

RESPECTFUL SCHOOL POLICY

Long Bay College is committed to creating a respectful, safe, non-violent school community, within which every individual is free from any form of harassment.

Unacceptable behaviour can hurt others and can be detrimental to a good learning environment.

Kia hora te marino
Kia papa pounamu te moana
Kia tere te karohirohi

Let the calmness be widespread
Like the shimmering of sunshine
On the greenstone water

Expectations

Students and parents/caregivers can expect Long Bay College to:

- Deliver the National Curriculum.
- Provide a caring, safe, disciplined and supportive environment for learning.
- Encourage self-growth and self-discipline.
- Offer a wide choice of co-curricular opportunities.
- Report on student progress.
- Treat students respectfully.

Long Bay College expects parents/caregivers to:

- Provide a safe, caring, disciplined and supportive home environment.
- Ensure that students eat healthy food and attend school regularly, punctually, correctly dressed and ready to learn.
- Take an active interest in the student's development and progress.
- Support school policies and practices.

Long Bay College expects students to:

- Attend regularly, punctually, correctly dressed and ready to learn.
- Work and study to reach individual potential.
- Behave in a co-operative and pleasant way towards staff.
- Respect the feelings, integrity and property of others.
- Care for the grounds, buildings and equipment.
- Take part in co-curricular activities.

Use of Electronic Devices

- Electronic devices may not be accessed, seen, nor heard or used unless teacher permission has been given for a particular lesson. Items not to be used during break times.
- Teaching staff can permit use of these devices in their own classrooms or teaching areas when it is deemed appropriate for educational purposes.

- Where devices are required for learning, the teacher must ensure that the principle of equity (learning experience/opportunity) is observed. No student must be allowed to feel left out. If necessary, the school should provide loan devices.
- The school may not be able to resource adequate loan devices and hence other teaching methods should be employed.
- Students are entirely responsible for their devices just as they are for all their personal belongings. The school accepts no responsibility for loss, theft or damage.
- Students are not to expect technical assistance from the school. However, every effort will be made by the school to ensure positive experiences when using devices for learning.
- Failure to observe this Respectful Use Policy will result in confiscation of the item by any staff member.
- No student will question a staff member's right to confiscate the item at the time.
- Appeals should be made to a Senior Leader if it is believed a mistake has been made.

This policy should be read in conjunction with the following Long Bay College Procedures/Policies:

- School rules
- Classroom conduct
- Consequences of unacceptable behaviour
- Anti-harassment statement
- Cybersafety Policy
- Images Policy
- Search, Seizure and Confiscation Policy

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
New	5/3/96	23/4/96	
1998	20/5/98	2/6/98	
2001	18/10/01	5/3/02	
Procedures amended	3/9/02		By Andrew Stewart, Board Chairperson
11/05	12/05	7/2/06	By Andrew Stewart, Board Chairperson
10/4/06	16/5/06	6/6/06	By Richard Griffin, Board Chairperson
17/6/08	2/9/08	2/9/08	By Richard Griffin, Board Chairperson
21/9/10	2/11/10	7/12/10	By Rob Gosling, Board Chairperson
19/2/13	5/3/13	9/4/13	By Robyn van der Sande, Board Chairperson
3/11/15		3/11/15	By Robyn van der Sande, Board Chairperson

RESPECTFUL SCHOOL POLICY PROCEDURES

SCHOOL RULES

To enable all our students to make solid progress in the classroom, have rewarding experiences in extra-curricular activity and develop acceptable social skills, sound discipline must be maintained.

In order to promote ***self respect, respect for property, co-operation and obedience, courtesy and consideration*** the College has the following rules:

Dress

- Students are to dress tidily and according to the College uniform and dress codes. Students in Long Bay College uniform are representing the College and school rules apply, both inside and outside the school grounds.

Attendance

- Students must attend school and all classes regularly and punctually and must remain on the premises during the school day unless permission to leave is granted and the leave book in the Student Centre is signed. After 4.00pm students may remain at school only under supervision. A written explanation of non-attendance is required, from parents or caregivers.

Violence

- Verbal abuse and physical violence are regarded as very serious offences. Students are to act and speak in a non-violent way.

Valuables

- Items such as large sums of money or electronic equipment are only allowed at school for school-related activities. Personal electronic equipment such as ipods, psp's, etc., are liable for confiscation if used inappropriately. Students are discouraged from bringing valuable items to school. They do so at their own risk and must ensure their safekeeping.

Alcohol, Tobacco and Other Drugs

- Students may not be in possession of, using, or dealing in the above items at school, on the way to and from school, or on any school activity. **Infringements of this rule are regarded as a major breach of school rules and carry very serious consequences.** Medication prescribed for use during the day must be left at the Medical Centre and collected as required.

Dangerous Items

- Dangerous items are not permitted at school in the possession of any student. These could include drugs, matches, cigarette lighters, aerosol cans, any potential weapon, and materials or implements commonly associated with the use/misuse of illegal or dangerous substances.

Damage

- Chewing gum is not permitted while at school. Damage to school buildings or any other school property must be reported promptly to the Property Manager, Senior Manager or the Class Teacher.

Out-of-Bounds Areas

- Specific areas of the College are out-of-bounds to students. The auditorium and gymnasium are available for student use only if a supervisor is present. Students are not to walk through or interfere with parked cars or bikes or use parking areas as access ways. The staffroom is private to the staff. No student may be on the roof of any school building at any time .

CLASSROOM CONDUCT

All students and teachers have the right to work without distraction and they have a responsibility to ensure an effective learning environment.

1. Teachers are responsible for the routines, teaching and learning in their classrooms.
2. Students should follow instructions from teachers in a cooperative and respectful manner.
3. Each teacher or classroom may have different routines (e.g., for entering the room, remaining seated or moving about). Students should learn and respect these.
4. Students should show respect for the person speaking during the lesson, whether teacher, visitor or other student.
5. Students should speak appropriately. This includes no swearing, verbal abuse or verbal harassment.
6. Students should show courtesy by being punctual, apologising for lateness, having absence slips and not leaving without permission.
7. Students should behave appropriately – no use of electronic devices, eating, borrowing equipment or any behaviour that disrupts the learning of others.
8. Students should behave courteously to each other – no physical abuse or harassment or other similar behaviour.
9. Students should come to each class prepared and ready to learn with the correct equipment.
10. Students should show respect for all school property and the property of other students.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

Unacceptable behaviour in the classroom may result in one or more of the following:

- A verbal warning.
- Copying out of the Classroom Code of Conduct.
- Extra work.
- A lunchtime detention/an after school detention.
- Referral to the Head of the Faculty.
- Referral to the Dean.
- A letter to parents.
- Withdrawal from class for a period of time.
- Referral to a Senior Manager.
- A stand-down of up to five days per term, or ten days per year.
- An indefinite suspension and referral to the Board of Trustees.

A conduct or attendance report may need to be carried by the student and signed by each class teacher and/or parents/caregivers to monitor progress.

Unacceptable behaviour outside the classroom or failure to respond to the above consequences may result in one or more of the following:

- A verbal warning.
- A formal written warning.
- Environmental duties.
- An after-school detention.
- A stand-down of up to five days per term, or ten days per year.
- An indefinite suspension and referral to the Board of Trustees.

A parent interview with a Dean or Senior Staff Member or the Principal may be required. A Board of Trustees Disciplinary Sub Committee interview with parents/caregivers and students is sometimes required for persistent or serious offenders.

Formal Written Warnings:

These are issued by a Deputy Principal to those who do not respond to a verbal warning or who deliberately disobey school rules or procedures. These include lateness to school, uniform infringements and failure to follow reasonable instruction of staff or prefects.

After School Detention:

These are held after school until 4.15pm. They take precedence over any other activity: work, sports practice or leisure/family activity. All students are given a letter advising of the detention.

Notes:

1. *All incidents of unacceptable behaviour are considered on their own merits.*
2. *Other rules exist for aspects of school life; these are publicised in a variety of ways, as appropriate. These include such things as the proper use of private student vehicles, the specific behaviours expected in laboratories and workshops, and the behaviours expected on school field trips.*

ANTI-HARASSMENT STATEMENT

- **Definition**

Harassment is ongoing, offensive, unasked for behaviour which troubles or annoys someone.

- **Harassment may take several forms:**

1	Physical:	Hitting, tripping, kicking, punching or unwanted touching.
2	Verbal:	Name calling, swearing, threatening, so-called “jokes”, spreading rumours.
3	Emotional:	Ignoring, “giving the evils”, gesturing, hiding or damaging someone’s property.
4	Sexual:	Physical contact, gestures, words, jokes or pictures of a sexual nature.
5	Bullying:	Using power to make someone do something through intimidation or humiliation.
6	Racial:	Discriminating comments or actions regarding a specific person or group based on race or ethnicity. Note: Harassment of the form of items 2, 4, 5 and 6 can take place through electronic media, e.g., texting or email.

- Harassment can occur between individuals and/or groups, and may involve students and/or adults.

- Complaints about harassment will be taken seriously. The procedures might include:

- Talking to a Teacher.
- Talking to a Dean.
- Talking with the person complained about.
- Mediation.
- Meeting with Peer Mediator, Counsellor, Prefect.

If not satisfactorily resolved, the matter may be referred to a senior staff member or to the Principal.