

# BETHLEHEM COLLEGE

## COLLEGE RULES

*Bethlehem College exists to provide a Christ-centred, complete learning experience that encourages students to strive for excellence in all educational and personal endeavours.*

*The school wants to help all students achieve living excellence through Christ by developing Christian character in their lives and equipping them for effective service and leadership. Everything the school does is informed by its Christian worldview and its Statement of Special Character, including making these Rules.*

*Bethlehem College believes that developing Christian character involves transformation and renewal of the heart, mind, and spirit, and believes that each person who chooses to come to the school is made by God in His image, for relationship with Him and with others, and to give Him glory.*

*Reflecting these commitments and beliefs, the Rules are intended to provide students with clarity on the standards of conduct required of them, so that they can achieve to their full potential and be a blessing to others. The Rules are also designed to create healthy boundaries to protect each student, their fellow students, and the whole Bethlehem College community.*

### **1. When these Rules apply**

- 1.1. These Rules apply to students at all times the school has responsibility for them or authority over them, or any time they are identifiable as students of the school, including when they are:
  - a. Present at school during an official school day;
  - b. Representing the school at any time, for example, in sports, a cultural pursuit, or some other activity;
  - c. Attending any school-related event, social function, or activity;
  - d. On a school trip, whether or not a parent or guardian is present;
  - e. On their way to school or on their way home from school;
  - f. Wearing the school uniform;
  - g. Identifiable as a student of the school, including when online.
- 1.2. These Rules include the:
  - a. Secondary School Rules, for year 7-13 students at Bethlehem College;
  - b. Primary School Rules, for year 1-6 students at Bethlehem College;
  - c. Chapman Rules, for students at Bethlehem College Chapman.

### **2. General standards of conduct**

- 2.1. Students are expected to have and show respect for others, including their fellow students, teachers and other staff, guests, and parents or guardians. Among other things, this means students:
  - a. will display a high standard of courtesy and manners;
  - b. will practice hospitality to others, including those who are vulnerable or who are different to them;
  - c. will be sensible, responsible, and co-operative;
  - d. will not use abusive or inappropriate language;
  - e. will not act in a way that would bring the school into disrepute;
  - f. will always participate whole-heartedly in all the activities of their class or K (Koinonia) Group, such as devotions;
  - g. will always act in a way that reflects and honours the school's [Statement of Special Character](#) and Statement of Belief; and
  - h. will follow the school's Code of Conduct.
- 2.2. Students should be committed to the school's ideals of effective leadership and service to others, so should always strive to be a good influence on others.

### **3. Attendance**

- 3.1. Students must attend school on all prescribed term dates, and must be punctual, unless:
  - a. The student is late and has a note from their parent or guardian explaining the reason, which must be presented at the school office on arrival;
  - b. The student is sick or there are extraordinary circumstances (like a bereavement) in which case the student's parent or guardian must inform the school office to advise;
  - c. Permission to be absent has been sought and obtained from the Head of School. Permission will not be granted for reoccurring appointments/activities during school hours, such as tutoring and sports training.
- 3.2. Students must not leave the school grounds during school hours unless they have first brought a note from home explaining the reason, obtained permission from their K Group/class teacher by signing the note, shown the note to their teacher when they need to leave class, and obtained a pass from the office. Students must sign back into school at the office when they return.

### **4. Behaviour in class**

- 4.1. All students should aspire to excellence, where excellence means doing that which pleases God, and work to fulfil their potential.
- 4.2. Students must be punctual to, and properly equipped for, each class.
- 4.3. Students must respect the right of other students to learn and the teacher's right to teach.
- 4.4. Students must participate fully in class and in all educational activities.
- 4.5. Students must complete all set work, including homework to the best of their ability.
- 4.6. Students must not eat in class (unless teacher permits), on the field (excluding the Relf Field bank), in the library, in the library foyer, in the Performing Arts Centre, or in the Events Centre (except for the mezzanine on wet days).
- 4.7. Students must not interfere with teachers' desks, resources, or possessions.

### **5. Behaviour towards others**

- 5.1. Students must respect and uphold the safety, health, and well-being of others at all times.
- 5.2. Students must not engage in acts of violence against others.
- 5.3. Students must not engage in harassment or bullying, whether verbal, emotional, physical, psychological, whether in person or online, and whether overt or covert. Bullying is when a person or a group is intimidated, frightened, hurt, excluded, humiliated, or discomforted by a repeated and intentional pattern of behaviour directed at them.

### **6. Uniform**

- 6.1. Students must follow the school's [Uniform Regulations](#).
- 6.2. If a student is wearing an incorrect item, they:
  - a. must have a dated note from their parent or guardian explaining the reason;
  - b. may be required to replace the incorrect item with a correct item from the school's lost property collection.
- 6.3. School Sports Uniform: Students are expected to wear a BC sports uniform appropriate to the code, and as advised by the Sports Director. Non regulation uniform may not be worn while representing the School.

### **7. Respect for property**

- 7.1. Students must respect the school's property. In particular:
  - a. students must not litter;
  - b. graffiti, vandalism, and any other kind of damage or defacement of school property is strictly prohibited.
- 7.2. Students must not steal or interfere with others' possessions.

- 7.3. Students must not bring to school valuable possessions or equipment that is not required for official school purposes, such as large sums of money, or valuables like cameras, or electronic equipment.
- 7.4. Students' personal property, including uniform, must be clearly named.
- 7.5. Students must not chew gum while at school.

## **8. Electronic devices**

- 8.1. In these Rules, "electronic devices" include mobile phones, tablets, laptops, smart watches, media players and any other devices with internet connectivity.
- 8.2. Electronic devices must not be used at school except as permitted by the school's Bring Your Own Device (BYOD) policy or where a teacher has directed that they may be used as part of classroom or other educational activity.
- 8.3. Mobile phones (and earphones) are not permitted to be used or accessed from arrival on the school grounds until 3.15 pm. Mobile phones either do not come with the student to school or should be switched off and kept in bags at all times, unless directed by a teacher. This includes students who are on a school course or activity outside the school grounds. Special permission to use a phone may be granted by the Principal or Head of School when:
  - A phone is needed for health reasons (for example, to monitor insulin levels).
  - A phone is needed to help a student with a disability or learning support need.
  - The Principal decides a phone is needed for exceptional circumstances.
- 8.4. Fit bits and smart watches, if worn in Primary, must be disabled during school hours.
- 8.5. If use of electronic devices is permitted and internet connection is required, that connection may only be made via the school's Wi-Fi network, as it is monitored and filtered, and not via mobile data, hot spotting, VPNs, or any other means.
- 8.6. Students must not engage in destructive, offensive, or fraudulent electronic activities such as hacking, spamming, malware, ransomware, phishing, or any activities that threaten the integrity of the school's IT network and systems.
- 8.7. Students must have permission from a teacher for any recording or media capture and:
  - a. must not share any recording or media capture which includes a member of staff;
  - b. must only share a recording or media capture of other people if they have shown it to those people and obtained their permission and then shown it to a teacher and obtained the teacher's final approval, and that permission and approval have not been revoked.
- 8.8. The school has the right to check any electronic devices if it has concerns about inappropriate behaviour, which includes behaviour that endangers any person's safety or detrimentally affects the learning environment, or breaches any part of these Rules.
- 8.9. Any mobile phone brought to school and used in breach of these rules shall be confiscated and available to be collected at the end of the school day. If there are further breaches, the school may require the mobile phone to be collected by a parent or guardian in order to discuss compliance with the rules. This may mean holding the mobile phone for a longer period until arrangements can be made with the parent or guardian.

## **9. Harmful or offensive material and activities**

- 9.1. The school is a smoke-free environment. Smoking and/or vaping are not permitted at any time.
- 9.2. Students must not possess, supply, or use any drugs or drug paraphernalia. This includes illegal drugs, synthetic drugs, the misuse of prescribed medication, R18 legal drugs, party pills, solvents, and solvent-based glues.
- 9.3. Students must not possess, supply, or consume alcohol or alcohol paraphernalia.
- 9.4. Students must not possess or use any potentially offensive or dangerous items, including aerosol deodorants, fireworks, gambling or games of chance, matches, lighters, knives, or other weapons, or imitation weapons.
- 9.5. Students must not possess or distribute pornographic or indecent material, whether in written, visual, electronic, or any other form.

## **10. Transport**

- 10.1. Students may travel to and from school by bicycle, scooter and skateboard but are not permitted

to ride these on school grounds. Scooters and skateboards must be stored appropriately during the day.

## **11. Out of bounds**

11.1. All car parking areas, including Student Carpark, are out of bounds unless:

You are a year 13 student arriving or leaving who has permission to park on the school grounds. Year 12 students cannot access their vehicles at any time during the day. There is to be no loitering in the carpark at any time.

11.2. Students may use the tennis/netball courts during lunchtime for sports activities. All other sporting areas, such as the hockey turf and rugby field are out of bounds unless used for supervised sporting activities.

11.3. Bus bays are out of bounds at all times except when boarding or getting off a bus.

11.4. Foyers and corridors are out of bounds at morning tea and lunchtime.

11.5. For students attending Bethlehem College:

a. The Primary School, including Primary field and the 'primary' side of the library is out of bounds to secondary school students.

b. The back stairwell behind the Event Centre and the area between the Performing Arts Centre and the Event Centre are out of bounds;

c. Students are not allowed inside or around the Performing Arts Centre unless they are involved with an organised activity, practice or rehearsal approved by a teacher;

d. Students are not allowed behind Q Block, in Preston Park, the car park behind the Events Centre, nor on the road leading to the hockey turf or beyond. This includes any designated car parking on campus;

e. Students may go to the Uniform Shop or the chapel when a parent is collecting them, but must have a note from the office first;

f. The road running through the campus, including the stretch behind the canteen, is out of bounds;

g. The swimming pool is out of bounds unless students are participating in a class or other activity supervised by school staff such as a sports practice;

h. The Wairoa River is out of bounds unless students are participating in a class or other activity supervised by school staff, such as a sports practice;

i. Games using large balls, such as volleyball, soccer, rugby, or netball, are only allowed on the grass field by the Events Centre, not in any quad, concrete area, or centrum or other grass areas at any other time of the day.

## **12. Other rules, and teachers' instructions**

12.1. Students must follow all policies, procedures, and rules of the School, whether they are referred to in these Rules or not, including codes of conduct for sporting, cultural, and other activities, and policies and procedures published on the school website that apply to students.

12.2. Students must obey all reasonable and lawful instructions from teachers and other staff members.

## **13. Consequences for breach of these Rules**

13.1. Students must follow these Rules, and all other rules of the School, at all times.

13.2. Failure to follow these Rules can have disciplinary consequences, including detentions and confiscation of property. For serious and/or repeated breaches, consequences can extend to stand-down, suspension, and exclusion or expulsion.

13.3. Students who damage the school's property intentionally or through negligence will be required to make full restitution for the damage.

## **14. Complaints**

14.1. The school is committed to taking complaints seriously and dealing with them in a fair and open manner.

14.2. If students have concerns or issues, they are encouraged to raise them in accordance with the School's [Complaints Policy](#).