

---

## STUDENT EXPECTATIONS

- School hours are published in January and on the school website. There may be changes to these times to allow for staff professional development.
- Homework is an essential part of the learning process and all students are expected to do homework. The school library is open after school for student research and homework. Computer suites are also open some lunchtimes to allow student use of computers.
- We expect all students to show respect for themselves, for others and for the school. They should always behave in a way which ensures their safety and the safety of others. Courtesy, consideration and common sense should be shown at all times. Students are bound by the school's behaviour policy and school rules on the way to and from school, at school, and when attending or participating in school activities. All students must stay at school all day unless procedures for obtaining a pass are followed.
- Papakura High School will not tolerate violence, harassment, bullying and swearing. We also have strict rules against the use of tobacco, alcohol or drugs whilst under the jurisdiction of the school and it will be classified as a serious breach of school rules if anyone is found in possession or under the influence of either of these.
- Students who do not follow the school's code of behaviour can expect to have their behaviour addressed by a Dean. In some instances students may be placed on an individual period by period report which is monitored by both staff and parents. Such reports are intended to help students establish better patterns of work effort, behaviour and attendance. Serious breaches of school rules may result in referral to the Principal for possible further action.
- Students whose behaviour affects the ability of a class to learn may be removed from those classes. They may be moved to work in another class, in the short term, placed in the learning support centre, or, in the longer term moved to the Activity Centre. This is located off site in Wood Street, Papakura. Students who miss significant amounts of school through unexplained absence may be required to attend the Alternative Education Te Aoatea class to redo core learning subjects. This class is also based in Wood Street.
- Students are expected to be in the correct school uniform at all times. Details of both Junior and Senior, summer and winter, Boys and Girls uniforms can be obtained from the school office. Students who wear incorrect uniform must expect that this will be confiscated. It may not be returned until the end of term.
- By law all students must attend school until the age of 16. They are expected to attend regularly and punctually. They must also attend all classes.
- Students arriving late must bring a note signed by their parents. If they arrive after 9am they must sign in at Student Reception and go to normal classes with the signed slip.
- Students are not permitted to go home for lunch and if a student has a dental, medical, or other essential appointment during school time, then the school must be notified prior to the appointment. Students leaving the school grounds to attend authorised appointments must sign out at Student Reception and on their return they must sign back in. No student may leave the grounds during school hours without a school pass.
- All absences must be explained in a written note signed by parents and given to the Class Tutor or Attendance Officer immediately after an absence. If it is known that a student is going to be absent for more than two days, parents should notify the school by telephone. If a student requires an extended leave of 5 days or more for a non-medical reason, approval from the Principal is required.

## LEAVING SCHOOL

- A leaving form needs to be completed when a student leaves school in order to commence employment or to enrol elsewhere. A Leaving Certificate will only be issued after completion of a leaving form, together with the return of all text books, library books and school equipment, and the payment of any outstanding fees or debts. Senior students may apply for a Testimonial (forms available from the school office).

## STUDENT TRAVEL

*Students are expected to obey traffic regulations at all times.*

- *Bicycles*  
Students must wear helmets.  
Bicycles are to be placed in the stands provided. Parents are advised to provide a strong chain and padlock for security purposes.
- *Pedestrians*  
Students must take care when crossing Willis and Marne Roads after school.  
Students are not to cross the Mansell Senior school grounds during school hours.