

Papanui High School



Junior student handbook 2018

This handbook replaces the student diary. It contains important information about assessment and computer use at Papanui High School. It also contains important dates for the year and the names of important people you should know about within the school.

The school website www.papanui.school.nz contains all the information about behavioural expectations and attendance. Please refer to this if you want any more information about how things work at our school. You should also download the school app if you have a smartphone. Search Papanui High School on the android or apple store.

We want you to be the best that you can be and one of the keys to success is organisation. We haven't provided a diary for our senior students this year, you may wish to purchase a paper diary for yourself or use an app on your phone or device. Our school is a google school and all teachers use google classroom and its apps. The easiest calendar tool for you to use is google calendar. This will easily sync with the google classroom apps you are using.

There is a form that has been handed out with this handbook that you and your parents or caregivers need to sign to say that you understand the assessment and ICT conditions at Papanui High School.

Please talk to your form teacher or Dean if you have any problems or queries.

Please store this document in a safe place.

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MISSION STATEMENT

**“To provide the best possible education
for all our students in a safe, balanced, caring environment”.**

Our school is a full service school that facilitates learning by catering for all students’ academic, emotional, social, cultural, physical and medical needs.

Our school sets out to provide a well balanced education.
Papanui High School is a community school for North-West Christchurch.

We can achieve these goals through our PHS values:



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Important Dates 2018

TERM ONE

Tuesday 30 January - Friday 13 April (11 weeks)

- Tuesday 6 February Waitangi day - school closed
- Friday 30 March Good Friday - school closed
- Monday 2 April Easter Monday - school closed
- Tuesday 3 April Easter Tuesday - school closed

TERM TWO

Monday 30 April - Friday 6 July (10 weeks)

- Friday 1 June Teacher Only Day - school closed
- Monday 4 June Queens Birthday - school closed

TERM THREE

Monday 23 July - Friday 28 September (10 weeks)

- Friday 24 August Mid-term break - school closed

TERM FOUR

Monday 15 October - Friday 14 December (9 weeks)

- Monday 22 October Labour day
- Friday 16 November Show day

Important People

Deans

Ms Lynette Starr	Year nine
Mr Joe Holland	Year ten
Mr Tony Phillips	Supported Learning Dean
Mrs Carole Petrie	Head of Junior Level
Mr Paul Anderson	Year eleven
Ms Tanya Sapwell	Year twelve
Mrs Josie Welch	Year thirteen
Mr James Stewart	Senior course tutor and careers teacher

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We all want Papanui High School to be a safe place for:

- ★ students
- ★ staff
- ★ visitors

This school is a place where no-one will tolerate another person being made to feel uncomfortable or unwelcome.

We need the support of everyone in the school community to ensure everyone feels welcome.

What is bullying?

It can take many forms, such as

Verbal

- put downs
- name calling
- threats
- rumouring

Physical

- Pushing
- 'accidental'
- taking other people's property
- hitting

Non-verbal

- giving 'the evils'
- dirty looks
- leaving people out
- putting people out of your group with the intention of hurting them
- Inappropriate use of social media/digital device

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What you need to do to help us stamp out bullying

- ❖ Tell a member of staff, or peer support leader if you are being bullied or harassed
- ❖ Tell someone if you see this happening to a friend or classmate who can't speak up for his/herself.
- ❖ Take responsibility for doing your own bit to make sure bullying and harassment don't happen. Watch what you say and do to others.

There are many people in this school to help you. If you are feeling:

- Up-tight
- worried
- angry
- sad
- or just need support or someone to talk to, *come to the Student Support Centre OR talk to your dean.*

Remember – there are health and wellbeing clinics at school four days of the week. If you want to see a nurse *just call in to Student Support Centre* and make an appointment.

All of these services are free and confidential

Careers

Want to know about careers? What subjects to take? Thinking of leaving school? *Visit the Careers Suite* and get some good advice and information.

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Discipline System

The school endeavours to keep rules to a minimum, but it does expect them to be observed and requires both students and caregivers to sign a declaration that they will in fact do so. This is a condition of enrolment and refers to the Code of Behaviour, the PB4L PRIDE Values and the Uniform Regulations.

Code Of Behaviour

All members of our school community are expected to show common sense, courtesy, co-operation and consideration. These bring credit to us as individuals, our families and Papanui High School. Our rules help maintain our high standards of behaviour.

Student Behaviour

The school has a responsibility to all students to set high standards of behaviour and to encourage good attitudes to learning and to other people.

PB4L

PB4L stands for Positive Behaviour for Learning. Some students will know about this because their previous school will have been a PB4L school. PB4L is a school wide plan to acknowledge the positive behaviour that most students demonstrate, instead of focusing on negative behaviour. Teachers will help you do the right thing by teaching you the behaviour that we want to see and letting you know when you are behaving correctly. There will be rewards for doing the right thing- sometimes there will be a prize draw in assembly. This will include acknowledgements for students who have received the most rewards. Post cards will be sent home as well to let your parents know how well you are going.

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Papanui High School behaviour expectations are described in our Pride values.

These values are:

Be Positive,

Be Respectful,

Show Integrity,

Dare to excel and

Engage in Learning.



Together they form the word PRIDE and you will see this in the school emblem in various places around the school and in our newsletters.

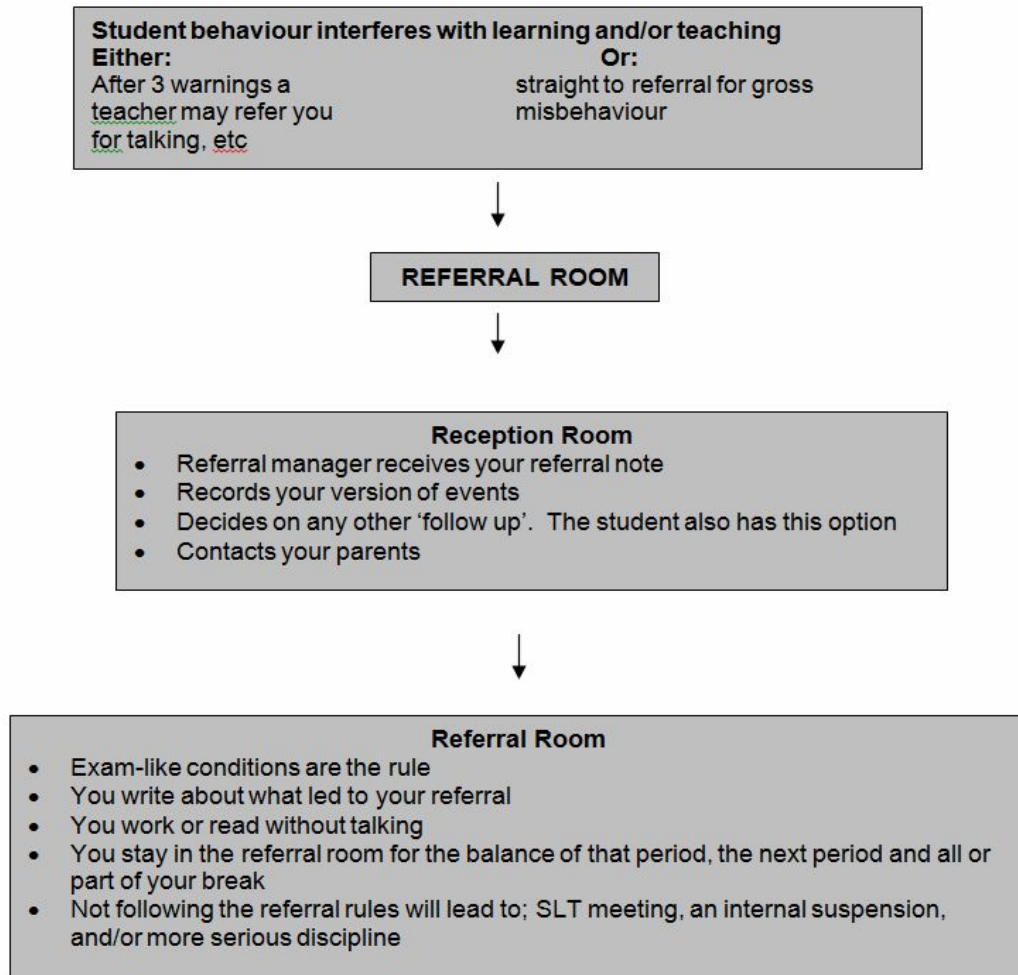
We believe, that by using these values we will create a school where everyone can become the best they can possibly be. These values apply whenever you are a part of the school- this could be on a trip outside of school, in the digital environment, in the classroom or when you are having lunch. People in the community may acknowledge you doing the right thing as well as teachers as well as PB4L mentors from year 12 and 13.

In classrooms, students have the right to learn without interruption from others. Our school discipline system is underpinned by PB4L, Positive behaviour for learning. Our school has 5 expectations that will be clearly displayed and explicitly taught to students. It is expected that staff will acknowledge positive behaviour using the school acknowledgement system.

Should a student's behaviour disrupt learning the PB4L steps for intervening with inappropriate behaviour will be followed. This could lead to referral. The steps for this process are outlined below.

Note: after three referrals in a term, parents are called in to the school for a meeting with both you and your Dean..

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Outside the classroom we expect all members of the school community to show good sense, courtesy, co-operation and consideration. Behaviour expectations are outlined in the PB4L PRIDE values. Students must stay within bounds, dress correctly, travel safely and be drug free.

It should be noted that the Principal has statutory power under the Education Act to stand down or suspend from attendance any student in serious breach of School Rules. In such cases the Principal (or Associate Principal) will directly contact parents or care-givers. The Discipline Committee of the Board of Trustees has the power to re-instate a student, to exclude a student, or to expel a student who is over 16 years of age.

Students appearing before a Disciplinary Committee meeting may be accompanied by their parents, care-givers and any other family adviser. The Kaumatua of the local Maori community and leaders of other cultural groups are available to act as support persons if requested by the student or the family concerned.

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Consider Others

Everyone has the right to be treated with courtesy and respect, therefore:

In the classroom PB4L values and expectations apply.

Around the school the following are not acceptable: offensive language (swearing, name-calling, put downs, sexist/racist/ageist remarks), offensive behaviour (gesturing, spitting, fighting, bullying, threatening), inappropriate social behaviour, possession of or threatening to use offensive weapons.

No cellphones, ipods or other electronic devices may be used in class, unless with teacher permission.

Be At School

Regular attendance is essential for learning and the development of routines

- Students will be present for the whole day unless they are ill, bereaved or have special permission from their Dean, Head of Level or the Principal to be absent.
- If a student has been away, parents should phone the school the morning the student is away, a note signed by the parent or caregiver must be brought to school on the day of return, stating the dates and reasons for absence. This should be brought to the Student Office. Unexplained absences will be followed up by the Attendance Bursar.
- When finally leaving Papanui High School, students will present a note from a parent or caregiver to a Careers staff member before commencing leaving procedures.

Be On Time

Being on time shows integrity and is an expectation of all students at Papanui High School. Junior students are held in for 15 minutes after school if they are late for class. This is recorded in the form-class log book and students remain behind with their period 6 teacher.

Stay Within The Bounds

- Because the law makes us responsible for you, we need to know where you are,
- Therefore:

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- Students must remain in the grounds during the school day unless they have written permission to leave or hold seniors' privileges.
- out-of-bounds areas include: cycle stands, cricket pavilion, parking areas, specialist rooms and other specifically designated areas, unless permission has been given to go there.
- Locker bays are *out of bounds* during class times.
- *During wet or cold weather lunch hours*, designated areas will be open for students.
- Y9-10 students use J block, Y11-12 students use the Hall. Students will show respect and integrity when using these areas by putting rubbish in the bins provided and showing responsible behaviour in these spaces.
- Rooms, particularly *specialist rooms*, are to be entered only when staff arrive unless specific approval has been given.
- The front of the school, south of the Administration block driveway is out of bounds for all students except Year 13 and Kimi Ora students, unless students are under staff supervision or arriving at or leaving school.

Take Care Of Your Own Property And Respect Other People's Property

We all have a right to expect our property to be safe at school,

therefore:

- All clothing and personal property will be named
- Students must register their BYOD with the computer technician. All devices are the responsibility of the student, who must keep them safe, both online and physically. The school is not responsible for damage or loss to cell phones, computers or other digital devices.
- Large sums of money must be left at home or handed in at the main office for safekeeping.
- Bicycles must be securely locked. (and a record kept at home of frame numbers etc).
- Property that does not belong to you must not be touched without permission.
- School lockers used by students must be locked.

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Look After Our School

We all have the right to live in pleasant surroundings, so we make every effort to keep the school a pleasant attractive place for all of us,

therefore:

- We show respect by taking care of our grounds, buildings, furnishings and gardens. We show responsibility by putting our rubbish in the bins provided inside and outside.
- We show integrity by using school equipment correctly and taking responsibility for our actions if anything goes wrong or we break something.

Breakages of school property must be reported to the Executive Officer immediately.

The school has a number of security cameras around the school to protect people and property. Students' privacy is protected and strict guidelines are adhered to.

Travel Safety

The school is concerned about the safety of students on their way to and from school. We show respect to other users of cycle-ways and pathways by keeping left and giving way appropriately,

therefore:

- Students will obey traffic regulations.
- Cycle helmets will be worn to and from school.
- Students must walk their bicycles, skateboards and scooters between the cycle way gate and the end of H block (for Health & Safety reasons). Bicycles will be left in the stands provided and should be locked at all times. Skateboards and scooters must be locked away in the cupboard provided at the end of H block.
- Permission must be obtained from the Deputy Principal to bring any motorised vehicle to school, please note students may not park in school grounds or the grounds of local commercial premises.
- Passengers may be carried only with permission of the parent/caregiver of the driver and the passenger(s) and the driver must have a full licence.

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Be Drug Free

Cigarettes, alcohol, solvents and drugs (except those prescribed for your personal use), are prohibited on the school grounds or at any time when a student can be identified as a member of the school. Being a part of a group using these substances means a student will be treated as an offender.

Cell Phones And BYOD (Bring Your Own Device)

- Students must register their BYOD with the computer technician. All devices are the responsibility of the student who must keep them safe both online and physically. The school is not responsible for damage or loss to cell phones, computers or other digital devices.
- Cell phones may only be used in class with the permission of your teacher. You may not use your cell phone for communication during class unless a specific situation allows. This would need to be negotiated with the class teacher at the beginning of the period. If you continue to infringe this rule a teacher will warn you that you are breaking the school rules and then the technological device will be taken from you.

The general rule for confiscated cell phones, ipods and the like is:

- First time
 - to be picked up from Mr Kirby (Deputy Principal) at the end of the day
- Second time
 - somebody from home must come into school and pick it up from Mr Kirby
- Third time
 - the confiscated equipment is put into the school safe for three weeks.

Uniform

Students accepted at Papanui High School must agree to wear correct uniform to, from and at school and on all official school occasions.

School uniform is to be worn in a manner which reflects positively on the school, reinforcing our PRIDE values. The only jacket to be worn is the school navy blue shower-proof jacket.

Caregivers are advised to discuss any concerns with the Deputy Principal responsible for uniform, prior to the purchase of any item.

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A school uniform promotes school identity and pride, minimises the social pressures of over dressing in a school environment and is generally less expensive for parents.

Wearing our uniform correctly is important for our school tone because it shifts the emphasis from competition back to academic performance, personal achievement and mutual respect. These values are reflected in the school's PRIDE values.

*Students enrolled at Papanui High School agree to wear correct uniform **to, from and at school and on all official school occasions.***

If there is any doubt about uniform items, caregivers are advised to discuss concerns with the senior manager responsible for uniform prior to the purchase of any item.

Responsibility for interpretation of regulations lies with the senior management.

Regulation items can be purchased from Mainland Uniforms and Uniform section of The Warehouse Northlands. Items such as shorts and trousers need to be purchased from the suppliers above or the second hand uniform store.

These include:

- Kilt in Black Watch Tartan
- Dark navy trousers or shorts
- Light Weight skirt or culottes in Black Watch tartan
- White long sleeved school blouse or white skivvy (the skivvy will be phased out over the following 4 years)
- White open-necked short sleeve shirt or white polo shirt
- White long sleeved business style shirt
- V Neck Bottle green jersey with PHS logo— **Years 9 and 10**
- V Neck Dark navy jersey or cardigan **for senior students**
- Plain navy polar fleece
- Navy shower-proof jacket with PHS monogram
- Navy, white or black socks or tights.
- Camel colour walk socks (these will be phased out over the following 4 years)
- Plain black covered leather or leather like shoes. No coloured insignia, logos or trims.
- Laced shoes are to be worn with black laces only. *Due to health and safety regulations sandals and canvas shoes are not acceptable.*

**winter uniform may be worn on any cold day, similarly, summer uniform on warm days*

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Headgear, etc

- Plain navy, black or bottle-green sun hats, caps or beanies can be worn outside the buildings. No logos or contrasting insignia unless it is the Papanui High School logo.
- Plain navy, black or bottle green headscarves may be worn for cultural reasons.
- Scarves — either green/gold, black, navy
- Tie — Bottle Green (optional)

Jewellery:

Students may wear :

- unobtrusive studs/sleepers in ears
- one unobtrusive culturally or personally significant necklace or bangle

Body piercing is discouraged for safety reasons but if worn only small studs are acceptable. Note that the rule of one unobtrusive piece of jewellery still applies.

General:

Visible undergarments such as tshirts / polyprops can only be white.

The expectation is that students are presented in a neat and tidy manner reflecting the school values.

Physical Education And Dance

All students Years 9—12: PE uniform compulsory ie. Navy and white polyester airmesh sports top with school logo. Navy polyester shorts with drawcord, or black three quarter or full length leggings, without logos. PE top and shorts are available at Mainland Uniforms.

Year 13 and above:

Tidy mufti. Please note mufti must meet the safety requirements for certain subjects. This includes enclosed shoes for Science and technology subjects.

Sports Teams Uniforms:

Jackets and other clothing purchased or issued as part of a school sports team are not part of the day to day classroom uniform. They are to be worn when representing the school at a sports event.

Helpful Information for Students and Parents about using the school office.

What parents should do if you are away from school.

When you are unwell and will not be at school your parents/caregivers should ring the school on

Ph: 352 6119 and select Option 1 for the absence line. They may then leave your details and the reason why you will be away. Alternatively your parents can advise the school of your absence via the PHS School App on their phone.

If you are to be away sick for longer than three days in a row the school may ask you to provide a medical certificate.

What to do if you are late to school.

If you are late to school in the morning you need to sign in on the tablet in the Student Office before you go to class. A “Late pass” will be printed which you can give to your subject teacher when you get to class. If you hand in a note to the office from your parent/caregiver or the office has been phoned by them – your lateness can be recorded as ‘explained’.

What to do if you need a pass to leave school for an appointment

You may obtain a “Leave Pass” from the Student Office when you have an appointment during school time. (although the school would prefer appointments are made out of school time where possible)

To obtain a leave pass you may bring a note to the Student Office in the morning or have your parent/caregiver ring the office to organize a pass.

If you leave for an appointment and then return to school – you will need to check in with the Student Office before you go back to class.

What to do if you need Print Credit loaded

For loading money onto your Print Account – go to the Student Office and fill out a “Print Credit Request “ form and hand it to the office staff with your money (or you can pay by Eftpos). You must put a minimum of \$2 on your account at a time.

What to do if you feel unwell at school.

If you feel unwell at school you may speak to your subject teacher who will issue you with a pass to go to Sickbay. Once in sickbay you can either, have a rest and recover or the office staff will arrange for you to go home if you feel too unwell.

Students are NOT to contact parents themselves.

Students are NOT to leave school during the school day without the school’s permission.

Can school give you Panadol?

No – the school does not supply students with Panadol

Uniform Passes

If you have to wear a non uniform item to school you may request a “Uniform Pass” for a limited amount of time. You will need to bring a note from your parent/caregiver and obtain a uniform pass from the Dean on duty in the Deans area either before school or at morning interval..

Lost Property

If you have lost items around the school gyms you may ask your PE teacher if you can check the Gym lost property box.

If you have lost items elsewhere in the school you can check with the Student Office.

It is very important that you name all items of clothing including shoes and PE gear.

Making Payments

You may need to make payments to the school at times for trips or fees etc. These payments can be made at the Student Office. All payments must be made using an envelope with your name, form class and details of your payment (envelopes are available on the counter in the student office).

Runner Duty

For one day during your Year 9 year you will be asked to be the school “Runner”. This is an important job for the school as it is how all messages are run to students (i.e. If your Mum drops in the lunch you forgot – the runner will get a note to you).

As the Runner, you will be based in the Student Office and you will deliver notes to classroom teachers. When you are not running notes you can relax at your desk and either work on schoolwork or read a book. The office staff will explain what you need to do and are happy to answer any questions you may have.

Use of ICT at Papanui High School

At Papanui High School ICT (Information, Communication, Technology) is an integral part of our school culture. In order for you to get the most out of these opportunities, you will need to become a digital citizen.

A digital citizen:

- is a **confident and capable** user of ICT
- uses technologies to **participate** in educational, cultural, and economic activities
- uses and develops critical **thinking** skills in cyberspace
- is literate in the **language, symbols, and texts** of digital technologies
- is aware of ICT **challenges** and can manage them effectively
- uses ICT to **relate to others** in positive, meaningful ways
- demonstrates honesty and **integrity** and **ethical behaviour** in their use of ICT
- **respects** the concepts of privacy and freedom of speech in a digital world
- **contributes** and actively **promotes the values** of digital citizenship

(www.mylgp.org.nz)

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All year nine students will participate in a 5 period ICT programme which will help them to meet and understand these criteria.

All students are issued with a user name and password. These will give the student access to the school network, papNET and Google Apps (Google Mail, Google Docs, Google sites & Google Calendar). In order to use the school network and ICT equipment students will need to adhere to the Cybersafe rules below. Please sign on the attached form to acknowledge you understand The Conditions of Use of ICT at Papanui High School.

1. I will not allow anyone else to use my user name.
2. I will not tell anyone else my password.
3. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
4. I understand that I must not, at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. I understand that these rules also apply to mobile phones. I will only use my mobile phone at times that I am permitted to during the school day.
6. While at school, I will not:
 - a. access, or attempt to access, inappropriate, age restricted, or objectionable material
 - b. download, save or distribute such material by copying, storing, printing or showing it to other people
 - c. make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
7. If I accidentally access inappropriate material, I will:
 - a. not show others
 - b. turn off the screen or minimise the window and report the incident to a teacher immediately.
8. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure that the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
9. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, ipad, ipod, USB device) I bring to school or any school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
10. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
11. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes
 - a. not intentionally disrupting the smooth running of any school ICT systems
 - b. not attempting to hack or gain unauthorised access to any system
 - c. following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT

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- d. reporting any breakages/damage to a staff member.
- 12. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
- 13. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
- 14. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.
- 15. I understand that my electronic devices are my own responsibility and that I must keep them safe both physically and online. The school is not responsible for loss or damage to a student's personal electronic devices.