

Hutt Intermediate School Code of Conduct



To ensure we have a safe and positive learning environment for all students, the school needs clearly understood expectations and requirements for student conduct. This Code of Conduct outlines the expectations and requirements of students enrolled at Hutt Intermediate School.

1. GENERAL CONDUCT

- 1.1 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.
- 1.2 Students' conduct should reflect the school's values and:
 - show respect, care, concern, and consideration for others.
 - show respect for school property, and the property of others.
- 1.3 Students are required to co-operate with all staff members and act in accordance with instructions issued by the staff member.
- 1.4 Unacceptable behaviour includes bullying, offensive language, racist or homophobic remarks and cyber bullying. These behaviours will not be tolerated.
- 1.5 When conduct falls short of the school expectations, the school will attempt to restore the situation using restorative practices and other strategies designed to help the students involved and their families.
- 1.6 Serious misconduct may lead to a stand-down or suspension from school according to the terms of the Education Act 1989; 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 expectations; acts of violence (physical or verbal) against others; acts of vandalism; actions which threaten the integrity of the school computer network.

2. ATTENDANCE

- 2.1 School classroom hours are from 8.55am to 3.00pm and the school is open to students from 8.00am to 3.30pm.

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 for inappropriate student behaviour outside of these hours if the reputation of the school is at risk.
- 2.2 Absence from school for family or medical reasons should be accounted for by parents or caregivers in advance (where appropriate); or with a written explanation, medical certificate, or other communication within 24 hours of the student returning to school.
- 2.3 Students whose attendance falls below 85% or who are regularly late to school (over 15% of the time) are not eligible to represent the school for any activities. This figure does not include legitimate absences for sanctioned activities, or for medical reasons (doctor's certificate is required for over 3 days absence).
- 2.4 All students will arrive by 8.55am in time for the attendance roll.
- 2.5 Students are not permitted to leave the school grounds during the school day unless being picked up by a parent or caregiver. Students must sign out at the office before leaving.

3. PERSONAL PROPERTY

- 3.1 All personal property must be clearly named.
- 3.2 We encourage the use of mobile devices for learning. Expectations for the use of these devices are outlined in the school's Internet Acceptable Use Agreement for Students and our Cell Phones and Other Electronic Devices Guidelines. Both these documents are printed on the back page of the Enrolment Form.
- 3.3 The school accepts no responsibility for loss of or damage to personal property. Electronic / mobile devices should be covered under home insurance policies.

4. SCHOOL PROPERTY

- 4.1 Parents may be required to reimburse the school for damage done to school property by their children.

5. SCHOOL TRIPS AND SOCIAL FUNCTIONS

- 5.1 Students are required to wear the designated uniform on all school-related trips, unless the supervising teacher has determined that it is clearly inappropriate for the activity involved.
- 5.2 All trips and social functions that occur in association with school are subject to the Code of Conduct.

6. UNIFORM AND DRESS CODES

- 6.1 Every student is expected to wear correct, full school uniform. This applies to students who are:
 - attending school
 - travelling to or from school, or identifiable as Hutt Intermediate School students in a public place
 - at a school function where the wearing of school uniform has been specified
- 6.2 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 Deputy Principals. Exemptions would be granted only to comply with the Human Rights Act on grounds of religion, cultural practice or where there is a medical reason for a variation.
- 6.3 Points to note are:
 - Shoes: plain black hard all leather shoes with a back, or plain black sandals with a back.
 - Small simple ear studs only permissible. Only Taonga and necklaces of cultural/religious significance are permissible. These are to be worn discreetly.
 - Hair must be tied back from the face so that vision is not impaired, and hair longer than collar length must be tied back completely. This applies to both boys and girls.
 - Extreme hairstyles are not permitted. Dyed hair must be in a natural colour range.
 - No nail polish or make-up is permitted.

Hutt Intermediate Core Values

Excellence - *Pukenga*

Respect - *Mana*

Resilience - *Tuhinga*