



STUDENT CONDUCT AGREEMENT

As a student of Howick College, I agree to the following:

HAVE RESPECT FOR OTHERS

This means:

- No bullying
- No fighting
- No intimidating
- No harassing
- No swearing
- No obscene gestures
- No engaging in inappropriate intimacy
- Respecting the rights of the school's neighbours

We urge students to make a stand against bullying of any kind.

ORGANISE MYSELF TO ATTEND ALL CLASSES & BE ON TIME

This means:

Arriving on time to every class, including Tutor Group

- If you arrive after the second bell in the morning, bring a note from your parent/caregiver to explain why and report to the late desk at the Student Office for a late pass;
- If you arrive at any other time during the school day, bring a note from your parent/caregiver to explain why and report to the Student Office to have it stamped before going to class;
- If you are absent because of illness or family bereavement, parents/caregivers should email <mailto:note@howick.school.nz> or if you bring a note from your parent/caregiver to explain why, hand it to the Student Office;
- If you need to be absent for one or more days because of special circumstances, bring a letter from a parent/caregiver to the House Dean applying for an exemption at least two days beforehand;
- If you need to leave school earlier before the end of the school day for a medical, dental or other appointment, bring an appointment card or letter written and signed by a parent/caregiver to explain why; show it to the Student Office as you sign out before leaving the school grounds, it will be stamped with the date and time. This is your Leave Pass. When you return from an appointment, sign in at the Student Office and get your appointment card or letter stamped with the date and time, and give this to your Tutor.

We encourage that all appointments should be made outside of school time whenever possible and leave will not be granted for driving lessons.

Year 13s may ONLY leave the school grounds during their study periods, interval and lunchtime.

WORK HARD AND DO MY BEST

This means I show commitment to my learning by:

- Taking personal responsibility to develop the habits I need for a lifetime of learning and success;
- I aim high, do my best, and strive for excellence

INSIST ON BRINGING THE MATERIALS AND DEVICE I NEED FOR LEARNING

This means I demonstrate commitment to my learning by:

- Ensuring I take all of the necessary workbooks, textbooks, stationery, digital device, gear (including P.E. gear) to every class every day.

COMPLETE MY HOMEWORK

This means:

- Record my homework and when it is due in my planner/calendar and ensure it gets done thoughtfully and on time.

KEEP ELECTRONIC DEVICES OUT OF SIGHT DURING CLASS

This means:

- I will ensure that all personal electronic devices other than what is permitted by the teacher are switched off and out of sight during class time;
- The school does not take responsibilities for any loss, theft or damage to any personal equipment!;
- If you are found using an unauthorised device during class time, it will be confiscated by your teacher and taken to the Student Office. The only person who can collect the device is your parent/guardian once they have communicated with a Dean or Senior Manager and signed an agreement that if it is confiscated a second time, it will not be released until the end of term.

CELEBRATE OUR SUCCESSES AND DIVERSITY

This means:

- Demonstrating courtesy and curiosity by respecting and learning about the many different cultures in the College, including Tikanga Maori, and enjoying and affirming everyone who seeks to be the very best they can be.

ONLY WEAR THE CORRECT UNIFORM

This means:

- Wearing the correct items and fulfilling the grooming requirements, as detailed in the 'Student Appearance & Grooming Requirements' section of the '[Uniform & Stationery](#)' page of the school website, when travelling to and from school, at school and on official out-of-school activities;
- If you arrive at school in incorrect uniform, report to the Uniform Dean at the Student Office before school. If you bring medical evidence that requires an alternative item be worn, the Dean will give you a permit to cover the necessary time period. You must carry this permit at all times and produce it for teachers when required;
- Incorrect Uniform Procedures:
 - If no acceptable reason is given for incorrect uniform or grooming or if a student persistently contravenes the uniform and grooming guidelines, he/she will be withdrawn from class until the student's parents remedy the situation;
 - If you are found wearing an incorrect item in a classroom or the grounds, the teacher will ask you to remove the item and it will be stored securely in the Student Office until the end of term. Should the student be uncooperative, he/she will be taken to a Dean/SLT member. In such circumstances, the item will be confiscated until the end of term and an after school detention will be issued.
 - If you wear an item that cannot be removed, you will be immediately sent to your Dean or SLT member who will supply work and supervise you until the problem is remedied. Your parent will be informed of the situation by phone. This applies to incorrect jewellery and inappropriate hairstyle.

- If you require a Permanent Uniform Permit to wear a non-uniform item, give your Dean the appropriate information i.e. a letter from your parents/caregivers and accompanying medical certificates or cultural evidence, and they will consult with the Associate Principal;
- If you are required to wear the Dress Uniform:
 - You must contact the Student Office in person the day before the Dress Uniform is required. You will be given instructions and a labelled photograph showing how each item must be worn, and the amount required for hireage;
 - Should you fail to wear the dress uniform correctly, you will either be prevented from attending the event or required to wear the normal school uniform. The student appearance and grooming requirements will also be strictly enforced;
 - You must return all items in good and clean conditions on the following day

LET TEACHERS TEACH

This means:

- I do not disrupt the class;
- I support the teacher and work with others to achieve our learning objectives.

LET STUDENTS LEARN

This means:

- I do not distract other students;
- I support my classmates and work as a team to achieve our goals.

EAT OUTSIDE CLASS TIME

This means:

- Refraining from eating in the classroom during teaching and tutor time and respecting the boundaries each teacher establishes in the classroom outside teaching time.

GET INVOLVED IN A VARIETY OF ACTIVITIES

This means we demonstrate commitment by:

- Participating in one or more of the many co-curricular activities offered by Howick College, whether it be sports or arts and culture

ENSURE A SAFE, CLEAN AND POSITIVE ENVIRONMENT

This means:

- Keeping my own property safe and never interfering with the property of others. Mark your gear with identifying marks that won't come off and leave valuable items at home. Never steal, vandalise or graffiti and keep away from bikes and cars parked on the school grounds;
- Never putting my own or others' health at risk:
- No chewing gum, spitting, littering, smoking tobacco, vaping, or under the influence of drugs, alcohol or other substances at school, on the way to/from school or at school-related events;
- No associating with anyone engaging in smoking, drugs or alcohol;
- Never having in your possession cigarettes, lighters, illicit drugs, alcohol and/or other equipment and paraphernalia associated with these activities;
- Keeping myself and others safe by using school equipment and resources carefully and appropriately;
- Leave items that are unrelated to school activities, such as aerosol sprays, raw eggs, skateboards and rollerblades, at home. Likewise, weapons and dangerous substances such as firearms, knives, live ammunition, fireworks, cigarette lighters poisons and anything else that could cause injury to others should NEVER be brought to school;
- If you have long hair, ensure you tie it back in laboratories and technology rooms, and always wear protective clothing and footwear when required by your teachers.
- If walking to school, use the supervised pedestrian crossings, and if biking, wheel your bike in the school grounds and use the cycle racks.