

# 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.
- 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
  - Senior School Common Rooms to all except Years 12 and 13
  - 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

#### Use of devices - Year 7 to 13 students

Laptops are to be taken to class and used as and when requested by the teacher.

#### Headphones - Year 7 to 13 students

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 to 9 students

Mobile phones are to remain in lockers between 8:25 am and 3:25 pm. They may be taken from lockers if requested by a teacher for specific classroom use and returned to their lockers at the end of the lesson. Storage is secure, as all Year 7 to 9 student lockers have a combination padlock. For your wellbeing, it is important to use break and lunch times for socialising. You may check your phones at the start and end of the lunch break. Should parents need to get an urgent message to their daughter, they need to contact reception for the message to be passed on.

Students in Years 7 to 9 should not be on any devices at lunch time or break. If you need access to your device for school work during a lunch time, please go to the iCentre.

Exceptions to this should be discussed with the Head of Middle School.

### **Years 7–11**

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

### **Years 12–13**

Students may go to the Karori shops at lunchtime. They may go to their own home for lunch if they live in Karori.

Students' behaviour in the community should be of the highest standard at all times. Uniform must be impeccable.

### **Cars – Marsden Senior School**

Senior students may apply through the Head of Senior School to bring a car to school by completing a permission form. Cars must be parked on the street. Students who have not been granted permission may not bring cars to school. Pupils with special permission to bring a car may not carry passengers, and may not use the car during the day.

All students bringing a car to school are asked not to park in Marsden Avenue.

### **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 is bullying that is enabled, enhanced, or in some way, mediated through digital technology. Cyber Bullying and Harassment can include:

- 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 them distress.
- Posting abusive comments via social media e.g. Facebook, Snapchat, Instagram.