

9. Code Of Conduct

9.1. Code of Conduct

CODE

At all times students are expected to behave in a manner which makes the Botany Downs Secondary College community a safe environment, conducive to learning, where students show respect and consideration for others.

Students are to exemplify the Botany Downs Secondary College values of respect, integrity, excellence and empathy.

To achieve this, we all follow the Botany Downs Secondary College Code of Conduct.

- **Be thoughtful, co-operative and 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 and the wider community.**
- **Be proud of your College environment and keep it clean, safe and attractive.**
This ensures that everyone can work in a pleasant environment.
- **Wear the school uniform correctly and behave well at all times.**
This brings credit to you and your College.

When students are travelling to and from College, or representing the College, all College standards apply.

UNACCEPTABLE CONDUCT

Botany Downs Secondary College sets high standards and expectations for students in the quality of behaviour expected. These standards will be met through personal responsibility and positive encouragement by staff and the support of caregivers.

The following list is not exhaustive and judgements by the Principal and Board of Trustees may augment this list.

Examples that contravene the Botany Downs Secondary College Code of Conduct:

- Failure to adhere to the BDSC uniform standards and every aspect of the Code of Conduct
- 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 verbal, physical, cyber harassment/bullying that may cause harm to any individual or group, or any discrimination on the basis of disabilities, religious affiliation, race, gender, or sexuality
- Truancy / Out of bounds areas
- Defiance / Disobedience
- Inappropriate use of ICT (including mobile devices / phones) and / or not adhering to the CyberSafety agreement.
- Damaging or stealing property*
- Physical, verbal violence / assault*
- Possession and/or use of weapons, tobacco, alcohol or harmful/banned drugs or substances*, or replicas and substitutes for banned substances / Items

- No Kirpan may be worn while a student is in school uniform, at the College or at any school event. *A miniature symbolic Kirpan on a neck chain may be worn provided it is not visible.*
- No lighters or any other items that have the potential to cause harm or concern or cause offence, i.e. replica guns, may be carried onto the school grounds.

* **NOTE:** These also contravene NZ Law and will be treated as serious misconduct.

9.2. The Straight Line Discipline Process

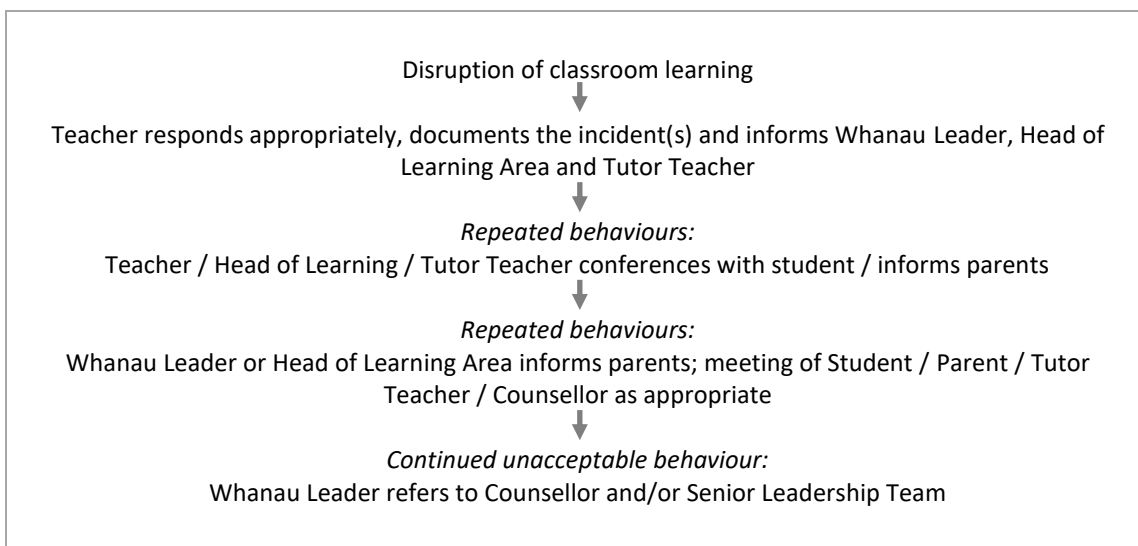
The BDSC Code of Conduct provides guidelines for acceptable behaviour at our College, and are agreed to upon enrolment at the College.

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.

The process means that students know clearly what the consequences of misconduct will be, how it is dealt with and that any continued disruption could lead to disciplinary action.

For example (illustrative purposes only):



NOTE: At any stage, disciplinary action may be taken i.e. Whanau, College Detentions or other impositions, at the discretion of the College.

More serious misbehaviours will normally be escalated more quickly to the whanau leader and/ member of the Senior Leadership Team.

Whanau Leaders, Guidance staff and the Senior Leadership Team are always available for consultation regarding student behaviour and discipline.

SERIOUS MISCONDUCT

For continued disobedience or serious misconduct, students may be stood-down or suspended.

STAND-DOWNS AND SUSPENSIONS FROM COLLEGE

A student involved in continued misbehaviour or unacceptable / serious behaviour that is a dangerous or harmful example, or could cause harm to themselves or others, may be stood down or suspended by the principal (or person with delegated authority). (Section 14(1) / 14(2) of the Education Act 1989).

1. **A Stand-down** is the formal removal of a student from school for a specified period, not exceeding 5 school days in any one term and 10 days in total that year.

2. **A Suspension:** should a student either exhaust their 5 days in one Term or 10 days of stand-down in a year and/or engage in serious misbehaviour, the student may be suspended from College. A suspension is also the formal removal of a student from school until the board of trustees decides the outcome at a suspension hearing that must be held within 7 school days.

The Board of Trustees Disciplinary Committee 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).

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.

The BDSC Board of Trustees has zero tolerance for students who possess and/or use Drugs.

9.3. Detentions

The College has different types of detention dependent on the infringement of the Code of Conduct:

- **Class/Department 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 based in the Whanau, typically for uniform infringements or misbehaviour.
- **School Detentions:** These are given and supervised by Whanau Leaders or Senior Leadership Team. An email notification will be sent to parents/guardians.

For any after-school detention of more than half an hour the College will give the students 24 hours' notice. Please ensure you notify the College if there is any reason that a child cannot be kept back afterschool if required.