

3.3.5.4 Student Conduct and Discipline

Statement of Intent

Effective learning takes place in an environment in which students feel physically and emotionally safe. The College aims to minimize or remove physical, verbal and emotional conflict between members of the entire school community.

Objectives

The Student Conduct and discipline policy has the following objectives:

- To enable members of the Paraparaumu College community to be safe.
- To provide clear expectations regarding conduct.
- To ensure that students and members of our community are well informed of expectations for behaviour in order to promote school values
- To ensure students are treated fairly and with compassion in any disciplinary matter.
- To ensure that parents and caregivers are notified of issues affecting their children, especially serious matters.
- To enable students to learn from misconduct so that behaviour improves.
- The Board of Trustees shall have a Disciplinary Committee with power to act for the whole Board in cases of serious student misconduct.

Supporting Documents

The following associated documents shall be readily available at Paraparaumu College:

Staff Handbook

HOD Handbook

The Principal or delegated staff shall implement and maintain the following procedures and practices relating to this policy:

- Accidents – Notification Procedures
- Alcohol, Drugs and Tobacco Procedures
- Assault Procedures
- Attendance Procedures
- Bullying Procedures
- Child Abuse Procedures
- Complaints Procedures
- Computer Use Procedures
- Crisis Procedure
- Lockdown Procedures
- Privacy procedures, including access to students
- Serious Misconduct (Staff) Procedures
- Sexual Harassment and Sexual Abuse
- Theft Procedures
- Trespassing Procedures
- Uniform Procedures
- Vandalism Procedures

Guidelines

- All discipline breaches should be, wherever possible, addressed at the point of lowest impact to maintain workable staff/student relationships.
- In cases of serious breaches of discipline the SLT and BOT will follow the legal requirements associated with stand downs, suspensions, exclusions, and expulsions
- The BOT disciplinary committee will be drawn from the whole board, excluding the Principal, the student representative, and the staff representative.

- Decisions of the BOT Disciplinary Committee should be reported at the next full BOT meeting. The committee however holds the power to make decisions.
- The pastoral care system should promote positive conduct as a basis for improved learning.
- Expectations for conduct and discipline are set out in the Paraparaumu College PB4L CARE values. This Code will be reviewed along with this policy at least every three years.
- Specific procedures for dealing with poor conduct shall be set out in the Staff Handbook.
- New members of the Paraparaumu College community should be informed of the school's expectations for conduct.
- Training should be provided for new staff as part of their induction.

Delegations

The BOT delegates the SLT, Deans, HODs and teachers to have prime responsibility for enforcing College discipline and pastoral care procedures except in very serious cases which are likely to involve a stand-down, or exclusion.

Approval Dates: 12 May 2015, 31 May 2016, 20 September 2016

Review Date (Annual): May 2017

Signed by the Chairperson of the
Board of Trustees on behalf

of the Board of Trustees


