

OTAGO GIRLS' HIGH SCHOOL - POSITIVE SCHOOL CULTURE EXPECTATIONS

Our school Malaga vision statement outlines our school vision of Inspire ~ Empower ~ Challenge ~ Dream. Our school principles of Care, Connect, Collaborate, Grow, Celebrate, Innovate and Value Diversity support our vision. We aim for our learners to leave our school being confident leaders, critical thinkers, clear communicators, problem-solvers, resilient, compassionate and open-minded.



Positive Behaviour for Learning (PB4L) underpins everything we do at Otago Girls' High School. Our school values are Respect – Whakaute, Positivity – Hihiri and Integrity – Pono.



The behaviour expectations for our school centre around being Respectful, Positive and Doing the Right Thing – drawing from all elements of the Otago Girls' High School vision and values.

At Otago Girls' High School we:

- live the Otago Girls' High School values: Respect-Whakaute, Positivity-Hihiri and Integrity-Pono
- always consider what impact our behaviour has on ourselves, others, and our learning
- acknowledge, accept, and follow the Otago Girls' High School expectations in any school setting and strive to apply these values beyond school

It is a condition of enrolment that students admitted to Otago Girls' High School are bound by the positive school culture expectations, as laid down by the School Board. Parents, caregivers, students and staff are expected to be familiar with these. To ensure that classrooms are learning-focused environments for everyone, students will observe the expectations outlined here.

A high standard of behaviour and presentation is expected. Beyond school, it is expected that students will still display high standards of behaviour and respect, always exhibiting the school values in all that they do and wherever they are.

These Positive School Culture Expectations outline the expectations for students enrolled at Otago Girls' High School.

READY

ATTENDANCE

Attendance at school is the most important predictor of student success. Regular attendance and punctuality are personal habits which are valued both within the school and in the workplace. Students are expected to attend school at all times unless they are absent because of sickness or an important family reason. The school is legally required to monitor attendance. Attendance and punctuality will be recorded each period and a summary of this information will be available to parents/caregivers.

- Students must attend and be on time for all timetabled classes and activities e.g. assemblies, whānau times, field-trips and work exploration. School classroom hours are from 8.50am to 3.05pm. Students must attend all classes between these hours. Students should be at school at 8.40am ready to learn.
- Absence from school for family, health or other reasons must be accounted for by parents/caregivers (in advance where appropriate), with an immediate written explanation, appointment card, medical certificate, or other communication to the school.
- With the exception of Year 13 students during lunchtime, students are not permitted to leave the school grounds during the school day except in the case of sickness, specialist dental or medical appointments, provided prior approval has been obtained from the year level Dean who will issue an EXIT pass. Other justifiable absences must be approved by the Dean. Year 13 students who leave during lunchtime must sign out in D48, wear perfect uniform - including the blazer - and exhibit the school values in town.

PREPARATION

Planning and preparation are key factors in life-long success. Being ready and prepared for class, school and co-curricular activities is important for reducing stress and achieving success.

- Students must come to each class with any homework completed and with all materials needed for learning in the class. This includes: PE gear, fully charged computers, books, stationery, pens and pencils, rulers and calculators.
- Students in Year 9-11 must use the school diary to organise their programmes of learning, homework and other commitments. Students in Years 12-13 should use an organisational tool(s) of their own to plan ahead and organise schedules of work and learning.
- At the start of each class mobile phones are to be switched off and stored in the phone lockers, and retrieved at the conclusion of the lesson.

PERSONAL PROPERTY

Organising yourself and your property is an important skill in life. Respecting your own and other's property is important. Similarly, keeping school safe and pleasant for others helps build our community here.

- All articles of clothing, shoes, books, bags and other personal property must be clearly marked with the owner's name. The school accepts no responsibility for loss of or damage to items/property including personal electronic devices.
- To protect themselves and others, students are **NOT** permitted to bring to school: cigarettes, e-cigarettes (vaping), tobacco, matches, lighters, alcohol, dangerous or unlawful drugs/substances, chewing gum, solvents, fireworks, weapons of any description (including imitation weapons), or any dangerous or potentially hazardous material or items.

UNIFORM

Uniform creates belonging and connection to school and encourages equity, breaking down cliques and groups in the school. Wearing their uniform well gives students a sense of pride in the school and enhances students' sense of identity.

- Every student shall wear the correct, full school uniform. This applies to students who are attending school, who are travelling to and from school, who are identifiable as students of Otago Girls' High School in a public place and/or at a school function where school uniform has been specified.
- An application for an exemption can be made, supported by appropriate documentation, where there are considered to be Human Rights issues, for example on grounds of religion or ability. Students are required to wear the designated uniform on all school-related trips, unless prior permission is obtained from an SLT member.
- The school reserves the right to determine whether a student's general appearance is unacceptable or not in compliance with the uniform regulations. Students and uniforms are to be clean and tidy and dressed in accordance with the uniform regulations.
- Blazers are to be worn at all times, except when removed during class when they should be hung on the back of a chair.
- For formal occasions and when representing the school, students will be required to wear the formal dress uniform of a blazer, long sleeved shirt, tie and kilt or trousers. The kilt may be required for formal group performances where unity of uniform is a requirement.
- The summer skirt must be worn with white turn-down socks (not sports ankle socks). Kilts must be worn with navy over-the-knee socks or tights (with no gap between the kilt and the socks). Black dress socks should be worn with trousers.
- Non-regulation shirts are not permitted, including knit shirts, tee shirts, sweatshirts or polo shirts and any garment worn under the white shirt or blouse for warmth must be white and not be visible in any way. Polos, hoodies and non-regulation jerseys are not to be worn.
- Jackets permitted with the uniform, travelling to and from school or at school, are the Otago Girls' High School regulation blazer and if wet, a plain navy or school raincoat. Down jackets are not to be worn.
- Shoes are traditional school style, black leather lace-up with black soles. Footwear is to be worn at all times, except where the class or activity requires otherwise.
- The only jewellery allowed is a watch and one small stud in each ear.
- Hair should be clean, well groomed, neat and tidy, clear of the face and eyes and tied back if necessary for health and safety reasons. Hair should be of a natural colour and appropriate for school - no extreme colours are permitted. Hair ties should be navy or black.
- Make-up, including nail polish and false/ extended eyelashes, may not be worn with school uniform.
- Non regulation hats (e.g. caps and beanies) are not permitted with the school uniform at school or travelling to and from school. Appropriate headwear, fit for purpose, may be approved for health, cultural or religious reasons at appropriate times. Hijabs or scarves, approved for religious or cultural reasons, must be plain navy blue.
- Plain navy scarves or school scarves may be worn to and from school and outside but are not to be worn during class.
- The Physical Education uniform is compulsory for all students taking Physical Education in Year 9 and 10. Some sports will have a specific uniform but many junior teams will be required to wear their PE uniform for sport as well.
- Upon receipt of a request from a parent or caregiver, a temporary permit may be available from the Dean or SLT member, if a uniform item is not able to be worn for health reasons (e.g. shoes). Upon receipt of a request from a parent or caregiver to the Dean, an appropriate uniform item (including shoes) will be supplied to a student to enable them to attend class, when they are unable on a temporary basis to comply with the uniform requirements (e.g. a wet or torn item).

ATTITUDE TO SCHOOL AND STUDY

Students are expected to attend school with a positive attitude to working hard to achieve success. This includes asking for support when needed and contributing in their whānau group, class and friend group. Students are expected to cultivate a Growth Mindset, being open to trying new things and realising that failure is an opportunity to grow.

RESPECTFUL

RESPECT FOR OTHERS

Always treat other people with courtesy and respect, and allow them to enjoy their personal space. As part of a social group, all students and staff play a role in setting the 'tone' of the school. The school endeavours to ensure the emotional well-being of its community and we insist on good treatment of everyone so they can enjoy their experience of Otago Girls' High School.

- Students are expected, at all times, to conduct themselves in a sensible, responsible manner while at school, attending school functions, or when representing the school at other venues.
- Students are expected to show respect, care, concern and consideration for others, including using language, personally and through electronic means, that is non-threatening and does not discriminate or put down others in any way or for any reason.
- Students are required to cooperate with all staff members. This includes giving one's form class and other reasonable information to a staff member when requested, and acting in accordance with instructions issued by the staff member.
- Otago Girls' High School is a Restorative Practice school and students are expected to engage in restoring relationships and putting things right when a conflict occurs. Whānau will often be involved in this process.

RESPECT FOR THE PHYSICAL ENVIRONMENT

The quality of our physical environment affects the way we feel, behave and learn. A good environment lifts our expectations of ourselves and others. It sets an expectation about the way things are done here. We all have the right to be in a pleasant, clean, tidy and safe place. We show respect to our caretaking staff and cleaners when we take care of our surroundings.

- Students are expected to show respect for school property, and the property of other students, including leaving other peoples' property alone and taking care of their own. Students losing property should in the first instance report to the office. If property is unattended, it should be taken to the office.
- Students must respect school property. All acts of vandalism and graffiti/tagging are prohibited. This includes interference with or damage to any school property. Any damage should be reported immediately to the office or a Dean. In the case of wilful damage or negligence, students will be expected to contribute part or all of the cost of repair.
- Chewing gum, or similar, is prohibited because of the damage it causes.
- Otago Girls' High School is a Green-Gold EnviroSchool. All waste is to be placed in the bins provided. Paper is to be reused or recycled. School events should be mindful of good environmental choices.

SAFE

HEALTH AND SAFETY

Otago Girls' High School is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace.

- Any behaviour which undermines the safety or well-being of individuals is unacceptable and should be reported immediately to someone who can help the student, e.g. a teacher or senior student. All members of the school community are expected to be supportive of each other at all times.
- In specialist areas all safety procedures must be followed, including wearing protective clothing or using specialist equipment. Being tidy, orderly and responsible is important.
- Basic road safety rules apply to all cyclists and those students taking motor vehicles to school. Year 12 and 13 students need to apply to get permission to drive a motor vehicle to school, provided that they have a licence, do not park in the school car parks and only drive to and from school (not at interval or lunchtime). See the year level Dean for details. Students parking their cars must respect the rights of those living in neighbouring streets and other members of the public parking there.

- There is a total ban on cigarettes, e-cigarettes (vaping), energy drinks, alcoholic drinks, solvents and other dangerous or unlawful drugs/substances at school, school functions, school related events such as sports, cultural or subject trips; while travelling to and from school; and at any other time where associated with the school.
- Serious misconduct may lead to consideration of a stand-down or suspension from school in terms of the Education and Training Act 2020 where a student's gross misconduct or continual disobedience is a harmful or dangerous example to others, including constant defiance or disobedience of instructions or rules.
- While the school organises sport and school trips, the school takes no responsibility for the transportation of students to and from venues unless the school has specifically provided that transport.

DIGITAL TECHNOLOGIES AND THE INTERNET

Digital technologies involve the use of computers and the internet, cell phones, tablets, calculators, translators, iPods and other electronic/video devices. Students are accountable for any such items that they bring to school and for their responsible use. Critical literacy is an important part of our internet use.

- Digital devices are brought to school to support learning. They are to be used under the direction of the classroom teacher and should be off or shut when not required. During class, phones are to be stored in the phone lockers provided. Use of earbuds is only permitted when the teacher specifically allows this during an activity. Phones are to be off and away at intervals and lunchtimes.
- We utilise the THINK principles when using social media: Is it Thoughtful? Helpful? Inspiring? Necessary? Kind?
- All students are expected to abide by the Acceptable Use Agreement, which can be found under the Student homepage menu. Here is the link to the agreement page:
<https://sites.google.com/a/otagogirls.school.nz/student/home/acceptableuse>
- No secret recording of sound, still or moving images on school grounds is permitted. Permission must always be obtained from others to have images taken or recordings made. No social media postings are to be made during school hours, unless for educational purposes as directed by a teacher.
- Any sound, still or moving images of the school and its students cannot be used outside the school without the permission or the consent of all those involved and the Principal.

SMOKE FREE AND DRUG FREE ENVIRONMENT

As a health-promoting school we recognise the health benefits of being drug-free, smoke-free and anti-vaping.

- Smoking is not permitted on the school site. This includes e-cigarettes (vaping). Students must not smoke at school, on the way to or from school, at school functions or camps, or in any situation where they can be identified as Otago Girls' High School students, nor may they associate with other students who are smoking, or in the possession of cigarettes, e-cigarettes (vaping), cigarette papers, matches or lighters.
- A healthy lifestyle is dependent on us not being under the influence of any substances that endanger our health or the health of others. For this reason, apart from medication prescribed by a doctor, the school will be a "drug free" environment. Energy drinks are not permitted.
- All trips and social functions that occur in association with school activities (such as formals and dinners) are subject to the school rules pertaining to general conduct, and the use of cigarettes, e-cigarettes (vaping), alcoholic drinks and other dangerous or unlawful drugs/substances.
- Students who show signs of being addicted to vaping or smoking will be referred to the health nurse for help with cessation.

These expectations are comprehensive and provide reference to what is expected in all aspects of school life. If students focus on the school values of Respect, Positivity and Integrity, they will find that they are automatically doing the right thing and contributing to the positive school culture at Otago Girls' High School.