



Est. 1916

SCOTS COLLEGE

# RULES AND EXPECTATIONS



LEARNING. FOR LIFE.



## RULES AND EXPECTATIONS – A SUMMARY

1. Students must always act and behave in a way that supports the special character of the College and upholds its reputation.
2. Good manners and behaviour are expected at all times
3. All staff and students have the right to work and learn in a safe and friendly environment.
4. Students are expected to behave with consideration for others. Interfering with the rights and safety of other students or their learning is not acceptable.
5. Students must not behave in a way that harms or threatens the safety or mental or physical well-being of any other person
6. Bullying or harassment of another student is a serious offence. Bullying or harassment encompasses verbal, emotional, physical or technological e.g. the videoing or photographing of any person on any electronic device without their permission and then disseminating or publishing the images.
7. Students must at all times look neat and tidy and wear their uniform correctly and with pride.
8. No jewellery is to be worn and hair must be kept clean, tidy and of a natural colour. Hair should be off the collar in length.
9. Students are expected to respect all personal and school property at all times. There is to be no uplifting, interfering with, damaging or defacing of any property.
10. Wilful damage to personal or school property is an offence.
11. Scots College should be a safe environment and therefore, no student should bring any dangerous item or illegal substance to school.
12. Possession and/or use of tobacco, alcohol, drugs, solvents, psychoactive substances other than prescription medicines and any other such substance is forbidden at school or while involved in activity related to the school.
13. All students who wish to bring their car to school must have permission to do so in advance. A set of conditions under which boys may drive to Scots College by Private Motor Vehicle exists and these must be adhered to at all times. In normal circumstances only Year 13 students have the privilege of bringing cars to school.
14. No student should be absent from class without written permission from parents, Senior Staff or the subject teacher at the time.

# RULES AND CONVENTIONS

Our aim is the maintenance of high standards in student behaviour and appearance. The reputation of the College depends on the awareness of all members that, to live in a happy, safe and purposeful environment, personal discipline is essential.

The College will not tolerate any breaches of major school rules. The School reserves the right to require that any student breaching any such rule be suspended or withdrawn from school by his parents, and failing a voluntary withdrawal any such pupil may be expelled.

This policy applies to any acts or behaviour which in the Headmaster's opinion amounts to misconduct which is a harmful or dangerous example to other students at the school.

Specifically, any breaches of the following rules will entitle the Headmaster to suspend, require withdrawal or expel any student:

- The use and/or possession of any drug prohibited by law or any psychoactive substances other than prescription medicines.
- The consumption and/or possession of alcohol at school or whilst under school supervision.
- The theft of money or property.
- Harassment (this includes verbal, emotional, physical or technological).
- Gross misbehaviour in the Boarding House or College.
- Repeated disregard for School rules.

The College also reserves the right to require withdrawal of a pupil or if necessary expel a pupil in the event of a pupil's gross misconduct or behaviour outside the College which in the opinion of the Headmaster has brought or is likely to bring the College into disrepute.

## 1. STUDENT BEHAVIOUR

***“Scots College has a system (MSB) which aims to protect every student's right to learn and to ensure they take responsibility for modifying their behaviour if they are disruptive and break rules.” – MSB document***

CODE OF CONDUCT – GENERAL CLASSROOM EXPECTATIONS OF ALL STUDENTS

**R**eport to class on time.

**E**very day wear correct uniform and bring your materials.

**S**hare your ideas in class by raising your hand.

**P**utdowns, swearing and offensive language are not acceptable.

**E**very day do your utmost to keep the classroom and school tidy and damage free.

**C**oncentrate on the lesson and task at hand.

**T**rust and safety is built on you leaving others and their belongings alone and them returning the courtesy.

## 2. STANDARDS OF APPEARANCE

***Students must at all times look neat and tidy and wear their uniform correctly and with pride. Students are deemed to be under the College's jurisdiction:***

- i. When travelling to and from school***
- ii. Whenever they are in Scots College uniform whether it be normal school uniform, a sports uniform, a house or PE uniform***
- iii. Whenever they are on a school camp, sports, or cultural activity***

### DRESS

Students must adhere to the following dress regulations at all times.

- i. Whenever a student is wearing school uniform it must be clean and worn neatly.
- ii. When a student is representing the College in a sporting or cultural event then he must wear the correct sporting or cultural uniform.
- iii. **Belts** – Belts must be black without large buckles and logos.
- iv. **Shoes** – Shoes must be black leather lace up or slip-on school shoes. They should be of dress standard and not casual, sports or street shoes with soft soles. Shoes should always be clean and tidy
- v. **Socks** – When wearing shorts students must wear correct Scots College socks pulled up. When students are wearing trousers they must wear either Scots College socks or dark grey or black dress socks – no rugby socks or white sports socks.
- vi. **Raincoats** – The raincoats permitted to be worn to and from school are plain black raincoats. These should be smart and free of graphics and logos.
- vii. **Tracksuits** – The only tracksuit permitted to be worn to school is the official Scots College red, black and white tracksuit. On days when students are permitted to wear a tracksuit to school eg. Athletics Day, then the complete tracksuit, top and bottom, must be worn correctly. Students are not permitted to wear their tracksuit top as an outer jacket during colder weather. They must wear either their blazer or a proper raincoat.
- viii. **Scarves and hats** – The only scarves and hats permitted to be worn are the official Scots College scarf, sun hat/cap and woollen beanie. College scarves may be worn to and from school only and are not to be worn around school or in the classroom. College hats are to worn during official college activities such as athletics meets and cross country and are to be worn with the official college tracksuit.

- ix. **Number ones** – White shirt, tie, blazer, long trousers (years 9-13) or shorts when specified for years 7&8. These are worn on Fridays and on other important days when special assemblies or ceremonies are taking place. Students are allowed to wear plain white short sleeved t-shirts and polypropylene or vests without visible graphics or logos under their white shirts. No other items of clothing are to be worn under school shirts.
- x. **Number twos** – These are comprised of: Grey shirt, tie, blazer, either shorts or long trousers (years 7-13).
- xi. **Trousers** – Only official Scots College dark grey school trousers are permitted to be worn. No dark grey or black dress trousers of the non-school type are to be worn. Students are expected to wear an appropriate belt with their trousers and trousers are expected to be worn on the waist.

#### TRAVELLING TO AND FROM SCHOOL

1. **Travelling by bus, shuttle, walking, or being dropped off by car**

Blazers and ties must be worn correctly, with top button done up and tie tied correctly and of appropriate length.

2. **Travelling by own car**

A tie must be worn correctly but students may take their blazer off

#### WHILE AT SCHOOL

During the school day students are not required to wear a tie and blazer but when they are wearing a blazer they must wear a tie.

The following exceptions apply:

- 1. Chapel and assembly – Tie and Blazer must be worn
- 2. Lesley Shelly Lecture theatre – Tie and Blazer must be worn for official meetings with the Headmaster, Principals or when requested by staff e.g. Guest speaker
- 3. Chartres Hall – Tie and correct footwear must be worn

During lunchtimes and intervals when boys are taking part in physical activities it is recommended that they remove blazers, ties and jerseys but when they move off to class they should ensure they are neatly dressed; this includes shirts being tucked in.

## PERSONAL APPEARANCE

### 1. Hair

- a. Hair should be kept neat and tidy at all times
- b. Hair should be above the collar in length and no shorter than a number 2. Students are not allowed to have lines or designs shaved into their hair nor grow long sections of hair that can be fashioned into "rats tails" or "Mohawks".
- c. Students are not permitted to colour their hair in a way that draws attention to itself. This includes unnatural colours, highlights or coloured sections of hair.

### 2. Shaving

Students are expected to be clean shaven everyday

### 3. Jewellery

No jewellery is to be worn to school. The only personal adornments that may be worn are watches and medic alert bracelets. Jewellery is likely to be confiscated if seen.

### 4. Shirts

Plain white short sleeved t-shirts and polypropylene may be worn under school shirts but coloured t-shirts and polypropylene tops, whether short or long sleeved, are not to be worn under school shirts.

## 3. PROPERTY

***Students are expected to respect all personal and school property at all times. There is to be no uplifting, interfering with, damaging or defacing of any property.***

### 1. Personal Property

- a. Students are not permitted to borrow, move or use other people's property without the owner's permission.
- b. Students are recommended not to bring electronic equipment like ipods to school as the College does not have insurance that covers loss or damage to personal property.
- c. Year 7 and 8 students are required to seek permission from Mr Finnimore to allow the carrying of cellphones.
- d. Cellphones and mp3 players are to be switched off during class time and students are encouraged not to use them during the day. All electronic devices should be looked after carefully and kept in locked lockers or handed to staff for safe storage if need be.
- e. Items of personal property like skateboards and scooters are not permitted to be brought to school. Cycles are to be locked in the bike racks provided.
- f. Students should show pride in their appearance and the appearance of their school books and bags. School bags, exercise books and folders should be kept neat, tidy and graffiti free.

## 2. **School Property**

- a. Students should take pride in the school facilities and look after all school property.
- b. Deliberate and careless damage to any school property is a serious offence and must be reported to staff immediately.
- c. Senior students who have access to common rooms are responsible for the day-to-day tidiness of these areas.
- d. Rubbish must be placed in the bins provided. Students should pick up litter from the ground and put in the bins.

## 4. **VEHICLES**

### ***Conditions under which boys may drive to Scots College by Private Motor Vehicle***

1. The privilege of driving a car to school applies to students only in Yr 13 though in exceptional circumstances consideration may be given to boys not in Yr 13 but if such permission is sought a full written explanation for the request is required to be submitted by parents in advance of any vehicle being driven to school.
2. The boy must hold an appropriate driving licence (a copy to be lodged with Mr Zachariassen).
3. Cars and motor cycles may be used only to travel directly to and from the College. They must not be used to leave the College during the day, and they must not be driven around the College grounds at any time.
4. Cars are to be parked between the Plimmer Gates and 'Diggers' or on Broadway. Boarders only may park their cars in the south-east car park behind the Gym. All drivers must obtain a current Parking Licence from Mr Zachariassen and it must be displayed on the vehicle dashboard at all times. Failure to do so may result in the vehicle being towed away at the owner's expense.
5. **No** passengers may be carried unless further permission is sought i.e. until the parents of the driver **and** the parents of the passenger have completed the appropriate forms and returned them to the College. Drivers carrying passengers **must** hold a full licence.
6. Students travelling in private transport must wear full College uniform to and from the College.
7. Students bringing motor cycles and scooters will not carry passengers.
8. Students must not go near their parked vehicle between 8.45 am and 3.30 pm without the permission of their House Dean or Mr Zachariassen.
9. Driver's Licence must be carried at all times.

## 5. ABSENCES, LEAVE AND PUNCTUALITY

***No student should be absent from class without written permission from parents, Senior Staff or the subject teacher at the time.***

1. If a student has an appointment card or a letter from his parents requesting permission to leave school during the day, then it must be signed by his Dean, then as he leaves he must sign the Signing Out or Leave book in Reception. He must also sign in again when returning to school.
2. If a student is sick then he will report to the School Nurse. If the nurse deems it necessary for the student to leave school then she will contact parents, school Reception and the relevant House Dean or homeroom teacher to ensure the student's absence is notified.
3. Students who arrive late to school must sign in with the staff member responsible during period 1 or with Reception during other times.
4. Once the bell goes, students should move promptly to class and must not visit locker areas between periods 1 and 2, 3 and 4, and 5 and 6.

## 6. RELATIONSHIPS WITH STAFF AND STUDENTS

***All staff and students have the right to work and learn in a safe and friendly environment.***

1. Good manners and good behaviour are expected at all times
2. Students are expected to treat all staff and all other students with respect at all times
3. Students must not behave in a way that harms or threatens the safety or mental or physical well-being of any other person
4. Bullying or harassment of another student is a serious offence. Bullying or harassment encompasses verbal, emotional, physical or technological e.g. the videoing or photographing of any person on any electronic device without their permission and then disseminating or publishing the images.
5. Students should endeavour to develop positive relationships with their peers and staff

## 7. BEHAVIOUR IN PUBLIC AND SCHOOL REPUTATION

***Students must always act and behave in a way that upholds the reputation of the College.***

1. Students should wear their school uniform with pride. They must wear the correct uniform and it should be worn neatly at all times
2. Courtesy, politeness and consideration towards passengers, transport officials, to shopkeepers and the public in general, are to be observed at all times.

## 8. DANGEROUS ITEMS AND ILLEGAL SUBSTANCES

***Scots College should be a safe environment and therefore, no student should bring any dangerous item or illegal substance to school.***

1. Possession and/or use of tobacco, alcohol, drugs, unauthorised solvents, psychoactive substances other than prescription medicines and any other such substance is forbidden at school or while involved in activity related to the school.
2. Possession and/or use of fireworks or any other incendiary device is forbidden.
3. Students must not use any devices or equipment (including knives etc) in a way that puts the safety or well-being of any other person in danger
4. No student is to be in a workshop or laboratory without a suitably trained or qualified staff member being present.





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## SCOTS COLLEGE

PO BOX 15064, MIRAMAR  
WELLINGTON 6243, NEW ZEALAND

[www.scotscollege.school.nz](http://www.scotscollege.school.nz)