

# CODE OF CONDUCT (Schedule ONE)

## Be The Manurewa Way

The foundation of our behavioural expectations is encapsulated in “Be the Manurewa Way”, which links expected behaviours to our four values of Respect, Excellence, Whanaungatanga, Akoranga. Be the Manurewa Way gives guidance about how Student should all behave in different settings – everywhere, 24/7, both onsite and off-site, in the classroom and whilst involved in co-curricular activities. When students are travelling to and from School, or representing the school, all school standards apply.

### **Respect**

- Be proud of who you are and our school
- Be responsible for your own behaviour
- Be sure to look after, each other, respect ourselves & our environment

### **Excellence**

- Be the best you can be
- Be aware of what you can be
- Be proactive and ask for help

### **Whanaungatanga**

- Be proud of your whakapapa and share with others
- Be willing to get to know and celebrate others whanaungatanga
- Be willing to work with others

### **Akoranga**

- Be positive when learning
- Be adventurous and take risks in your learning
- Be sure to work at school and at home

## Unacceptable Behaviour

The following are examples of behaviours that contravene Be the Manurewa Way and therefore are grounds for potential consequences.

- Disrespect for others, self or property:
  - All types of verbal, physical, cyber harassment/bullying that may cause, or have potential to cause, harm to any individual or group, or any discrimination on the basis of disabilities, religious affiliation, race, gender, or sexuality. This includes direct, indirect or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
  - Property misuse (includes technology misuse) - using their own or other's property inappropriately (at the wrong time or for the wrong purpose). This includes inappropriate use of IT (including mobile devices/phones) and/or not adhering to the CyberSafety agreement signed on enrolment to the School.
- Defiance/Disobedience/Non-compliance
- Disruption of learning of oneself or others
- Inappropriate physical contact
- Inappropriate language: Rude or abusive language or gestures to other students/staff/members of the public
- Incorrect uniform or grooming standards
- Not having the correct materials/equipment for learning/ activities
- Being late to class (or to school)
- Dishonest, lying, concealing or failing to tell the whole truth, including forgery.
- Truancy/ being out of bounds
- Damaging (vandalism) or stealing property (theft)
- Being aggressive or confrontational
- Physical, verbal violence/assault
- Possession or use of items that have the potential to cause harm or damage or cause offence – including tobacco, alcohol, weapons, lighters, offensive image, harmful/banned drugs or substances, or replicas or substitutes for any such items or substances (that may be misconstrued as being harmful), e.g. replica weapons, vaping cigarettes, etc.

## Stand downs and suspensions from school

A student involved in continued disobedience (repeated misbehaviours) or gross misconduct (unacceptable / serious behaviour that is a dangerous or harmful, 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).

- 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.
- 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 seven school days.

The Board of Trustees Disciplinary Committee considers the misconduct and can make one of four decisions: 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). International students may have their contract terminated and be repatriated to their home country with a forfeiture of fees as per the refund policy. Students who are stood-down or suspended may be required to attend the School for counselling or to access an individual educational programme being provided during the period of stand-down or suspension, where appropriate.

## Classroom responsibilities

- Manurewa High School requires that students maintain at least 90% attendance
- Students must attend all classes and arrive punctually to every class.
- If absent, students must bring absence notes, written and signed by a parent or official guardian, to their Kaitiaki on their first day back at school after illness or contact to attendance office.
- Eating in the class is not allowed unless the teacher has given permission.
- Cell phones are to be turned off and not seen during class unless the teacher gives permission to use a phone for a specific purpose. International students may use their phones as translators if given permission by the teacher.

## At School

- Students must wear correct school uniform at all times and ensure it is clean, tidy and clearly named.
- Students cannot leave the school grounds during the day without first getting permission from the attendance office.
- If students are ill they should see the nurse in the Health Centre. Students must not contact their parents or caregivers directly to make an arrangement to be collected.
- Any student who is required to leave the school during the school day to attend an appointment must bring their appointment card or a note from a parent/guardian to enable them to be released from class and sign out at the attendance office. Students must carry their "leave" pass at all times and produce it should they be required.
- If a student is late to school, they must sign in at the front gate.
- Any students not in class during class time must carry a note issued by a teacher.
- Visitors to the School must go to the main office and get permission to be in the school grounds.
- Students cannot bring any of the following items to school: cigarettes, vaping devices, matches, lighters, firecrackers of any type, alcohol, illegal drugs, knives, weapons of any kind, laser light equipment of any kind.
- Students must use appropriate language at all times

## Digital devices (e.g notebook computers, mobile phones, iPods)

- Digital devices will be used in class time to support learning. The use of digital devices is not automatic and students expected to turn off or put away their devices, if asked to do so by the teacher.
- Inappropriate use of a digital device (e.g. use in class when instructed not to, misuse of device) may result in various consequences including removal of students from the school network and the device being confiscated and only returned after parental contact has been made.
- The school accepts no responsibility for the loss of digital devices at school.

## Accommodation, Travel and Transport

- International students living with Designated Caregivers and in School provided homestays must comply with the conditions set out in the Accommodation Requirements signed as part of the Enrolment Contract
- International students may not travel outside of Auckland without permission of the School.
- International students must live in accommodation approved by the School.
- International students living in School provided homestays are not permitted to own or drive a motor vehicle.