

COLLEGE RULES AND CONVENTIONS

Our aim is the maintenance of high standards in dress and behaviour. The reputation of the College depends on the awareness of all members that to live in a happy, efficient and purposeful environment, personal discipline is essential.

The College will not tolerate any breaches of major school rules. The College reserves the right to require that any pupil breaching any such rule be suspended or withdrawn from school by his or her parents, and failing a voluntary withdrawal any such pupil may be expelled.

This policy applies to any acts or behaviour which in the Headmaster's opinion amounts to misconduct which is a harmful or dangerous example to other students at this school. Without limiting the generality of the foregoing, any breaches of the following rules shall entitle the Headmaster to suspend, to require the withdrawal of, or to expel any pupil.

1. The use and/or possession of any drug prohibited by law.
2. The consumption and/or possession of alcohol at school or whilst under school supervision, unless it is under special circumstances approved of in advance by the College.
3. Breaches of bounds regulations.
4. The theft of any money or property.
5. Harassment.
6. Gross misbehaviour in House or School.

The College also reserves the right to require the withdrawal of a pupil (or if necessary to expel a pupil) in the event of a pupil's gross misconduct or behaviour outside the school which in the opinion of the Headmaster has brought or is likely to bring the school into disrepute.

A. GENERAL BEHAVIOUR

We are judged as a School by our behaviour (including our behaviour in public) so the following Rules are most important to uphold the School's reputation.

1. Students must be well dressed at all times.
2. Students must not use vulgar language; there must be no spitting or other offensive behaviour.
3. Students must not possess or distribute any pornographic or objectionable material.
4. Students must stand when talking to adults, with hands out of pockets.
5. The privacy and rights of others must be respected. In particular physical and verbal harassment are unacceptable.
6. Students must respect others property, including College property. No student may borrow something without the owner's permission.

B. FORBIDDEN

The use and possession of drugs, smoking materials, fireworks, and dangerous weapons are forbidden.

C. BOUNDS

1. No pupil may leave the College Grounds during the School Day without Housemaster permission.
2. **Otahuhu Leave** is granted to Boarders on Fridays from the end of school to 5.30 pm as well as on weekends.
3. No Boarder may leave the College grounds at any other time without Housemaster permission.
4. **OUT OF BOUNDS AREAS ARE :-**
 - (a) Properties adjacent to the College.
 - (b) The Golf Club Grounds and Drive except as prescribed to members of the King's College Golf Club.
 - (c) The Service Area behind the kitchens, and buildings used by the Maintenance and Grounds staff.
 - (d) The Kitchen and Dining Hall areas between meal times.
 - (e) The Chapel Garden.
 - (f) Staff Rooms and Studies.
 - (g) The School Clock Tower.
 - (h) The Lawn of the Main Quadrangle.
 - (i) Stage Areas of the Great Hall (except to casts and crews).
 - (j) Houses and their Grounds to non-House Members (unless they have the Housemaster's/Tutor's permission).

D. DRESS REGULATIONS

Clothing at all times is to be clean and tidy, it must be a good fit, must be kept in good repair, and all items must be named.

1. SUMMER (TERMS 1 AND 4)

- (a) Normal weekday dress
Grey shirt; grey shorts; sandals or grey socks and black lace-up shoes
(Black slip-on shoes may be worn by Year 13 students)
- (b) Number Ones
White shirt; beige shorts; white socks and black lace-up shoes.
- (c) The maroon pullover (or blue for School Prefects) is optional at all times.

2. WINTER (TERMS 2 AND 3)

- (a) Normal weekday dress
Grey shirt; grey shorts; grey socks and black lace-up shoes.
- (b) Number Ones
Long grey trousers; white shirt; a school tie; blazers; grey socks and black lace-up shoes.

- (c) All students may wear winter Number Ones (with blazer) as their normal weekday dress.
- (d) The maroon pullover (or blue for School Prefects) is optional at all times.

3. NUMBER ONES

Number ones are to be worn at :

The first and last day of each term

Every Tuesday

Honours Tie Assemblies

Weekend Chapel Services

Boarder weekday dinners, Sunday breakfasts when there is a Chapel Service following, Sunday dinners when there is an Evening Service.

Other formal occasions as required (including functions outside the College)

4. MUFTI

Students may wear tidy mufti with footwear :

after dinner on weekdays

after Saturday lunch in summer

after 4.00 pm Saturday in winter

after Sunday breakfast

This means that all students must wear either full tracksuits or greys to support sports' teams in winter.

5. GENERAL

- (a) Black belts to be worn with grey shorts and longs.
- (b) Garters to be worn with long socks.
- (c) Footwear: plain black lace-up shoes; brown sandals with heel straps.
- (d) Raincoats: black parka.
- (e) Umbrellas, school scarves and black gloves may be used.
Black gumboots may be worn by spectators to winter sports fixtures.
- (f) Jeans and jandals are acceptable mufti wear; sleeveless singlets are not.
- (g) Mufti caps should never be worn with any school uniform.
- (h) Housemasters will insist on a high standard of mufti.
- (i) No pupil may walk or lie about the grounds without a shirt.
- (j) High-necked and printed vests are not to be worn with any form of College dress.
- (k) Cultural productions: audience to wear Number Ones. Cast and crew may wear mufti for rehearsals.
- (l) No jewellery is to be seen - except Medic-Alert bracelets.

6. SPORTSWEAR

The correct clothing is to be worn for a particular sport. High standards are insisted on for representative matches.

(a) Tennis and Cricket

At official matches players must wear: white shirt, white/maroon shorts, sports shoes or cricket boots. However, black shorts may be worn for practices.

(b) Swimming

Black speedos or black PE shorts to be worn.

- (c) At all other times the correct School or House sports gear must be worn for practices, for matches in the Fitness Centre and for P.E.
- (d) Only House, School or representative caps may be worn for school practices and matches.

7. LEAVE

- (a) Dinner, Overnight and Sunday Leave.
Tidy mufti is acceptable. Students leaving the College after sporting events may wear full tracksuits if travelling in private transport from the College.
- (b) Trips to Cultural events (including Day students)
Number ones.
- (c) Supporters to School sporting events (including Day students)
Full College tracksuit or greys.

E. HAIR REGULATIONS

- 1. Haircuts must be conventional.
- 2. Hair must be kept clean and tidy and look a natural colour.
- 3. All boys must be clean shaven and sideburns should be no longer than mid-ear length.
- 4. Housemasters are given more detailed guidelines on what the College considers to be conventional and acceptable.
- 5. Where necessary the Associate Headmaster will make a final judgement as to whether or not a student's hair is acceptable.

F. GIRLS' DRESS AND HAIR REGULATIONS

- 1. Uniforms must be clean and pressed.
- 2. Black sandals must be worn in summer, and black leather lace-up shoes in winter.
- 3. No jewellery at all to be seen - except Medic Alert bracelets.
- 4. Girls must be well-groomed at all times, and hair must be conventional and acceptable.
- 5. Hair over the face must be pinned back.
- 6. Hair below the collar must be tied back.
- 7. More detailed regulations are available from the Housemasters.

G. ATTENDANCE AND PUNCTUALITY

- 1. Students must attend all their scheduled classes, assemblies, Chapel Services, House Meetings and Form Conferences unless they are ill, or they have permission from their Housemaster to be absent, or there are exceptional circumstances.
- 2. Day students who miss school and boarders who return to school late must give the Housemaster a note of explanation from a parent or guardian.
- 3. Parents who wish to take their sons or daughters out of school for family holidays and other non-urgent matters should apply in writing to the Housemaster, well in advance. Parents should be aware that the College does not encourage this practice.
- 4. Students must be at class or in their study area by the start of period bell, and they may not leave before the end of period bell.
- 5. If a student is late to class for any reason (including speaking to a staff member) it is his/her responsibility to provide a note of explanation to the teacher.
Excuses such as the following are not acceptable :
 - I was printing off my project in the Centennial Centre.
 - I was watching House Debating/House Netball etc.
 - I had to get my duty checked off.

H. STUDY PERIODS

These are to be used for quiet study only.

1. Year 13 students may study in their Houses if they have the Housemaster's permission.
2. Students must remain in their chosen study area for the duration of the period.

I. PREP AND STUDENT DIARIES

1. Every Year 9, 10 and 11 student must record his prep in his Student Diary every period, and must record his Order Grades in it after every Form Order.

If no homework has been given, then write "No Prep set". All entries must be legible and complete.

2. Student Diaries must be kept tidy and free of graffiti. The front and back covers must be kept clear of everything except name, house and form.

3. All prep must be completed to the satisfaction of your teachers every day.

If there is a good reason why you are unable to complete your prep, then:

- Day students must produce a note of explanation from a parent or guardian.
 - Boarders must see their Housemaster or Tutor before school. He or she will then email or otherwise notify the staff member concerned.
4. If a school activity or event is scheduled during prep on a weekday evening (e.g. rehearsals, dinners, theatre trips), the Associate Headmaster will rule on who is to be excused prep and how the Housemasters and staff are to be informed.

As a general rule, students participating in evening activities will not be excused prep; they will be expected to complete prep either before or after the activity.

J. COMPUTERS

1. Students must not play computer games at school during normal school hours. This includes prep times, study periods, lunch and morning interval.
2. Students must not have any objectionable material or material which may cause offence to others on their computers.
3. Students must never use computers belonging to staff members unless given specific permission.
4. Students must never attempt to access restricted areas of the College network or interfere with the system software of College computers.

K. CELLPHONES, IPODS, HEADPHONES AND CD's

1. These should not be seen or used outside of House environments.

L. CLASSROOMS AND CORRIDORS

1. Except during class-time, classrooms and Science Laboratories are out of bounds (unless permission has been granted by the classroom teacher).
2. Classrooms must be used for quiet study only.
3. Eating is not allowed in classrooms or in corridors.
4. Running is not permitted in corridors.

M. CHAPEL

1. Attendance at specified services is compulsory.
2. Behaviour must be reverent at all times. Talking must cease upon entry to Chapel.
3. There is to be no sport of any kind before Sunday Morning Service or during the Evening Service.

N. DINING HALL

All meals for Boarders are compulsory unless excused by Housemasters.

THE QUEUE

1. The queue must be orderly at all times. There is to be no queue jumping.
2. Anyone wishing to enter out of normal order must have a Dining Hall Pass from a member of staff which is given to the T.O.D.
3. Teams with late practices and matches may enter the Dining Hall in full tracksuits after 8.00 am for breakfast, or after 6.00 pm for dinner.

MANNERS

Standard codes of etiquette will be observed.

1. Utensils are to be used at all appropriate times.
2. Bread / toast is to be cut before eating.
3. Cutlery must be used properly (ie. no fist grips).
4. Elbows must be kept off the table when eating.
5. Cups may not be used without saucers.
6. No eating or drinking unless seated.

GENERAL

1. Orderly behaviour is expected at all times.
2. Students must show courtesy and good manners towards Dining Hall Staff.
3. Any complaints should be directed to the T.O.D.
4. All food taken is to be eaten. Take only what you need.
5. No food is to be taken from the Dining Hall.
6. No cups are to be filled at the urns on trays. Use a saucer when filling cups.
7. Spillages are to be cleared up immediately.
8. Leave as soon as the meal is eaten.
9. Replace the chairs and tidy the table before leaving.
10. All utensils, trays, and crockery must be taken to the servery for cleaning.

O. TUCKSHOP AND FOOD

1. Courtesy is to be displayed at all times to the staff and parents who run the Tuckshop.
2. No orders will be accepted after the first bell.
3. There is to be no queue jumping of any kind at the Tuckshop. Prefects will enforce orderly behaviour.
4. All litter is to be placed in bins.
5. All food and drink is to be consumed in the areas laid down :
 - (a) area of the Tuckshop
 - (b) within House areas where House Rules apply
 - (c) on the south-west edge of the playing fields
6. Chewing gum is forbidden.

P. MEDICAL CENTRE

1. Students feeling ill during the day should report to the Medical Centre.
2. Students feeling ill should not arrange to go home without reporting to the Medical Centre first. The Medical Centre staff will determine whether the student should return home.

Q. COLLEGE ROAD CODE

The aim is to reduce the possibility of accidents.

1. No student may drive a motor vehicle to or from King's on a daily basis unless written permission has been given by the Housemaster.
2. An evening activity such as a Choir, Glee Club, or band practice will provide an exception and Housemasters must know when these cases arise.

Where transport is required for Saturday Sport, permission will be granted by the Sports Coaches concerned.

Use of cars during the external exam period later in the year will be limited, and will be determined by Housemasters.

3. All regular drivers of cars to King's must fill out an application form to be signed by the student's parents and returned to the School Officer.

No driver may take other student passengers unless granted permission by the Associate Headmaster, Housemaster or Sports Coach, as well as both sets of parents.

4. No cars may be parked or driven within the school grounds during the week unless they have been allocated an approved school parking space. All other bona fide drivers must park outside the Hospital Road gates, on Middlemore Road or on Golf Avenue.
5. Cars must strictly adhere to the College speed limit of 20 kph, and show due consideration to pedestrians using the main drive.

RULES CONCERNING CYCLISTS

1. Bicycles are restricted to School Prefects, Prefects, and Parnell and Averill fifth years.
2. No bicycles are to be used outside the College without Housemaster approval.
3. Ride on the left, no more than two abreast; no racing, doubling or games.
4. No riding from the Triangle to the Seabrook Gates, or around the Quad areas.
5. No riding on the fields; bikes may be left at the Gymnasium.
6. Show front and rear lights after dark.

RULES FOR PEDESTRIANS

1. On the Selwyn Drive walk within the yellow line.
2. No games of any kind on the road.
3. Pedestrians must show courtesy to, and make way for, traffic on the Main Drive.

R. COLLEGE PUBLIC TRANSPORT CODE

1. A high standard of behaviour is expected when using public transport.
2. Students must show courtesy, politeness and consideration towards passengers, transport officials, shopkeepers and the public in general at all times.
3. No food or drink is to be consumed on public transport or on the streets.
4. House Prefects have School Prefect authority on public transport and in public places.
5. Severe punishment will be taken in the event of a pupil's gross misconduct or behaviour on public transport which in the opinion of the Headmaster has brought or is likely to bring the school into disrepute.
6. Housemasters publish full details of the College's Public Transport Code.

S. RULES DISCLAIMER

The Rules and Conventions listed are intended to provide a guideline only. All College Rules and Conventions are subject to change at any time and without prior notification.