



CHRISTCHURCH BOYS' HIGH SCHOOL **RULES, EXPECTATIONS AND ADVICE**

ABSENCE

- Parent or guardian is to ring the Bursar before 9am on the morning of the absence (03 348 5003 ext 231). (An answer phone is available.)
- As possible parents will be contacted by text or phone on mornings where the Bursar is not aware of the reason for a student absence.
- If parent phone calls cannot be made to the Bursar after the first day of absence a note stating the reason for, and date(s) of absence is to be given to the Bursar before Period 1 on the first day of return to school.
- Prior permission for absence other than sickness or emergency must be obtained from the Headmaster; the request is to be in writing and emailed to headmaster@cbhs.school.nz and well in advance of the sought period of absence.

LEAVING SCHOOL DURING THE DAY

- Appointments are to be arranged at times other than school hours. If this is not possible ...
 - an appointment card or parent/guardian note must be presented to the Bursar well in advance of the absence
 - on returning to school the Bursar must be reported-to before returning to class
 - missed notes, homework and other activities must be 'caught up' immediately on return to class.

LATENESS TO SCHOOL OR CLASS

- All lateness will be recorded on student attendance records.
- Boys arriving late to school or class are to report to the Bursar who will record the lateness, issue a Bucket List duty and provide a note allowing class entry.
- Students regularly late for an accepted reason are to carry a school note explaining the circumstances.

UNEXPLAINED ABSENCES

- will result in detentions and, in most cases, withdrawal of the right to be involved in extra-curricular activities e.g sport, dances, ...

- Explained and unexplained absences are reported in the Weekly Note email that is sent home every Friday.

ACCIDENT AND INJURY

- Accident and injury are to be immediately reported to the Bursar, a teacher or office staff.
- If there is any doubt about the injuries, the injured student is to be left where he is until the Bursar or a teacher arrives.
- The Bursar and some workshop and P.E. teachers are trained in first aid and have medical supplies available.

BOARD OF TRUSTEES

- The Board is composed of five parent representatives, the Headmaster, a staff trustee and a student trustee.
- Students with issues that they would like the Board of Trustees to consider might approach the Student Trustee.
- The annual election of the Student Trustee is in September. All students, except Year 13, may stand for election.

BUSES

- All boys who travel by bus are under school discipline.
- Responsible, polite behaviour on buses is expected and required; full school uniform is to be worn neatly to and from home. Boys must stand to ensure seats for adults.
- Inappropriate behaviour will see parents required to arrange other transport to and from school for a period of time.

CAREER OPPORTUNITIES

- Consult the Careers and Transition staff. Informative and supportive help and advice is freely available.
- The Careers Adviser welcomes parent contact.
- Careers staff are aware of work experience opportunities – STAR, Gateways, work experience.

CARING FOR THE SCHOOL ENVIRONMENT

- No class will start or finish with an untidy room; desks and chairs must be orderly. Any litter must be picked up at the end of the period.
- Without teacher permission classrooms are 'out of bounds' at interval and lunchtime. If permission is given the classroom must remain tidy.
- Material on teachers' desks, posters, notes on whiteboards, classroom equipment, ... - must not be interfered with.
- No food is to be eaten in any classroom or other school building **except if a wet lunchtime**.
- Workshops, laboratories, gymnasias, computer rooms, Big Room, the music block – all have their own rules. The teacher in charge will detail these.
- Chairs must be put on desks and windows closed in all classrooms at the end of the school day.
- Care of School property: remember this is your school. Respect it and care for it – and be proud of it.

CARS AND MOTORCYCLES and SAFETY

- Year 12 and 13 boys only may drive/ride to school by car/motorcycle.
- Before driving/riding to school a driving contract must be signed by a parent/guardian ; it details requirements of drivers / motorcyclists. These can be collected from the Senior Master.
- The school considers this permission a privilege and approval will be withdrawn where the behaviour of the driver or a passenger is considered unacceptable.
- **Safety – cars and motorcycles pose real risk to drivers, passengers, others on the road and pedestrians; all complaints and concerns are responded to very seriously.**
- Cases of dangerous or careless driving, or driving outside license conditions, are likely to be reported to the Police.
- On occasion it may be necessary for other boys to travel in cars driven by students. In such cases the written permission of the parents /guardians of the driver and of the passenger are to be presented in advance to the supervising teacher.
- Boys are not permitted to have passengers on motorcycles/scooters.
- Vehicles are for traveling to and from school; not for 'joy riding'.
- Student vehicles are only to be parked on the roads that bound the school - and only on the school-side of those roads.
- Cars and motorcycles are out of bounds to all students throughout the school day - this includes interval, lunchtime and study periods; they are not lockers.
- The school cannot be responsible for safety and security of vehicles.
- **‘Defensive Driving’ courses - see the school website.**

CIGARETTES, ALCOHOL AND OTHER DRUGS

- These are not permitted in any circumstances including school trips (camps, sport, ...), and when coming to and going home from school; i.e. on any occasion when a representative of the School.
- Students are warned that apart from putting their own health and the health of others at risk, any possession or use of the above will be treated as a most serious matter; in the case of drugs consequences are likely to also involve the Police and the Board of Trustees.
- Students are encouraged to discuss related issues with a Guidance Counsellor or Health Nurse. Appointments – see Careers, Dean or Guidance.

CELL PHONES, IPODS AND OTHER ELECTRONIC DEVICES

- Cellphones, Ipods and other electronic devices will be confiscated if seen or heard in class, except if being used for a teacher approved class activity.
- Confiscated items can be collected from the teacher at the end of the period or the end of the day if more appropriate. Phones are not to be handed to the Senior Master or Bursar. If the problem persists the Dean/HOD/Parents may be involved.

COMPLETING SCHOOLING

- 16 years of age is the earliest at which a student can leave school.
- A parent/guardian note giving permission to leave school is required.
- Careers or Dean will provide the Clearance Form – this requires signatures of the Dean, teaching staff, Librarian, Operations Manager.
- A school leaver’s ‘Record of Achievement’ may be issued on request, and completion of signing out. Application forms from Careers Office.

COURSE CHANGES

- Once the school year has started the Dean will only make course changes in exceptional circumstances.
- The Counsellor or Careers staff can provide assistance in considering the appropriateness of a change.

CYCLES

- Cycles must be wheeled, not ridden, in the school grounds.
- The cycle stands are out of bounds throughout the day. There is to be no interference with other students' cycles.
- It is the owner's responsibility to make sure that his cycle is securely locked. Combination locks are not suitable.
- Bikes are not to be left anywhere but in the stands.
- A helmet must be worn at all times when cycling to or from school.

DAMAGE

- Any damage or breakage to school property is to be immediately reported to the Operations Manager, Duty Teacher, or to the Senior Masters.
- Deliberate or thoughtless damage to school property or the property of others is a serious offence. Consequences for such damage will include reimbursing the costs of repair or replacement.

DISCIPLINE

- Good discipline is essential to ensuring that a healthy, supportive, and trusting learning environment exists throughout the school.
- Instructions must be promptly followed when given by teachers, ancillary staff and others given authority e.g. Monitors.
- **Detentions** are held in Room 3 each day after school for 1 hour. With 24 hours notice detentions take priority over other commitments - sports practices, clubs, work
- If a detention is not completed a 2 hour Wednesday after-school detention will be issued; additionally the opportunity to be involved in an extra-curricular activity, or similar, is likely to be withdrawn.
- A **Home Detention**, with its copying of provided paragraphs, will be the consequence for some inappropriate behaviours – e.g. being late to school, incomplete homework. The written home detention must be signed by a parent/caregiver.

EMERGENCY PROCEDURES

- Emergency procedures for fire, earthquake, lockdown or other event will be detailed by your Form Teacher.
 - All must be familiar with alarm signals and the resulting actions.
 - Considered, sensible and supportive actions must be evident during evacuations and at other times of crisis or confusion.
- ** Fire alarms and appliances must not be touched** except in emergency. Malicious alarms will result in the reimbursing of costs.

EXTRA-CURRICULAR ACTIVITIES

- All Year 9 and 10 students are expected to be involved in both a winter and a summer sport and/or cultural activity at school.
- The coach/manager must know well in advance if unable to attend a practice or game.

FINANCIAL CONCERNS

- Students or parents having difficulty meeting school expenses should contact a Guidance Counsellor or the Headmaster.
- All such communication is kept in the strictest confidence.

HOMEWORK and STUDY

- Homework/home study is integral to learning and must be completed systematically and regularly if knowledge, confidence and commitment are to grow.
- If no homework is set revision and practice is to be done in the subject.
- At home there should be a quiet place in which to work. This work area should have a suitable desk or table, good lighting and warmth.
- The Library and Careers area are available for work before school, at lunchtimes and after school. See Senior Master for other areas.
- During study periods Year 13 students should work in C5.

HOUSE COLOURS

- Deans Yellow A to D
- Hadlee Red E to K
- Pomare Green L to R
- Sutton Blue S to Z

LIBRARY

- The Library is for reading, researching and borrowing books.
- The Library is open from 8.15 a.m. to 4.30 p.m. each day.
- No book is to be borrowed unless a librarian checks it out.
- Internet access is available for research. See the Teacher/Librarian.
- Library rules, as posted in the Library, must be obeyed.

LOCKERS

- Lockers are allocated at the start of each year. Where there are insufficient lockers criteria for prioritising are applied.
- Students provide a padlock or combination lock. A spare key may be put in an envelope and left with the Bursar. Boltcutters are available from the Senior Master.
- Without a teacher's note locker areas are "out of bounds" during class. At interval and lunch they are "out of bounds" unless getting books.

LOST PROPERTY

- **Ensure each item is named** - this greatly increases the likelihood of getting it back when lost.
- Loss of property must be reported to the Bursar, and property which is found must be immediately handed in to the Bursar.
- The PE Department also holds 'lost property'.
- Do not give up looking for lost items after the first inquiry.

- Unclaimed articles are disposed of after a reasonable time.

LUNCH HOUR PROCEDURES

- Students are not allowed to leave the school grounds during lunchtime unless written permission has been given by a Senior Master. A lunch pass permits going directly to own home only – not to shops or others' homes.
- Malls, shops and food outlets are "out of bounds" – with the exception of Year 13 students who have signed-out with the Bursar at the end of lunchtime.
- Cars, cycle stands, roads and footpaths are "out of bounds".
- The classrooms on the Island (P1, P2, P3) and the area to the side and at the back of the technology workshops are "out of bounds" other than when traveling to class.

MEDICAL CONDITIONS

- A note of any medical condition that the school should be aware of must be given to the Bursar. The note must be signed by a parent/ guardian and include a contact phone number and, as necessary, the name of a doctor.
- Medicines needed at school should be left with the Bursar.

MONITORS

- Monitors have many and various responsibilities within and beyond the School; their role is to lead by example, to be a source of advice and to ensure that school rules and understandings are respected.
- The Monitors' authority is given by the Headmaster and their decisions are supported by him.

MOVEMENT BETWEEN PERIODS

- Students must move directly, promptly and quietly between classes.
- Lateness to class must be explained by a note from the Bursar.
- A student released from class must carry a teacher note detailing the reason for, and the time of release. Students should not expect to be released from class to go to the toilet or to have a drink of water.
- When arriving at class students must quickly and quietly seat themselves and take out the relevant books and equipment.

REFERRALS

- Repeated unacceptable classroom behaviours will result in a referral from class – to the Referral Room. Contact with home will be made for repeated referrals.

RESPECT FOR OTHERS – students and staff

- The valuing and supporting of others is essential to shared wellbeing.
- Concerns for personal welfare or for the welfare of others, these must be raised with the Teacher, Form Teacher, Dean, Senior Master or Guidance Counselor. The earlier such issues are identified the better. Further specialist support may be available.
- If you are the victim or you see others who you think are being bullied or harassed please 'do something' - talk with a senior staff member otherwise nothing will change. Ensure you are listened to.

- In all cases below, consequences will include an apology and parent involvement. Continued harassment may well result in a formal 'standdown' or 'exclusion' from school.

1. Bullying is not tolerated.

- Bullying is a general term that includes intimidation, name calling and threatened or real physical violence.
- Where bullying occurs a "Bullying Report" detailing events and consequences is placed on file.

2. Sexual Harassment is not tolerated.

- Sexual Harassment is when actions or words of a sexual nature directly or indirectly offend and/or humiliate others, or are intended to do so.
- When sexual harassment occurs a report detailing events and consequences is placed on file. The school's sexual harassment policy will be discussed to ensure understanding and acceptance.

3. Racial or other Harassment is not tolerated.

- Racial Harassment is when actions or words of a racial nature directly or indirectly offend and/or humiliate others, or are intended to do so.
- Consequences – see 1. and 2. above.

SCHOLARSHIPS and AWARDS

- Some scholarships with approximate monetary values -
Bickerton-Widdowson Scholarships of approx. \$1000 for each NCEA Scholarship gained – if attending Canterbury University.
Clark Boyce Scholarship of \$1500 - if intending to major in Law and completing Law-related papers in first year at University.
A.N.V. Dobbs Memorial Scholarship of approx. \$3000 for the study towards a Commerce degree
J.F.Moffatt Scholarship of approx. \$1000 for one year to a pupil intending to major in Chemistry at the Canterbury University.
Sir Arthur Sims Scholarships of approx. \$1500 a year for three years – if a full-time degree course at Lincoln University.
A.D. Trench Study Grant of approx. \$1000 - on the basis of NCEA results; if taking a university science course.
John Wilson Memorial Scholarship of approx. \$2500 – if working to complete a Science degree at Canterbury University.

Some other opportunities – see the Guidance Counsellor or Careers Advisor

Spirit of Adventure New Zealand: Ten days on a sailing ship. A coastal voyage with pupils from other schools. Year 12.

American Field Scholarship: A year exchange living with families in other parts of the world. Years 12, 13.

The Peter England and Family Community Relations Award: This award encourages excellence and the development of community leaders from amongst the students of CBHS who have the potential to go and make a positive difference to both Christchurch and New Zealand (including community service abroad in developing countries). The

Awards Committee has approximately \$7000 per annum available and students may apply at any time of the year.

SCHOOL BOUNDS

- **Areas "out of bounds" include**

- a) the front steps to the Main Block other than for entry to the school; not for gathering or for eating morning tea or lunch.
- b) corridors except when going to and from classrooms and lockers.
- c) laboratories and specialist rooms unless a teacher is present.
- d) Music Block except for music students.
- e) Monitors' room.
- f) pool enclosure unless there is an approved supervisor/teacher.
- g) boundary footpaths and roads – including all motorcycles and cars.
- h) gardens, shrub beds, the river and neighbouring properties.
- i) any construction work; this includes areas of earthquake damage/repair.
- j) across the Avon bridge unless accompanied by a teacher . Students may gather quietly to await the teacher for rooms D1, D2.
- k) the Caddick Wing balcony – it is a fire escape. The teacher in charge of M7 may make separate arrangements.
- l) the cycle stands unless parking or removing own cycle.
- m) the Island (P1, P2, P3), and the side and back of the Technology Workshops at interval or lunchtime except when going to class.

SKATEBOARDS

- As with cycles, these must not be ridden inside the school grounds.
- Boards must be placed in the security cage at the start of the day; they are not to be carried around school.

SPORTS AND PHYSICAL EDUCATION

- Suitable clothing for games and physical education - *see Uniform*.
- If unable to participate on a particular occasion a parent note or doctor's certificate must be presented to the teacher, coach or manager.

TEXTBOOKS

- These remain the property of the School and must be handled with care.
- Students are responsible for loss of, or damage to books issued to them.

TUCKSHOP

- The Tuckshop is open at interval and lunchtime.
- Lines must be orderly with no queue jumping – polite and patience.
- The parent helpers in the Tuckshop are to be respected and thanked.

UNIFORM SHOP

- The school uniform shop is open Tuesday 3-6pm and Thursday 1-5pm February – December. Other days/dates may be added – see Uniform Shop webpage.
- New and second hand uniform items are available.
- It is located in the Deans Buildings.

UNIFORM and APPEARANCE

Appearance:

- Hair must be tidy and clean, of a naturally occurring colour and not of an extreme style, and be kept clear of the face.
- Boys are to be clean shaven.
- No jewellery may be worn. Only approved school earned badges

Uniform

- The school uniform must be worn neatly and correctly – at school, going to and from school, whenever a representative of the school.
- Uniform must always be clean, tidy and presentable

Years 9 and 10: *all year*

- Grey school shirt (long sleeves, monogram), grey wool-blend shorts.
- A plain white V neck thermal may be worn under the grey shirt.
- If needed – traditional black belt with a plain buckle.
- Plain royal blue jersey with "V" neck and school monogram.
- Grey woollen socks with blue and black tops.
- Plain black polished leather lace-up shoes (with black laces). Shoes must be of traditional school style, clean and in good repair.
Boots, suede and casual/track shoes (long laces, padded tongues, buckles ...) are not acceptable
- Only the approved jacket may be worn.

Years 11, 12, 13

- Black C.B.H.S. blazer and school tie. *Blazers are to be worn to and from school, to and from all lessons and at assemblies and other formal functions.*
- Navy blue walk shorts and Montreal grey walk socks or long trousers – charcoal grey of worsted material
- Long sleeve white shirt - *with the top button able to be done up.*
- A plain white thermal can be worn under the white shirt. *Not coloured.*
- A traditional black belt with a plain buckle – *if a belt is required.*
- Plain royal blue jersey with "V" neck and school monogram or plain blue sleeveless School vest with monogram – *both available from the Uniform Shop; if sleeves are removed it must be done professionally.*
- Dark grey or black dress socks with long trousers
- Plain black polished leather lace-up shoes (with black laces), or slip-on shoes. Shoes must be of traditional school style, clean and in good repair. *Boots, suede and casual/track shoes (long laces, padded tongues, buckles ...) are not acceptable.*
- Only the approved jacket may be worn.

Physical Education – Years 9, 10, 11

- Monogrammed "T" shirts, also used for many junior sports, must be worn. *These are available from the Stationery Shop.* Black shorts, white socks and appropriate footwear are also required.

VALUABLES

- Valuables and large sums of money should not be brought to school, but if they need to be they are be given to the Bursar for safe keeping. *Do not leave valuables in bags, changing rooms, corridors etc.*
- Cellphones, Ipods and similar will be 'confiscated' if seen in class or assembly. The teacher will hold until the end of the period/day, or if a repeat confiscation, until collected by a parent. A detention will result.
- The school takes no responsibility for loss, theft or damage.
- The Security Cage is for all large items - sports equipment, gear bags, skateboards. The cage is locked at 8.40am and opened after school.

WEEKLY NOTE

- The Weekly Note allows teachers to report on each week's effort, progress and homework. The grade description can be found on the school website.
- The weekly average across all subjects is calculated.
- Each Friday the Weekly Note is sent to parents by email.
- Form Teachers will acknowledge any average that is above 4.50 – this is regarded as Honours. If Honours is gained six times in a term a certificate and prize will recognise this achievement.