

HEATON NORMAL INTERMEDIATE SCHOOL

BOARD POLICY 2018

School Community Code of Responsible Conduct

Heaton Normal Intermediate School is committed, through its Health, Safety, and Welfare Policy to provide a safe and healthy physical and emotional environment for students, staff and visitors.

Our Code of Responsible Conduct Policy establishes for all parents, guardians and visitors to Heaton Normal Intermediate School about conduct expected from them.

Our Code of Responsible Conduct Policy applies:

- To all conduct whether in speech, in action or delivered through emails, texts, phone calls, social media or other communication; and
- While at Heaton Normal Intermediate School or at another venue where students and/or staff are assembled for school purposes (such as a camp or a sports match).

Heaton Normal Intermediate School expects parents, whānau, guardians and visitors to:

- Treat all people with respect;
- Work together in partnership with staff for the benefit of their child;
- Respect and demonstrate Heaton Normal Intermediate School's values;
- Set a good example to students at all times;
- Follow the Heaton Normal Intermediate School procedures in handling any complaints;
- Adhere to other Heaton Normal Intermediate School policies and procedures (such as Visitors, Smokefree, and Alcohol/Drugs and Other Harmful Substances policies) and any legal requirements.

Examples of conduct that contravenes these expectations include:

- Verbal insulting, abusing, or intimidating;
- Physical aggression;
- Harassment;
- Deception/fraud;
- Discrimination (for example based on ethnicity, religion, teaching experience);

- Smoking, possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol strictly in accordance with Heaton Normal Intermediate School policy);
- Threats;
- Bullying;
- Profanity/offensive language;
- Damaging or destroying school property;
- Placing unreasonable and excessive expectations on staff time or resources, in particular respecting that staff have lives outside of school so emails etc will be responded to as soon as practical within the hours of the school day;
- Pursuing a complaint or campaign, or making defamatory, offensive or derogatory comments, regarding the school, its board or any staff or students on social media or other public forums.

There are a number of different ways that contravening behaviour can be dealt with, and each situation depends on the nature of the behaviour and its seriousness and the process any witness or victim of the behaviour feels most comfortable with. Examples of processes for dealing with such behaviour include the following:

- Documenting each instance of behaviour including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded.
- Conversation between the Principal and/or Board chair (or their delegate) or appropriate staff member is held with the relevant person detailing the problem and required resolution.
- Warning letter detailing the problem and required resolution and reminding of the possible outcomes of repeated conduct.
- A meeting may be arranged as an alternative or in addition to the above steps. This may include restorative practices.

Outcomes of conduct contravening this Code of Responsible Conduct Policy may include the following:

- The school's board is the occupier of the school premises under lease from the Crown. There is no automatic right of entry to state school grounds. The school through the Board may ask a person to leave the school premises by revoking their permission to be on the school grounds then asking them to leave under section 3 of the Trespass Act 1980.
- Unacceptable behaviour of a criminal nature may result in the Police being informed. For example, under section 139C of the Education Act 1989 it is a criminal offence to assault, abuse, or intimidate a staff member. Other instances of

criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.

- In the case of behaviour amounting to harassment, a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event or venue.

Legislation

- Education Act 1989, section 139C
- Trespass Act 1980, section 3

Supporting Policies and Procedures

- Smokefree Schools;
- Visitors;
- Harassment;
- Alcohol/Drugs and Other Harmful Substances

Heaton Normal School Board of Trustees:

Principal: