

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
 - 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

Laptops

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

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

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

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

- Students bringing a car to school are asked to NOT park in Marsden Avenue and to consider residents when parking in surrounding streets. (This includes Year 13 students travelling to and from school during study periods when they are not required to be on site).
- Students on a restricted licence may NOT transport other students in accordance with New Zealand law.

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 will not be tolerated. Do not send emails or post comments that could scare, shame, hurt, or intimidate someone else. Engaging in these behaviours, or any online activity that can harm (physically or emotionally) another person, is not acceptable. The school takes cyber bullying seriously. Cyber bullying may be considered a crime and must be reported to Senior Management.

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.