



BOTANY DOWNS
Secondary College



2012

PARENT GUARDIAN HANDBOOK

CONTACT DETAILS

Telephone : **(09) 273 2310**
Fax : **(09) 273 8551**
E-mail : **admin@bdsc.school.nz**



BOTANY DOWNS Secondary College

Vision



To be an exceptional whanau-based learning community. Our students will be confident, connected and self-managing lifelong learners who will seize our excellent learning opportunities. They will be innovative, creative and enterprising.



Our professional and highly motivated staff provide intellectual challenge through quality teaching and learning programmes within a safe, supportive environment.



We are contributing members of our local, national and global community and work towards sustainability.



Our school community recognises and values individual differences, the significance of the Treaty of Waitangi and our multi-cultural society.

"Knowledge with Character"

Mission

- Creating Opportunities
- Releasing Potential
- Achieving Personal Excellence

Values

As a school community we have high expectations that are expressed through our shared core values:

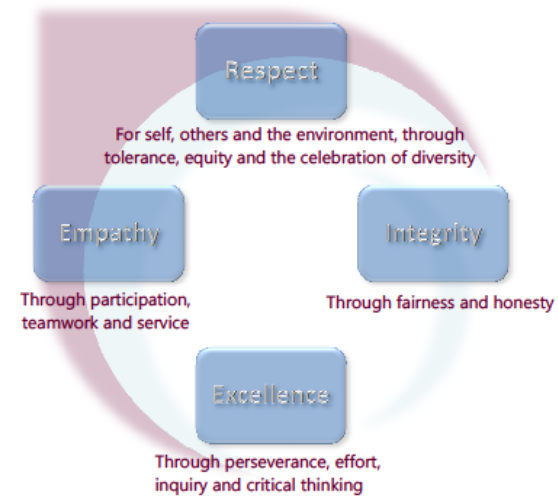


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1. **ABSENCE, LATENESS and LEAVE**

- 1.1 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.
- 1.2 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.
- 1.3 If your son/daughter is going to be late or absent please phone 273 2310 and Extension 283 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.

- 1.4 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 Student Services and/or the School Nurse. , Students must sign out at Student Services and obtain an EXIT Pass. Students take written request or appointment details to Student Services to have an Exit Pass issued at the start of the school day or interval.
 - For any other reason with the prior approval of a Whanau Leader or Deputy Principal who will issue an EXIT pass.
 - Year 12 and 13 students who have off-site study approval.
 - Year 13 students who have permission to have lunch at Botany Town Centre on Mondays and Wednesdays (subject to change).

1.5 **Requests for Leave:**

It is 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 as explained above, must be 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 Student Services and are submitted to Student Services for a Deputy Principal to consider.

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, Grounds/Courts, Whanau Commons)) 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. COLLEGE CAFÉ

The College Café is open daily at interval and at lunchtime following sit-down lunch in the Whanau Houses. Lunch orders may be placed in the box outside the café before school or at interval. A Café menu and price list is available on the College website.

5. 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 p.m. unless supervised by a member of staff.

NOTE: On Thursdays all teaching staff are involved in Professional Learning (8:15 – 9:00 a.m.) hence the later start.

6. COMPUTER ACCESS

- 6.1 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.

Students may bring their personal digital device to school for learning. This may be any make and model as long as it has a wireless connection. To access wireless when on site at BDSC, refer to the instructions on the LMS Intranet > Help

7. CONDUCT CODE

7.1 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> <ul style="list-style-type: none"> √ Be thoughtful, co-operative & tolerant to each other, to staff and to visitors. This makes it easier for us all to learn and live together. √ Respect others' right to learn without interruption. This ensures that all students have a chance to learn without disruptions from others. √ Be well-mannered, considerate and friendly to each other, to staff and to visitors. √ Be proud of your College environment and keep it clean, safe and attractive. This ensures that everyone can work in a pleasant environment. √ Dress correctly and behave well at all times. This brings credit to you and your 	<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 personal responsibility and self-discipline, positive encouragement by staff and the support of 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* ▪ No Kirpan may be worn while a student is in school uniform, at the College or at any school event. A miniature Kirpan on
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College.	<p>a neck chain may be worn provided it is not visible.</p> <ul style="list-style-type: none"> ▪ No lighters or any other items that have the potential to cause harm, i.e. replica guns, may be carried onto the school grounds. * NOTE: These behaviours also contravene NZ Law and will be treated as serious misconduct.
<p>The most important things to remember are: Self-discipline, Common sense and Respect for Others</p>	

7.2 The Straight Line Discipline Process

<p>The BDSC code provides reasonable guidelines regarding acceptable conduct.</p> <p>The Straight-Line Discipline process outlines procedures and consequences related to misconduct. The Straight Line Discipline Process has been developed to ensure acceptable standards of conduct are maintained 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 continued disruption will inevitably lead to disciplinary action.</p> <p>For example: Disruption of classroom learning</p> <p style="text-align: center;">↓</p> <p>Teacher responds appropriately, 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: Whanau Leader refers to either Guidance Counsellor or Deputy Principal</p> <p>NOTE: Disciplinary action may be taken at any stage, i.e. Whanau, College Detentions or other impositions.</p>	<p>Procedures</p> <p>For repeated offences / serious misdemeanours, students may be stood-down or suspended.</p> <p>Whanau Leaders, Guidance staff and Senior Leadership Team 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 a 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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7.3 The College has different types of detention dependent on the infringement of the Code of Conduct:

Subject Detentions: Subject 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, typically given for uniform or behaviour issues.

School Detentions: These are given and supervised by Whanau Leaders or Deputy Principals.

For an after-school 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.

8. **DAILY NOTICES**

Daily notices for the students are displayed on the plasma screens in each of the Whanau Commons before school, interval and lunchtime. Students have access to the notices through the News Centre on BotanyNet, the school learning management system (LMS).

9. **DONATIONS**

The school donation is \$275.00. There is a 15% discount if paid before 15 December 2011 or a 10% discount if paid in full by the end of Term 1, 2012. Payment can be made via cheque, Eftpos, credit card or cash at the Finance Office. Payment of fees can also be made by internet banking direct to our account: BDSC, ASB Botany Branch, 12-3040-0700750-01. Child's first and surname or student ID number should be quoted in reference.

10. **HOMEWORK**

10.1 The purchase of the BDSC Student Diary is compulsory for all students.

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.

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

11. **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.

12. **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 contents of the locker are 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.

13. LOST PROPERTY

Unnamed property will be held in each Whanau or Specialist area and students are encouraged to claim it. On Friday 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.

14. 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.

15. 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 Student Services (refer Item 1).
- 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
- The Reserve on the College boundary
- Dannemora Kindergarten

- The Staff car park.

16. PERSONAL PROPERTY

16.1 All personal property must be clearly named.

Bicycles must be stored in the racks provided. Students are strongly encouraged to lock their bicycles.

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

Matches

Cigarettes

Lighters

Lasers

Drugs

Alcohol

Knives

Guns of any kind.

- 16.2 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.
- 16.3 Confiscations – items including those that contravene the uniform policy and cell phones/MP3/iPods etc. that are not used for learning with permission may be confiscated. They will be held until end of the week or collected by parent/guardian.
- 16.4 The College **accepts no responsibility** for loss or damage to items / property which are brought to College.

17. STATIONERY

Stationery is available from Office Max on line at www.myschool.co.nz. Workbooks required for some subjects are only available from the website. Please refer to our website for stationery requirements. The School Student Diary is a compulsory item [and is available from the web site above.](#)

18. TERM DATES 2012

TERM 1	
Staggered Start for Year Levels	
Thursday, 26 January	
9:00 – 11:00 a.m.	Year 13 Compulsory Course Confirmation Students may leave once timetable is confirmed
Friday, 27 January	
9:00 – 10:00 a.m.	Year 11 – Compulsory Course Confirmation
11:00 – 12:30 p.m.	Year 12 Compulsory Course Confirmation Students may leave once timetable is confirmed
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Monday, 30 January Public Holiday for Auckland Anniversary Day (29th)	
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Tuesday, 31 January	Students assemble outside Performing Arts Centre
9:00 – 2:00 p.m.	Year 9 Commence for Orientation
Wednesday, 1 February	Students assemble outside Performing Arts Centre
9:00 – 2:00 p.m.	Year 9 Orientation programme continues
10:00 – 2:00 p.m.	Year 10 Commence for Orientation
Thursday, 2 February	Normal School Timetable for all year levels School will finish at 3:05 p.m.
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Monday, 6 February Waitangi Day	
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Thursday, 5 April	Term Ends

EASTER BREAK

Good Friday, 6 April; Easter Monday, 9 April; Easter Tuesday, 10 April

TERM 2	
Monday, 23 April	to Friday, 29 June
ANZAC DAY	Monday, 25 April
QUEEN'S BIRTHDAY	Monday, 4 June

TERM 3	
Monday, 16 July	to Friday, 28 September

TERM 4	
Monday, 15 October to	No later than Tuesday, 13 December
LABOUR DAY	Monday, 22 October

19. 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.

19.1 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.

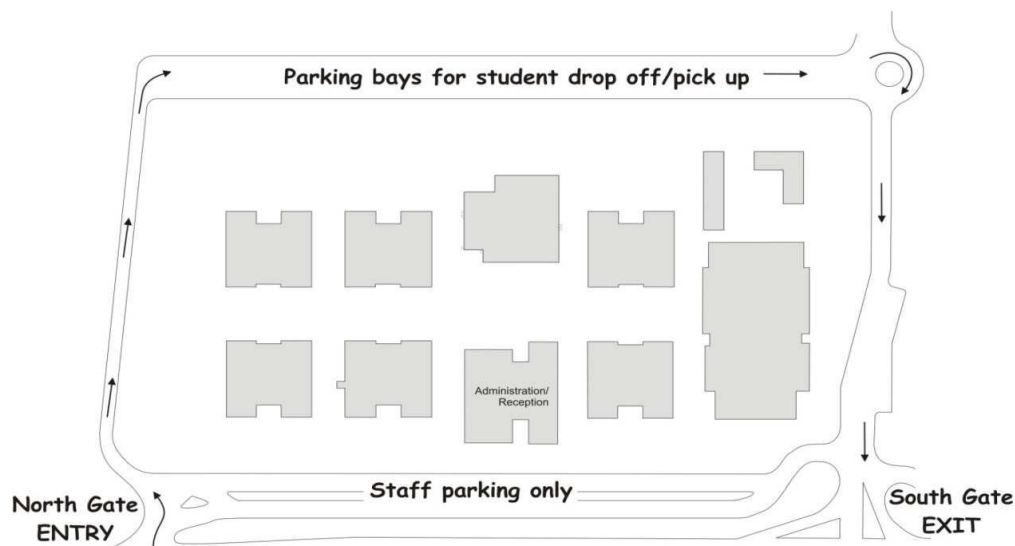
19.2 STUDENTS ARRIVING AND EXITING BY BIKE

- 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.

19.3 STUDENTS ARRIVING AND LEAVING SCHOOL BY PARENTS' CAR

The student drop off and pick up area is in the back car park. Traffic will enter via the northernmost gate, and continue down the one way road past the green water tanks to the back car park. Cars will leave the school grounds past the roundabout out the southernmost exit past the Panasonic Performing Arts Centre to the traffic lights.

The front slip road is **closed to through traffic** and is for staff parking only. There is provision of disabled car parks at the front of the administration block, plus several visitor car parks for official business during the school day.



19.4 We continue to promote that students walk to and from school wherever possible not only as a means of personal fitness but in keeping traffic in and out of the school to a minimum. We ask for the co-operation of parents and students in following the following plan.

19.5 **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 **Whanau Leader**.

20. **TRANSPORT FROM WHITFORD PENINSULARS**

There is no free transport provided from the Whitford and Peninsular areas. Please be aware that when travelling to and from College, all College standards apply.

21. **UNIFORM AND GROOMING REGULATIONS**

21.1 **UNIFORM SHOP OPENING HOURS**

A Uniform Shop operates on the college site.

Opening hours for 2012 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.

Additional times at the start of the year for 2012 preparation will be advised separately (refer to web site www.bdsc.school.nz).

21.2 **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.
- School uniform items, such as trousers, skirts and blouses must not be modified beyond adjusting the length. Tapering trousers and narrowing blouses and skirts is not permitted. Modified items will need to be replaced.

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 as agreed upon enrolment.

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 Whanau Leader for approval no later than 9:00 a.m. on the day concerned. The Whanau Leader will issue the student with a temporary Uniform Pass if appropriate.

Please ensure all items are well named.

21.3 SENIOR UNIFORM

SENIOR GIRLS UNIFORM	SENIOR BOYS UNIFORM
Years 12 and 13	
<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 4 cm. i.e. black leather lace up school shoe or shoe of an approved style only. Approved styles are available on the College Intranet. • No decorations (e.g. ribbons, bows, diamantes, non-functional buckles). No ballet flats or boat shoes permitted. See next page for complete details. • Summer: Navy 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 4 cm and an ankle 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 • Summer only: Black leather sandal, with heel/sole no higher than 4cm and a single ankle 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>	

- The school blazer and tie must be worn for formal occasions when representing the school. The Blazer may be hired from the school.

School Jacket and Scarf

- As per the junior uniform

SENIOR GIRLS SHOES (Years 12 &13) – Approved Styles

There will be a slight change to the uniform regulations for senior girls' shoes. Over the past year the College has found that many senior girls have been wearing black dress slip on shoes that have a flat sole (ballet flats) and bring down the required standards for dress at the College.

Please note that in 2012 only four types of black dress slip on shoes will be permitted and failure to comply with this regulation is likely to result in the removal of this senior privilege.

The approved shoes are as follows

	Pulp "Brazzilian" available from Hannahs at Botany Town Centre
	Pulp "Sq-worm-ish" available from Hannahs at Botany Town Centre
	Bissau available from No1 Shoe Warehouse
	Sabrina available from No1 Shoe Warehouse

21.4 JUNIOR UNIFORM

JUNIOR GIRLS UNIFORM	JUNIOR BOYS UNIFORM
Years 9 to 11	
<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 4 cm. A buckle or velcro strap is permitted but no elastic straps - (No decorations, boat shoes, flat/pump/slip-on or ballet style shoes are permitted) 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 4 cm. 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 single ankle 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)

21.5 UNISEX PHYSICAL EDUCATION UNIFORM

Required for all classes in the Health & Physical Education Learning Area.

- 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*)
- Sports shoes are recommended for H & PE Classes.

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

21.6 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 black or navy 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 or cultural **insignia**, if worn, must not be visible. **This includes**, for example, pounamu, Kirpan necklace.
- No other jewellery is permitted.

22. 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
