

# School Rules and Code of Conduct

These Rules and Code apply whenever students are in school uniform or on an official school activity. Students represent the College as well as themselves and their parents. They are required to attend to their responsibilities to the College and to its reputation in their everyday behaviour. They are expected to always show self-respect and respect of others and their property.

## **Absences:**

When a student is absent, parents are to inform the school by telephone (ph 560 9250) that day. Parents will be contacted by text if their son is not marked present at school. It is important that parents reply or phone the college as soon as possible to confirm where the student is.

All absences must be explained in writing or by phone or email, setting out the reason for the absence and the exact period involved.

Because attendance at school is part of legislative requirements, the College is required to adhere to Ministry of Education coding for attendance matters. We are not free to form our own judgements about whether attendance is 'justified' or 'unjustified'. These criteria are defined by the Ministry.

The Ministry rules are that if a student is selected for a national sports or cultural event then his absence is considered a justified absence. However, if a family wishes to take their son on a holiday during term time and needs to remove their son from school the Ministry rules define this as an "unjustified absence". This does not mean that the College does not support the family's decision or is making judgements about it.

## **Attendance:**

All students must by law be enrolled at school and attend each day until they reach the age of sixteen. Teachers need to keep a lesson by lesson check on classroom attendance. Students must attend all classes on their personal timetable and a parent needs to be contacted if a student truants from school or skips individual classes. Normal school hours start at 8.40 am and conclude at 3.00 pm.

## **Behaviour in or out of class:**

1. Students walk to class in an orderly manner without obstructing corridors.
2. Outside the classroom, if it is locked, students line up against the wall keeping clear of the doorway.
3. On entering the class students go to their seat, make ready their books and be fully prepared for the lesson to begin.
4. Misbehaviour that disrupts teaching and learning may result in offenders being withdrawn from class and parents being informed.

## **Emergency Evacuation Procedure:**

All instructions for emergency evacuations must be carefully observed. Interfering with the alarms may result in injury and is a very serious offence.

## **Forbidden Articles:**

- Electronic devices are forbidden in class. If they are visible they will be confiscated unless the teacher has given permission for them to be used as a learning aid.
- Matches, lighters, fireworks and aerosol cans.

- Penknives or other dangerous instruments [e.g. air and imitation guns, water pistols, water bombs, chains, etc].

**The College accepts no responsibility for the loss of forbidden articles.**

**General:**

Any behaviour at any time considered by the Principal to be detrimental to the good order and/or name of the school is unacceptable as a mark of a St Bernard's College student and disciplinary action may be taken.

**Hair:**

Hair has to be neat and tidy at all times. Students in Year 10 and above who have visible facial hair are required to be clean shaven. Only hair dyes that imitate natural hair colours are permitted. If hair is dyed it must appear natural, not in stripes or patches of colour. Mohawks, shaved patterns and other extreme hair styles are unacceptable. Boys with long hair are expected to tie it back neatly.

**Health:**

- Spitting, misbehaviour in the toilets and other unhygienic acts can have serious consequences and are prohibited.
- Sharing of drink bottles is unhygienic and is prohibited.
- Students who need to take daily medication must do so under the supervision of office staff.

**Jewellery:**

Students are only allowed to wear a small single stud in one or both ear lobes. Earrings are to be smaller than 4mm. They are to be gold, silver or clear glass in colour. Hoops are not to be worn. Unacceptable jewellery items will be confiscated. Any other form of body piercing is prohibited. Rings, bracelets or necklaces are not to be worn except College approved religious, cultural and/or similar artefacts. Visible tattoos or tattoo transfers are not permitted.

**Language:**

Polite, respectful language is expected both within the college and in public. Swearing and foul language go against our special character, give a bad name to a student and St Bernard's College and are not acceptable at any time and disciplinary action may be taken.

**Lateness (after 8.40am):**

All students who arrive after 9:00 am must report to the Main Office and obtain a late pass before they go to their first period lesson. They then hand this late pass to the subject teacher. Lateness should be explained by a note and presented at the Main Office upon arrival. Subject teachers will send students back to the office if they arrive after 9:00 am and without a late pass.

**Leaving the School Grounds:**

Students are to remain on the property (defined by the natural boundaries) at all times from 8.40 am till 3.00 pm. If there is a need to leave the property at any time, **a written note from parents is to be given to the Dean to be signed.** The student must produce the note at the Main Office before signing out. On his return he signs back in at the office. Where possible, parents should ensure appointments are made outside of school hours.

**Lunch time Activity:**

Students are encouraged to be active (reading, chess, informal games) during breaks especially lunch time. It is advisable to wear a tee shirt if engaging in physical

activity. Students should respect any roped off area on the grounds – likewise trees and shrubs. A sign on the field indicates if the field is open or closed.

### **Out of Bounds Areas:**

- Behind the Gymnasium.
- Area along the western boundary from Marina Grove to behind the canteen.
- Area along eastern boundary on the Waterloo roadside.
- Waterloo Road frontage.
- Anderson Grove.
- Marina Grove.

### **School Property:**

Students are required to maintain in good order the property (including textbooks) provided for their use. School property must not be marked in any way. Damage to anything in class is to be reported to the teacher. Students who damage school property during breaks etc. are to report it to the Deputy Principal. Students must be prepared to pay for damage caused. Students will also be expected to pay for or replace lost books.

### **Smoking, Alcohol and Drugs:**

The possession and/or use of tobacco products, alcohol, drugs, solvents, e-cigarettes or other similar substances on the college grounds, at college functions, or while wearing school uniform are prohibited. Such infringements may result in suspension.

Transport – Bicycles & Scooters:

- Bicycles and scooters may not be ridden on the school property during the day.
- Students use the stands provided to store bicycles & scooters during the day. Locks are mandatory.
- Students may only borrow another student's bicycle or scooter with the permission of the Deputy Principal or Dean.
- Bicycles are to be wheeled in and out of the school grounds. Helmets are a legal requirement.

### **Transport - Buses:**

The College and Metlink have an agreement that students board the Wainuiomata buses at the College stop. Those waiting for the school buses to Wainuiomata, Kelson, Stokes Valley etc. are to wait in an orderly manner. It is dangerous to rush forward to the kerb when the bus approaches. Students should travel in an orderly, respectful manner. Those who misbehave will be reported by the driver to the College.

### **Transport - Student Vehicles:**

Vehicles are normally parked in Anderson Grove clear of driveways. They are not to be used or sat in during the day (including lunchtime). No student has the college's permission to carry passengers. A student driving a vehicle must show his licence to a staff member on request.

### **Transport - Trains:**

Behaviour at railway stations and on the trains should be orderly and dignified. Those who misbehave will be reported to the College.

### **Uniform:**

On enrolment, parents sign up and agree that their son will attend the College in the correct uniform at all times. The uniform is to be worn neatly and in good condition. The College makes every effort to see that student's display, both in and out of school grounds, a well presented image in which all associated with the school can take pride. When temporary

difficulties arise, parents must advise the school, by note, of the problem. Uniform articles should be clearly named. The wearing of the correct and tidy uniform is seen as a sign of personal pride as well as presenting a good image of the school. Combinations between the dress and the day uniform are not allowed.

**Visitors:**

All visitors must report to the Main Office. Visitors (including students from other schools or past students) may be invited on to the College property with prior arrangement with the Principal or the Deputy Principal of Pastoral Care.