



BOTANY DOWNS
Secondary College

CONTACT DETAILS

Telephone : **273 2310**
Fax : **273 8551**
E-mail : admin@bdsc.school.nz

YOUR SON/DAUGHTER'S WHANAU

.....

Whanau Leader:

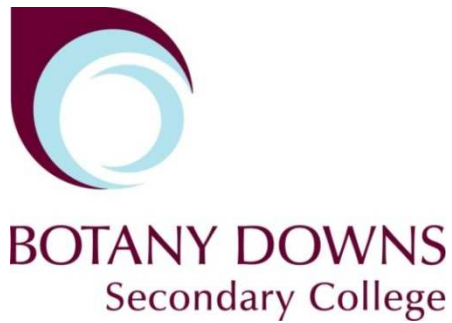
E-mail address:

Telephone Extension :

Tutor Group:

Whanau Tutor:

E-mail address:



MISSION

Learning at Botany Downs Secondary College is about creating opportunities, releasing potential and achieving personal excellence.

OUR VISION

To maximise achievement through intellectual challenge and nurturing personal growth in an environment that promotes confidence and lifelong learning. Botany Downs Secondary College will be an exceptional Whanau-based learning community, empowering everyone to: actively continue discovering and developing their unique blend of talents, skills and abilities; strive for personal excellence, and successfully prepare for a satisfying and worthwhile future.



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1. ABSENCE, LATENESS and LEAVE

- 1.1 Absence from College for family or medical reasons must be accounted for by caregivers in advance (where appropriate), or with written explanation, medical certificate, or other communication within 24 hours of the student returning to College.
- 1.2 If your son/daughter is going to be late or absent please phone 273 2310 Extension 1 to leave a message on the absence voice mail before 10:00 a.m... **A written note is required when the student next returns to College.**

Students who are late to school or to any class during the school day may be subject to disciplinary action. All students who are late to school must sign in and receive a Late Pass at Student Services before going to class.

- 1.3 Students **are not permitted** to leave the College grounds during the school day (including interval and lunchtime) except:
- In the case of sickness, dental or medical appointments, provided prior approval has been obtained from a Deputy Principal and/or School Nurse. Students must sign out at Student Services.
 - For any other reason with the prior approval of a Deputy Principal who will have issued an EXIT pass.
 - Year 12 students who have off-site study approval.

1.4 **Requests for Leave:**

Under the Education Act, attendance at College is compulsory unless the student is unable to attend because of sickness, danger of infection, sudden and serious illness of a parent, or severe stress of weather. It is therefore outside of the College's power to approve absence for shopping, **holidays in school time**, looking after younger members of the family, or sports and cultural fixtures arranged by clubs, or outside organisations unless for regional or national representation. Students' requests for leave from the College, except dentist or doctor's appointments, must be made through a Deputy Principal and made **at least one week** in advance of the event. Students who are granted leave may be expected to make up some of the missed time after school in supervised study. "Request for Leave" forms are available from a Deputy Principal and Student Services.

2. ASSEMBLIES

2.1 **College Year Level Assemblies**

These assemblies will be held regularly and are an important occasion for Year Levels to come together to celebrate student success, recognise important calendar events and to disseminate matters/information of College wide importance. These are formal occasions.

2.2 Whanau Assemblies

These assemblies are held once a week in the Whanau Commons. This assembly is the opportunity to disseminate information, discuss housekeeping matters, celebrate student success, and provide a venue for student participation.

3. BOOKING COLLEGE FACILITIES

For hireage of College facilities (Panasonic Performing Arts Centre, Gymnasium, Conference Centre) please refer to the Hireage Policy and Property Booking form available from the College website or contact the Business Manager on 273 2310 Extn 240.

4. CODE OF CONDUCT

4.1 BDSC STANDARDS

<p>Code of Conduct</p> <p>At all times students are expected to behave in a manner which makes the Botany Downs Secondary College community a civilised and pleasant place, and where students show consideration for others.</p> <p>To achieve this we all follow the Botany Downs Secondary College Code of Conduct.</p> <p>✓ Be thoughtful, co-operative & tolerant. This makes it easier for you to learn and live together.</p> <p>✓ Respect others' right to learn without interruption. This ensures that all students have a chance to learn without disruptions from others.</p> <p>✓ Be well-mannered, considerate and friendly to each other, to staff and to visitors. This makes it easier for us all to learn and live together.</p> <p>✓ Be proud of your College environment and keep it clean, safe and attractive. This ensures that everyone can work in a pleasant environment.</p> <p>✓ Dress correctly and behave well at all times. This brings credit to you and your College.</p>	<p>Unacceptable Conduct</p> <p>Botany Downs Secondary College has set firm standards and expectations for students in the quality of behaviour expected. These standards will be met through close supervision by students themselves, improved self-discipline, positive encouragement by staff and the support of all caregivers.</p> <p>The following behaviours contravene the Botany Downs Secondary College Code of Conduct:</p> <ul style="list-style-type: none">▪ Failure to adhere to the BDSC standards of uniform and personal grooming▪ Disruption of classroom learning▪ Rude or abusive language to other students/staff/members of the public*▪ Lying, concealing or failing to tell the whole truth▪ All types of harassment/bullying: disabilities, verbal, physical, racial, gender, sexual, religious*▪ Truancy / Out of bounds areas▪ Defiance▪ Inappropriate use of ICT (including cell phones)▪ Damaging or stealing property*▪ Physical, verbal violence / assault*▪ Possession and/or use of weapons, tobacco, alcohol or harmful/banned drugs or substances* <p>* NOTE: These behaviours also contravene NZ Law and will be treated as serious misconduct.</p>
<p>The most important things to remember are: Self-discipline, Common sense and Respect for Others</p>	

4.2 The Straight Line Discipline Process

<p>The BDSC code provides common sense and reasonable guidelines regarding acceptable conduct.</p> <p>The Straight-Line Discipline System outlines procedures and consequences related to misconduct. The Straight Line Discipline Process has been developed to ensure acceptable standards of conduct are maintained in the classroom so that the best possible learning takes place for everyone.</p> <p>The process means that students know clearly what the consequences of misconduct will be, how it is dealt with and that any further disruption will inevitably lead to disciplinary action.</p> <p>For example:</p> <p>Disruption of classroom learning</p> <p style="text-align: center;">↓</p> <p>Teacher deals with this, documents the incident(s) and informs Whanau Leader, Head of Learning Area and Tutor Teacher</p> <p style="text-align: center;">↓</p> <p>Whanau Leader / Tutor Teacher conferences with student</p> <p style="text-align: center;">↓</p> <p>Whanau Leader or Head of Learning Area informs parents and initiates a meeting of Student / Parent / Tutor Teacher / Guidance Counsellor as appropriate</p> <p style="text-align: center;">↓</p> <p>Continued unacceptable behaviour:</p> <p>Whanau Leader refers to either Guidance Counsellor or Deputy Principal</p> <p>NOTE: Disciplinary action may be taken at any stage, i.e. Whanau or College Detentions.</p>	<p>Procedures</p> <p>For repeated offences / serious misdemeanours, students may be given a stand-down or suspension.</p> <p>House Leaders, guidance staff and senior staff are always available for consultation regarding student behaviour and discipline.</p> <p>Stand downs and suspensions from College</p> <p>Students involved in unacceptable / serious behaviours may receive:</p> <ol style="list-style-type: none"> 1. A <u>stand-down</u> from College for one or more specified periods, not exceeding 5 school days in any one term and 10 days in total that year. <p>OR</p> <ol style="list-style-type: none"> 2. A <u>suspension</u>. Should the student either exhaust their 10 days of stand-down or engage in serious misbehaviour, the student is given a <u>suspension</u> from College and the Board of Trustees Disciplinary Committee is required to meet within 7 school days. <p>The hearing considers the gravity of the misconduct and has the ability to reinstate, reinstate with conditions, extend the suspension conditionally or exclude the student (if under 16 years), or expel the student (if over 16 years of age).</p> <p>Students who are suspended or stood-down may be required to attend College for guidance and counselling or to access the individual educational programme being provided during the period of stand-down or suspension.</p> <p>The BDSC Board of Trustees has zero tolerance for students who possess and/or use Drugs.</p>
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4.3 The College has different types of detention dependent on the infringement of the Code of Conduct:

Classroom Detentions: Classroom teachers set and supervise these detentions. These may be at lunchtime or after school.

Whanau Detentions: These are the Whanau Leaders' detention and are based in the Whanau.

School Detentions: These are given and supervised by senior staff. These are held on Tuesdays and Thursdays after school.

For a detention of more than half an hour the College will give the students 24 hours notice. The College will inform the parents of students placed on School Detention.

5. COLLEGE CAFÉ

The College Café is open daily at interval and at lunchtime following sit-down lunch in the Whanau Houses. Lunch orders are placed in the boxes supplied in each Whanau **before** school or at interval. A Café menu and price list is available on the College website.

6. COLLEGE HOURS:

Students are encouraged not to be at school before **8.00 a.m.** due to difficulties associated with supervision. Students are expected to be at school and ready to learn by 8:40 a.m.

- | | | |
|------------------------------|------------------|--------------------|
| • Monday | 8:40 a.m. | - 3:05 p.m. |
| • Thursday | 9:00 a.m. | - 3:15 p.m. |
| • Wednesday, Tuesday, Friday | 8:40 a.m. | - 3:15 p.m. |

No students should be in Whanau Commons after 3.30 unless supervised by a member of staff.

NOTE: On Thursdays all teaching staff are involved in Professional Development (8:15 – 9:00 a.m.)

7. COMPUTER ACCESS

7.1 Each Student will be issued with a unique network ID or username and password which will allow them to log onto both the College's network when inside the building, and the College intranet from home.

This log on identity is used to track the movements of each student across the network, and keeps a trace of their internet activity and their use of network printers. Consequently, it is vital that their username and password is kept confidential. If a student feels that at any time their log on details are known by anyone else, they should contact Student Services immediately to avoid the possibility of others using their identity to engage in unauthorised activity.

7.2 DAILY NOTICES

Daily notices for the students will be displayed on the plasma screens in each of the Whanau Commons before school, interval and lunchtime. These notices are also accessible via the College website (www.bdsc.school.nz >BDSC Intranet > Notices).

8. DONATIONS

The school donation is \$275.00. However if paid before 2 Feb 09 the donation is \$233.75 or if paid by the end of Term 1 09 it is \$247.50. Families who have paid their donation receive discounts of 15% on trips, camps, and activities plus receive credit for photocopying and a complimentary copy of the school magazine.

9. HOMEWORK

- 9.1 The purchase of the BDSC Student Planner Diary is a requirement for all students. This is included in the compulsory Stationery Pack.

The amount of homework set will be at the discretion of the teacher but in general terms will not exceed the following:

- Years **9** and **10** - **20 minutes** per night per subject
- Years **11** and **12** - **25 minutes** per night per subject
- Year **13** - **30 minutes** per night per subject

Homework may constitute a review of lesson content and skills, metacognitive thinking about each lesson, preparation for the next lesson or extension work that builds on key lesson ideas. Students may also be reading set texts, completing long-term assignments as well as completing unfinished class work.

- 9.2 It is recommended that students not exceed 15 hours of paid employment in addition to their academic studies. Recent studies have indicated that students' academic results decrease as hours of paid employment increase.

10. LIBRARY and STUDY CENTRE

The Library and Study Centre will be open from 8.00 a.m. – 4.00 p.m. daily with extension to 4.30 p.m. on Tuesdays and Thursdays.

11. LOCKERS

Lockers are available for student use in each Whanau at a cost of \$5. Use of a locker is a privilege. Whanau Leaders will allocate lockers to each student who wishes to use one, and maintain a register of this allocation. Students are to provide their own locks. The lockers should not be marked or labelled or have stickers applied, either inside or outside. If a Whanau Leader believes the locker is a health hazard e.g. due to food left in lockers etc they reserve the right to remove the lock and inspect and clear the locker. Students found to be misusing lockers will lose the privilege of using one.

12. LOST PROPERTY

Unnamed property will be collected in each Whanau or Specialist area. On Friday of each week unclaimed items will be sent to the Student Services Centre. Students can make enquiries at Interval each day. A record will be kept of students claiming items. Students will be required to name all items collected before taking them away.

13. MUSIC TUITION

Tuition is offered at the College for a range of musical instruments. There is a variety of musical groups in the College that students can choose to belong to. Musical groups at the College and tuition by itinerant teachers are coordinated by the Head of Music.

14. OUT OF BOUNDS

The following areas are out of bounds for all students:

- **Botany Town Centre** – during College hours unless accompanied by a guardian or appointment permission slip (yellow exit card)
- Students who leave the College grounds **during** the College day require some form of explanation. Students going to the dentist, doctor or leaving the College for other good reason must show their class teacher their approved exit pass which is available from a member of the Senior Leadership Team
- The main reception area should only be used when instructed by staff
- The staffroom is **OUT OF BOUNDS** to **ALL** students at **ALL** times
- Lifts – except with teacher approval
- Lockers are not to be used during class instruction time
- The slip road at the front of the school
- Reserve on the College boundary
- Dannemora Kindergarten
- Staff car park.

15. PERSONAL PROPERTY

15.1 All personal property must be clearly named.

Students are NOT permitted to bring to school or to school functions/trips:

Matches	Cigarettes	Lighters
Lasers	Drugs	Alcohol
Knives	Guns of any kind.	

15.2 Should a student wish to bring a **mobile phone, MP3 or equivalent** to school, it must be kept locked in their locker during the school day, turned off or on silent (not vibrate). The security of the phone, MP3 or equivalent remains the responsibility of the student. If confiscated due to infringement of this rule the confiscated item will be held until end of term or collected by parent/guardian.

15.3 The College **accepts no responsibility** for loss or damage to items / property which are brought to College in contravention of 15.1 and 15.2.

16. STATIONERY

Stationery and work books may be ordered directly from School Supplies on line at www.myschool.co.nz. The School Student Diary is a compulsory item.

17. TERM DATES 2009

TERM 1 : Staggered Start for Year Levels

Monday, 2 February

9:00 – 11:00 a.m.

Year 13 Compulsory Course Confirmation

Students may leave once timetable is confirmed

Tuesday, 3 February

9:00 – 11:00 a.m.

Year 12 – Compulsory Course Confirmation

Wednesday, 4 February

9:00 – 2:00 p.m.

Year 9 Commence for Orientation

Students assemble outside Panasonic Performing Arts Centre

10:30 – 12:30 p.m.

Year 11 Compulsory Course Confirmation

Students may leave once timetable is confirmed

Thursday, 5 February

9:00 – 2:00 p.m.

Year 9 Orientation programme continues

10:00 – 2:00 p.m.

Year 10 Commence for Orientation

Students assemble outside Panasonic Performing Arts Centre

Friday, 6 February *Waitangi Day – Public Holiday*

Monday, 9 February : Normal School Timetable for all year levels

Thursday, 9 April

Term Ends

EASTER BREAK

Friday, 10 April Public Holiday
Monday, 13 April Public Holiday
Tuesday, 14 April Public Holiday

TERM 2

Monday, 27 April

to

Friday, 3 July

ANZAC DAY
QUEEN'S BIRTHDAY

Saturday, 25 April
Monday, 1 June

TERM 3

Monday, 20 July

to

Friday, 25 September

TERM 4

Monday, 12 October

to

Tuesday, 15 December

LABOUR DAY

Monday, 27 October

18. TRAFFIC MANAGEMENT PLAN –

STUDENT ARRIVAL AND DEPARTURE FROM COLLEGE

BDSC has developed a traffic management plan in conjunction with the Police and Manukau City Council to ensure the safety of all members of the College Community. We ask for the co-operation of parents and students in following this plan. Please do not use the church for parking or waiting after school.

18.1 STUDENT FOOT TRAFFIC

Chapel Road Entrance / Exit - All students coming to and from school are to cross Chapel Road at the Traffic Light Controlled Intersection.

Kilkenny Drive Entrance / Exit - There are no controlled crossings on the Kilkenny exit – Students are to use the pedestrian refuge crossing next to the playground. Please encourage your son / daughter to **STOP, LOOK, LISTEN**, before crossing.

18.2 STUDENTS ARRIVING AND EXITING BY BIKE

- All students must wear a helmet.
- Students crossing Chapel Rd must dismount and use the pedestrian crossing at the traffic lights.
- Riding of bikes in the College grounds is permitted only on the internal road: Foundation Avenue.

18.3 STUDENTS ARRIVING AND LEAVING SCHOOL BY PARENTS' CAR

Mornings:

- **Chapel Rd Entrance/Exit**
Students may be dropped off by car in the College slipway closest to Chapel Rd with entry to the slip road from the northern entrance next to the reserve.

Cars should exit via the southernmost gates next to the Panasonic Performing Arts Centre.
- **Kilkenny Drive Gate:**
Students should be dropped off in the parking bays.

Afternoons:

- **Chapel Road:**
There is pick-up in the College slip road in the afternoon, but this area becomes very slow and congested so it is recommended that students should cross Chapel Road at the traffic lights and parents should pick their children up from the Botany Town Centre car park.

There is no parking of parents' cars on the College grounds.

The drive between Chapel Road and Kilkenny Drive is for Pedestrian Traffic only and there is no thoroughfare for cars between Chapel Road and Kilkenny Drive.

No cars are to enter the school grounds through the controlled intersection at the southern boundary of the school from 3:00 p.m. It creates a very dangerous situation for our students.

18.4 **STUDENTS DRIVING CARS TO SCHOOL**

The BDSC Board of Trustees' policy is that no student should drive to and from school. However the College realises that there may be occasion when students **need** to drive to school. Applications to drive forms are available on the College intranet and must be completed and signed by parents, the student and members of the Senior Leadership Team.

19. **TRANSPORT FROM WHITFORD PENINSULARS**

Transport will be provided from the Whitford and Peninsula areas on a shared basis with Sancta Maria and Elim College. For the stops, times and routes, parents are welcome to phone Murphy buses on 09 268 6620. Parents and students must complete a Code of Conduct form and return it to the Property Manager. This form will be distributed to all new students at the commencement of the first term of the new school year.

Students who live more than 4.8 kms from the College with no public or MoE transport within 2.4 kms of their home **may** qualify for a daily transport allowance. Applications for this can be made directly to the Ministry of Education (forms available on website www.minedu.govt.nz).

Further details on how the transport system will operate may be obtained from the Property Manager, Ext 235.

20. **UNIFORM AND GROOMING REGULATIONS**

20.1 **UNIFORM SHOP OPENING HOURS**

A Uniform Shop operates on the college site.

Opening hours for 2009 will be:

Monday, Wednesday and Friday	:	8:00 – 9:00 a.m.
Tuesday	:	3:15 – 4:15 p.m.
Thursday	:	Closed

These times are during the school terms only.

The shop will be open from 20th January to 17th February 2009 from 9:00 a.m. to 4:00 p.m. daily. Additional times at the end of the year for 2010 preparation will be advised separately.

20.2 SCHOOL UNIFORM AND GROOMING REGULATIONS

Every student will wear correct school uniform. This applies to students who are:

- Attending school
- Travelling to or from school
- Attending school functions
- Representing the College
- Identifiable as Botany Downs Secondary College students in a public place.

SENIOR GIRLS UNIFORM	SENIOR BOYS UNIFORM
<p>Summer:</p> <ul style="list-style-type: none"> • Navy merino wool, mid calf length skirt with side pleat • Sky blue twill striped short sleeved blouse 	<p>Summer:</p> <ul style="list-style-type: none"> • Navy regulation shorts or long trousers • Navy regulation shorts may be worn in summer with regulation school socks • Sky blue striped short sleeved shirt • Black belt must be worn with the trousers
<p>Winter:</p> <ul style="list-style-type: none"> • Navy merino wool, mid calf length skirt with side pleat • Sky blue twill striped short sleeved blouse or optional long sleeved blouse • School tie optional 	<p>Winter:</p> <ul style="list-style-type: none"> • Navy regulation long trousers • Sky blue striped short sleeved shirt or optional long sleeved shirt • School tie • Black belt must be worn with the trousers
<p>Footwear:</p> <ul style="list-style-type: none"> • Plain Black leather shoe with a heel/sole no higher than 4cm. i.e. black leather lace up school shoe, black dress slip on shoe. No decorations (ribbons, bows, diamantes, non-functional buckles), ballet flats or boat shoes permitted. • <i>Summer:</i> Navy knee high socks, to be worn pulled up. • <i>Winter:</i> Plain navy knee high socks or plain navy tights may be worn. • <i>Summer only:</i> Black leather sandal, with heel/sole no higher than 4cm and a heel strap, e.g. Roman Sandal 	<p>Footwear:</p> <ul style="list-style-type: none"> • Plain Black leather shoe with a heel/sole no higher than 4cm. i.e. black leather lace up school shoe, black dress slip on shoe. No decorations or boat shoes permitted. • Navy regulation school socks: worn to the knee at all times with the shorts or the Navy regulation business socks must be worn with long trousers • <i>Summer only:</i> Black leather sandal, with heel/sole no higher than 4cm and a heel strap, e.g. Roman Sandal
<p>Jersey:</p> <ul style="list-style-type: none"> • Burgundy, V-neck long line jersey with school emblem. 	
<p>Sleeveless Pullover:</p> <ul style="list-style-type: none"> • An optional variation on the jersey is the sleeveless vest which may be worn by senior boys or girls. 	
<p>Blazer (Optional) and Tie:</p> <ul style="list-style-type: none"> • The school blazer and tie must be worn for formal occasions when representing the school. The Blazer may be hired from the school. 	
<p>School Jacket and Scarf</p> <ul style="list-style-type: none"> • As per the junior uniform 	

20.3

JUNIOR GIRLS UNIFORM	JUNIOR BOYS UNIFORM
<p>Skirt:</p> <ul style="list-style-type: none"> Navy <u>mid-calf length skirt</u>, with three side knife pleats in merino wool. 	<p>Shorts:</p> <ul style="list-style-type: none"> Navy, lined shorts, single pleat. Shorts are to be worn <u>above</u> the knee and in a neat and tidy fashion.
<p>Blouse:</p> <ul style="list-style-type: none"> Striped tailored, short sleeved blouse. This blouse is designed to be worn out over the waistband of the skirt. 	<p>Shirt:</p> <ul style="list-style-type: none"> Striped tailored short sleeved shirt with College emblem. To be <u>worn tucked in</u> at all times. Any garment worn under the shirt or blouse must be white and not visible.
<p>Jersey:</p> <ul style="list-style-type: none"> Burgundy, V-neck long line jersey with College emblem. 	<p>Jersey:</p> <ul style="list-style-type: none"> Burgundy, V-neck long line jersey with College emblem.
<p>Footwear:</p> <ul style="list-style-type: none"> Black leather lace-up College shoes, with a heel/sole no higher than 4cm. No decorations or boat shoes. Summer: Plain white knee high socks, to be worn pulled up. Winter: Plain navy knee high socks or plain navy tights may be worn. Summer only: Black leather sandal, with heel/sole no higher than 4cm and a heel strap, e.g. Roman Sandal <p>Jacket:</p> <ul style="list-style-type: none"> Navy nylon jacket with a water resistant coating and College emblem. The regulation jacket is the only jacket permitted to be worn with the College uniform. <p>Hat:</p> <ul style="list-style-type: none"> Regulation College cap or bucket hat should be worn when outside during summer (Terms 1 & 4) 	<p>Footwear:</p> <ul style="list-style-type: none"> Black leather lace up College shoes, with a heel/sole no higher than 4cm. No decorations or boat shoes. Navy regulation College socks, worn to the knee at all times. Summer only: Black leather sandal, with heel/sole no higher than 4cm and a heel strap, e.g. Roman Sandal <p>Jacket:</p> <ul style="list-style-type: none"> Navy nylon jacket with a water resistant coating and College emblem. The regulation jacket is the only jacket permitted to be worn with the College uniform. <p>Hat:</p> <ul style="list-style-type: none"> Regulation College cap or bucket hat should be worn when outside during summer (Terms 1 & 4)

20.4 UNISEX PHYSICAL EDUCATION UNIFORM

- Regulation PE shorts with College emblem.
- Regulation PE sports shirt.
- Hat – regulation College cap or bucket hat (optional)
- Regular BDSC Polar Fleece (*optional for winter*)

Note: *Winter* - *Terms 2 and 3*
 Summer - *Terms 1 and 4*

20.5 **PERSONAL APPEARANCE**

Hair

The BDSC Board of Trustees and staff expect students to wear their hair styled in a conventional way. Unnatural colours, extreme colouring, or streaks and patches of colour are not permitted. Hair must be clear of the face and eyes.

For girls, if the hair is below the shoulder line, it must be tied up using plain bands, ribbons and clips. No headbands.

Boys' hair must be cut off their collar. In the case of cropped hair, a No 2 or above is acceptable.

Boys must be clean shaven at all times.

Body Adornment

- Students may not wear makeup of any kind. If nail polish is worn, it must be colourless.
- Female students are permitted to wear a pair of **small, plain studs** in the lower part of each earlobe. Male students are not permitted to wear earrings. No other visible body piercing (including tongue studs) is allowed.
- Tattoos must be covered.
- A wrist watch may be worn.
- Necklaces if worn must not be visible.
- No other jewellery is permitted.

20.6 **GENERAL**

The College is judged in public by the uniform standards shown by students. Parents are requested to help the College by ensuring the rules are conformed to.

Incorrect uniform or a combination of College uniform, the sports uniform or mufti is not acceptable. Students not in correct uniform are required to have a note from home explaining the reason for their discrepancy and the note is to be handed to the House Leader for approval no later than 9:00am on the day concerned. The Whanau Leader will issue the student with a temporary Uniform Pass.

Please ensure all items are well named.

21. ZONE

If a student moves out-of-zone within two years of commencing at BDSC, then application must be made **in writing** to the Board of Trustees for permission for that student to remain at BDSC.



BOTANY DOWNS
Secondary College

BOTANY ACRONYM

B	Beliefs and Values – The BOTANY Code
O	Opportunities – Carpe Diem
T	Tenacity – Don't Give Up / Best Effort at all Times
A	Attitude – Be positive, Be Motivated, Set Goals
N	No Lies - Honesty
Y	You and Your Community – Your Contribution

STEPS

S	Sir, Mrs, Ms
T	Thank You
E	Excuse Me
P	Please
S	Sorry
