

# School Expectations and Rules Years 7–13



The School motto 'Ad Summa' (Aim for the Highest) forms the guidelines for behaviour at Marsden School. High expectations are set for all students in academic, cultural, sporting and social development. The aim is to inspire pupils, fostering self-confidence and providing a balanced education, which develops the whole person and brings out the best in each student.

## You are expected to ...

- treat all members of the school community and visitors with courtesy and respect
- stand when an adult enters the room
- accept the rights of others within the school community to be free of any form of harassment
- take full part in the academic, sporting, cultural and spiritual life of the school
- work diligently in class and complete all homework to the best of your ability
- be punctual to school and to all classes
- be properly equipped for lessons
- attend school unless illness or approved absence prevents attendance
- maintain a high standard of appearance at all times, wearing the uniform correctly and with pride
- take responsibility for the protection of school property and the school environment
- recognise that the following are banned from school: cigarettes, e-cigarettes, alcohol and non-prescription drugs. It is considered a serious breach of conduct to be found in possession of or using these items. Vaping and smoking on school grounds is against the law
- spend your lunch and break times with friends or involved actively in co-curricular activities. Put your personal devices away and enjoy socialising
- use all equipment in a safe and responsible manner
- stand in queue for buses and wait your turn when boarding. Ensure younger children board first and are seated at the front. Stand for adults on public transport
- keep the classroom tidy and safe
- refrain from eating in the street whilst in school uniform

- treat the following areas as OUT OF BOUNDS except with the express permission of a staff member:
  - all specialist rooms
  - the Staffroom
  - the Waihanga
  - walkway and steps along the front of the Main Reception area
  - the technical equipment and catwalks in the Auditorium
  - gymnasium portable equipment
  - musical instruments, video equipment, smartboards, projectors, and other technical or electrical equipment.

## Use of Devices in School

### Digital devices

Students from Year 7 upwards are required to bring their own digital devices for learning. We recommend a laptop or MacBook, which must be capable of running the Adobe suite of programs. The iCentre has a range of devices that can be issued on a day-to-day basis.

For further information and device recommendations, please read our information sheet on [Teaching and Learning with BYOD](#).

### Headphones

Students may use headphones in class as permitted or instructed by the teacher. For reasons of safety and courtesy, headphones may not be worn when walking through the corridors and grounds.

### Mobile phones – Year 7-9 students

Students in Years 7-9 will store their silent phones in the grandstands at Reception at the start of each day. Phones can be collected at the end of the school day.

## Mobile phones – Year 10-13 students

Students in Years 10-13 will store their silent phones in their lockers or school bags during the day. Phones should not be seen or be out during break times in the hallways or main school areas.

Phones can be used during class time ONLY when directed. This use will be task driven and aligned to specific learning outcomes.

If students in Years 10-13 need support with self-management in class, teachers will store phones on the teacher desk for the duration of the lesson and speak to them about our mobile phone policy at the end of the lesson.

If a phone is taken off a student in the interval and lunchtime breaks, teachers will bring the phone to the Head of School and students will pick them up at the end of the school day.

If self-management continues to be a problem, we will contact home. This may include phones being stored at Reception or with the Head of School and collected at the end of the school day.

## Years 7-11

Students must remain on the school grounds during the school day.

## Years 12-13

### Attendance procedures

- Senior School students are to sign in on arrival and report to their tutor in the allocated room by 8.25am. Any student arriving after 8.35am must sign in at Reception.
- **For Year 13 only**, if a student has study period 1, they may stay home for that period. However, they must email their tutor teacher and cc [absences@marsden.school.nz](mailto:absences@marsden.school.nz) before 8.15am.

### Punctuality

Senior School students are expected to be punctual for lessons at all times. Repeated lateness for class or study periods is not acceptable and will be addressed appropriately at the discretion of the Tutor, Dean or Head of Senior School.

### Signing out of school during the day

- Any student leaving school during the day must sign out at Reception and sign in on returning. This

rule is for your personal safety and consideration of others in an emergency.

- When signing out for appointments or if you are unwell during the day, your parents/caregivers must have given permission for you to leave (notification via the Marsden Portal, email or phone call to reception, or a note).
- As a Year 12 and 13 privilege, students may go to the Karori shops during the school lunch break. They may go to their own home for lunch if they live in Karori.
- Student behaviour in the community should always be of the highest standard,
- Students must not eat in the streets.
- Students must wear their blazers if leaving school at any time.
- Students must sign out and back in, and be punctual for the next class.

## School Uniform

Senior School students are expected to always wear the uniform correctly. Failure to do this will be addressed appropriately at the discretion of the Tutor, Dean or Head of Senior School.

- For all formal occasions such as prize giving, Old Girls' Assembly, and whenever students are representing the school in an official capacity, formal dress must be worn. This consists of a long-sleeved white shirt, tie, blazer, skirt with black tights, or Marsden trousers with black socks. Students will be reminded of this requirement before an event.
- During assembly, blazers must be worn with the summer uniform in Terms 1 and 4 and the winter uniform in Terms 2 and 3.
- Any cultural attire can be discussed with the Head of Senior School.

## Visitors

Visitors are NOT permitted. If a visitor does arrive unexpectedly, the Head of Senior School is to be advised immediately.

## Cars

Senior School students with a restricted licence or full drivers licence may bring a car to school on the following conditions:

- Vehicles must be parked outside the school grounds on Vera Street, Shirley Street, Duthie Street or Lancaster Avenue. Always park legally and consider residents when parking in surrounding streets.
- Students are NOT to park in Marsden Avenue or Fancourt Street.
- Students on a restricted licence may NOT transport other students in accordance with New Zealand law.

#### Tutors

- Senior School students are assigned to a tutor who will monitor their academic progress and wellbeing.
- Students needing assistance on any academic matter should see their subject teacher first. If further assistance is needed the tutor should then be consulted for advice.
- All members of the Senior School staff are available to help.

#### Study

- Year 12 is to study quietly in the Common Room.
- Year 13 is to study quietly in the iCentre or an allocated room.
- All students must sign in individually (initials, no ticks) at Reception within the first 10 minutes of the study period. Failure to observe these requirements will result in the student being placed at the back of a timetabled class.

#### Common Room

- The Senior School common room will be a welcoming place and may be used by Year 11 students as a thoroughfare.
- It is the students' responsibility to ensure that all Senior School rooms and the common room are left tidy with all belongings put away in lockers before the end of the school day.

#### Relationship with Primary School, Middle School and Senior School

- Senior School students should show care and concern for the pupils of the Primary School, setting an example for these younger pupils.
- Senior School students should remember also that they are important role models for all year levels.

#### General

- Year 12 and 13 students are expected to show a sense of personal responsibility and hence, merit the privileges given to members of the Senior School.
- It is the expectation of the Senior School staff that the Senior School will at all times, be an adult environment where the Principal, Deputy Principal, and all other members of staff will feel at ease and welcomed by senior students.
- Senior students will model the Marsden values and adult behaviour at all times.

#### Bullying and Harassment

All students and staff have the right to learn, work and play in an environment free from bullying and harassment. Any form of bullying or harassment is unacceptable at Marsden and will be dealt with in accordance with Marsden's 'Bullying and Harassment' policy.

Students are not to take part in any form of bullying or harassment. Bullying and harassment can take a number of forms not exclusive to but including:

- physical e.g. hitting, kicking, taking of belongings, extortion, intimidation through threats or gestures
- verbal e.g. name calling, insulting, sexist or racist remarks
- indirect/emotional bullying e.g. spreading rumours, publishing offensive, humiliating, threatening, vulgar, sexist or racist material on web sites, social media or text
- sexual (unwelcome attention of a sexual nature)
- cyber bullying (sending abusive texts or emails, posting negative or inappropriate images on social media sites, taking and sharing private images, forming bullying groups on social networking sites, assuming the identity of a target online and representing them in a way that may be harmful to them or cause distress, posting abusive comments on social media sites).