



# *Student Handbook*

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Welcome to the International Advent School! We are glad you are here! Our school has a vision that students in this school will discover how much they are loved by God, come to know Jesus Christ for themselves and, both at home and at school, grow in wisdom and stature and in favour with God and man.

We desire that this school will be a secure community where respect, love, discipline, hard work and plenty of fun may be found.

This handbook is designed to give you the information you need in order to know how the school works and it outlines the responsibilities of staff, students and parents.

On the next page you find the general index of subjects in alphabetical order.

International(e) Advent School

[www.adventschool.nl](http://www.adventschool.nl)

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The Netherlands

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<b>General index in alphabetical order</b>	<b>Page</b>
Academic balance	17
Annual Awards Ceremony & Banquet	17
Beginning of day routine	10
Behaviour	17
Boy's & Girl's Talk	41
Break routine	14
Care and vandalism	17
Carry Homework	27
Congratulation slips	18
Correction	18
Corrective action procedure	19
Daily Timetable	7
Demerits and detentions	20
Dress-code	43
End of day routine	16
Field trips	24
Fire drill	24
First aid	24
General rules at school	25
Getting set up: Student office supplies at the start of a term	8
Goals	25
Goal card	25
Graduation	4
Home life	26
Homework	27
Honour Roll	27
In the last theory session	13
Layout of student offices	9
Learning Center rules	28
Leaving the Learning Center	15
Literature	30

Lunch routine	15
Merits	31
Merit outings	31
Merit shop	31
Monitors	31
Opening exercise/Bible study/Monthly Scripture	11
Oral reports	32
Oral report – How to prepare	32
PACE's halt	13
Practical Certificate	6
Practical classes	16
Privilege status	33
Privilege status A	34
Privilege status C	34
Privilege status E	34
Progress of a PACE	36
Projects	36
Reports	37
Rules	37
School calendar	37
Score keys	37
Scoring procedures	38
Self tests	40
Student Convention	40
Student Progress Card	41
Students who are not on privilege	35
The 1000 club	42
Test	42
Theory/PACE sessions	12
Word Building	44
Written reports	44
Your attitude towards your supervisor and other teachers	45

## **Graduation**

At the Advent School we work towards the I.C.C.E. (International Certificate of Christian Education) as the graduation point of a curriculum that is Bible-based and will equip you in knowledge, skills, understanding and wisdom.

Up to PACE 1085 the basis is being laid, from there onwards you work towards the ICCE accreditation. There are different levels that can be obtained depending on your personal choice, capabilities and whether you want to go to university. Below are the different levels in ICCE:

### Achievement levels:

- Basic:* This is for students with great difficulty in working academically, but who work hard nonetheless and complete four levels of ACE from wherever they start.
- Foundation:* This is to meet the needs of lower achieving students, or for those who come late onto the programme and who are not going on to the General Certificate.
- Vocational:* This certificate is for those students who may find one or more core subjects difficult to complete in order to go for the General Certificate and who wish to follow more practical vocations.

### Academic levels:

- General:* The General Certificate is designed for those of standard ability and is comparable to Cambridge International 'O' (GCSE) levels. This is comparable to VMBO in the Netherlands.
- General high achievement:* The General Certificate High Achievement is intended for those who wish to follow further education or professional courses. This is comparable to HAVO in the Netherlands.
- Advanced:* The Advanced Certificate is intended for students who wish to study at Christian or secular colleges and universities. It is comparable to Cambridge International 'A' levels. Advanced certificates are comparable to VWO in the Netherlands.

(4)

*Advanced high achievement:*

This is for early finishers, a further year of challenging and rewarding work. A student who is interested in his work, who reads around his subject, pursues that interest, tries repeat experiments, or reads the classics, is the kind of student that universities are looking for. They're not so interested in people who have just completed the work set. The work won't be well digested; and they won't have the experience and maturity necessary to engage fully with things like the 'Wisdom sections' in the English PACE's, 'Successful Living' and many opportunities for service and leadership. It's also not a good idea to hurry to university with all its challenges to faith and behaviour. With this in mind and knowing that some students will do far more than they're ever asked for, the Advanced High Achievement Certificate offers the opportunity to do further work at the most challenging level.

ICCE Certificates are not age-related or subject to annual time constraints for completion. The ICCE Awards are achieved when a student has completed all elements of a particular ICCE certificate requirements. This means that students who need extra time to experience academic success are catered for within the ICCE structure.

(5)

## **Practical Certificate**

The principles of this school are based on the Bible and the counsels of Mrs. E.G. White. She was posthumously awarded for her visionary writings in regard to education and health. She wrote: "Those who have never made a success in the temporal duties of life will be equally unprepared to engage in the higher duties." "Life is too generally regarded as made up of distinct periods, the period of learning and the period of doing – of preparation for achievement. In preparation for a life of service the youth are sent to school, to acquire knowledge by the study of books. Cut off from the responsibilities of everyday life, they become absorbed in study, and often lose sight of its purpose. The ardour of their early consecration dies out, and too many take up with some personal, selfish ambition. Upon their graduation, thousands find themselves out of touch with life. They have so long dealt with the abstract and theoretical that when the whole being must be roused to meet the sharp contests of real life, they are unprepared." "An education derived chiefly from books leads to superficial thinking. Practical work encourages close observation and independent thought. Rightly performed, it tends to develop that practical wisdom which we call common sense. It develops ability to plan and execute, strengthens courage and perseverance and calls for the exercise of tact and skill" (Counsels to Teachers, p. 100, Education, p. 265,220). In Luke 16:10-12 Jesus says: "He that is faithful in that which is least is faithful also in much: and he that is unjust in the least is unjust also in much. If therefore ye have not been faithful in the unrighteous mammon, who will commit to your trust the true riches? And if ye have not been faithful in that which is another man's, who shall give you that which is your own?" Matthew 25:23 says: "His lord said unto him, Well done, good and faithful servant; thou hast been faithful over a few things, I will make thee ruler over many things: enter thou into the joy of thy lord".

*"God often uses the simplest means to accomplish the greatest results."*

"Our ideas of education take too narrow and too low a range. There is need

of a broader scope, a higher aim. True education means more than the pursual of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." (Education, p. 13).

After a student has completed all the necessary modules in the practical classes they will receive a certificate from the Advent School, which will indicate which skills have been learned and practised.

### **Daily timetable\***

Monday-Thursday:

8.15- 9.00	Opening exercise/Bible study
9.00-10.00	Theory/PACE work
10.00-10.15	Break
10.15-11.00	Theory/PACE work
11.00-12.00	Practical lessons
12.00-13.00	Theory/PACE work
13.00-14.00	Lunch
14.00-15.00	Practical lessons
15.00	Pack your homework and go home.

Friday students work on their homework, but they do not come to school in order to have enough time for Sabbath preparation.

\* Subject to changes if needed.

## **GETTING SET UP**

### **Student office supplies at the start of a term**

*Every student will get:*

- 1 blue biro
- 3 HB pencils and sharpener
- 1 clutch pencil
- Quality eraser
- Ruler
- Tissues
- Pencil case
- Pencil crayons for younger students
- Scissors
- Pritt Stick
- Office magnets
- Diary
- 4 blank notebooks (Rough, English Rules, WB Words, Devotions Journal)
- A4 pad (for Word building Self-Test, Essays, Oral reports etc.)
- King James Bible (one time)

*Senior students:*

- Calculator
- Protractor
- Set square
- Compass

## **Layout of student offices**

Your office is your work area, where you work in during the mornings. All your equipment is kept there, and your office is for your sole use. Keep your office clean and tidy for most efficient work habits. There should be no extra items in your office that may distract you. Don't write on any of the forms on the board in front of you. Any other things you want to put in your office, beside the ones mentioned below, need prior permission of the supervisor.

### *Suggested layout of student offices:*

*Student progress cards:* Top left corner of the board in front of you. No extra drawing, sticker or writing on it.

*Goal Card:* On the middle of the board in front of you with 1 magnet.

*Character poster:* Right hand side of the board in front of you with 4 magnets.

*Flags:* On the right side of the office.

*Pencil container:* On the right side on the office desk – biro, pencils, sharpener, eraser, ruler, crayons, scissors, pritt stick, compass etc.

*Stack box:* On left of the office containing: PACE's, notebooks, A4 pad, homework diary, projects for convention etc.

*Bible:* Right side of the stack box.

## **DAY ROUTINE**

### **Beginning of day routine**

- Be in school on time!
- Take homework to the Learning Center only.
- Leave your bag on a peg in the hall.
- Make sure you have your Bible for opening exercise/Bible study.
- Prepare for the goal check:
  - Open all PACE's/workbooks to the last page of previous days goals in the order from top to bottom as they also appear on the goal card.
  - Provide all other due date work – science projects, literature assignments, word building words, wisdom pacs, activity pacs, oral & written reports, vocabulary words etc.
  - Place the goal card, the diary with the homework assignment, corrective action notice (if applicable) on top of any homework.

If there is still time:

- Score homework/set work.
- Sharpen pencils.

## **Opening exercise/Bible study/Monthly Scripture**

This is at the start of each day. We learn our Bible memory passage, sing and pray together and have a Bible study. Each day for a month we learn a passage of Scripture together. The sooner you learn Scriptures, the more privileges you will have. After that will be announcements:

- Congratulations slips or other awards given
- Birthdays

On Sabbath (Saturday) we have chapel service. In all of these we show our respect for God and our willingness to obey Him and His Word by being quiet and paying attention. Parents are welcome to join us for chapel services too.

## Theory/PACE sessions

A PACE is a booklet you work in during the course of the morning. You will have a different PACE for each core subject, or as electives or extension work.

- Clear PACE's from above the office after monitor goal check.
- Check goal card and set new goals.
- Turn PACE's to start of today's goal.
- Plan your PACE work order, putting Tests and Self-Tests first.
- Be ready to do the test when called.
  - Tests are not given on the same day
  - Test in silence at the testing table or allocated office.
  - After testing say Scripture to the supervisor.
  - 80% pass or repeat PACE for further learning.
- Prepare for Self-Tests – academics, Scripture and goal.
- Put up the christian flag, so that the supervisor can sign the Self-Test.
  - Check the information in the PACE before you start.
  - Know your Scripture and goal.
  - Check all score strips are complete.
  - Check pages are circled.
  - Check supervisor's stripes are signed.
  - Check 'checkups' are signed.
  - Go through Self-Test making sure you know all the information.
  - Ask supervisor to sign your Self-Test so you may start.
  - You may not look back to check information.
  - Score Self-Test and put in the score with your supervisor.
- Ask to read page one of the new PACE by putting up the christian flag. Read the Self-Test of the new PACE to be aware of what you will achieve.
- Get as many pages done as possible up to score strips without asking for any help or assistance. When you reach a yellow strip, put up the christian flag, so your supervisor can sign it.

- When you reach a checkup, put up the christian flag, to ask the supervisor to sign it.
  - Do not stop in the middle of checkups.
  - You may look back to check information.

### **PACE's halt**

If at one point you cannot directly continue or you are waiting for your flag to be answered, don't wait, but continue one of the following in the mean time:

- Learn PACE Bible verse and goals
- Learn monthly Bible passage
- Learn English or Maths rules
- Write out Word Building words
- Read literature book
- Prepare an oral or written report
- Convention work

### **In the last theory session:**

- Score all your work and finish goals.
- Hand in for test:
  - Put up your christian flag
  - Say Scripture and goal
  - Ask for signature at the back of the PACE
  - Put PACE separate for testing next day
- In the last 10 minutes:
  - Show monitor goal card of finished goals for green dot and other information OR show monitor homework details for Goal Check Report.
  - Fill in homework sticker in your diary.
  - Tidy your office and do "PACE halt" options while waiting for dismissal.

## **Break routine**

All students are outside the learning Center or classroom during break-times unless staff request, or give permission otherwise.

- Make sure you go to the toilet at the beginning or at least before the break is over. If you have to use the toilet during lesson time, you need to raise the national flag to ask permission to be out of seat, except if on privilege status C. The toilets are not a socializing area.
- Wear coat and change shoes if instructed to do so.
- Play in designated areas only, not in the corridor.
- No behaviour that may hurt or restrict others.
- No forceful physical contact.
- Take care of property and equipment.
- Ask permission from break staff to take games or equipment to the break and be responsible to return it. If you bring items from home, the school will not replace it in case it should be damaged.
- Use ropes for skipping only.
- Only 1 student in a hoop.
- Do not climb walls.
- No aggressive or hostile games (even ‘pretend’ games).
- Be respectful to staff and other students.
- If the whistle blows or the bell rings, immediately stand still and be silent until instruction is given.
- Be quick in the toilet and leave the facility in good order.
- Return from the cloak room to the Learning Center quickly after the break.

## **Leaving the Learning Center**

Collect homework, check you have:

- Homework diary.
- Homework PACE's.
- Other set work or homework.
- Congratulation slips.
- Corrective action notice (if applicable).
- Check your office is tidy and put your chair in if necessary.
- Don't forget your music book and your flute.
- Don't forget your bag on the peg in the main hall.

## **Lunch routine**

- If lunch will be provided in school it will be vegan. Otherwise children and young people eat at home or eat their own food in designated area.
- Pray for the food.
- Eat with good manners.
- Fellowship with those at your table.
- Brush your teeth and make sure you are back at the meeting point in the main hall at 14.00 for the afternoon training.

## **Practical classes**

These classes will include practical domestic skills as well as basics in different professions based on age. It will include the following:

- Gardening
- Animal care
- Cooking/baking
- Kitchen work
- Cleaning
- Embroidery
- Washing/ironing
- Sewing
- Handicrafts
- Health and Evangelism
- Painting/Drawing
- Music
- Typewriting
- Knitting/crochet
- Carpentry and other profession basics

The lessons are defined per child and will differ per student.

## **End of day routine**

- Collect your coat and bag if applicable.
- Younger students: Wait until your parent/carer releases you from your afternoon supervisor.
- Older students: Leave with permission.

## **Academic balance**

This means having all PACE's on the same number, except Word Building (2 PACE's ahead).

It also means putting equal effort into all your subjects. However some subjects have more pages than others, some require extra reading, research or have projects involved.

## **Annual Awards Ceremony & Banquet**

The Annual Awards Ceremony & Banquet is a special occasion once a year. This is a wonderful time where we encourage each other in the faith, where students will receive awards and share what they have learned with staff, parents, family members and friends. To enjoy music, fellowship and a lovely meal together!

## **Behaviour**

Our behaviour needs to be consistent with our Christian testimony. We should treat anyone we meet with respect and show appreciation for their efforts on our behalf. More information on behaviour can be found in the school's "Promoting good behaviour policy" and the "Anti-bullying policy" found on the website.

## **Care and vandalism**

We would ask you to respect the school premises and look after all the equipment given into your care (chair, office, equipment, tools, toilets, books etc.). Don't leave your things lying around in places they do not belong. Any item left on the ground will go into "Lost Property" – 10 merits per item to get them back! Any items damaged and broken should be honestly reported

to a staff member, so that it may be repaired or replaced. A bill to repair purposeful damage will be sent home to your parents/carers.

### **Congratulations slips**

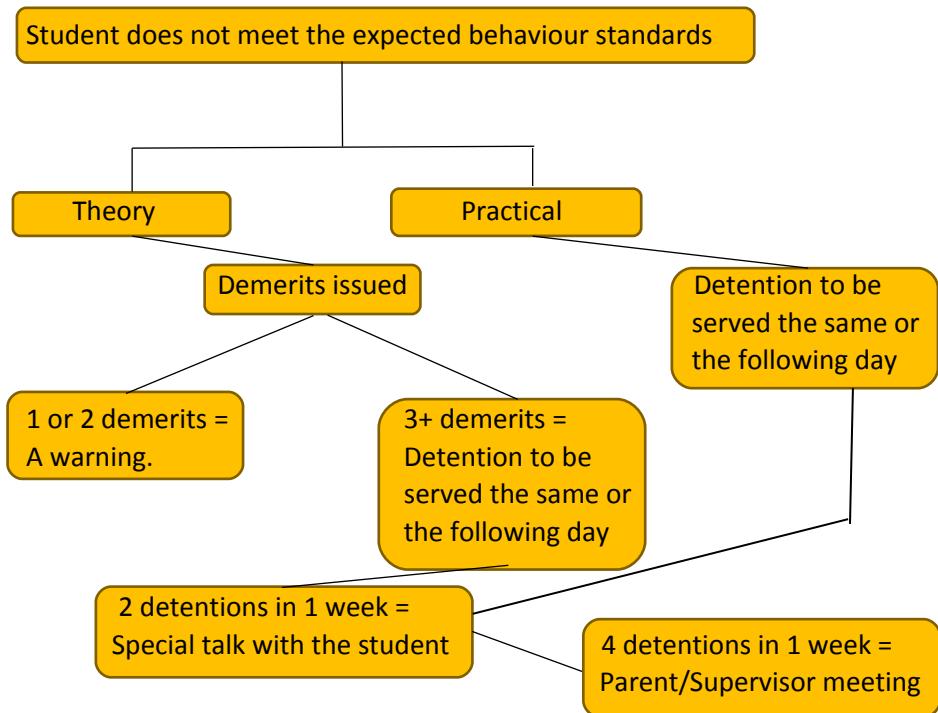
You will receive one of these the day after you pass a PACE-test. It will show the subject of the test you took, your score and the amount of PACE's you did on the subject the same year. Congratulations slips are given out in opening exercises, when your fellow students celebrate your success with you. Receive them with joy and a smile, with an audible "thank you". It is a triumph to pass a test. Take your congratulations slip home and show your parents; they will want to rejoice with you!

### **Correction**

How you handle being corrected is very important (Proverbs 15:10,12; 16:20-22). Solomon, the wisest man who ever lived wrote: "My son, despise not the chastening of the Lord; neither be weary of His correction: for whom the Lord loveth he correcteth; even as a father the son in whom he delighteth" (Prov. 3:11,12).

Remember: the teachers who correct you are not perfect, but they are in charge, with responsibility for you and authority over you. Also the Bible is given for correction. Timothy wrote: "All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: that the man of God may be perfect, thoroughly furnished unto all good works" (2 Timothy 3:16,17). God is keen to see how you respond to being corrected, receive the correction with a good attitude. Don't immediately talk to other students, but think about what was said, talk to your parents and seek to grow in spiritual stature.

## Corrective Action procedure



On the next page you will find the yellow, red and gray card. A yellow card is a strong warning. The red card will have consequences and a gray card is a strong warning that if matters do not improve, it could lead to permanent exclusion from the school.



## Yellow Card

A yellow card is issued by a staff member and means that the student is escorted from the classroom for a certain time (15, 30 or 60 min.) and is not allowed to play with other children during the next break.

## Red Card

The red card will be given after consultation with the head teacher, in the instance of severe behaviour by the student, such as swearing, aggressive or violent behaviour, defiant or rebellious behaviour, crude gestures, comments, actions or innuendos. Red cards will result in an instant 1 or 2-day suspension.

## Gray Card

When the measures of the yellow and red card are not heeded and there is no improvement, there will be another meeting with parents/carers and the student.

If the situation does not improve, the school board can decide for permanent exclusion.

## Demerits and detentions

Demerits are given to students by staff for procedural errors, or for talking, or note passing, bad behaviour etc. One or two of these in a day has no follow-up, but three or more demerits during the morning session will mean you get a detention after school time. In the practical lessons verbal warnings will be given. If these are not heeded, it will lead to detention. The corrective action note will show why the detention has been awarded and in what time frame the student can finish with average effort. Detentions will preferably be served the same day. If not the detention will be served the next day and

the corrective action note has to be signed at home by your parent that evening and returned to school the next day.

3 demerits means 1 page of lines to be written

4 demerits means 2 pages of lines to be written

5 demerits means 3 pages of lines to be written

6 demerits means 4 pages of lines to be written

What you will be writing during detention, will be decided by the supervisor, depending on the case and the reasons for which you've got detention.

Don't worry about getting a demerit – everyone gets them now and then – but do listen to what the demerit is telling you.

### **Detention in practical training**

Detention in practical area means that the student will have to do the practical training over again under supervision.

The length of the detention depends on the reason for which detention has been given and on the attitude of the student.

In cases of more serious misconduct, staff will talk to parents. Try to learn your lesson from a detention, so you can improve for the future.

### **One can get demerits for:**

#### **Learning Center violations:**

- Lack of participation in opening exercise
- Leaving flag up
- Writing or passing notes
- Leaving chair out
- Messy office
- Talking out of turn

- Wasting time
- Not displaying goal card
- Being in another students office
- Turning around in office
- Lack of school supplies
- Violating the 6" rule (distance between older boys and girls)
- Out of seat without permission
- Running in the Learning Center
- Any disturbance
- Any damage to property
- Eating in off-limit areas
- Not reading instructions and not following them
- Talking at the testing table

**Scoring violations, goals or homework related:**

- Goals not set
- Unauthorized goal change
- Homework Assignment not signed
- Diary not returned
- Minor scoring violations
- No supervisor's signature
- Science experiment not done in time
- Scripture not learned for a Test or Self-Test
- Leaving PACE's/school books at home
- More than one day's work left unscored
- Incomplete homework
- Incomplete set work
- Corrective action notice not signed or returned
- Major scoring violations

- Repeated offences which supervisor/parents have already brought to a student's attention.

**Other:**

- Making a mess in the toilet area
- Late for school without notice

**Behaviour:**

- Name-calling towards other students
- Asking another member of staff permission after refusal has already been given
- Disrespect to elderly people or supervisors
- Deliberate harm to others

## **Field Trips**

These are educational trips that are connected with lessons, but can also include fun and exercise.

## **Fire drill**

Drills are designed to ensure our safety in the event of a real fire. Always take them seriously. The alarm bell will ring throughout the building. Listen and follow your supervisor's instructions immediately.

- In the event of you discovering a fire notify a teacher or senior student who will sound the fire alarm.
- When the alarm rings, take it seriously – it may be a real fire and not a practice.
- Stand up and put your chair in.
- Leave personal belongings behind.
- Wait for instructions from your teacher and in case of direct danger, directly go outside on the small field of grass (where the laundry hangs outside).
- Answer clearly when your name is called, "Yes Mr./Mrs. and the teacher's name.
- If you are alone when the alarm sounds, walk to the nearest exit and to the pre-arranged assembly point (in the main hall) or outside on the small field of grass (where the laundry hangs outside).
- Find a teacher and report your presence.

## **First aid**

- Learn the location of the first aid box
- Fetch it or wait by it when instructed
- Never use the first aid box without supervision
- If you see an injured student, call a member of staff immediately

## **General rules at school**

- Keep the class, cloak room and toilets tidy.
- Hang your jacket and bag on a peg.
- Don't bring chewing gum, sweets or other eatables/drinks to school, except with special permission.

## **Goals**

These are the targets you have set yourself for the morning. You aim to complete each day's goals that day, taking some PACE's home for homework. The harder you work in the morning the fewer pages of home-work you will have! It is very important to complete PACE homework the same day or early morning before school, so that your goals are complete.

If, however, there is a good reason why you have not been able to complete your goals, ask your parents to write a note in your homework diary explaining this.

## **Goal Cards**

Goal Cards are the way of making sure that each day you do what you need to do in order to achieve your medium and long-term goals. You plan your goals to keep academic balance, to achieve privilege status, to get on honour call and to obtain the ICCE level of accreditation.

## **Use of goal card**

- Always use a blue biro.
- When a goal is completed, cross it out (1 diagonal line from top left to right bottom) with a ruler.
- Fill in next day's goal immediately with a blue biro.
- Use actual page numbers and put the number of pages involved in the box 'Total pages'.

- If you have self-tests, write page numbers and ST.
- If you have a test write T. PACE test = 4 pages.
- You may do 2 tests and 2 self-tests in one day.
- Ask the supervisor to write a review plan.
  - ▲ A review for a self-test or test is 4 pages (supervisor's approval).
  - ▲ Write "Review" on the goal card.
  - ▲ Only one day of review allowed.
  - ▲ Staple review to the back of the PACE.
- If you need to change a goal, ask permission, change the goal and ask for a signature.
- Leave boxes that are not needed empty on the goal card, no need to put a diagonal line.
- When your goals are complete, extra pages should be marked on the goal card when they are done. In the box with 'Total pages' put the quantity of extra pages completed (+#). Set whole pages, not halves
- A goal is complete when scored, corrected and rescored.
- Score your work at the end of the day (even when no score strip).

## **Home life**

How should Christian education work out at home? We expect our students to be:

- a) Keepers of a neat and tidy bedroom
- b) Chore-doers with smiling thoroughness

Question: Is this school business?

Answer: A **tidy** student will not delay his parents/carers while looking for a corrective action notice, socks, homework ... and will come in clean clothes and shoes.

A **chore-doer** will handle jobs at home and at school with safety, skill and enthusiasm. Such people are likely to become leaders – Jesus taught “Let him who would be greatest among you be the servant of all.”

## **Homework**

- Homework is not optional.
- Take home only the subjects that you need to do for homework.
- Complete what is stated in the diary.
- Parents sign the homework diary to acknowledge it.
- Set Work to be completed as homework.
- Non PACE homework to be written in diary and on due date.
- Non PACE homework to be written in pencil.
- Non PACE homework to be finished on time and presented for goal check on day due.

## **Carry Homework**

You will need to carry homework from and to school. Please remember your homework diary, homework PACE's, convention work or preparations towards oral/written reports, congratulation slips etc. Parents are asked to sign the homework assignment in the diary daily and can also communicate with the school by sending an envelope with information together with the homework. This letter has to be placed with your homework on top of your office before goal check.

## **Honour Roll**

The Honour Roll certificate is attained by students who:

- Have achieved 2 test per week in any subject (or 72 stars per year up until PACE 50, above that 70 stars per year) throughout the academic year.
- Kept academic balance.
- PACE average of 90% or above for PACE 1-60, or 85% and above for PACE 61-144.

- Memorize their monthly Scripture passage.
  - Conducted themselves consistently well.
1. Criteria is assessed on achievements in the previous year.
  2. Certificate presentation at the Annual Awards Ceremony and Banquet.
  3. A special surprise or opportunity is connected with honour roll.

### **Learning Center rules**

- Lateness is significant, we record and report.
- Silence / Quiet voices for conversations.
- Conversation between staff and students, not students and students.
- Address staff respectfully.
- No writing or passing notes.
- “Mind your own business”.
- Flag up for permission before you leave your office unless on privilege.
- National flag calls the monitor: “doing flag” for scoring, fetching resources, testing table, sharpening pencils, asking to get out of your seat etc.
- Christian flag calls the supervisor: “helping flag” for PACE’s academic questions, personal help etc.
- Work while you’re waiting:
  - On another PACE
  - Learn monthly Scripture
  - Learn PACE Scriptures and goal
  - Read your literature book
  - Prepare an oral or written report
  - Learn any rules
  - Go over Word Building words
  - Convention work etc.

- Do not leave your office without permission, unless on A or C privilege.
- Put your chair in when you leave your office.
- Leave your flag down.
- Don't take your pencil to the score station.
- Walk only.
- Don't talk or waste time at the score station or distract others while there.
- Don't take the red pen from the score station.
- Keep your feet off furniture and walls.
- Treat all belongings with respect – yours and other people's.
- Windows may not be opened or closed without permission.
- Settings or radiators may not be altered without permission.
- Keep your office tidy.
- No food or drink, except water.
- Smile!

## **Literature**

### **Literature and Creative Writing PACE's up to PACE 60**

- If PACE says, “read chapter #” set on goal card as 3 PACE pages
- If PACE says, “read pages # - #” set on goal card as 2 PACE pages

### **Literature Assignments from PACE 61+**

- Create a work plan with dates and show supervisor for approval (15 days to complete). Ask for test date to go in GCR.
- Use the work plan to set goals.
- Take 8 days to read the book.
- Set exact page numbers on goal card (10 book pages = 1 PACE page).
- Take 3 days to complete study guide using the book and writing page reference numbers.
- Set 1 page of the study guide on the goal card (1 page = 1 page).
- Score study guide after fully finished.
- Choose composition and write “outline”.
- Next day write “rough draft”.
- Day after “final copy” and hand in “To test”.

Next day take Literature Pac Test.

## **Merits**

It looks like there is a long list of demerits and a short section on merits in this student handbook. That's because you will gain much more merits than demerits. You can collect merits for a whole variety of reasons – good PACE work, good test scores, kind and caring behaviour, learning Scripture passages, good work, responsible attitudes etc.

### **Merit outings**

Merit outings are opportunities open to those students who are on privilege C. These outings can be a visit to the market, picking berries, swimming, a cultural event etc. Students may give ideas for these outings too. Green & orange merits can be used in the merit shop or can be spent for a special merit outing.

### **Merit shop**

Merits can be exchanged for items or special opportunities in the merit shop which is held at the end of 6 weeks.

### **Monitors**

Monitors help you to keep on track with your goals, your writing and your scoring. A monitor will also keep an eye on your behaviour so that the supervisor can concentrate on giving tutorials, doing academic projections etc. Obtaining no demerits from the monitor means that you are doing well!!

## **Oral Reports**

These are a part of lifestyle in the Advent School. They involve giving a prepared talk on an assigned topic to your Learning Center or a smaller group. This is critiqued and rewarded with merits and a sticker. Oral reports help to train you to be an effective speaker. They also help you prepare for convention items.

The younger the student speaker is, the more help they need from parents/carers. Subject can include: my favourite book, music, animal, holiday, activity or a topic from Science, Social Studies or Health. All students after the ‘Learning to Read’ programme take part.

### **How to prepare an oral report**

- Think about your subject – pray – ask the Lord to inspire you.
- Brainstorm around the subject – see what comes out.
- Ask yourself: Will it be interesting to an audience? Is it a worthwhile subject to talk about?
- Choose what part of the subject you will concentrate on.
- Write ideas that come to your mind.

### *Organise information*

- Mark areas that need researching.
- Do research – make notes.
- Group information in subject areas.
- Decide on the order. How do you build up your speech? What are you telling first, what next? ... Build up to a climax.
- Note underneath what to say about each area.
- Collect together any materials/objects that might add to the report.
- Run through the notes out loud. Time yourself – see roughly how long it takes – how many minutes to aim for?
- Cut out material/fill out areas as necessary.

## *Practise presentation*

- Practise a few times using your notes, to be familiar with the material.
- Practise in front of a mirror. Ask yourself these questions:
  - Am I loud enough to be heard?
  - Is my face expressive?
  - Am I standing well?
  - Do I look up enough? It should not be like reading something to the audience, but telling/showing them something.
  - Am I using natural gestures where I can?
  - Am I enthusiastic about my subject?
  - Am I speaking slowly enough to be heard clearly?
- Practice with your parents or family members at least once. They can give you ideas as to how to improve.
- Final touches:
  - Practice how you will come to the front to start your Oral Report. Walk straight, not too fast and hold your head up.
  - Look the people in the eye straight away and look at the total audience, not just one side.
  - Make sure you look smart and tidy.
- Now you are ready to present your Oral Report!

## **Privilege status**

Students may earn privilege status each week. These privileges reflect responsible attitudes in daily work and relationships. They give students greater freedom and opportunities in their work environment. There are three levels of privilege in the Advent School identified by the letters A, C and E. Status A and C applies to the theory and status E applies to the practical. So you can have privilege A and E or C and E. Students apply for privilege on Friday for the next week according to the principle in Matthew 7:7,8 “Ask, and it shall be given you.” If you don’t ask you will not receive. Application for privilege forms are available in the Learning Center.

## **Privilege Status A**

The student gets privilege status A for:

- Completing the daily goal target all days except one
- Maintaining academic balance
- No more than 1 detention per week
- Memorise last month's Scripture

*Privilege:*

- Scoring without permission

## **Privilege status C**

The student gets privilege status C for:

- Completing the daily goal target
- Maintaining academic balance
- No more than 2 demerits in a week
- Memorise last month's Scripture

*Privileges:*

- Scoring without permission
- May be out of seat without permission
- Opportunity to join merit outings

## **Privilege status E**

The student gets privilege status E for:

- No detentions in practical area
- Memorise last month's Scripture

The following points will be noticed:

- Cheerfully doing the appointed job/Commitment & effort put into it.
- Punctual, being on time and no long toilet breaks or taking long time when told to get something.
- Working fast.
- Being concentrated.
- Being thorough and accurate.
- Leaving tools/materials behind clean and/or orderly and in their places.
- Working systematically & efficiently.
- Listening and following up instructions.

*Privilege:*

- Opportunities for privilege task, with which you can earn merits.

### **Students who are not on privilege**

- Complete PACE routine as normal
- Complete set work on goal card during 'merit outings'
- No supervisor's signature or help during this time
- This time is completed in silence and in own office
- Student may score, but are not supervised by the supervisor
- Practical lessons are done under supervision
- Once the set work is complete the student may read in his office.

## **Progress of a PACE**

A PACE is a booklet you work in during the course of the morning. You will have a different PACE for each subject. In the higher classes you will also have electives or extension work. Some subjects like Dutch, history etc. will be given by sheets or workbooks.

### *Overview of a PACE*

- Page one
- Note Scripture
- Note character trait and goal
- Checkups, Self Test, Test

### *Page one*

- Note Scripture, character trait and goal.
- Page 1 must be read for the supervisor and signed, otherwise you may not progress.
- Science, Social studies, Animal Science and other projects for homework.

## **Projects**

- Look through new Science, Social Studies PACE's for projects. They are compulsory and need to be completed at home.
- Ask for projects to be photocopied and due dates to be written in GCR.
- Write "Check Project" at top of Self-Test page.
- Complete PACE as normal.
- Put project copy in a homework file and write it in the diary with the homework for start of the day and for due date.
- Start the project immediately as it may take time to complete and show parents and ask for help straight away.
- Complete project to the highest standard.
- Ask parents to sign project copy and homework diary when complete
- Place project, project assignment and the homework diary on the office for goal check on due date.

## **Reports**

Twice a year reports are issued on your PACE work, other subjects, practical classes and general progress. It contains your average score to date in the subjects done. These reports are send home after a term.

## **Rules**

Rules help to keep our lives together running smoothly and respectfully. Our “gold standard” in our lives together is: “... Love the Lord thy God with all thy heart, and with all thy soul, and with all thy strength, and with all thy mind; and thy neighbour as thyself” Luke 10:27.

## **School Calendar**

The school calendar shows dates that are relevant for you and/or your parents. You can find the term dates and special events like the European Student Convention, Camp meeting, school vacations, open days, merit shop days and also parent orientations and parent evenings etc. Put these onto your own calendars as soon as possible and plan to be there! Your attendance and support is important!

## **Score Keys**

These are the “answer books” which you use to score the work you have done in your PACE. They are kept in suspension files in containers in the Learning Center. There are usually several Score Keys in each file, matching the PACE numbers on the file. Score Keys get lots of use, treat them gently. Keep the corners of them flat and do not mark the pages in any way. It is really important that you put the Score Keys back in the right file when you have finished scoring, so that it’s easy for the next student to find. This is one of the ways we can show our care for one another as we work together.

Don't cause your friends to waste time looking for Score Keys that have been put back carelessly in the wrong file – be careful and considerate.

### **Scoring procedures**

All students (except the youngest) mark or score their own work, except in each final PACE test. The procedure is simple.

- Work to a score strip.
- Put up the national flag (monitor flag) for permission to score.
- When permitted to score, unless on A or C privilege, leave your pencil at your office and go to the score station.
- Find your score key, do not mark it in any way & handle it with care.
- Place your PACE beside the Key and with a red biro, you compare your answer with the Score Key – accuracy of words and spelling is important. If it varies, but you think it is still right, raise your hand to ask a supervisor.
- If an answer is correct, do nothing.
- If an answer is wrong, put a red X beside the number of the mistake.
- Don't forget to check your Scripture as well.
- When you have scored a page or section, a red X goes in the left hand box of the score strip.
- Hand up = "I have completed scoring my work".
- Stand aside for monitor to check your work.
- Return to office to erase and correct wrong answers. When you have finished correcting your answer, put an X in pencil in the middle box of your scoring strip.
- You then put your national flag up again and, when permitted, go to the scoring table.
- If the answer is correct now, circle the x that you put in front of the wrong answer.
- When all errors have been corrected, put a red X in the right box of your scoring strip.
- Circle the page number when complete.\*

- Leave the red pen at the score station.
- Return the score key to the right place.
- Take good care of all score keys.
- If 4 or more answers are wrong on a page, finish scoring but do not correct or continue with that PACE.
- Go back to your office.
- Put up the christian flag (supervisor flag).
- Supervisor will help you.
- Ask supervisor to sign the page.

### **Points to remember about scoring**

1. Score only complete pages at the scoring table. Score 1 subject at a time.
2. Put a red cross in the margin beside wrong answers. Erase mistakes well before correcting them. Rescore and circle the red crosses beside wrong answers and when the page is ready, the page number.  
Don't ever write the corrections in red biro!
3. There is no "scoring privilege" for anyone until it is earned.
4. Mistakes don't matter – we all make them. But not noticing mistakes when you score does matter.
5. Four or more errors on a page mean you need to stop working in that subject and see a supervisor. Return to your office and put up the christian flag.

\* Check if you really scored the whole page. If there are still scoring errors, we call these scoring violations and 1 demerit for each scoring violation is given.

## **Self tests**

Before you do a self-test:

- Check that all check-ups and supervisor signature boxes (yellow strips) are signed by a supervisor.
- Be sure you have completed any projects (Science mostly) and wisdom pages.
- Review your PACE memory verse and goal.
- Look carefully at each question on the self-test; make sure you can answer them all. If not study it again. You can ask your supervisor for advice or for a review.
- When you are sure you are ready, put up your flag for the supervisor to sign the self-test.
- Once you start, you may not look back anymore.
- Score your self-test. If there are still mistakes ask your supervisor for advice if a review is needed.
- Complete any review your supervisor gives you, and then ask to hand in the PACE for a test on the following day.

## **Student Convention**

Student convention is a 5-day event held once a year in the UK for students using ACE curriculum. There are various activities in which you can join individual or as a team. The main categories being athletics, academics, art and craft, music and platform. In the evenings we learn from God's Word and enjoy some of the day's performances. There are over a hundred events to take part in from which you select up to a dozen entries. Preparation goes on all year for convention. Several parts are rewarded by credits that you need towards ICCE certification. This applies to students above 1085 PACE levels. Students will need a lot of help and encouragement with their preparations.

## **Student Progress Card**

This is also called the star-chart. There are 2 terms on it of each 20 weeks. Here you can see easily how much you scored. 100% = gold star, 91-99% = silver star, 80-90% you passed and you get a coloured star. The colour shows which subject it is. Also you can easily keep track if you learned your monthly Scripture, by the Bible stickers.

### **Boy's and Girl's talk**

<b>Boy's Talk</b>	<b>Girl's Talk</b>
1. Encourage genuine healthy relationships with other students – inclusive not exclusive; no hierarchy or age isolation	
2. Care for and appreciate others, especially younger students, as family	
3. Conduct with other boys <ul style="list-style-type: none"><li>• Prefer one another</li><li>• No gossip</li><li>• No unnecessary physical contact</li></ul>	Conduct with other girls <ul style="list-style-type: none"><li>• Prefer one another</li><li>• No gossip</li><li>• Sensitive to time of month – not indulgent</li></ul>
4. Conduct with girls <ul style="list-style-type: none"><li>• Respectful</li><li>• Sensitive to needs/helpful</li><li>• No physical contact</li></ul>	Conduct with boys <ul style="list-style-type: none"><li>• Respectful</li><li>• No flirting</li><li>• No physical contact</li></ul>
5. Respectful relationships with staff and address staff appropriately <ul style="list-style-type: none"><li>• Honest</li><li>• Obedient</li><li>• Genuine</li></ul>	
6. Servant's heart – motivate to serve and promote servant's heart	
7. Respect the building, especially toilets and corridors	

<p>8. Personal hygiene</p> <ul style="list-style-type: none"> <li>• Daily wash/shower</li> <li>• Wear clean clothes</li> <li>• Wash hair</li> <li>• Use deodorant</li> </ul>	<p>Personal hygiene</p> <ul style="list-style-type: none"> <li>• Daily wash/shower</li> <li>• Wear clean clothes</li> <li>• Wash hair</li> <li>• Use deodorant</li> <li>• Have a small bag in school with spare equipment and underwear for the “time of the month” and keep it in kit bag</li> <li>• Use sanitary bags at “time of the month” and dispose of them properly in the bin</li> </ul>
<p>9. Your behaviour at home needs to be the same as at school; check yourself for consistency</p>	

## Test

- Test to be done the next school day at the testing table.
- At the beginning or end of the PACE test you need to say your Scripture to the supervisor.
- You need 80% to pass a test and proceed on to the next PACE. Up to PACE 1036 in all subjects 90% and up to PACE 1108 in Word Building. Below this mark, you need to repeat the PACE to ensure you know the information.

## The 1000 club

Join the club! You are part of the 1000 club when you scored 10x100% in whatever subject in theory per term. However everyone scoring 100% in a particular subject will also join on the board and can strive towards the goal. The members of the club will receive a small surprise, which will be given once a term!

## **Dress-code**

The way we dress says a lot about us. During special outings and events we aim to dress uniform. Instruction for this will be given for such occasions by the school. During normal school days the following dress code applies. We want to dress well, but appropriately – smart, but modest.

### **Boys:**

- Hair to be combed, off the collar & ears. Hair should not be long or shaved. No jewellery except watches.
- The clothes should not be tight and trousers whole. They should fit properly or have suspenders or belt.

### **Girls:**

- Hair should be out of the face, long hair must be tied back, no make up or jewellery, except a watch, no high heel shoes.
- A long, but not tight skirt (that is when one sits, the skirt should well cover your knees), hems or splits no shorter than the knee. Use a belt if needed. In practical lessons trousers may be worn, under the same conditions as written above. The clothes should not be tight, not transparent, no décolletage. Blouses up to the collar bone at the front and to the neckline at the back (when you bent in front of the mirror, you should not be able to see your breast).
- ❖ All outfits are to be approved for Christian modesty, smartness, health and self-discipline.
- ❖ Keep your shoes clean.

### **General**

- Have outdoor and indoor shoes!
- Sports kit or swimming kit if required
- Outdoor coat
- School bag

## **Word Building**

**Page one:** Write out words in Word Building notebook and read words to the supervisor for a signature.

**Checkups:** Write out words x3 times in the notebook and ask the monitor to sign words in the notebook and on a checkup.

**Body of PACE:**

- Write full creative sentences with proper grammar and punctuation.
- Don't short cut dictionary definitions.

**Self-Tests:** Write out errors for Self-Test x10 times. This has to be done at school and get it signed before the PACE is kept for testing.

**Test:** 90% PACE test pass – errors to be written out x10 times.

## **Written Reports**

There will be some written reports in a year. Always analyse your instructions carefully, making sure that you fully understand the topic, question or case, that you know what the purpose of the report is, and who it is being written for.

When you are researching, planning and eventually writing, continually ask yourself what the main purpose of the report is, what your objective is in writing it: is it to inform; to argue; to persuade; to evaluate? What does your reader want to see in the report and what will they do with it?

You first need to decide your basic framework. You will then be able to plan your research, maybe in the form of questions that need to be answered. Use only information that is really relevant to reach your goal. Summarise the main points as concisely as possible. Remember to make a comprehensive record of any sources consulted in order to be able to correctly reference these.

Report structure components to be considered: Title page, Acknowledgements, Contents page, Terms of Reference, Procedure, Materials and Methods, Summary, Introduction, Main body, Results, Conclusion, Recommendations, Appendices, References, Bibliography, Glossary.

At the end check your style, general layout, text organisation, coherence, grammar, spelling and punctuation.

([www.library.bcu.ac.uk/learner/writingguides/1.02%20Reports.htm](http://www.library.bcu.ac.uk/learner/writingguides/1.02%20Reports.htm))

### **Your attitude towards your supervisor and other teachers**

Staff are important people. They have chosen to give this part of their lives to serving you. In school they are "*in loco parentis*". This is, they stand in place of your parents. When staff talk to you, look at them, when they instruct or advise or inform you of some matter, say "Thank you, Mr ..." or "Yes, Mrs. ..." Then they will know you have understood and will act accordingly. Your staff will respect you and will address you by your name. Please show your respect for them by using their names. Aim to have a grateful heart towards them – and to show it from time to time. Adults, like young people, need encouragement and appreciate thanks!

"Whether therefore ye eat, or drink, or whatsoever ye do,  
do all to the glory of God."      1 Corinthians 10:31

The Advent School team wishes you all the best  
and God's blessing in your studies!