



MBC School Rules - The Basics

This document provides a summary of rules and expectations for students at Marlborough Boys' College.

There are times when students may be unclear about what the rule is regarding one of the topics below and our booklet is designed to make the rules and expectations clear. If students are clear about the rules then they know what is expected and they cannot offer excuses.

It is a requirement of all students that they familiarise themselves with these rules and ask their class teacher, whānau teacher or dean if they are unsure.

These rules and boundaries are in place to create a safe and orderly environment for all students and staff at Tauranga Boys College.

At Marlborough Boys' College we aim "TO BE THE BEST WE CAN BE" through our four key "RIPR" values

- **Respect**
- **Involved**
- **Pride**
- **Responsible**

Attendance

Regular attendance is vitally important to a student's success. Parents/caregivers are asked to ensure that absences are kept to an absolute minimum. There are no 'free periods' for students. Attendance is compulsory for all periods, including whānau time and assemblies.

When a student is absent from school, his parent/caregiver must contact the school, as early as possible. Please use the attendance 24-hour answerphone to leave your message with:

- student's name and form group
- absence dates and reason for absence
- follow up contact details
- your name and relationship to student

You can also text the attendance cellphone on 028 434 2916 or email attendance@mbc.school.nz If you are not sure how long your son will be away, please ring the College every day he is absent. The absence answerphone is for parent/caregivers use only – students may not phone for themselves.

A medical certificate may be required for extended medical absences. Parents/caregivers who wish to remove students from school for a period of time must obtain permission from the Principal, in writing, prior to the extended planned absence.

You will receive a text/email if your son is absent for period 1. We request that you reply to this text. Any queries please ring the school and speak to the Attendance Officer.

Your son's attendance can be checked at any time through the 'parentportal' webpage.

Late to School

It is important that students arrive at school by 8.40am for an 8.45am start each day. If students are late to school they must sign in with the Attendance Officer in the Deanery. Students with an explanatory note should produce this at their time of arrival. Parents/caregivers can also leave explanations for lateness (see above for attendance). Students without a valid excuse for their lateness will be regarded as late or truant.



Cell Phones and other Personal Electronic Devices

The College will not take any responsibility for loss or theft of these items. If students choose to bring them to school, it is at their own risk.

- All such devices are to be switched off and out of sight unless a permission has been granted by a teacher. Failure to observe this requirement will result in confiscation of the item with parents having to collect the item once notification is given. Students are not encouraged to use personal devices during break times, however, if they choose to, **they must be used appropriately at all times and with respect for others.**
- The school takes no responsibility for damaged or lost devices that are used during break times.

Inappropriate use

- Using the device to photograph, film or voice record anyone else (with or without their consent).
- Using the device to harass, bully or threaten anyone else in any way.
- Using the device to personally access, store or show anyone else any socially inappropriate, offensive or illegal material.
- *Appropriate Disciplinary action will be taken by the College for any of the above violations. This may include a Stand down or Suspension by the Principal.*

Contacting Students at School

If parents need to contact students during class time, please do so through the school office. Urgent messages can be given to students very quickly. Please do not try to contact students on their phones while they are in class.

Dangerous / Prohibited Items

Students may not be in possession of dangerous items or items capable of nuisance value at school. These include weapons of any kind, fireworks, laser pens etc. Aerosol deodorant is discouraged.

Lunch Pass – for one-off use

Students may need to go to town for errands or to another address for lunch. A note from a parent/caregiver with the date, name, reason, and destination is required. Students present this to the attendance officer to receive a pass.

Lunch Pass – for the year

Students can apply to go home for lunch. Students may obtain a form from the front office. Once this is completed, present this to the Front Office for processing. Students are only permitted to go to the recorded address and are not permitted to travel through town.

Motor Vehicles

Students can only bring a motor vehicle, or be a passenger in one, with written permission from a caregiver and upon successful application for a pass. Motor vehicles are only to be used as a means of transport to and from school, or on other occasions with permission. Driving at interval or lunchtime is not permitted. Vehicles are to be parked on the streets surrounding the school and not in the staff/visitors parking areas.



Out of Bounds

Students leaving the school without permission will be dealt with using the school Behavior Management System. Year 12 and 13 are permitted to leave the premises at lunchtime on Wednesdays only. However, this is a privilege that can be revoked. Students are to keep out of buildings before school and during breaks. College Park is available for sport/games at lunchtime but is not to be used as a social gathering point. From time to time the grassed areas may be closed due to wet conditions.

Parent Portal

The parent portal can be accessed by clicking on the link in the school webpage or typing <http://parentportal.mbc.school.nz/> into the web browser. The login is your son's enrolment number. Please contact the school to obtain a password.

Sickness While at School

If a student is unwell, they must report to the Front Office. They must not leave the school grounds without permission. The Front Office will contact his parent/caregiver if this is required. The Front Office stocks limited supplies of pain relief and antihistamines for emergencies only. Students who require medication should bring a supply and leave it at the Front Office with a parental note. Parents must be contacted whenever a student requests medication of any sort unless they have indicated their permission on the enrolment form.

Students Leaving School During the Day - Signing Out/Signing In

Students are expected to stay on the school grounds unless they have signed out through the Attendance Office or have a lunch pass. (See above). If a student needs to leave school during the day, they must sign out using the iPad at the Attendance Office in the Deanery. On their return from an appointment, students must **SIGN BACK IN**. This is for health and safety reasons as we need to know where your son is during school hours.

Substances - Including Alcohol, Tobacco, Drugs and Vape devices.

Students may not be in possession of, using, or dealing in these items, or items associated with their use, at school, on the way to and from school, or on any school activity. Any student caught in possession of or using these substances will be dealt with according to the school's behaviour management system.

Transport Assistance

If a student lives:

- a) 4.8 km from the College, you are entitled to either a school bus or private conveyance allowance.
- b) 2.5 km from the bus stop, you are eligible for a private conveyance allowance. If a student lives closer to Queen Charlotte College or Rai Valley school they may have to pay for school transport.

Points (a) and (b) above still apply for reimbursement. For information on bus pick-up and drop-off points contact Ritchie's Travel – 578 5467. 'School Transport Application for Assistance' forms must be filled in and are obtained from the Front Office. *Please note that the Ministry of Education will be changing transport providers at the beginning of 2022. More information will follow*



Uniform

Correct school uniform is always to be worn while students are travelling to and from school and during the school day. Hair is to be of natural colour, clean, tidy and must be tied back if shoulder length or longer. Students are to be clean-shaven. No visible jewellery, except one small plain ear stud, in the ear lobe may be worn. Please name all articles of clothing, including footwear. Full uniform details are outlined in the school prospectus and in the PTA uniform shop.

Updating Personal Details

If there have been any changes to parent/caregiver or student personal details such as: Student details (home address, change of name), parent/caregiver details (land or mobile phone, email address, medical details, emergency contacts, etc), ***please*** contact the school office (ph 578 0119) or email office@mbc.school.nz to provide the relevant updated information.