

School Rules

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 purpose of these rules.

1. Disciplinary Jurisdiction

Students are subject to school discipline from the time they leave home in school uniform, until they return home, and are expected to meet a high standard of behaviour, both inside and outside the school grounds.

2. 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)
- Marker pens
- Skateboards
- Gang-associated clothing/accessories
- Portable speakers

3. Electronic Devices

are permitted at school, but students are discouraged from bringing these unnecessarily. Classroom use of electronic devices, such as cameras, ipods, ipads, laptops and tablets, as tools for learning is increasing. However, use of these in the classroom is at the discretion of the teacher and must be appropriate to purpose.

Cellphones: While cellphones are permitted at school, use of cellphones at school must be appropriate. It is not acceptable or appropriate for students to send/receive text messages or phone calls in class. If appropriate, permission may be given by teachers for cellphones to be used as a tool for learning, eg to take a photo, to video record an experiment, or to access information. When not used for these purposes, during class time, at assemblies, and between classes, cellphones are to be switched off and in bags, packed away or out of sight.

The inappropriate use of any electronic device for the following is also prohibited and may result in serious consequences:

- a) The unauthorised taking of any still or moving images
- b) The unauthorised sharing or posting (electronic or otherwise) of any still or moving images

The school will not be held responsible for any loss of stolen devices

4. 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
- 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 reflecting 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
- Cheating or otherwise misleading the school, including during the course of an investigation by the principal or one of the deputy principals
- Failing or refusing to comply with instructions regarding attending detentions
- 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
- Otherwise behaving in a way that brings the school into disrepute

5. 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.
- Students are required to be punctual at school and must attend Assembly from 8:45am on Tuesday, Form Class from 8:45am on Monday, Thursday, and Friday, and Period 1 at 9am on Wednesday.
- In case of absence, parents must notify the school by telephone, 09 441 9773 or by email – 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.

6. 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, with long hair, both for boys and girls, tied back off the face, primarily for health and safety reasons. 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 a small, plain gold or silver stud earring in the lobe of the ear. Non-regulation items, including jewellery, may be confiscated. Tattoos, cultural or otherwise, must not be visible. Make up and nail polish must not be worn.

Uniform Passes – as a general rule, no muffi items are permitted. Students may not wear muffi unless a school-wide muffi 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 Dean's Building 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 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 may not be worn
- Nail polish and make-up 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

7. 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 and slogans.

8. 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.

9. 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 to wear a helmet.

10. 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.