
Standards & Expectations Handbook



**SCOTS
COLLEGE**

Learning. For Life

EST. 1916



THE SCOTS WAY

TIKANGA O KŌTARANI

Building Positive Relationships *Whanau-nga-tanga*

At Scots we show **RESPECT** *manaaki* for:

PEOPLE *tāngata*

Visitors, fellow students and staff...

Using friendly words and tone.

Manuhiri, ākongā, kaiako...

Whiria kotahi te tāngata

PLACE *wāhi kura*

The learning environment...

Relating in a manner that shows awareness of other's needs, and leaving the room clean, tidy and without damage.

Te taiao ako...

Hokia ngā taonga i ahua pai ai

PROPERTY *taputapu*

Yours and others...

Caring for gear and using it for its intended purpose.

Caring for the school environment and your surroundings.

Kura, akomanga, papa tākaro...

Ma pango ma whero ka oti ai te mahi

PROCESS *kaupapa ako*

The learning mechanism...

Arriving with all necessary equipment and contributing to the teaching and learning process – a willingness to learn.

Ma pango ma whero ka oti ai te mahi...

Ka pu te ruha, ka hao te rangatahi

Standards and Expectations

Our aim is the maintenance of high standards in student behaviour and appearance. The reputation of the College depends on the awareness of all members that to live in a happy, safe, and purposeful environment, personal discipline is essential. Scots College is a traditional institution with an illustrious history. Yet there is a modern outlook and a future focus. We strive for excellence in all that we undertake.

Restorative practice is at the heart of what the College stands for. However, the College will not tolerate any breaches of major school rules. The College reserves the right to require that any student breaching any such rule be suspended or withdrawn from school by their parents, and, failing a voluntary withdrawal, any such student may be expelled.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 the school.

Specifically, any breaches of the following rules will entitle the Headmaster to suspend, require withdrawal, or expel any student:

- The use and/or possession of any drug prohibited by law or any psychoactive substances other than prescription medicines.
- The possession of and/or use of tobacco, e-cigarettes, shisha pens, or any other form of smoking or vaping paraphernalia.
- The consumption and/or possession of alcohol at school or whilst under school supervision.
- The theft of money or property.
- Bullying or harassment of any nature (including verbal, physical, emotional, and technological).
- Gross misconduct in the Boarding House or College.
- Continued disobedience or repeated disregard for any school rule, standard, or expectation.

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

Summary

1. Students must always act and behave in a way that supports the special character of the College and upholds its reputation.
2. Good manners and behaviour are expected at all times.
3. All staff and students have the right to work and learn in a safe and friendly environment.
4. Students are expected to behave with consideration for others. Interfering with the rights and safety of other students or their learning is not acceptable.
5. Students must not behave in a way that harms or threatens the safety or mental or physical wellbeing of any other person.
6. Bullying or harassment of another student is a serious offence. Bullying or harassment encompasses verbal, emotional, physical, or technological (e.g., the videoing or photographing of any person on any electronic device without their permission and then disseminating or publishing the images and/or the use of social media platforms to bully or harass another).
7. Students must at all times look neat and tidy and wear their uniform correctly and with pride.
8. All students must meet the College's 'Standards of Appearance' (see page 5).
9. Students are expected to respect all personal and school property at all times. There is to be no uplifting, interfering with, damaging, or defacing of any property.
10. Wilful damage to personal or school property is an offence.
11. Scots College should be a safe environment and therefore no student should bring any dangerous item or illegal substance to school.
12. Possession and/or use of tobacco, alcohol, drugs, solvents, psychoactive substances other than prescription medicines, and any other such substance is forbidden at school or while involved in activity related to the school. This includes the possession and/or use of E-cigarettes, shisha pens, or any other form of smoking/vaporizing paraphernalia.
13. All students who wish to bring a motorised vehicle to school must have permission to do so in advance. A set of conditions under which students may drive to Scots College by Private Motor Vehicle exists and these must be adhered to at all times. In normal circumstances only Year 13 students have the privilege of bringing cars to school. Students who wish to ride a moped or motorcycle must also seek permission from the Deputy Principal (Senior School).
14. No student should be absent from class without written permission from parents, Senior staff, or the subject teacher at the time.

Standards and Conventions

1. Student Behaviour

At Scots College we run a restorative model when dealing with student discipline and classroom management. The aim of this approach is to maximize positive learning relationships, and these are important both inside and outside of the classroom. A restorative system operates in an environment that has a high level of structure as well as fairness, support, and care. When this environment exists, it allows staff to work “with” students. By working “with” students, we problem solve together, we are respectful of each other, approaches are collaborative, and it involves individuals reflecting upon and taking responsibility for their actions. Students are held to account when their punctuality, attendance, appearance, or behaviour fall below expected standards.

To provide the structure required to make this approach work we have The Scots Way (see inside cover). The Scots Way consists of the four P’s – People, Place, Property, and Process. All students and staff are expected to abide by these expectations at all times.

Junior and Middle School students are not permitted to use their devices at intervals and during lunchtime. Students may use a laptop at lunchtime for schoolwork if they are supervised by a teacher.

2. Standards of Appearance

The Scots College uniform unites the student body and is the most visible expression of belonging to the Scots College community. Students must at all times look neat and tidy and wear their uniform correctly and with pride. Students are deemed to be under the College’s jurisdiction:

1. When travelling to and from school.
2. Whenever they are in Scots College uniform whether it be normal school uniform, a sports uniform, a House or PE uniform.
3. Whenever they are representing the College or are on a school camp, sports, or cultural activity.

No.1 Uniform

Junior School students must wear one of the options below:

- Option A – Blazer, loop tie (Years 1–3) or Junior School tie (Years 4–6), white shirt with either shorts or Ie Faitaga, long school socks, and black leather school shoes.
- Option B – Blazer, crossover tie (Years 1–6), white blouse with either the tunic or Ie Sulu, short school socks, and black leather school shoes.

Middle and Senior School students must wear one of the options below:

- Option A – Blazer, appropriate school tie, white shirt with either long trousers or le Faitaga, black socks, and black leather school shoes.
- Option B – Blazer, appropriate school tie, white blouse with either skirt or long trousers, black school socks, and black leather school shoes.

Blazers and ties are compulsory uniform items which must be worn to and from College every school day and not just on Wednesdays or Fridays. Jersey or cardigan is optional.

No.2 Uniform

Junior School students must wear one of the options below:

- Option A – Blazer, loop tie (Years 1–3) or Junior School tie (Years 4–6), grey shirt with school shorts, long school socks, and black leather school shoes.
- Option B – Blazer, crossover tie (Years 1–6), grey blouse with either the tunic with short school socks or school shorts with long school socks, and black leather school shoes.

Middle and Senior School students must wear one of the options below:

- Option A – Blazer, appropriate school tie, grey shirt, either shorts with grey socks or long trousers with black socks, and black leather school shoes.
- Option B – Blazer, appropriate school tie, grey blouse, either skirt or shorts with black school socks or long trousers with black socks, and black leather school shoes.

Blazers and ties are compulsory uniform items which must be worn to and from College every day, not just on Wednesdays and Fridays. Jersey or cardigan is optional.

Dress for All Students

Students must adhere to the following dress regulations at all times.

1. Whenever a student is wearing school uniform it must be clean and worn neatly.
2. When a student is representing the College in a sporting or cultural event then they must wear the correct sporting or cultural uniform.
3. **Belts** – Belts must be black leather without large buckles or logos and should be worn so that shirts can be tucked in smartly.
4. **Shoes** – Shoes must be flat, black leather, lace up, or slip-on school shoes. They should be of dress standard and not casual, sports, or street shoes with soft soles such as Nike Air Force 1 shoes or similar. They should be plain in presentation, without any distinguishable labels or logos, and no embellishments such as tassels. Shoes should always be clean and tidy.

5. **Socks and tights** – When wearing shorts, skirts, or Ie Faitaga, students must wear correct Scots College socks pulled up. Long grey school socks are to be worn with shorts. Short grey school ankle socks are to be worn with the skirt. Short black socks are worn with long trousers and Ie Faitaga. Tights should be black and may be worn with skirts during the winter months.
6. **Skirts** – Must cover the knee.
7. **Raincoats** – The raincoats permitted to be worn to and from school are plain black long sleeved raincoats. These should be smart and free of graphics and logos. Coats may be worn outside at break times. They must not be worn in class.
8. **Sportswear** – On days when students are permitted to wear sportswear to school – e.g., Athletics Day, Years 7 & 8 on Thursday for sports – then the appropriate sportswear must be worn as directed by the senior staff responsible for the event or timetabled activity. On Thursdays, Years 7 & 8 students are permitted to wear their Scots College hoodies, with College PE Shirt, shorts and/or tracksuit pants.
9. **Scarves and hats** – The only scarves and hats permitted to be worn are the official Scots College scarf, sun hat/cap, and woollen beanie. During Terms 2 and 3 students are permitted to wear their scarves in school during interval and lunch but must remove them inside the classrooms, assemblies, and chapels. College hats should be worn during official College activities, such as Athletics meets and Cross Country, and are to be worn with the official College tracksuit.
10. **Other College clothing** – College hoodies, sports team hoodies and t-shirts, leavers jerseys etc. are not part of the formal school uniform (either number ones or twos) and are not to be worn to or from school or while at school. They may be worn as part of the sports uniform when allowed by coaches/managers or as casual wear outside of school time.
11. **Trousers** – Only official Scots College dark grey school trousers are permitted to be worn. No dark grey or black dress trousers of the non-school type are to be worn. Students are expected to wear an appropriate black leather belt with their trousers and trousers are expected to be worn on the waist.

Refer to the Uniform List Handbook for further details of the school uniform for all students.

Travelling To and From School

1. Travelling by bus, shuttle, walking, or being dropped off by car

Blazers and ties must be worn correctly, with top button done up and tie tied correctly and of appropriate length.

2. Travelling by motorized bike (scooter) or bicycle

Helmets must be worn at all times. Other appropriate protective clothing should also be worn on a motorbike or moped/scooter.

While At School

During the school day all students are required to wear an official school tie. This does not include sports or cultural club ties.

The following condition applies:

- Chapel and assembly – Tie and Blazer must be worn.

During lunchtimes and intervals when students are taking part in physical activities, it is recommended that they remove blazers, ties, and jerseys or cardigans. When they move off to class, they should ensure they are neatly dressed; this includes shirts being tucked in.

Personal Appearance

Grooming for Students

1. Hair should be kept neat and tidy at all times.
2. Hair below the collar must be tied back only with a plain black hair tie, scrunchie, or ribbon.
3. Students are not permitted to have lines or designs shaved into their hair, or grow long sections of hair that can be fashioned into dreadlocks, plaits, “rats tails”, or “mohawks”.
4. Students are not permitted to colour their hair in a way that draws attention. This includes unnatural colours, or coloured sections of hair.
5. Students must be clean shaven.
6. No make-up is to be worn in a way that draws attention, including fake eyelashes. No coloured nail varnish or fake nails are to be worn.

No jewellery is to be worn to school. The only exceptions are:

1. Watches and medical alert bracelets are allowed.
2. Necklaces are not permitted, unless for specific religious or cultural reasons. These must not be visible.
3. Students are allowed to wear plain, discreet stud earrings, one in each ear lobe. No hoops, shapes, or coloured stones are permitted.
4. Students should expect to have items which do not meet these expectations to be taken off them for a short period of time.

For cultural and other reasons there may be some exceptions granted to these expectations. The Headmaster, after consultation with the Principal, will grant any exceptions. Our uniform unites us all as one school. Uniformity, by definition, is about subsuming some of our individuality to something greater. The Board of Governors reserves the right to rule on any issues relating to the uniform of Scots College. Students should seek guidance from their Dean or Deputy Principal when uncertain about any aspect of their uniform or appearance when at school. Students will need a uniform pass from their House Dean when they are not able to wear the correct uniform.

3. Property

Students are expected to respect all personal and school property at all times. There is to be no uplifting, interfering with, damaging, or defacing of any property.

Personal Property

1. Students are not permitted to borrow, move, or use other people's property without the owner's permission.
2. Electronic devices brought to school including cellphones, laptops, and tablets are the student's responsibility to be looked after and kept secure. The College does not have insurance that covers loss, theft, or damage to personal property.
3. Cellphones, headphones, and speakers can only be used with the expressed permission of school staff. All electronic devices should be looked after carefully and kept in locked lockers or handed to staff for safe storage if need be. The Middle School and Senior School Cellphone policies provides specific details regarding the use of cellphones in the Middle and Senior School.
4. Skateboards and scooters are not permitted to be ridden on the school site. Bicycles are to be locked in the bike racks provided.
5. Students should show pride in their appearance and the appearance of their school books and bags. School bags, exercise books, and folders should be kept neat, tidy, and graffiti free.

School Property

1. Students should take pride in the school facilities and look after all school property.
2. Deliberate and careless damage to any school property is a serious offence and must be reported to staff immediately.
3. Senior students who have access to the Common Rooms are responsible for the day-to-day tidiness of these areas.
4. Rubbish must be placed in the bins provided. Students should pick up litter from the ground and put in the appropriate bin. Students must use recycling bins around the College campus.

4. Vehicles

Conditions under which students may drive to Scots College by Private Motor Vehicle.

1. The privilege of bringing a motorized vehicle to school applies to students only in Year 13. In exceptional circumstances, consideration may be given to students not in Year 13. If such permission is sought, a full written explanation for the request is required to be submitted by parents in advance of any vehicle being driven to school. Permission needs to be granted by the Deputy Principal. An application form needs to be completed, signed, and returned to the Deputy Principal.
2. The student must hold an appropriate driving licence (a copy to be lodged with the Deputy Principal of the Senior School).
3. Cars and motorcycles may be used only to travel directly to and from the College. They must not be used to leave the College during the day, and they must not be driven around the College grounds at any time.
4. Vehicles are to be parked on Broadway or Strathmore Ave. Students must not park in Walden Street or on Kinghorne Street.
5. **No** passengers may be carried unless further permission is sought i.e., until the parents of the driver **and** the parents of the passenger have completed the appropriate forms and returned them to the College. Drivers carrying passengers **must** hold a full licence.
6. Students travelling in private transport must wear full College uniform to and from the College.
7. Students bringing motorcycles and scooters will not carry passengers. Scooters and motorbikes must be parked by the Scots Collegians Pavilion in the space provided.
8. Students must not go near their parked vehicle between 8:45am and 3:30pm without the permission of their House Dean or the Deputy Principal of the Senior School.
9. Driver's licence must be carried at all times.

5. Absences, Leave, and Punctuality

No student should be absent from class without written permission from parents, Senior staff, or the subject teacher at the time.

1. If a student has an appointment card, email, or a letter from their parents requesting permission to leave school during the day, these must be presented to main College Reception in Aitken Building before signing out. Text messages are not acceptable. When a student leaves they must sign out at the same Reception, and also sign in there if the student arrives late to school. They must also sign in again at Reception when returning to school. The main College Reception team must be able to verify appointments.
2. If a student becomes unwell during school hours then they **must** report to the School Nurse. If the nurse deems it necessary for the student to leave school then they will contact parents, school Reception, and the relevant House Dean or homeroom teacher to ensure the student's absence is notified.
3. Students who arrive late to school before 9:45am must sign in with the duty Deans at the LateGate in the CPAC foyer. Those who arrive after 9:45am must sign in at the main College Reception in Aitken Building. Students who leave the school premises during the school day, e.g., for appointments, must also sign out there.
4. At the start of the day and between lessons students should move promptly to class and must not visit locker areas between classes. Students should visit lockers before school and at morning tea or lunchtime.
5. Only Year 13 students are allowed out of school during lunchtime, and only to visit the shops in Strathmore, not further afield in Miramar or Kilbirnie. All other students are expected to be on the school site at all times, unless involved in EOTC or another approved school activity. Students must not use their cars, motorcycles, or scooters during the school day unless they have sought permission from their Dean or the Deputy Principal.



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