



GISBORNE BOYS' HIGH SCHOOL

PARENTS' HANDBOOK 2009

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INTRODUCTION

I have put together the following Parents' Handbook for 2009. It has information for our Parents/Caregivers and community about specific aspects of the organisation and management of our School. Please keep it handy so that it is available for quick reference.

The whole Handbook will be placed on the website as another place that you can refer to it as need be.

G.H. Mackle
Principal

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WHO'S WHO ?

There are over 60 staff members at Gisborne Boys' High School - including teachers, office staff, caretakers and groundsmen. They are all here for your benefit, so please respect them and the jobs they are doing.

Some of them will be of particular importance to you. They include:

Principal	- Mr Greg Mackle		DEANS
Assistant Principal	- Mr M. Jordan		
Assistant Principal	- Mr P. Ray	Year 9	Mr K. Falaoa
Assistant Principal	- Mr M. Anderson	Year 10	Miss C. Gilbert
Assistant Principal (Students)	- Mr T. Cairns	Year 11	Mr N. Manuel
School Counsellor	- Mr J. Griffiths	Year 12	Mr W. Yuile
Careers Adviser	- Mr N. Craft	Year 13	Mr S. Murphy
Reading Tutor	- Mrs R. Cairns		
International	- Ms M. McCarthy		
Truancy Officer	- Mrs G. Baddeley		
Student Officer/First Aid	- Mrs W. Laird (at office)		
Librarian	- Mrs M. Revington		

STAFF

MA	Mr G. Mackle	KE	Mr E. Keefe
AD	Mr M. Anderson	LW	Mr T. Lewis
AR	Mr H. Arthur	LU	Mr Z. Liu
BK	Mr A. Blake	ML	Mr N. Manuel
BR	Mr S. Browne	MC	Ms M. McCarthy
CN	Mr T. Cairns	MN	Mr A. McNabb
CR	Mrs R. Cairns	MG	Mrs L. Minogue
CL	Mr C. Callaghan	ME	Mrs K. Morrell
CP	Mr N. Chapman	MR	Mr S. Murphy
CK	Mr M. Clark	NG	Mrs K. N-Garrett
CE	Mr R. Cleland	NU	Mr R. Neumegen
CO	Mr S. Connell	WI	Mrs H. Nickerson
CF	Mr N. Craft	PL	Mr G. Prinsloo
DN	Mr M. Davidson	RM	Mr F. Ramos
DE	Mr P. Derby	RA	Mr P. Ray
DO	Mr A. Donaldson	RS	Mr F. Russell
DP	Mr A. du Plooy	SN	Mr A. Singh
FA	Mr K. Falaoa	SU	Mr R. Suttor
GA	Mr T. Gander	SW	Mrs C. Swann Anderson
GB	Miss C. Gilbert	TN	Mr S. Tanner
GT	Mr F. Grout	TP	Mr R. Tapsell
GF	Mr J. Griffiths	TM	Mrs A. Te Amo
HA	Mr E. Hannah	TH	Mr D. Thomas
HN	Mr B. Hansen		Mrs B. Thomas
HR	Mr G. Harman	TO	Mr G. Torrie
HD	Mrs L. Hyland	UN	Mr J. Unverricht
JE	Mrs M. Jefferson	WO	Mr D. Watson
JF	Mr M. Jefferson	YT	Mr C. Yates
JT	Mr B. Johnstone	YU	Mr W. Yuile
JN	Mr M. Jordan	WT	Mr A. Wilton

**GISBORNE BOYS' HIGH SCHOOL
SCHOOL RULES**

1. Authority of the School

- a. Students shall be under the authority of the school while:
 - i. present at school during an official school day
 - ii. on the way to and from school
 - iii. on a school trip, camp or at an official event
- b. Infringements of the School Rules may lead to authorised disciplinary action being taken by:
 - Staff, Dean, Assistant Principal, Principal

2. Uniforms/Personal Neatness

- a. Students must wear regulation uniform.
- b. Jewellery, other than watches, should not be worn. Students may only have one keeper/ring on their person.
- c. Extravagant and unusual haircuts, including dreadlocks and braids, are not permitted. Students with long hair must have it tied back.
- d. Moustaches and beards are not permitted.
- e. Students must receive a Uniform Dispensation Slip on a daily basis. These slips must be carried for the day, and must be shown to all teachers as requested. The Uniform Dispensation Slip must be attained from Mr Jordan before 8.30 am each day.

3. Attendance

- a. Students must be present when the school is officially open.
- b. The school is to be notified of any absence by telephone (868 8159), and then an explanatory note should be given to the Form Teacher the day the student returns to school.
- c. Long absences (three days or more) for sickness or injury should be explained by a Doctor's medical certificate.
- d. Wilful and unexplained absences may lead to prosecution.
- e. Applications for special leave must be made to the Principal - first by telephone, and then in writing.
- f. On finishing school, a Leaver's Form must be completed and all final obligations (e.g. return of textbooks, fees, etc) must be met.

4. The School Day

- a. The official school day begins at 8.25 am and ends at 2.50 pm (Monday, Tuesday, Wednesday and Thursday) and at the conclusion of Notices Assembly on Friday (approximately 1.20 pm), or when the school obligations have been met. This includes after school detentions.
- b. Students are expected to remain within the school confines throughout the school day, unless:-
 - they have authorised leave. If they are granted leave, they must carry a leave slip issued by the Duty Dean or Senior Management Team. This slip will be issued from the Deans Office in the Library before VFC in the morning. The student must sign out and sign back in at the Main Office.
 - No students will be permitted to leave the School at lunchtime except for students who board at the Hostel.

5. Classrooms / Corridors

- a. All classrooms and corridors are out of bounds outside formal class times, unless under the direct supervision of a teacher.
- b. Students must not run in corridors or crowd doorways.

6. Property

- a. All school property must be respected and any damage must be reported immediately.
- b. If damage is wilful, or caused through carelessness, the student or his legal guardian will be required to pay for the repairs.
- c. Items of clothing and personal property must be clearly named.
- d. There must be no interference with another person's property.
- e. Articles of value that are not required for schoolwork should not be brought to school (e.g. Video Games, Skateboards, Cellphones, i-Pod's) N.B. The School accepts no responsibility for such items.
- f. Property found by students in the school grounds should be handed into the office.
- g. Lost or missing property should be reported immediately.
- h. Students are prohibited from bringing dangerous articles, such as knives, inflammable items, explosives and firearms to school.

7. Money

- a. Large sums of money/cheques, except for specific purposes, must not be brought to school.
- b. Money for those specific purposes should be paid on arrival at school or left at the office for safekeeping.

8. Grounds

- a. Students should not enter the school grounds before 8.00 am and should leave by 4.00 pm unless being supervised.
- b. The Rectory Field and School Park are out of bounds for unauthorised and unsupervised usage at all times during the school day.
- c. Students may not leave the school grounds at interval or lunch-time.
- d. Paper and refuse must be placed in the receptacles provided.
- e. Injuries should be reported to the office or to a duty teacher.

9. Cycles

- a. Cycles must not be ridden in the school grounds.
- b. Cycles must be parked in the compounds and/or racks provided. These are located on the south side of the school, and are accessible from either Roebuck or Stanley Roads.
 - i. The compound closest to Roebuck Road is for students at school all day, as it is locked ALL DAY
 - ii. Latecomers and pupils who have leave for appointments should use the student racks alongside the Senior Studies Block.
- c. Cycles should be locked in the racks and compounds.
- d. Cycles must not be left against buildings.
- e. Because of the traffic congestion on Stanley Road at the end of school, we require all cyclists to leave the school grounds via the Dominion Road or Roebuck Road exits.

10. Motor Vehicles

- a. Students who wish to bring a car or motorbike to school must complete the appropriate form and have it countersigned by their parents/caregivers and the Assistant Principal (Mr M. Jordan). N.B. They bring these at their own risk.
- b. No passengers are to be transported, except for brothers or near neighbours from outlying areas. Approval for this will only be given on receipt of a permission letter from the passenger's parent or legal guardians.
- c. Pillion riding on motorbikes is prohibited.
- d. Student's vehicles must only be parked in the designated areas at school. They must not be parked in neighbouring streets or parks.
- e. Infringement of traffic regulations and breaches of this Rule may result in the removal of the right to bring the vehicle to school.

11. Health Harming Substances

- a. Students are prohibited from smoking, possessing or supplying cigarettes and/or tobacco.
- b. No student shall consume, supply, or possess alcohol.
- c. No student shall use or have illegal drugs in their possession or for supply to other people. N.B. Possession and supply of illegal drugs is a serious offence and will lead to serious disciplinary action that could include suspension.

12. Information Technology

- a. Students must take care of Information Technology Resources such as computers and the Internet.
- b. They should only use school software on school computers and avoid disruption of the running of any computer network.
- c. Students are **not permitted** to access materials through the Internet which is offensive (e.g. pornographic), dangerous, inappropriate at school, or illegal.
- d. They should also take care not to scan or display graphics, record or play sounds, or type messages which could cause offence to others.
- e. If given the use of e-mail at school, students are **not permitted** to send any messages which are offensive, dangerous, inappropriate or illegal.
- f. Students must not give anyone on the Internet information about themselves or anyone else. This includes address, phone number, photograph or credit card information.
- g. Cellphones are not to be used at any time during class. Cellphones are the responsibility of students. The School will not accept responsibility for lost, damaged or stolen cellphones. No time will be spent investigating lost, stolen or damaged cellphones.

13. Code of Behaviour / School Rules Compliance

All students, parents/caregivers are required to sign the Gisborne Boys' High School Code of Behaviour / School Rules Compliance Form at the start of the year.

This form is to be returned to the Vertical Form Tutor for filing as soon as possible.

14. Information Technology Authority Form

All students, parents/caregivers are required to sign the Gisborne Boys' High School Information Technology Authority Form at the start of the year.

This form is returned to the Vertical Form tutor who will return it to Mr M. Anderson for filing.

GISBORNE BOYS' HIGH SCHOOL CODE OF BEHAVIOUR

At Gisborne Boys' High School, we have a safe and caring environment and as a result, you are able to make the most of educational, cultural and sporting opportunities.

For the benefit of everyone in the school's community, you are expected to carry out the following positive behaviours.

1. **Be proud of your school -**
 - Have a sense of belonging and ownership
 - Keep it safe
 - Keep it clean and attractive

2. **Be self-disciplined -**
 - Be punctual
 - Have the necessary materials and equipment to work with
 - Have good personal cleanliness and neatness
 - Wear the correct uniform
 - Display self-control in difficult situations
 - Use your common sense, initiative and leadership skills
 - Concentrate on the lesson and task at hand

3. **Show respect for other people -**
 - Respect other students' rights to learn without disruption
 - Use good manners
 - Be friendly and co-operative. Putdowns, swearing and offensive language are not options
 - Avoid confrontation, anti-social behaviour and violence
 - Trust and Safety is built on you leaving others and their belongings alone, and them returning the courtesy

4. **Be a Team Player -**
 - Contribute to classroom work, projects and collections
 - Join and contribute to school teams, clubs and groups
 - Play hard but fair in your sporting endeavours

5. **Be tolerant of different people and cultures -**
 - Respect their values
 - Learn about their languages and cultures
 - Be aware of people with disabilities or special needs
 - Assist any fellow students in any way you can

TO BE COMPLETED AND RETURNED TO VERTICAL FORM TUTOR

GISBORNE BOYS' HIGH SCHOOL STUDENTS
CYBERSAFETY USE AGREEMENT FORM

To the student, and the parent/legal guardian/caregiver

1. Please read this page carefully to check you understand your responsibilities under this Agreement
2. Sign the appropriate section on this form
3. Detach and return this form to the school office
4. Keep the document for future reference, as well as the copy of this signed page which the school will provide.

We understand that Gisborne Boys' High School will:

- do its best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety regulations and responsibilities detailed in use agreements
- keep a copy of this signed Use Agreement form on file
- respond appropriately to any breaches of the Use Agreements
- provide members of the school community with cybersafety education designed to complement and support the Use Agreement initiative
- welcome enquiries from students or parents about cybersafety issues.

Student's section

My responsibilities include:

- I will read this Student Cybersafety Use Agreement document carefully
- I will follow the cybersafety rules and instructions whenever I use the school's computer network, Internet access facilities, computers and other school ICT equipment/devices
- I will also follow the cybersafety rules whenever I am involved with privately-owned ICT devices/equipment on the school site or at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of computers and other school ICT equipment/devices. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask the relevant staff member if I am not sure about anything to do with this agreement.

I have read and understand my responsibilities and agree to abide by this Cybersafety Use Agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student: Form Class:

Signature: Date:

Section for parent/legal guardian/caregiver

My responsibilities include:

- I will read this Student Cybersafety Use Agreement document carefully and discuss it with my son so we both have a clear understanding of my child's role in the school's work to maintain a cybersafe environment
- I will ensure this Use Agreement is signed by my child and by me, and returned to the school
- I will encourage my son to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this Use Agreement I would like to discuss.

I have read this Cybersafety Use Agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including the responsibilities involved.

Parent/Legal Guardian/Caregiver (Please circle which term is applicable.)

Name:

Signature: Date:



(TO BE COMPLETED AND RETURNED TO VERTICAL
FORM TUTOR)

GISBORNE BOYS' HIGH SCHOOL

Please complete **ALL** this page.

Student Name: _____ Vertical Form: _____

1. COMPLIANCE WITH SCHOOL RULES AND CODE OF CONDUCT (to be completed by all students)

I have thoroughly read the School Rules and Code of Behaviour and agree to abide by them.

Student Signature: _____ Date: _____

We, the Caregivers of _____ have read the School Rules and
(Student's Name)
Code of Behaviour and will give the School support in their implementation.

Caregiver's Signature: _____ Date: _____

2. BUS APPROVAL SLIP

Please complete this form if travelling to or from School on a bus.

I am aware that all School Rules and the Code of Conduct apply while travelling on a School Bus and will abide by them.

Student Signature: _____ Date: _____

I give my son/ward authority to travel to and from School on the bus and will support the School to maintain the highest standard of behaviour and dress whilst on the bus.

NB: Students who misbehave whilst on buses may be refused travel.

Caregiver's Signature: _____ Date: _____

SHORTENED LUNCH TIME

Our lunchtimes are now shorter - 45 minutes.

The reason for this is that we are increasingly concerned about those students who leave the School during Lunch Times on foot, in vehicles or on motorbikes or bicycles. Many of these students have no reason to be elsewhere, and in fact have neither School permission nor Parents permission to be out of the School.

We also want to make afternoon school times somewhat more bearable during the summer period.

NO STUDENTS (EXCEPT STUDENTS BOARDING AT THE HOSTEL) WILL BE PERMITTED TO LEAVE THE SCHOOL DURING LUNCH TIME.

If you have any problems or concerns regarding this requirement, please contact the Principal.

SCHOOL DETENTIONS

School Detentions are held on Tuesday, Wednesday and Thursdays at lunchtimes.

A Lunch Time Detention may be given by Classroom Teachers or be issued because a student has been withdrawn from class.

A comprehensive detention record is maintained. If a student receives more than 3 Lunch Time detentions in a term, Parents/Guardians are contacted.

Lunch Time detentions have priority over ALL other activities.

If a student misses a Lunch Time detention, he is required to complete a Friday after School detention from 1.30 pm through to 3.00 pm on the Friday of the week that he has not attended Lunch Time Detention.

Failure to attend Friday after School Detention will mean that a student may be required to complete a Saturday Morning Detention. Parents/Guardians will be contacted about this.

HOUSE SYSTEM

The School re-introduced a House System in 2006. The House system will continue in 2009.

Form classes have been organised into four house groups - Tangaroa, Tawhirimatea, Tumatauenga and Tane Mahuta. Each house has two staff member leaders and eight form classes. Mr Murphy has overall responsibility for all House Competitions.

There is an organising Committee overseeing the running of house activities. Mr Murphy is the House Co-ordinator. The Committee formulated a three year plan and the focus this year is to run full school activities, looking for maximum impact by including the maximum number of boys.

Examples of House Activities are:-

Tabloid Sports
Athletics
Swimming Sports
School Haka Competition
Winter Sports Tournament
Cross Country

CELL PHONES / i PODS / MP3 PLAYERS

Although the above items can be a major distraction to a student's learning, we permit students to bring them to school with the following conditions:

- They must be turned off and remain so in any learning activity or assembly.
- The School takes no responsibility for any of these items that are lost or stolen.
- If a student is identified for inappropriate use of a cell phone (text bullying, downloading offensive material etc) they will lose the privilege of bringing a cell phone to school.
- If the student uses his cell phone/i Pod/MP3 in a timetabled class or assembly, they will have the phone confiscated for the rest of the day.
- If the student continues to use his cell phone/i Pod/MP3 after the first confiscation it will again be confiscated, he will lose the privilege of bringing the item to school and a member of his family will be required to call into school to collect the item.

SCHOOL UNIFORM

We expect all students to wear the correct uniform to school and would appreciate your support in this matter.

The following is the procedure followed in the case of a student having to wear non-regulation items to school:

- Present a letter, signed by your caregiver, giving a reason for the non-regulation item. The letter must include a valid contact phone number and is to be handed to Mr Jordan before school.
 - If the reason is valid you will be issued with an exemption slip which will allow you to wear the item for the given day(s).
 - If the reason is unacceptable you will be issued with a exemption slip which will allow you to wear the item for the given day. You will also be given an after-school detention.
1. Students wearing non-regulation uniform, who do not have a permission slip will have the item confiscated.
 2. Confiscated item(s) will be returned at the end of each term, provided that a letter requesting the return of the item(s) is presented to the School from Parents/Caregivers.
 3. In the second instance, i.e. a repeated confiscation, your caregiver will need to arrange to collect the item from Mr Jordan. You will be given an after-school detention.
 4. If you continue to wear non-regulation uniform, a meeting will be arranged with your caregiver to discuss future outcomes.

This is our School Uniform ...

Years 9, 10 and 11

Regulation Grey School Polo shirt, Regulation Black Shorts or Black Trousers, Regulation Black Polar Fleece Jersey or Vest (red collar) or Regulation Grey Woollen Jersey, Regulation Socks, Black Regulation Jacket, Regulation Cap

Footwear - Plain black leather (not suede) lace up shoes or Plain black or brown sandals with heel straps (Terms 1 and 4 only for sandals). **No designs or colours.**

Years 12, 13 and 14

Regulation sky blue Polo shirt, Regulation Black Shorts or Black Trousers, Regulation Black Polar Fleece Jersey or Vest (blue collar) or Regulation Black Woollen Jersey, Regulation Socks, Black Regulation Jacket, Regulation Cap

Footwear - Plain black leather (not suede) lace up shoes or Plain black or brown sandals with heel straps (Terms 1 and 4 only for sandals). **No designs or colours.**

Physical Education

Students are required to have a pair of black rugby shorts and a regulation red T-shirt (with the school crest) for Physical Education.