



## **RULES AND REGULATIONS OF THE SCHOOL**

Below are the stated St Paul's Collegiate School Rules (updated - April 2024).

The School Rules outline the School's expectations in terms of the behaviour and personal presentation of students. Full compliance with the School Rules is required, and serious or repeated breaches may result in disciplinary action, up to and including exclusion/expulsion.

The School Rules apply to students at all times while they are under the authority of the School. Students are under the authority of the School while:

- a. Wearing School uniform.
- b. Travelling to and from School.
- c. Present at School during an official school day.
- d. Being registered as currently under the duty of care of the School's boarding staff.
- e. Attending any School related event, social function or activity.
- f. On a School trip whether or not a parent or guardian is also present.
- g. Representing the School whether it be in sport, cultural pursuits or another activity.
- h. Identifiable as a student of St Paul's Collegiate School (including, but not limited to, in an on-line environment).

## **FUNDAMENTAL RULES**

### **1. General Conduct and Commitment**

- a. Students are expected to display a high standard of behaviour, courtesy and manners.
- b. Students are expected to always display respect towards all staff, toward each other and towards members of the public.
- c. Students' actions must not compromise their own safety or the physical and emotional safety of others.
- d. Students must not act in a manner that brings, or potentially brings, the School into disrepute.
- e. Loud or offensive behaviour and loitering in public places are not permitted.

### **2. Drugs, Alcohol and Tobacco**

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

### **3. Theft, Bullying, Assault and Sexual Activity**

- a. No student shall steal.
- b. No student shall be in possession of, or use, knives or other weapons.
- c. No student shall take or use another person's property without that person's permission.

- d. No student shall bully, harass, assault, fight with or intimidate another student or staff member.
- e. No student shall engage in any form of sexual activity while under the authority of the School (including, but not limited to, any form of sexual touching or sexual intercourse).

## GENERAL RULES

St Paul's Collegiate School expects the following Rules and Regulations will be followed by students while under the authority of the School.

### 1. Uniform

a. The uniform of St Paul's Collegiate School is as follows:

i. Summer uniform

Worn: Monday to Thursday during Terms 1 and 4

Boys: Grey School shirt; grey School shorts; black leather belt (small buckle); black McKinlay sandals (with backstrap); black School jersey (optional)

Girls: Grey School blouse; regulation black culottes (hem to sit on the knee); black McKinlay sandals (with backstrap); black School jersey (optional)

ii. Winter uniform

Worn: Tuesday to Thursday during Terms 2 and 3

Boys: Grey School shirt; grey School shorts; black leather belt (small buckle); long School grey socks (worn with garters); hard black leather lace-up shoes (no slip-ons); black School jersey or School jacket

Girls: White, long sleeve cotton shirt with a semi-stiff collar; grey skirt; black stockings (80 denier or above); hard black leather lace-up shoes (no slip-ons); black School jersey or School jacket

iii. Formal uniform

Worn: Friday in Terms 1 and 4; Monday and Friday in Terms 2 and 3; other occasions as required

Boys: White, long-sleeve shirt with semi-stiff collar; School tie; long grey trousers; black leather belt (small buckle); black socks; hard black leather lace-up shoes (no slip-ons); School blazer

Girls: White, long-sleeve shirt with semi-stiff collar; School tie; grey skirt (the hem must sit 6 cm below the knee); black pantyhose; hard black leather lace-up shoes (no slip-ons); School blazer

Note: School academic, scholars and colours ties may only be worn if earned. Students may only wear badges issued by St Paul's and only on the lapels of the School blazer.

iv. Physical Education Uniform

Students are required to wear the correct PE uniform: official St Paul's house shirt or singlet or School bumble bee shirt and black School shorts.

v. Sports Uniform

Students are required to wear School sports uniform appropriate to the code. Non-regulation uniform may not be worn while representing the School.

vi. Footwear

Students must wear closed footwear when Masters direct them to do so in potentially hazardous areas such as laboratories and technology workshops.

vii. Jackets

Around the School and to and from School during Terms 2 and 3, students may wear the official School jacket. Jackets must be removed upon entering the Chapel of Christ the King for Assembly or Chapel. Training or alternative jackets with or

without St Paul's Collegiate branding may not be worn around School or to and from School.

viii. Hats, Caps and Scarves

When required, students are expected to wear a School cap or School sports hat while representing the School at sports fixtures. School caps may be worn while walking to and from School and while in the School grounds. Hats/caps must not be worn inside teaching areas or School buildings. Students may wear the official School scarf. Students must remove their scarf when entering the Chapel of Christ the King.

**2. Grooming – Boys**

- a. Uniform shall be kept clean, tidy and in good repair and always worn correctly.
- b. Shoes or sandals must be kept clean and polished.
- c. Students are to be clean-shaven.
- d. Tee shirts, skivvies or similar singlets may not be worn if they show above the shirt front.
- e. Grey walk socks must be pulled up to just below the knee and garters worn to ensure the socks stay at the correct height.
- f. Cosmetic makeup (including, but not limited to, nail polish, lipstick or eyeliner) may not be worn.
- g. Personal adornments or jewellery may not be worn, except watches and medical alert bracelets or other items as permitted in writing in the sole discretion of the Headmaster. Necklaces, body piercings and tattoos must not be visible.
- h. A male student's hair must be of even length, and clean and short enough to ensure it does not touch the ears or shirt collar. The fringe should be short enough to ensure hair does not rest on the eyebrows when combed straight down. Hair should be no shorter than a "number two" and should not be long enough to be tied up in any form. Natural hair colour must be maintained (no dyed hair) and extreme hairstyles (including, but not restricted to, mohawk, shaved hair styles, braided/matted hair or hair that sticks out from the head more than 6 cm) are not permitted. Sideburns may not extend beyond the earlobe.

**3. Grooming – Girls**

- a. Uniform shall be kept clean, tidy and in good repair and always worn correctly.
- b. Shoes or sandals must be kept clean and polished.
- c. Tee shirts, skivvies or similar singlets may not be worn if they show above the shirt front.
- d. The hem of the grey skirt must sit 6 cm below the knee. The hem of the regulation black culottes must sit on the knee.
- e. One pair of earrings may be worn at a time, in the traditional manner, placed in the lowest hole on the lower part of the ear lobe. Earrings are to be of gold or silver and fashioned as a small round stud.
- f. Make-up must not be visible: it must be natural looking and not prominent. Nail polish is not permitted on fingernails or toenails.
- g. Personal adornments or jewellery may not be worn, except watches and medical alert bracelets or other items as permitted in writing in the sole discretion of the Headmaster. Necklaces, body piercings and tattoos must not be visible.
- h. A female student's hair must be clean with long hair neatly tied back. Stray hair is to be pinned back. The fringe is to be out of the eyes or clipped back. Short hair must be tidy and off the collar (hair should be no shorter than a "number two"). Natural hair colour must be maintained (no dyed hair) and extreme hairstyles (including, but not restricted to, mohawk or shaved hair styles) are not permitted.

#### 4. Attendance

- a. All students are required to attend the School through all hours on all days in which the School is open except when the School approves leave due to examinations.
- b. Holiday leave during term time will not usually be approved. All leave requests for more than three consecutive school days (including, but not limited to, representative commitments at regional or national competitions, family bereavements, family celebrations or extraordinary circumstances) must be in writing and sent to the Headmaster via email at [ea@stpauls.school.nz](mailto:ea@stpauls.school.nz)
- c. Students may not leave School grounds during school hours unless:
  - i. They have presented a letter or appointment slip to their Housemaster. Students will then be provided with an approval note, allowing them to formally sign out at School Reception prior to leaving the School campus.
  - ii. The School Nurse or their Housemaster determines that, for medical reasons, they need to go home. When a student is to be sent home for medical reasons the School Nurse will contact the student's parents before the student is permitted to leave the School campus.
  - iii. They are in pursuance of authorised School activities and accompanied by an authorised member of School staff.
- d. A parent or guardian is required to promptly complete the "Absence Notification" in the Parent Portal to inform School Reception of their child's absence from School. A parent or guardian may also communicate absences via email to [absences@stpauls.school.nz](mailto:absences@stpauls.school.nz) or telephone 079578899 before 8:30 am.
- e. Where a student is likely to be absent from School due to illness for longer than three days the parent or guardian is required to inform School Reception via email at [absences@stpauls.school.nz](mailto:absences@stpauls.school.nz)
- f. On returning to school, absences should be explained by a dated note from a parent or caregiver to the Housemaster, providing the reason for the absence and setting out the duration of the absence.
- g. Where students are identified as being truant, they will be given a consequence in accordance with the School's "Managing Student Behaviour" processes. If students are repeatedly truant their parents will be informed, and a meeting arranged with the Housemaster.

#### 5. Assembly and Chapel

- a. There will usually be an Assembly or Chapel Service each day. Assemblies are held on Monday at 12:15 pm, Wednesday at 12:30 pm and Friday at 8:00 am. Chapel Services are held on Tuesday and Thursday at 8:00 am. All students are to be seated in the Chapel of Christ the King by the time indicated on the specific day. A bell rung two minutes before the commencement of the Assembly or Chapel Service indicates that complete silence is to be maintained.
- b. Students whose names are taken by Duty Staff for being late to Assembly will have their names sent to their Housemaster with the reason. The Housemaster will then follow the School's "Managing Student Behaviour" processes for lateness.
- c. Students are to remove their School jacket and/or scarf on entering the Chapel of Christ the King. Student must place their jacket and/or scarf under their seat.
- d. All students will attend full-school Chapel services.
- e. Boarders will attend Sunday Chapel services.
- f. Day students will attend their allocated Sunday Chapel services.

## 6. School Property

- a. Students shall always take reasonable care of, and respect, School property.
- b. Textbooks and library books are the property of the School and must be well cared for.
- c. Eating and drinking is not permitted in the following spaces: classrooms; Lander Centre; Chapel of Christ the King; Dance/Drama Studio; Mary Hornsby Music Centre; Sports Centre.
- d. Damage, accidental or otherwise, to buildings, furniture, windows, equipment or other School property must be reported immediately to the Associate Headmaster - School Operations.
- e. In the event of wilful damage to School property, the person(s) responsible shall make full restitution.

## 7. Personal Property

- a. All clothing, books, pens, bags, calculators, sporting equipment and other items of personal property must be clearly marked with the owner's name and year level. Every endeavour will be made to return lost property so marked. Students losing or finding property shall report this immediately at School Reception.
- b. Students may leave gear bags in their houses from 7:30 am. Students may not leave bags in other areas.
- c. Students are not permitted to bring the following onto School grounds:
  - i. Alcohol.
  - ii. Chemicals.
  - iii. Substantial sums of cash.
  - iv. Matches, cigarette lighters or fireworks.
  - v. Tobacco or e-cigarettes/vaping equipment.
  - vi. Knives or other weapons (including imitation weapons).
  - vii. Drug paraphernalia, narcotics or drugs in any form except medication possessed by a student pursuant to prescription by a registered medical practitioner and brought to School solely for the purpose of necessary administration of such medication during School hours.
- d. The following are strictly forbidden on School property and when students are under the School's authority:
  - i. Vaping.
  - ii. Smoking.
  - iii. Gambling or any games of chance.
  - iv. Use of alcohol, narcotics or other drugs except medication prescribed for an individual by a registered medical practitioner.
  - v. Possession or distribution of any objectionable or pornographic material (including via electronic communications) or distributing of any other form of literature or written material (including electronically) without the authorisation of the Headmaster.
- e. Valuable personal items not required at School should not be brought to School and if brought to School, the School will accept no responsibility for them.
- f. St Paul's Collegiate School does not permit mobile phones or smart devices to be used or be visible on our campus between 8.00 am – 3.30 pm. We do acknowledge that some students wear smart watches. These are permitted to be worn for the functionality of telling the time. However, accessing digital content remains prohibited during School hours.
  - i. Within the context of internal and external examinations, smart watches are not permitted to be in an examination venue.
  - ii. Boarders in Year 9 or 10 are not permitted to have a cell phone at School or in boarding unless handed into their Housemaster after travel.

- iii. Year 9 or 10 Day students must leave their phone at home or surrender their cell phones to the School Reception before the start of the school day. Students in Year 9 and 10 are not permitted to have a cell phone in their bag during the school day.
  - iv. Year 11-13 students' mobile phones are to be kept at home, in lockers, or in school bags. They are not be visible, carried on their person or used in any capacity without approval from a teacher (i.e. not in pockets, blazers, or in their hand).
  - v. Mobile phones brought to School will be set to flight mode or 'do not disturb' during the school day.
  - vi. Mobile phones must not be visible during the school day for any reason unless clearly authorised by a teacher.
  - vii. Smart devices are not to be used to connect to mobile phones.
  - viii. These rules apply to all school events and excursions.
  - ix. In the event of an urgent need for communication that cannot wait until the end of the school day, students and parents must make contact through the School office, not through their cell phone.
  - x. Students who require their phone for medication reasons can request an exemption through the Associate Headmaster.
- g. Headphones may not be worn on School grounds or in public while wearing formal School uniform (number ones) or when on School exchanges or School activities.

*It is the policy of the School to confiscate cell phones and personal electronic equipment should students be in breach of this rule. Years 9 and 10 students in possession of a cell phone at school during school hours will also be removed from the School for two school days. More detailed information regarding processes on the topic of search, seizure and retention of personal property are available within the School's applicable policy.*

## 8. Information Technology

- a. All students must sign the Student Computer Use Agreement Policy before accessing the School network or using School computers.
- b. Students are not permitted to engage in any activity such as displaying images or sending messages that may offend or harass another person (for the avoidance of doubt, this prohibition includes any 'cyber bullying' of other students).
- c. Students are not permitted to create, send, save or share material that may bring the School, or a member of its community, into disrepute.
- d. Students are not permitted to be involved with any form of 'Electronic Vandalism' such as the transfer of malicious software.
- e. Students must respect every individual's right to privacy and must not make or distribute audio or video recordings or take photographic images of an individual without his or her explicit consent.
- f. Students may not access or make attempts to access material that is objectionable or illegal such as pornography or engage in activities deemed illegal by New Zealand or International law such as fraud, electronic crime (hacking, spamming, identity theft) or harassment.

## 9. Modes of Transport

- a. Bicycles are to be kept only in the racks provided and must be locked.
- b. No bicycles are to be ridden on School grounds. Inside the School gates all students must walk their bicycles to and from the bicycle storage area.
- c. All road traffic laws must be obeyed and all bicycles maintained in roadworthy condition in accordance with road traffic standards.

- d. Any student riding a bicycle to and from School MUST wear a helmet that meets safety regulations.
- e. Cyclists are to ride in single file on all roads. Carrying passengers is forbidden.
- f. Scooters, skateboards, e-scooters and similar modes of transport may not be used when travelling to and from school, and/or while under the authority of the School.
- g. The use of cars and motorcycles requires School permission while students are under School authority. Students may not transport other students without the appropriate permission.

## 10. Student Vehicles

- a. Students must comply with Ministry of Transport regulations and New Zealand law.
- b. Students must have completed a defensive driving course and be able to provide evidence of this before applying for a driving permit.
- c. Unless accompanied by a parent, students need a School driving permit to drive a vehicle to School. This may be obtained by completing the E-Form on the Student Portal.
- d. School driving permits are issued by the Associate Headmaster - School Operations and must always be clearly displayed in the motor vehicle window when the vehicle is parked in School grounds.
- e. A permit is usually available to Year 13 boarders and to Years 12 and 13 day students. Exceptions to this require the School's approval. Where the number of car parks available limits the number of permits issued, preference will be given to those living furthest from the School.
- f. All vehicles brought to school by students must be registered with the Associate Headmaster - School Operations. Changes must be recorded at School Reception within a week.
- g. Students holding a full licence are not permitted to carry more than one passenger. Permission to carry a passenger is also necessary. Where allowed, parents of both the driver and the passenger must give their approval in writing.
- h. Students must park in their designated car park unless a Housemaster instructs otherwise.
- i. Student vehicles may not be used during school hours without written permission from the student's parent and the approval of the student's Housemaster.
- j. All vehicles:
  - i. Are parked in School grounds at the owner's risk.
  - ii. May not be parked outside School grounds without permission from the Associate Headmaster - School Operations.
  - iii. May use only the main (Hukanui Road) School entrance (not the access gates at Casper Street or Ngaere Avenue or St Paul's Road).
- k. All students leaving school grounds (in vehicles or as pedestrians) during normal School hours (8:00 am to 3:30 pm) must sign out at School Reception.
- l. Infringements of these rules may result in suspension or cancellation of a student's School driving permit.

## 11. Social Functions

- a. Social functions include:
  - i. Any approved social function or activity that occurs in association with the School (including, but not limited to, sports or cultural fixtures or tours whether at St Paul's Collegiate School or beyond the School in New Zealand or overseas).
  - ii. Other social occasions organised in connection with the School.
  - iii. Any organised event or activity where the student is identifiable as a member of St Paul's Collegiate School. At these activities all students are under the authority of the School and subject to the School Rules.

## 12. Dining Hall

- a. Attendance at meals is compulsory for boarding students unless excused by their Housemaster.
- b. Attendance at lunch is compulsory for day students.
- c. The queue must be orderly with no queue jumping.
- d. Anyone wishing to enter out of normal order must have written permission from the Associate Headmaster - School Operations and present this to the staff member or Prefect on duty.
- e. Students may only take the food they will consume and are encouraged to avoid waste.
- f. Courtesy and good manners towards dining hall staff are expected.
- g. Food may not be removed from the dining hall.
- h. Spillages are to be cleaned up immediately.
- i. Breakages are to be cleaned up immediately and reported to the Kitchen Manager.
- j. Students are to leave the dining hall as soon as they have finished eating their meal.
- k. Chairs are to be pushed in when leaving.
- l. Uneaten food is to be placed in the bins provided for this purpose.
- m. Utensils, crockery, glasses and trays are to be neatly stacked in the receptacles provided in the clearing area.
- n. Complaints are to be directed immediately to the teacher on duty.

## 13. Swimming Pool

- a. Students may not use the pool except when it is supervised by authorised staff.
- b. Entrance to the swimming pool shall be through the gates. The pool gates and doors to the pool enclosure shall be kept securely closed.
- c. Children under eight years old are not permitted inside the swimming pool enclosure unless actively supervised by a person at least 16 years old.
- d. During any session when the pool is in use, there shall be at least one adult designated as the swimming pool supervisor who will actively supervise the pool. The number of additional supervisors required will be determined by the number of swimmers.
- e. Behaviour that could be considered dangerous (including, but not limited to, running, pushing, holding underwater and screaming) is prohibited.
- f. Food or drink may not be consumed in the swimming pool enclosure unless authorised by the pool supervisor.

## 14. School Bounds

- a. School bounds must always be adhered to.
- b. Students may not leave the School campus unless they have permission from their Housemaster to do so and sign out at School Reception.
- c. Within the School, the following areas are out of bounds to students:
  - i. Ceiling spaces and roof areas.
  - ii. Staff work areas and the staff common room.
  - iii. Teaching spaces (classrooms, laboratories, workshops) and corridors in all buildings outside lesson time unless supervised by a teacher. If it is raining at interval or lunch time, students may remain in their House common areas.
  - iv. Carpark areas during School hours (8:00 am to 3:30 pm) unless the student has written permission from their Housemaster.
  - v. Weights Room, Sports Centre and Old Gym except when supervised by an authorised member of staff.
  - vi. The quad at weekends and after 5:00 pm weekdays except for staff-supervised activities.
  - vii. Student Centre at weekends and after 5:30pm weekdays.



- viii. Boarding Houses to day students during School hours.
- ix. Bicycle storage area between 8:45 am and 3:30 pm.
- x. The grass area in front of the day student carpark.
- xi. The field area behind the hockey pavilion.
- xii. Grass cricket blocks and practice wickets except when pursuing activities supervised by staff.
- xiii. Sports pavilions except when pursuing activities supervised by staff.
- xiv. Any identified areas of construction on the School campus.
- xv. Maintenance, Grounds, Laundry, and Kitchen work areas.
- xvi. The service area behind the Kitchen.
- xvii. Facilities waste disposal areas.
- xviii. Staff accommodation.

#### **15. Boarding Houses**

- a. Additional Rules and Regulations relating to the conduct, operations and administration of the boarding houses may be operationalised from time to time and shall be deemed part of the School Rules. These will be communicated to boarding students in advance.
- b. Any student enrolled at St Paul's Collegiate School as a boarder shall at all times during the School term be subject both to the Boarding House Rules and the School Rules.
- c. Any student not enrolled as a boarder but who at any time enters upon boarding premises shall, while on such premises, be subject to all Boarding House Rules and Regulations.

#### **16. General**

- a. Students or parents are encouraged to immediately raise a concern or complaint in accordance with the School's Concerns and Complaints processes when they feel it is necessary to do so.
- b. Students are expected to always behave in a courteous manner.
- c. Students will stand when a teacher, staff member or guest enters the room.
- d. Students will address male staff as Sir or by their correct title and surname (e.g. Mr Jones), and female staff as Miss or by their correct title and surname (e.g. Mrs Jones).
- e. All students are required to do homework regularly as an extension of class work.
- f. Chewing gum at School is forbidden.
- g. Students may not eat in class.

#### **17. Scope**

- a. The School Rules are a guide and are not intended to be a comprehensive statement or exhaustive list. The School reserves the right to amend/replace the School Rules from time to time at its discretion. In doing so, the School would communicate any changes.
- b. Students are expected to know the School Rules and comply with them at all times.

#### **18. Breaches**

- a. Breaches of the School Rules will not be tolerated and will be treated seriously by the School's Senior Leadership Team and Headmaster.
- b. Breaches of the Fundamental Rules will be referred to the Headmaster. The Headmaster will review the circumstances and where appropriate consider a stand-down and/or suspension in accordance with the School's disciplinary procedures.
- c. Serious and/or sustained breaches of any of the School Rules will be referred to the Disciplinary Sub-Committee of the Board of Trustees. The Sub-Committee will consider the Headmaster's report on the matter, with the student, parents/guardians of the student and an appropriate support person (if desired) invited to a hearing. The Board's options in such cases include lifting or extending the suspension (with or without

conditions) or to exclude (if the student is under 16 years old) or expel (if the student is 16 years or older).

- d. The Disciplinary Sub-Committee will always consider whether a student's behaviour is:
  - i. Gross misconduct (serious misbehaviour) that is deemed a harmful or dangerous example to other students.
  - ii. Continual disobedience (regularly or deliberately contravening the School rules) that is deemed a harmful or dangerous example to other students.
  - iii. Behaviour that risks serious harm if the student is not suspended.
- e. Decisions of the Disciplinary Sub-Committee regarding a student's behaviour will give primary considerations to the best interests of the student and the potential messaging that may be communicated to the School community regarding the expectations the School has when breaches of the School's Fundamental Rules are evident.