



## **NELSON COLLEGE**

### **Important Information**

#### **The Authority of the College**

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

Students are under the authority of the College while:

- (a) Present at College during an official school day.
- (b) Representing the College at any time whether it be in sport, cultural pursuits or any other activity.
- (c) Attending any College related event, social function, or activity identifiable as a student of our College.
- (d) On a College trip whether or not a parent or guardian is also present.
- (e) On the way to and from College.
- (f) At any time they are wearing College uniform.
- (g) Identifiable as a student of Nelson College in an online environment

#### **Section A Fundamental Rules**

##### **General Conduct and Commitment**

- (a) Students are expected to display a high standard of behaviour, courtesy and manners.
- (b) Loud or offensive behaviour is not permitted.
- (c) Students are expected to display respect towards all staff, toward each other and towards members of the public at all times.
- (d) Students must not act in a manner that brings, or potentially brings, the College into disrepute.

##### **Behaviour in Class**

- (a) Students are expected to behave in a courteous manner at all times.

##### **Drugs, Alcohol and Tobacco**

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

## **Theft, Bullying and Sexual Assault**

- (a) No student shall steal.
- (b) No student shall bully, harass, assault, fight with or intimidate another student, staff member or any other member of the community.
- (c) No student shall be in possession of, or use, a prohibited or restricted item, for example knives or firearms, or use any item to intimidate or as a weapon.
- (d) No student shall engage in any form of sexual activity while under the Authority of the College

## **Section B      General Rules**

### **Uniform**

The Board of Trustees, and College Community have affirmed that Nelson College is a College that wants a uniform and that it should be worn well.

Uniform helps instil a sense of identity and purpose. Self-esteem is enhanced by wearing a uniform with pride. Uniform should be worn in accordance with the attached guidelines.

### **GENERAL**

This document will be posted on the Colleges website and be included in the enrolment information / prospectus, including International and Boarding manuals/statements.

These Rules are a guide and are not intended to be a comprehensive statement or exhaustive list. The College reserves the right to amend/replace these Rules from time to time at its discretion.

Breaches of the College Rules will not be tolerated and will be treated seriously by the College administration and Headmaster.

Any breach of the Fundamental Rules will be referred to the Headmaster. The Headmaster will review all the circumstances and where appropriate consider a stand- down period and/or Suspension as disciplinary options.

Serious and/or sustained breaches of any of the College Rules will be referred to the Discipline Sub-Committee of the Board of Trustees.

The Board will consider the Headmaster's report on the matter and the parents/guardians of the student and any representative (if required) will be 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) or expel (if the student is 16 or older).

## GUIDELINES - UNIFORM

### **It is important that students wear these uniform items correctly:**

- Shorts need to be pulled up appropriately.
- Socks must be up (blue socks are beginning to be introduced, grey socks are still acceptable)
- Blue polo shirts may be out (all other shirts in).
- If students choose to wear a belt it should be dark blue or black.
- Singlets and/or polypropylene vests are recommended in winter but should be short sleeved and not visible.
- In particular it is **not acceptable** to wear:
  - Mufti clothing & Beanies / Jandals / Running shoes/cross trainers etc.
  - College Sports Jackets /Any visible jewellery.
  - Long sleeved polyprops (unless under a long sleeved shirt) / Caps (unless College)
- **Hair (personal grooming)**
  - neat and tidy / Long hair must be tied back.
  - Colour should be a natural shade, uniform (no multiple colours) and that is acceptable to the management of the school.
  - No dreadlocks, mohawks, 'rats tails' and designs/logos cut into the hair.
  - Facial hair is not accepted. Students must be clean shaven.

Parents are encouraged to seek the College management's guidance if they are concerned their son's proposed hair style might be unacceptable.

### **Uniform Shop**

This is run by the PTA and all proceeds are returned to the College. The shop is located in the basement of the main Administration Block and is the sole distributor of Nelson College uniform.

#### TERM TIME OPENING HOUR

Thursday 3.00pm – 6.30pm

Friday 1.00pm – 2.30pm

Holiday hours available on the [College website](#)

## **Information Technology at Nelson College**

### **BYOD**

In 2017 we decided to make the use of devices compulsory for our students in Year 9 and 10, with intention to phase this into all year levels over the coming years. In 2018 BYOD is compulsory for students in Year 9, 10 and 11.

We would also strongly encourage Year 12 and 13 students to bring their own devices to school as they wish and most importantly as it benefits their learning. Staff will increasingly encourage senior students to bring devices to school to fulfil specific purposes. For example, a unit of work may lend itself particularly well to the use of a device and so it would be beneficial for a student to bring a device to school for that unit.

All relevant information for you is now on the Nelson College website under [BYOD at Nelson College](#).

## **Computer use**

Students and staff are expected to sign an acceptable use agreement form before they are permitted to access the College's Network and the Internet. Breaches of this acceptable use agreement may result in being locked out of the network, impositions and/or disciplinary measures.

## **Website/electronic access**

The College encourages parents to visit our website [www.nelsoncollege.school.nz](http://www.nelsoncollege.school.nz) to keep up-to-date with current information. The website also provides a parent sign in to our secure web environment where parents and caregivers can access information to keep them informed of their son's learning progress including attendance, timetables, report, achievement data and daily notices. New parents will be given a password for the Parent Portal early in the year. Students will be able to access the same information as well as many learning resources and information via Ultramet. They will also be given a password early in the year.

## **Stationery**

2019 Stationery lists are available online from two suppliers, Paper Plus or Office Max. Stationery lists will also be held in store at these two suppliers. Both websites can be found below for ordering online:

Paper Plus: [www.paperplus.co.nz](http://www.paperplus.co.nz)

Office Max: [www.myschool.co.nz](http://www.myschool.co.nz)

## **Cell Phones**

Cell phones are to be turned off and out of sight in class. Texting is not permitted during class time.

Phones will be confiscated and handed to the Deputy Principals or the Deputy Headmaster if these rules are not followed.

1<sup>st</sup> Offence - mobile phone usage Confiscation for 3 school days.

2<sup>nd</sup> Offence - mobile phone usage Confiscation for 5 school days.

3<sup>rd</sup> Offence - mobile phone usage Confiscation indefinitely with parents uplifting the phone.

Regulations governing confiscation of communication technologies and the use of technology within the College campus are stipulated in the College Cybersafety policy and its associated acceptable use protocols.

## **Nelson College Attendance & General Requirements**

### **Attendance**

If a student is absent it is important that the school is notified. Please either complete the [Online Form](#) or email [attendance@nelsoncollege.school.nz](mailto:attendance@nelsoncollege.school.nz) or call the Attendance line on 548 3099 Ext 2. Please leave the student's name, the reason for their absence and if known, how long they will be absent. On returning to school please collect a pink slip from the Attendance office to show to your teachers. [Click here for full attendance guidelines](#)

### **Off Site**

It is a College rule that no pupil leaves the College grounds at lunchtime unless they have the permission of the Deputy Principals. A note from home would be accepted. The neighbouring dairy and bakery are out of bounds during interval and lunchtime.

### **Appointments**

Appointments should not be arranged during College time. If this is unavoidable there is a procedure that boys need to complete before they are granted leave.

Students should bring a written request for leave to the Attendance Office for a pink slip which they then show to their teachers.

### **Absences**

All students are expected to be in their timetabled class. This will be monitored and parents contacted when students are not present. All absences from class should be explained and parents should provide their sons with an explanatory note. Failure to provide a note will result in the student being disciplined and the parents contacted. Parents who wish to take their sons on holiday during term time need to contact the Headmaster.

### **Sick/Illness**

Students are not to leave school if they are feeling unwell without permission. Please inform the classroom teacher and then report to the reception. The College has a trained nurse on site to deal with illnesses during the school day. If a student needs to go home the Nurse or reception will contact the student's parent/caregiver. **DO NOT JUST LEAVE SCHOOL.**

### **Change of Address**

Please inform the [Student Office](#) of any changes to address, phone numbers or email.

### **Leaving Procedures**

All students leaving college during the year, at the end of year or transferring to another school must complete formal signing out procedures. Leaving forms are available from the Student Office.

### **Bikes**

There is a bicycle compound at the College for safe keeping of boys' bicycles during the College day. This compound is locked before period one and opened again at the end of period five. Boys must lock their bikes as well as putting them in the compound in order to minimise the possibility of theft or vandalism.

### **Wet Day Arrangements**

On wet days the Hall is available at interval and lunch time for boys. Staff will be on duty.