

# RODNEY COLLEGE SCHOOL RULES

## Teachers have the right to teach

## Students have the right to learn

The Board of Trustees has officially laid down the following rules for all students at the College. These rules also apply to all school related activities.

### ATTENDANCE

1. You must attend school when it is open. Any absence must be explained in a note or phone call from your parents/caregivers.
2. You must be punctual to school and classes.
3. Once at school, you must not leave the school grounds without a note from the parent and permission from SLT. Students leaving the grounds must sign out on leaving and sign in on returning.

### APPEARANCE

4. Correct school uniform must be worn.
5. Extreme hairstyles are forbidden, hair colour should be natural, make up is natural and not clearly visible.
6. There must be no graffiti on books, bags or other possessions.

### BEHAVIOUR

7. Respectful behaviour must always be shown to others and the environment
8. The RESPECT code outlines the behaviours that we demonstrate at our school
9. Behave in a way that always promotes their learning and the learning of others.

### THINGS YOU MAY NOT BRING TO SCHOOL

10. Motor vehicles or motorbikes must not be brought to school without permission from the Deputy Principal.
11. No transport is to be given to other students in cars, even on a full licence, while at school or school related activities.
12. Potentially harmful objects such as matches, lighters and knives are forbidden.
13. Large sums of money must not be brought to school.
14. One to one devices are NOT to be seen or heard during class unless your teacher has given you permission to use it for learning.

### SMOKING

15. Smoking is not permitted by any person, in the school grounds. This includes e-cigarettes.

### ALCOHOL/DRUGS

16. No alcohol/drugs are to be brought to school, used at school or used prior to coming to school.

## RODNEY COLLEGE RESPECT CODE

### Responsibility

*Haepapatanga*

I will take ownership for my own behaviour and learning by acting with integrity. I will ensure that the environment is cared for in a sustainable way.

### Excellence

*Kia tiketike*

I will complete all tasks to the best of my ability, by setting clear goals. I will persevere when things are difficult and value and demonstrate creativity, innovation, inquiry and curiosity.

### Support

*Awhina*

I will encourage and support others to be the best learners and people that they can be. I will show concern for others, tolerance for differences and fairness and I will value equity and diversity.

### Participation and Pride

*Whai waahitanga*

*Manatanga*

I will feel good about myself as a person and Rodney College as a school. I will be involved in school life and will be an active member of our local community and a participant in the global community.

### Effort and Engagement

*Whakakaha*

*Aro ki te ako*

I will be actively involved in my learning and my development as a person. I will strive to achieve to my potential in all that I do. I will make good decisions and be prepared to participate in all activities.

### Care and Cooperation

*Manaaki*

*Mahi tahi*

I will care for others, our school and the local environment in a positive and respectful way.

### Trust

*Whakawhirinaki*

I will be honest and reliable. People will be able to depend on me to model the Respect Code in all that I do.

## PRIVACY ACT

You should read this information before signing the enrolment form for your son or daughter.

Use of the personal information collected:

The information sought on the enrolment form is needed so that Rodney College can comply with the requirements of the Education Act, 1989 and the National Education Guidelines. You have a right to access and correct this information if necessary.

Information will be disseminated through the Principal, Acting Principal or his/her delegate or in special circumstances the Guidance Counsellor who will act in accordance with the Children, Young Persons and Their Families Act.

1. Within the school, relevant information about your son or daughter will be available to members of staff for following purposes.
  - a) To make contact with you or members of your family in cases of emergency.
  - b) To report on your son's or daughter's progress at school.
  - c) To make contact with you for discipline or pastoral care purposes.
  - d) To provide you with information about school events.
  - e) To notify you of administrative obligations in relation to your son's or daughter's school studies.
  - f) To consult with you on matters of importance to the school.
  - g) To make arrangements to meet any special health needs which your son or daughter may require.
  - h) To arrange extra-curricular activities in accordance with your son's or daughter's stated interests.
  - i) To gather statistical information for the purpose of research and school planning.
  
2. The school is also required, from time to time, to provide some personal information (usually your son's or daughter's name, current address, date of birth, ethnicity, and information relating to school studies) to some other agencies.
  - a) The Ministry of Education
  - b) The New Zealand Qualifications Authority
  - c) The Special Education Service
  - d) The New Zealand Police
  - e) The Children and Young Persons' Service
  - f) The Regional Health Authority
  - g) The Public Health Nurse
  
3. The school may, from time to time, provide information to organisations or groups organising school related events. These groups or organisations may include:
  - a) The Rodney College Parents, Teachers Association (PTA).
  - b) The Rodney College Whanau Support Group.
  - c) The Rodney College Board of Trustees (BOT).
  - d) Other educational or training institutions when your son or daughter enrolls.
  
4. The school may use your address and telephone number to forward mail and messages for you, or for your son or daughter, which have been received by the school.
  
5. The school may take reasonable steps to decide if there is an exemption from compliance to provide information under specific circumstances.