



The most important things to remember are:

## Self-discipline, common sense and respect for others

### Code of Conduct

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.

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

**Be thoughtful, co-operative & tolerant.**

This makes it easier for you 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.**

This makes it easier for us all to learn and live together.

**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 College.

### Unacceptable Conduct

Botany Downs Secondary College has set firm standards and expectations for students in the quality of behaviour expected. These standards will be met through close supervision by students themselves, improved self-discipline, positive encouragement by staff and the support of all caregivers.

The following behaviours contravene the Botany Downs Secondary College Code of Conduct:

- 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\*

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

# The Straight Line Discipline Process

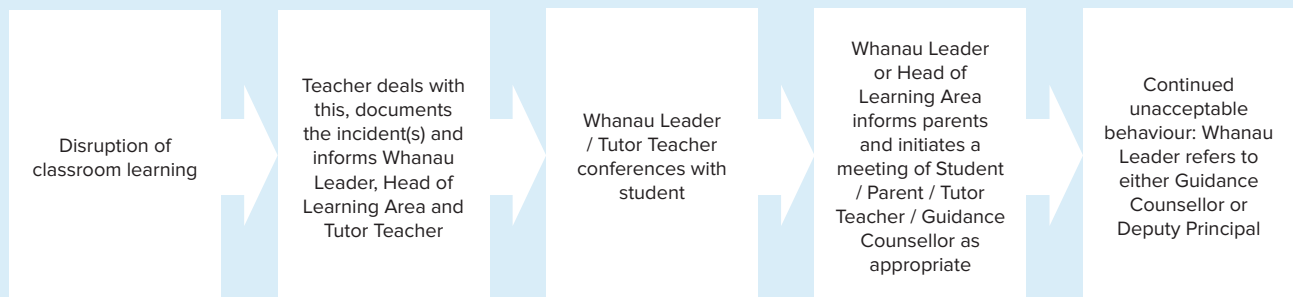


The BDSC code provides common sense and reasonable guidelines regarding acceptable conduct.

The Straight Line Discipline System outlines procedures and consequences related to misconduct. The Straight Line Discipline Process has been developed to ensure acceptable standards of conduct are maintained in the classroom 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 further disruption will inevitably lead to disciplinary action.

For example:



NOTE: Disciplinary action may be taken at any stage, i.e. Whanau or College Detentions.

## Procedures

For repeated offences / serious misdemeanours, students may be given a stand-down or suspension.

House Leaders, guidance staff and senior staff are always available for consultation regarding student behaviour and discipline.

Stand downs and suspensions from College

Students involved in unacceptable / serious behaviours may receive:

- A stand-down from College for one or more specified periods, not exceeding 5 school days in any one term and 10 days in total that year.

OR

- A suspension. Should the student either exhaust their 10 days of standdown or engage in serious misbehaviour, the student is given a suspension from College and the Board of Trustees Disciplinary Committee is required to meet within 7 school days.

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).

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.**

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

### CLASSROOM DETENTIONS

Classroom 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.

### SCHOOL DETENTIONS

These are given and supervised by senior staff. These are held on Tuesdays and Thursdays after school.