

## GENERAL RULES & EXPECTATIONS

By law students are under the authority of the school from the time they leave home until they return each school day. Furthermore, when they are in school uniform at any time or on an organised school activity, the school rules and expectations apply. Their behaviour and appearance is therefore the school's concern throughout these times.

## ATTENDANCE AND PUNCTUALITY

All students are required to attend school on the prescribed term dates.

- Punctuality is expected on all occasions.
- All students must attend each morning from 8.20am.
- If a student is late for school s/he must bring a note from home to explain the lateness and check into the school office on arrival.
- If a day student is to be absent from school for the day, for sickness/emergency situation, a parent or guardian should ring the office and leave a message on the Absentee line, or send an absence message via the Rathkeale App. **This should happen on each day that a student is absent.**
- Absence for reasons other than sickness/emergency situations should be requested in advance by contacting the Principal via email or the Principal's secretary.
- Appointments for dentist, driving lessons etc should not normally be made during the school day. When this is necessary students must check out at the school office on leaving and check in on return.

## ALCOHOL, SMOKING & ILLEGAL SUBSTANCES

### ALCOHOL

The consumption and acquisition of alcohol on school property by students is prohibited. In controlled circumstances involving the supervision of an adult, students may assist in catering at parent functions that involve the distribution of alcohol. It is emphasised that the school sees itself as having a prime responsibility with regard to enforcing the Law of the Land on the purchase and consumption of alcohol. Similarly, in order that students be aware of the health implication, an education programme beginning with the Year 9 & Year 10 Health Education course, is included in the school curriculum.

### ILLEGAL DRUGS

- (a) No student shall consume, sell, purchase, supply, have in his possession or be under the influence of alcohol, tobacco, (or look alike tobacco products such as, but not limited to, e-cigarettes/vaping), illegal drugs, synthetic drugs, R18 legal drugs or party pills, whether or not lawful under the law of New Zealand, while on the School's property or under the authority of the College.
- (b) No student is permitted to have in their possession any drug or alcohol paraphernalia while under the authority of the College.
- (c) A disciplinary committee of the Board of Trustees is authorised, in its sole discretion, to determine, in any particular case before it, whether a drug, pill or substance is prohibited by Rule (a) above.

NOTE: "While under the authority of the College" is taken to be on the school premises, travelling to and from the College, while in school uniform, and while on any school-sanctioned activity.

### SMOKING

The School is, by law, a smoke free zone.

- Smoking is prohibited, as is the possession of tobacco, lighters and matches.
- Report offenders to a Deputy Principal or Housemasters.
- It is an offence to be in the company of smokers in out of bounds areas.

## GROOMING

### Appearance

A high standard of appearance is expected at all times. The chewing of gum, hands in pockets and dirty or untidy dress are all unacceptable.

### Hair

Un-natural looking or obviously dyed hair is unacceptable. Extreme cuts (i.e. less than number 3, severely undercut or "mullet") are also unacceptable. Use of hair gel is not permitted. Parents will be contacted should these standards be breached. Shaving must occur as required, sideburns should be moderate in length (no lower than the middle of the ear) and no beards or moustaches are permitted.

- Students must present themselves appropriately at the beginning of each new term or expect consequences.

In instances of hair dyed/extreme haircuts:

- Immediate referral to Dean/SM who will take immediate action.
- Possible action taken can include:
  - (a) Parent phoned.
  - (b) Immediate transfer to town for remedial action.
  - (c) Appointment made to redye hair to an appropriate colour.
  - (d) Removal from class until hair colour is remedied.
  - (e) For extreme hair cuts, a consequence could be "gating" until hair grows back.

### Tattoos

These should not be visible at any time and are not encouraged.

### Uniform

General:

- a) Long grey trousers may be worn during the winter terms for school wear by those who are in Year 11 and above. A plain black, leather belt must be worn with the grey trousers.
- b) Shirts are to be worn at all times around the school grounds, except when working on manual tasks or for legitimate sunbathing.
- c) Footwear should be worn within the central school area at all times.
- d) If t-shirts or thermal underwear is worn, it must not be visible with an open neck shirt. If it is, a tie must be worn to hide it.
- e) Ties are to be worn with winter shirts.
- f) Scarves are not to be worn indoors.
- g) Blazers are to be worn to assemblies.
- h) Ties should be worn when wearing white shirts.

Boarders:

- a) Blazers and ties are to be worn on special occasions, at the beginning and end of term, to and from exeats, when on buses and public transport, when on town leave and usually at assemblies.

Dayboys:

- a) Must wear ties, blazers and either trousers or grey shorts with long socks and shoes to and from school. This includes those on buses as well as those in cars.
- b) Dayboys are to wear formal uniform when they come in at the beginning of the year.
- c) Regulation shoes are to be worn to and from school, but dayboys may change into sandals within the school grounds.

Incorrect Uniform:

The incorrect wearing of uniform should be accompanied by a School Permission Slip (PLUM) from SM/Dean.

Sports Uniform:

### **Winter Sports**

Regulation Rathkeale or House jerseys, socks and shorts are to be worn to practice.

Rugby, football and hockey socks must be pulled up.

Tracksuits are to be worn to and from school matches but not during games.

### **Summer Sports**

Athletics - House singlet, green shorts.

Cricket - whites, including hats and footwear, Rathkeale cricket shirts.

Swimming - in swimming pool, Speedos or plain boxer style swimming shorts. Shorts of any other style or description are not to be worn.

Note: All sports clothing and equipment must be clearly marked.

## **BOUNDS**

Students must not break bounds at any time.

- The school is bounded by the fence line from the Cricket Centre running behind the Caretakers' shed, the School House swimming pool to the main gate; the fence line west of the school farm; and the Ruamahunga River from the farm to the sewage ponds.
- Adjoining farm properties are out of bounds, as is the bush beyond School House.
- Boys may run along Willow Park Drive without permission but must keep to the pathway.

## **DAMAGE TO PROPERTY**

- All boys are expected to take care of school property and must report any damage at once to the Housemaster, teacher in charge or the Deputy Principals.
- Any intentional damage done to School property or to the belongings of others will be punished and the cost of reparation placed on disbursements.

## **COMPUTERS, CELL PHONES & IPODS**

- Strict guidelines apply to the use of electronic equipment.
- Cell phones are not to be used or in evidence during the school day in classes, assemblies, chapel etc.
- Offensive texting and inappropriate use of cell phones will be viewed seriously.
- If a phone is confiscated it will be for two weeks in the first instances and until the end of term for a second offence.
- Computers must be used appropriately at all times.
- Respect and do not interfere with staff computers.
- Access computers using your own password only.

## SAFETY & SECURITY

- It is an individual's responsibility to ensure the security and safety of his belongings.
- Lockers are to be secured with padlocks.
- The property of others and of the school must be respected.
- Do not interfere with the property of staff members or enter staff areas unless invited to do so.
- The school will not be responsible for any equipment extra to a boy's basic needs at Rathkeale, such as electronic gear. In special circumstances, all such equipment should be stored with Housemasters or Senior Staff.
- No dangerous weapons are to be brought to school without permission. Guns must be stored in the office gun cabinet.

## ACTIVITIES

### Classroom

- All students are expected to achieve to their full potential by working hard in class.
- Students are required to punctually attend and be properly equipped for all classes.
- Students must adopt proper behaviour in class respecting and supporting the teacher's right to teach and student's right to learn.
- Teacher's desks, offices and resources are not to be interfered with.
- Students are required to complete set prep by the due date.
- No cellphones, eating, chewing in class.

### Cultural Activities

- Participation in House Music and School Singing is compulsory. Further participation is encouraged in Debating, Music and Drama.

### Sport

- All boys are required to participate in a planned programme of summer and winter sports activity.
- Students are required to attend whole school traditional sporting events i.e. Athletics, Swimming, Cross-Country.
- Students are required to attend all sports fixtures and practices and must obtain permission to be excused in advance using proper school procedures.

### Swimming

- Irresponsible behaviour in the pool will not be tolerated (e.g. pushing in, running, etc.).
- No boy may swim alone in the pool.  
Swimming in the Ruamahunga River is permitted, provided there are at least three boys present. No diving into the river should occur.

## CONDUCT

### Bullying

- Bullying occurs when a person or group is intimidated, humiliated, frightened, excluded, hurt, discomforted by a sustained pattern of behaviour directed at them by others.
- Bullying can be verbal emotional, physical, social, psychological or cyber.
- Students must not subject anyone to bullying of any sort.
- Students are required to report immediately any incident of bullying to a staff member.
- The Guidance Department regularly surveys the student body to ascertain the prevalence of bullying in the school.
- The College maintains a Bullying Register.

### Respect

- Follow the instructions and directions of staff and student leaders.
- At no time use abusive and/or inappropriate language.
- Respect for personal property, the school and all members of its community is expected at all times.

## Manners

A high standard of courtesy should be maintained at all times. Guidelines and reminders are frequently given, but it is expected that good manners will apply to all areas of activities and relationships. Especially it should apply towards visitors to the school and when visiting outside the school; towards adults and staff, both teaching and non-teaching; towards one another, both male and female. An important focus is the Dining Hall where behaviour at tables, courtesy to staff, queuing for food, and clearing tables all afford an excellent opportunity to promote good manners.

- (a) On all occasions, students should stand up when an adult stops where they are sitting, indoors or outdoors and find him/her a seat if required.
- (b) In town a high standard of dress and behaviour is expected from students at all times.
- (c) Students should always be prepared to initiate a conversation, look directly at other people and speak clearly.
- (d) Students should open doors for adults and staff and, without prompting, offer to carry books and heavy loads.
- (e) If visitors to the school ask directions, students should be prepared to take them to their destination.
- (f) When an outsider or visiting speaker gives his/her time to help, students should make sure that one of the group writes and/or makes a speech of thanks.
- (g) If a student is asked out for a meal at anyone's house, he/she should always offer to clear the table and wash the dishes.
- (h) When students are billeted out with other people on away games or in the holidays, they should always write a letter of thanks immediately on returning home. Presentation of a small gift is often appropriate.
- (i) When students are invited to attend any social function, they should always reply in good time in correct formal terms.

## Student Relationships

Overt displays of student affection and sexuality are not considered appropriate. Staff are also expected to maintain the highest standard of professionalism at all times.

## GENERAL

### **MAIL**

All boarders are encouraged to communicate with home, and Housemasters will be happy to give support in this matter to any parent who requests it.

Postage stamps are available through the Tuckshop. Mail will be delivered daily to Houses and should be addressed to boys care of Cranleigh, Repton or Rugby House, not simply Rathkeale College. Any changes of address or phone numbers should be notified to the school office.