

# School Rules

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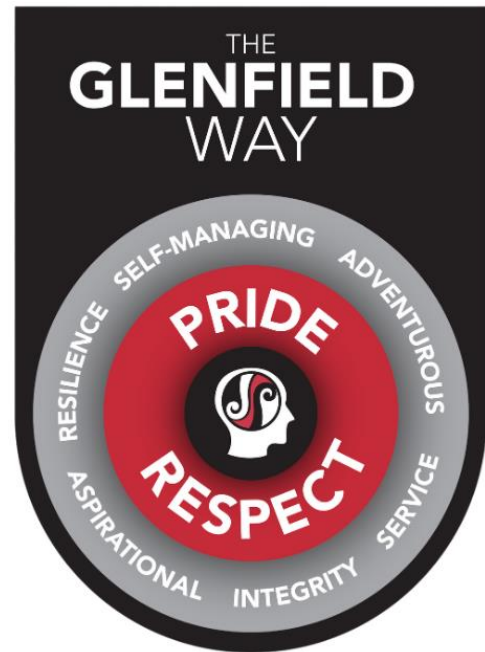
Glenfield College proudly promotes the Glenfield Way that includes the values, 'Pride and Respect' – for others, for oneself, for property and for the environment. The guiding principles of the Glenfield Way recognise that everyone in the school community has both rights and responsibilities. The foundation/pillars of the Glenfield Way are supported by the six values that promote key elements which reflect the culture of our school and enable a positive teaching and learning environment to be maintained in the classroom.

A Glenfield College student will be thoughtful, tolerant and cooperative, they should respect others' right to learn without interruption, be well-mannered, considerate and friendly to each other, to staff and to visitors. They should be punctual, attend class and complete classwork/homework to the best of their ability. They should be proud of their school and keep it clean, safe and attractive. Students should wear the correct uniform properly and behave well at all times. They should remember self-discipline and common sense.

The school rules reflect the school community's expectations of acceptable standards of behaviour, dress and personal presentation in the widest sense. Students are expected to abide by the school rules at school, when in uniform or when engaged in activities that are associated with the school. At these times, a student is deemed to be under the jurisdiction of the school for the purposes of these rules.

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Embodying our values means having high expectations for student behaviour, attitude, presentation and effort.



## 1. Prohibited Items

The following items are **not** to be brought onto the school grounds:

- Alcohol
- Drugs
- Any device associated with the use of drugs
- Synthetic cannabis
- Chemicals
- Cigarettes or tobacco or vape pens
- Knives or other weapons
- Chewing gum
- Lighters/ Matches
- Explosive or dangerous materials (fireworks)
- Permanent marker pens
- Skateboards
- Gang-associated clothing/accessories
- Portable speakers

**Electronic Devices/Laptops** are a part of classroom activities, but the use of these is at the discretion of all teachers and must be appropriate to purpose. Students must follow the Glenfield College ICT Code of Conduct Agreement when using devices at school. Please also see the BYOD guidelines for further clarification. It is also expected that devices are brought to school fully charged and ready for use. **Please note that no electronic devices are to be used during interval or lunchtime.**

**Cellphones:** If a student brings a phone to school, it is to be kept turned off and in their bag from their arrival at 8.40am to leaving at 3.10pm. Phones are not to be out during classes, nor in the grounds at break times. On occasion there may be some specific instances where permission may be given by teachers for phones to be used as a tool for learning, but at all other times phones are to be 'invisible, inaudible, in bags'. Parents and students can contact each other via the school office.

NB: The inappropriate use of any electronic device for the following is also prohibited and may result in serious disciplinary consequences: a) the unauthorised taking of any still or moving images. b) the unauthorised sharing or posting (electronic or otherwise) of any audio recordings and/or still or moving images.

**Earphones:** Any earphones - cabled/Bluetooth etc - are not permitted to be worn, seen on, or used by students during school hours. These cannot be used in class unless specifically given permission by a teacher for a learning activity.

Phones and earphones will be confiscated if they are seen during the school day. These can be collected from the school office at the end of the day (3.30pm). Parents may be required to collect a phone in person if it is not the first offence. The school will not be held responsible for any loss of stolen devices

## 2. Forbidden Behaviours

The following behaviours are strictly forbidden, both on the school grounds and when students are away from the school grounds but under school jurisdiction. These behaviours may constitute gross misconduct, which is a dangerous and harmful example to other students, and may result in a detention, stand down, or suspension. This list is not exhaustive:

- Being in the possession of, distributing, or consuming alcohol, illegal drugs, synthetic cannabis, or cigarettes or vape pens.
- Distributing printed or electronic literature of any description without the permission of the principal, including material which is obscene, offensive, or inappropriate for a school setting.
- Stealing.
- Bullying, intimidating, or harassing another person in any way, including by cyber or text and includes physical, sexual, or mental (emotional) harassment.
- Assaulting or using violence of any kind against another student, staff member, or member of the public, or threatening to use violence.
- Using obscene or inappropriate language, or engaging in obscene and inappropriate behaviours.
- Behaving in a rude or disrespectful way towards other members of the school, or wider community, such behaviour reflects badly on the school and the Glenfield Way.
- Causing loss or damage to school property, or the property of another member of the school, or wider community. Intentional/wilful/reckless damage will result in caregivers being invoiced for the damage repair.
- Cheating or otherwise misleading the school, including during the course of an investigation by the Principal or one of the Deputy Principals.
- Accessing inappropriate websites on the school computer systems or while under school jurisdiction, or distributing material from such sites.
- Failing to comply with instructions or directions from a staff member, or refusing to attend lunchtime detentions.
- Behaving in a way that brings the school into disrepute.
- The use of any food delivery services, eg Uber Eats, to the school grounds to students is prohibited because this poses potential safety risks.
- Students are required to attend all classes and remain in the school grounds during the school day.

### 3. Attendance

Students are required to attend all classes and remain in the school grounds during the school day.

- All requests for extended leave from school (three days or more) must be addressed in writing to the Principal in advance. Emailed requests should be sent to [principal@gc.ac.nz](mailto:principal@gc.ac.nz).
- Students are required to be punctual at school – Monday, Tuesday, Thursday, Friday - school begins at 8.45am and Wednesday, 9.45am.
- In case of absence, parents must notify the school by telephone, 09 441 9773 or by email – [absences@gc.ac.nz](mailto:absences@gc.ac.nz) on the morning of the absence. Students are to bring a note confirming the reason for their absence on the day they return to school. This should be given to their Form Teacher. The Attendance Officer may accept emails from a parents' work email address; however, notification from a home email address will still require a signed note.
- Trips to the airport, birthday celebrations, driving tests/licences, and interviews for part-time jobs are not justified or acceptable reasons for being absent from school.
- Students who are late to school must obtain a pass from the Student Centre in order to be admitted to class.

### 4. School Uniform

The school uniform is to be worn tidily and correctly, both at school and between home and school at all times. This includes the journey to and from school each day.

Hair must be clean and tidy. Long hair must be tied back off the face in classes where health and safety is an issue, eg. Food, Science etc. Hair must not be extreme in either style or colour. All hair ties, clips and ribbons must be plain black, white, or red. Excesses of current fashions are not acceptable. Boys are to be clean-shaven. Boys and girls may also wear up to two small, plain gold or silver studs or sleeper earrings in the lobe of the ear. Non-regulation items, including jewellery, may be confiscated. There are to be no visible body piercing or tattoos, unless approved by the Principal by formal exemption. Excessive make up, false lashes and nail polish must not be worn.

Uniform Passes – as a general rule, no non-uniform items are permitted. Students may not wear non-uniform unless a school-wide non-uniform day is declared.

- In exceptional cases, each of which is treated on its merits, students may be given a uniform pass from the duty Dean. A letter from home is required explaining the situation with the incorrect uniform. On their arrival at school the student is to request such a pass from the Student Wellbeing Centre and must carry the pass all day.
- Students who continue to wear incorrect uniform (medical reasons notwithstanding) will be sent home to rectify this before being allowed to return to school and parents will be notified.
- If a student has incorrect uniform and no uniform pass, they should not be allowed entry to class and will be sent to the Student Wellbeing Centre. They will also receive a detention.

Glenfield College is a school with high standards and values. There is an expectation that all students will wear their uniform with pride. This means wearing the uniform correctly at all times and taking personal presentation seriously. The school requires that correct uniform is worn in the correct manner when students are at school and travelling to and from school.

All items of uniform must be purchased from NZ Uniforms.

- No clothing may be worn over the uniform
- No visible T-Shirts are permitted
- Beanies or non-uniform hats may not be worn
- Nail polish and excessive make-up and false eyelashes must not be worn
- It is expected that all items of clothing will be clearly named, with the student's name and form class.
- No adjustments are to be made to the shape of the uniform/skirts at or below knee length

## 5. School Bags

Every student must have their own school bag. The bag must be suitable for the purpose of carrying school books and equipment. It must be sufficient size, be sturdy, waterproof, and comfortable to carry. Bags must be free of graffiti or inappropriate language.

## 6. Lost Property

All articles of clothing, shoes, books, bags and other personal property, including digital devices must be clearly marked with the owner's name. No responsibility can be accepted for unmarked property. Students who lose (or find) items of personal property should, in the first instance, report it to the Student Centre.

7. **Bicycles/Scooters** are to be stored in the bike racks. They should be securely locked to the racks. Basic road safety rules must be obeyed on the way to and from school. Bicycles may not be ridden in the school grounds. It is compulsory for all students riding bicycles and e-scooters to wear a **helmet**.

## 8. Vehicles

Students who bring a vehicle to school must not use or access the vehicle during the school day without the permission of a Deputy Principal. Students must not park in the staff carpark. Student parking is on the street, or the left-hand side of the top school driveway (beside the rugby fields). The Road Rules must be adhered to at all times. Students must register their car and obtain a pass.