



# Hutt Valley High School Code of Conduct

As Adopted by the Board of Trustees on 25 May 2011

1 In order to create a safe and positive learning environment, the school needs clearly understood guidelines. This code of conduct presents the rules and regulations applicable to students enrolled at Hutt Valley High School.

2 The Code of Conduct replaces all previous rules and regulations applicable to students enrolled at Hutt Valley High School.

## 3 GENERAL CONDUCT

3.1 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.

3.2 Students' conduct should:

- show respect, care, concern, and consideration for others.
- show respect for school property, and the property of others.

3.3 Students are required to co-operate with all staff members. This includes giving one's name, form class and other reasonable information to a staff member when requested, and acting in accordance with instructions issued by the staff member.

3.4 Unacceptable behaviour includes bullying, offensive language, racist or homophobic remarks, and sexual harassment. These behaviours will not be tolerated.

3.5 There is a total ban on cigarettes, alcoholic drinks, solvents, solvent-based glue, 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 identification with Hutt Valley High School is possible.

3.6 When conduct falls short of the school expectations, the school will attempt to restore the situation using strategies designed to help the offenders understand what they did, what the impact was on others, what is needed to make things right, and how they might guarantee there will be no repeat of the problem.

3.7 Serious misconduct may lead to consideration of a stand-down or suspension from school in terms of the Education Amendment Act (No 2) 1998 where a student's gross misconduct or continual disobedience is a harmful or dangerous example to others. Serious misbehaviour can involve: theft; constant defiance or disobedience of instructions or rules; acts of violence (physical and verbal) against others; acts of vandalism -including actions which threaten the integrity of the school computer network; any illegal drug use, consumption of alcohol, smoking tobacco, or solvent sniffing, or knowingly being in the presence of others who are so involved; contravention of other clauses of the Code of Conduct.

## 4 ATTENDANCE

4.1 School classroom hours are from 8.45am to 3.15pm, except Wednesday, which commences at 9.50am following staff professional development time. Students must attend all classes between these hours. Senior students (Year 12-13) have NCEA call-back spells on Tuesday and Friday at the start of the day, and are excused if not required to present themselves for assessment. Year 11 students have a similar call-back spell on Tuesday only.

Outside of these hours, parents are responsible for their children – including travel to and from school. However, the school reserves the right to impose

sanctions on students outside of these hours if the reputation of the school is at risk through inappropriate student behaviour.

- 4.2 Absence from school for family or medical reasons must be accounted for by caregivers in advance (where appropriate); or with a written explanation, medical certificate, or other communication within 24 hours of the student returning to school.
- 4.3 Students whose attendance falls below 85% are not eligible to represent the school for sports or other activities. This figure does not include legitimate absences for sanctioned activities, or for medical reasons (doctor's certificate is required for over 3 days).
- 4.4 Students who are late to school or to any class during the school day may be subject to disciplinary action.
- 4.5 With the exception of Year 13 students during study periods, students are not permitted to leave the school grounds during the school day (including interval and lunchtime) except:
  - with a lunch pass to go to their own homes for lunch (issued after express written permission from caregivers to the school).
  - in the case of sickness, dental or medical appointments, provided prior approval has been obtained from the student office or senior administration.
  - for any other reason with the prior approval of senior administration who will have issued an EXIT pass.

## **5 DETENTION**

- 5.1 Restorative processes will normally be used in responding to offences. This may be in addition to or in place of detentions.
- 5.2 Detentions may be issued for any contravention of the school code, or for not following the instructions of a teacher.
- 5.3 Students will complete detentions on the date specified unless otherwise arranged with the Associate Principal.
- 5.4 Student detentions will be held daily except Tuesday, from 3.25pm in B16.
- 5.5 If a student fails to complete a 30 minute detention, the time will be extended until 4.30pm for a more serious Principal's detention on Thursday in B14.

## **6 HOMEWORK**

- 6.1 The use of the Hutt Valley High School Management Diary is a requirement for all students.
- 6.2 Homework is an integral part of courses offered at Hutt Valley High School and includes:
  - Set written work, revision of work covered in class assignments, research or reading. The school's homework expectations per night for five nights of the week are:
    - Year 9 up to one hour
    - Year 10 up to one and a half hours
    - Year 11 up to two -two and a half hours
    - Years 12/13 three hours plus

## **7 MOTOR VEHICLES**

- 7.1 Students may not park motor vehicles on school grounds.

## **8 OUT OF BOUNDS**

- 8.1 Students are not permitted to be at Birdie Park or the Hutt Recreation Ground at interval or lunchtime.
- 8.2 Other areas of the school may, from time to time, be designated out of bounds. This is shown by a red flag. Students are prohibited from entering such areas.

## **9 PERSONAL PROPERTY**

- 9.1 All personal property must be clearly named.
- 9.2 Students are NOT permitted to bring to school:
- electronic game machines, or video recorders, or computers -except with special permission from the Associate Principal
  - cigarettes, tobacco, matches, lighters, pipes (including home-made pipes), alcohol, dangerous or unlawful drugs/substances, chewing gum, solvents, solvent-based glue, aerosol cans/sprays, water or stink bombs
  - skateboards, fireworks, knives, weapons of any description (including imitation weapons), or any dangerous or potentially hazardous material or items.
  - broad-tipped permanent markers
  - offensive written and/or pictorial material
- 9.3 Unless special permission is granted, mobile telephones and portable music devices must be kept switched off and out of sight during classes or school activities
- 9.4 Parents may be required to reimburse the school for damage done to school property by their children.
- 9.5 The school accepts no responsibility for loss of or damage to items/property itemised in 9.1, 9.2, 9.3.

## **10 SCHOOL TRIPS AND SOCIAL FUNCTIONS**

- 10.1 Students are required to wear the designated uniform on all school-related trips.
- 10.2 All trips and social functions that occur in association with school activities (such as dances and dinners) are subject to the Code of Conduct pertaining to general conduct, cigarettes, alcoholic drinks, solvents, solvent-based glue, and other dangerous or unlawful drugs/substances.
- 10.3 The school is unable to accept responsibility for the transportation of students to and from sporting venues.

## **11 UNIFORM AND DRESS CODES**

- 11.1 Every student shall wear correct, full school uniform. This applies to students who are:
- attending school
  - travelling to or from school, or identifiable as Hutt Valley High School students in a public place
  - at a school function where the wearing of school uniform has been specified.
  - These uniform and dress codes are specified in the school uniform/dress regulations and apply at all times unless especially exempted by the Principal or Associate Principal. Exemptions would be granted only to comply with the Human Rights Act on grounds of religion, or where there is a medical reason for a variation.
- 11.2 The school reserves the right to determine whether a student's general appearance is or is not in compliance with the school uniform and dress codes.
- 11.3 Points to note are:
- Shoes: black leather lace-ups with a back, or plain black sandals with a back.
  - The only jewellery permitted is a watch and one pair of ear studs. Discreet/unobtrusive make-up only is allowed.
  - Extreme hairstyles are not permitted. Dyed hair must be in a natural colour range.
  - Students are to be clean-shaven.
  - The only jackets permitted with the uniform at school and travelling to and from school for anyone in Years 9-13 are: the HVHS plain black jacket or tracksuit jacket, or HVHS blazer for Y11-13.