



# SCHOOL BYLAWS

**As Adopted by the Board of Trustees on 21 September 2016**

*The essence of good, positive behaviour is **RESPECT**.*

*Respect for self, for others and respect for Burnside High School values and bylaws.*

*Respect is an attitude that begins at home, is reinforced in school, and is applied throughout life.*

**The school bylaws promote the values of the Burnside ethos.**

**They state how we are to behave at Burnside High School.**

## **Respect for bylaws is shown by:**

- **living the Burnside values – Be Respectful, Have Pride, Strive for Excellence**
- **considering the wairua, the spirit, that underpins our bylaws when making personal decisions**
- **acknowledging, accepting and following the bylaws in any school setting**
- **realising that different situations and occasions call for different behaviours, and responding appropriately**

## **Explanation and Procedures**

It is a condition of enrolment that students admitted to Burnside High School are bound by regulations and bylaws as laid down by the Board of Trustees. Parents, caregivers, students and staff are expected to be familiar with these bylaws.

To ensure that classrooms are learning-focused environments for everyone, students will observe the classroom behaviour expectations displayed in classrooms throughout the school.

Students are subject to school Bylaws and disciplinary procedures at any time, including travelling to and from school and when they are involved in a Burnside High School activity or in any situation where they can be identified as a Burnside High School student. A high standard of behaviour and presentation is expected.

These Bylaws codify the rules and regulations applicable to students enrolled at Burnside High School. There are **eleven** broad categories of Bylaws at Burnside High School:

**1. GENERAL CONDUCT**

**Always treat other people with courtesy and respect, and allow them to enjoy their personal space.**

**As part of a social group, all students and staff play a role in setting the 'tone' of the school. The school endeavours to ensure the emotional well-being of its community and we insist on good treatment of everyone so they can enjoy their experience of Burnside High School.**

**1.1** Students are expected, at all times, to conduct themselves in a sensible, responsible manner while at school, attending school functions, or when representing the school at other venues.

**1.2** Students' conduct should:

a) Show respect, care, concern and consideration for others:

— You should use language, personally and through electronic means, that is non-threatening and does not discriminate or put down others in any way or for any reason.

b) Show respect for school property, and the property of other students:

— Leave other peoples' property alone and take care of your own. Students losing property should in the first instance report to Student Services. If you find property unattended take it to Student Services – it is not yours to keep.

**1.3** Any behaviour which undermines the safety or well-being of individuals is unacceptable and should be reported immediately to someone who can help the student, e.g. a teacher or senior student. All members of the school community are expected to be supportive of each other at all times.

**1.4** Students are required to co-operate with all staff members. This includes giving one's name, form class and other reasonable information to a staff member when requested, and acting in accordance with instructions issued by the staff member.

- 1.5** There is a total ban on cigarettes, e-cigarettes (vaping), alcoholic drinks, solvents, solvent-based glue, and other dangerous or unlawful drugs/substances at school, school functions, school related events such as sports, cultural or subject trips; while travelling to and from school; and at any other time where identification with Burnside High School is possible.
- 1.6** Serious misconduct may lead to consideration of a stand-down or suspension from school in terms of the Education Amendment Act (No 2) 1998 where a student's gross misconduct or continual disobedience is a harmful or dangerous example to others. Serious misconduct can involve:
- constant defiance or disobedience of instructions or rules
  - acts of violence (physical and verbal) against others
  - acts of vandalism – including actions which threaten the integrity of the school computer network
  - any illegal drug use, consumption of alcohol, smoking tobacco, use of e-cigarettes (vaping), or solvent sniffing, or knowingly being in the presence of others who are so involved
  - contravention of other clauses of the Bylaws

## **2. ATTENDANCE**

**Regular attendance and punctuality are personal habits which are needed and valued both within the school and in the workplace.**

**Students are expected to attend school at all times unless they are absent because of sickness or important family reason.**

**The school is legally required to monitor attendance. Attendance and punctuality will be recorded each period and a summary of this information will be reported to parents/caregivers.**

- 2.1** Students must attend and be on time for all timetabled classes and activities e.g. assemblies, form times, field-trips and work exploration.
- 2.1** School classroom hours are from 8.15am to 2.40pm (except Monday's when school starts at 9.00am and Wednesdays when school closes at 2.30pm). Students must attend all classes between these hours.
- 2.3** Absence from school for family, health or other reasons must be accounted for by parents/caregivers (in advance where appropriate), with a written explanation, medical certificate, or other communication within 24 hours of the student returning to school.

- 2.4** Students who are late to school or to any class during the school day may be subject to disciplinary action.
- 2.5** With the exception of Year 13 students during study periods, students are not permitted to leave the school grounds during the school day (including interval and lunchtime) except:
- with a lunch pass to go to their own homes for lunch (issued after written permission is sought from parents/caregivers to a Divisional Principal)
  - in the case of sickness, dental or medical appointments, provided prior approval has been obtained from the student office or Divisional Principal
  - for any other reason, with the prior approval of their Divisional Principal who will have issued an EXIT pass

### **3. OUR PHYSICAL ENVIRONMENT**

**The quality of our physical environment affects the way we feel, behave and learn. A good environment lifts our expectations of ourselves and others. It sets an expectation about the way things are done here. We all have the right to be in a pleasant, clean, tidy and safe place.**

- 3.1** Students must respect school property. Acts of vandalism and graffiti/tagging are prohibited. This includes interference with or damage to any school property. Any damage should be reported immediately to a Divisional Principal or the Property Manager. In the case of wilful damage or negligence, students will be expected to contribute part or all of the cost of repair.
- 3.2** Chewing gum, or similar, is prohibited because of the damage it causes.
- 3.3** Spitting is a health hazard and is unacceptable.
- 3.4** All litter is to be placed in the bins provided.
- 3.5** Students should stay off the garden areas and not damage plants.
- 3.6** Bicycles and scooters are to be kept in the racks provided in the enclosure. This is locked during the school day and students are strongly advised to secure their bikes and scooters with a lock.
- 3.7** Skateboards are not to be ridden in the school grounds during the school day.

**3.8** Basic road safety rules apply to all cyclists and those students taking motor vehicles to school. Students parking their cars must respect the rights of those living in neighbouring streets.

#### **4. OUT OF BOUNDS**

**4.1** Students are not permitted to be on the lower grounds (beyond Guildford Street path) at interval or lunchtime.

**4.2** Other areas of the school may, from time to time, be designated out of bounds. This is shown by red flags. Students are prohibited from entering such areas.

#### **5. DETENTION**

**5.1** Detentions may be issued for any contravention of the school Bylaws, or for not following the instructions of a teacher.

**5.1** Students will complete detentions on the date specified unless otherwise arranged with their Divisional Principal.

**5.3** Student detentions will be held daily – normally from 12.55pm to 1.25pm in A7. This time may be extended for a more serious Divisional Principal's detention which is held after school in the MSB Room on Fridays from 2.40pm to 4.00pm.

#### **6. MOTOR VEHICLES**

**6.1** Years 11, 12 and 13 students are permitted to bring a motor vehicle/motor cycle to school provided that they have a licence, do not park in the school grounds and abide by all road rules.

#### **7. DIGITAL TECHNOLOGIES AND THE INTERNET** (refer Internet Permission Form for details)

**Digital technologies involve the use of computers and the internet, cell phones, tablets, calculators, translators, iPods and other electronic/video devices. Students are accountable for any such items that they bring to school and for their responsible use.**

**7.1** Computers, BYODs (Bring your own devices), and the internet:

- The school network is provided to support education and learning across all subject areas and in Library research
- Computer and internet rules are also outlined in the Student Planner

- All parents, caregivers and their students are required to sign the Internet Permission Form which lists the terms and conditions of computer and internet use at Burnside at the time of enrolment confirmation
- If a student breaks the conditions outlined on the Internet Permission Form their access could be denied. Other consequences could follow as well

## 7.2 Calculators and translators

- Some assessment activities may exclude the use of calculators and/or translators. This is due to NZQA regulations.

## 7.3 Video Imaging

- No secret recording of sound, still or moving images on school grounds is permitted.
- Any sound, still or moving images of the school and its students cannot be used outside the school without the permission of the consent of all those involved and the Principal.

**7.4 Cell phones and iPods** or similar electronic devices can only be used during classes or school activities with permission of the teacher and for the purposes of learning.

## 8. PERSONAL PROPERTY

**8.1** All articles of clothing, shoes, books, bags and other personal property must be clearly marked with the owner's name.

**8.2** To protect themselves and others, students are **NOT** permitted to bring to school:

- cigarettes, e-cigarettes (vaping), tobacco, matches, lighters, pipes (including home-made pipes), alcohol, dangerous or unlawful drugs/substances, chewing gum, solvents, solvent-based glue, aerosol cans/sprays, water or stink bombs, fireworks, knives, weapons of any description (including imitation weapons), or any dangerous or potentially hazardous material or items
- broad-tipped permanent markers
- offensive written and/or pictorial material

**8.3** The school accepts no responsibility for loss of or damage to items/property itemised in 8.1 and 8.2 including personal electronic devices.

## **9. SMOKE FREE AND DRUG FREE ENVIRONMENT**

- 9.1** Smoking is not permitted on the school site. This includes e-cigarettes (vaping). Students must not smoke at school, on the way to or from school, at school functions or camps, or in any situation where they can be identified as Burnside High School students, nor may they associate with other students who are smoking, or in the possession of cigarettes, e-cigarettes (vaping), cigarette papers, matches or lighters.
- 9.2** A healthy lifestyle is dependent on us not being under the influence of any substances that endanger our health or the health of others. For this reason, apart from medication prescribed by a doctor, the school will be a “drug free” environment.

## **10. SCHOOL TRIPS AND SOCIAL FUNCTIONS**

- 10.1** Students are required to wear the designated uniform on all school-related trips, unless prior permission is obtained from the Associate Principal.
- 10.2** All trips and social functions that occur in association with school activities (such as formals and dinners) are subject to the school Bylaws pertaining to general conduct, and the use of cigarettes, e-cigarettes (vaping), alcoholic drinks and other dangerous or unlawful drugs/substances.
- 10.3** While the school provides coaches and managers for sport on Wednesday afternoons, weekends, and at some other times, the school takes no responsibility for the transportation of students to and from sporting venues unless the school has specifically provided that transport.

## **11. UNIFORM REGULATIONS AND DRESS CODES** (available from the school office and listed on the schools website)

- 11.1** Every student shall wear correct, full school uniform, or in the case of those students beyond Year 12, according to the appropriate dress code.

This applies to students who are:

- attending school
- travelling to and from school
- identifiable as Burnside High School students in a public place
- at a school function where school uniform or the dress code has been specified

An application for an exemption can be made, supported by appropriate documentation, where there is considered to be a breach of the Human Rights Act for example on grounds of Religion.

**11.2** The school reserves the right to determine whether a student's general appearance is unacceptable or not in compliance with the "Uniform and Dress Code" Regulations.

**11.3 General Appearance:**

Students and uniforms are to be clean and tidy and dressed in accordance with the 'Uniform and Dress Code' regulations.

In particular:

**a) Formal Dress Uniform:**

- For formal occasions and when representing the school, students will be required to wear the formal dress uniform of a blazer, long sleeved shirt, tie and kilt or trousers.

**b) Skirts and Kilts:**

- The summer skirt must be worn below the knee and must be worn with white turn down socks (not sports ankle socks) or navy knee high socks (not tights).
- Kilts must be a minimum of 15cm above the ground, for safety reasons.

**c) Shirts and Blouses:**

- Non-regulation shirts or blouses are not permitted, including knit shirts, tee shirts, sweatshirts or polo shirts and any garment worn under the white shirt or blouse for warmth must be white and not be visible in any way.

**d) Jackets and Coats:**

- The only jackets permitted with the uniform, travelling to and from school or at school, are the Burnside High School regulation polar fleece, regulation blazer or regulation green and white tracksuit top.



**e) Footwear:**

- Shoes are traditional school style, black leather, for boys and girls, or girls have the option of black leather T-bar or U-bar shoes with a single strap securing them across the centre of the foot with a buckle.
- Footwear is to be worn at all times, except where the class activity requires otherwise.

**f) Jewellery and Piercings:**

- The only jewellery permitted is a watch and one pair of ear studs.
- Other adornments; such as rings, bracelets or bangles, earrings, necklaces including crosses, carvings and lockets which are visible, coloured hair combs or clasps, may NOT be worn with the school uniform.
- With the exception of one pair of ear studs (one in each ear), no objects (e.g. rings, studs, bolts) are allowed to be worn in any part of the body not covered by the school uniform or Year 13 clothing. This includes nose, lip, chin and eyebrow studs/rings of any material, irrespective of whether they are covered by a plaster or similar.

**g) Hair:**

- Hair should be clean, well groomed, neat and tidy, clear of the face and eyes and tied back if necessary for health and safety reasons.
- Hair should be of a natural colour and appropriate for school, i.e. no extreme colours or combinations of these are permitted.
- Hair style and length should be appropriate for school, no extremes are permitted.
- Hair ties should be green, white, navy or black.
- Boys, including Year 13, must be clean shaven. No beards or moustaches are permitted and side burns must not extend below the ears.

**h) Makeup:**

- Make-up, including coloured nail polish, may NOT be worn with school uniform.
- Moisturisers, sunscreens and lip balms must be clear or natural skin tones.

**i) Headwear:**

- Non regulation hats (e.g. caps and beanies) are not permitted with the school uniform at school or travelling to and from school.
  - Appropriate headwear, fit for purpose, may be approved for health, cultural or religious reasons at appropriate times.
  - Scarves, approved, for religious or cultural reasons, must be plain white, navy or black.
- j) **Scarves** – plain white, dark navy, black or regulation Burnside High School green and white stripe scarf only.
- k) **Ties** – the regulation Burnside High School tie, required for formal occasions, may only be worn with buttoned to the neck, long sleeved shirts and must be worn neatly tied at the neck.
- l) **Physical Education:**
- The Physical Education Uniform is compulsory for all students taking Physical Education in Year 9 to Year 12.
  - The regulation school track suit is additional to the PE uniform and optional for students doing physical education or playing sport.
  - Some sports will have a specific uniform but many junior teams will be required to wear their PE uniform for sport as well.
- m) **Non-compliance:**
- Upon receipt of a written request from a parent or caregiver, a temporary permit MAY be available from the Dean or Divisional Principal, if a uniform item is not able to be worn for health reasons (eg, shoes).
  - Upon receipt of a written request from a parent or caregiver to the Dean, an appropriate uniform item (including shoes) will be supplied to a student to enable them to attend class, when they are unable on a temporary basis to comply with the uniform requirements (eg a wet or torn item).
  - Non-compliance may result in a detention or other punishment, notwithstanding the provision of a note.