to sign any diary stickers/notes.

### **PARENT INFORMATION EVENING**

Early in term 1, BCDS hosts a Meet the Teacher Night where parents have the opportunity to meet their child's teachers. Parents are encouraged to phone the school to arrange an appropriate time to meet with teachers if lengthier discussions are required.

### **REPORTING PROCESSES**

The Middle School reports four times during the school year.

Term 1	Written comments with interview requests
Term 2	Tick-a-box reports
Term 3	Written comments
Term 4	Tick-a-box reports

All reports provide an indication of achievement and effort with written feedback provided in Term 1 and 3. BCDS operates interview bookings through [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au). More information on booking and dates will be provided closer to the date.

### **ROUND TABLE**

All students in Year 9 participate in Round Table conferences whereby they present their learning to a panel. Preparation takes place in Pathways lessons.

### **SAPSASA**

SAPSASA (South Australian Primary School Sporting Association) is open to students aged 10-13 for swimming, athletics, cross country and golf. All other sports (cricket, tennis, netball,

football, soccer and hockey) are only for students in Years 6/7.

BCDS is part of the North Eastern SAPSASA District and selected students form the representative team. Information regarding trial dates and state carnivals is provided at the beginning of the school year. Parents are responsible for nominating their own child to trial at a state level if they wish. Information regarding this can be found on the SAPSASA website at [www.decd.sa.gov.au/sport](http://www.decd.sa.gov.au/sport). Whilst there is a school coordinator for SAPSASA, staff are not obliged to attend SAPSASA events.

### **STUDENT REPRESENTATIVE COUNCIL**

At the beginning of the school year, each year level votes for their Student Representative Council (SRC) members. Students elected are required to attend meetings and help run the events organised by the SRC. An R-12 whole school assembly is held early in the year to induct the new SRC.

### **SUN SMART POLICY**

As BCDS is a Sun Smart School, students and staff are required to wear a wide brimmed/bucket style hat in Term 1 and 4. The school hat can be purchased via the uniform order form.

### **SWIMMING/AQUATICS PROGRAMME**

Yr 7-12 students are involved with swimming at the Booleroo Centre Pool in their Health & Physical Education lessons at the beginning of the school year. A swimming and aquatics consent form is sent home at the end of the previous year and must be returned to school for students to participate.

### **UNIFORM**

Booleroo Centre District School students are required to wear the correct uniform. The colours are maroon, navy and grey. The school offers an ordering system for shirts, jumpers, trackpants, shorts and hats. Please note: Black shorts/pants,



hoodies or denim **are not** part of the school uniform. Students who wear hoodies will be required to leave them at the front office to collect at the end of the day.

Uniform order forms are published in the school newsletter and can be accessed on the school's website.

Please make sure all items are clearly labelled.

### **MAY YOUR CHILD ENJOY THEIR TIME AT BCDS**



Updated January 2015