



SUMMIT POINT SCHOOL

CODE OF CONDUCT

At all times, students are expected to uphold Summit Point School's values, and adhere to the school's code of conduct set out in this document.

To achieve this, we all follow the Summit Point School Code of Conduct:

- Be thoughtful, co-operative & tolerant.
- Respect others' rights to learn without interruption.
- Be well-mannered, considerate, and friendly to each other, to staff and to visitors.
- Be proud of the school environment and keep it clean, safe, and attractive.
- Dress in an appropriate and respectful manner.
- Always behave well.

RESPONSIBILITIES

Students have the responsibility to:

1. Understand the expectation of their behaviour, and Summit Point School Code of Conduct.
2. Be accountable for the decisions they make in the classroom and school-related activities.
3. Attend school daily, prepare for class, and complete classwork and homework assignments to the best of their ability.
4. Avoid actions or activities that may be unsafe and interfere with the right of any other person to an education.
5. Know and adhere to the school's expectations and instructions given by the school principal, teachers and other staff members.
6. Respect school property, community property and the property of others.
7. Ensure that their conduct contributes to a safe environment while being transported to and from school.
8. Tell school staff about any dangerous behaviour or bullying that occurs at school, on the way to and from school, or in the school community.

Parents/Families have the responsibility to:

1. Read and become familiar with this Summit Point School Code of Conduct.
2. Talk with their child about the behaviours expected at school.
3. Work collaboratively with school staff to address any academic and behavioural problems their child may exhibit.
4. Make sure their child attends school regularly and arrives no later than 8.30am each day.
5. Inform appropriate staff if their child is going to be absent, or arriving late/leaving early, with reasons.
6. Give the school accurate and current contact information.
7. Inform appropriate staff about any concerns in a respectful and timely manner.

8. Be respectful and courteous to staff, other parents, families, and students while on school premises.
9. Support their child's learning and school activities at home.

STRAIGHT-LINE DISCIPLINE PROCESS

The SPS Code of Conduct provides common sense and reasonable guidelines regarding acceptable conduct.

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 in the classroom so that the best possible learning takes place for everyone.

The Process means that students will know clearly how misconduct is handled, what the consequences of misconduct are, and that any repeated disruption **will** lead to disciplinary action.

NOTE: Disciplinary action may be taken at any stage, i.e., student required to stay in the classroom under the supervision of a staff member, removal from play areas, parents called and sent home.

PROCEDURES

1st incident of unacceptable behaviour (minor)

Teacher deals with this, documents the incident(s) and informs Senior Leader.



Senior Leader and Classroom Teacher has a conference with student.



Senior Leader informs parents and initiates a meeting of Student / Parent / Classroom Teacher



Goal set for new behaviour, with monitoring schedule.

2nd incident of unacceptable behaviour:

Senior Leader informs parents and initiates a meeting of Student / Parent / Senior Leader



External support for behaviour is sought by parents to support student.

Goal set for new behaviour, with monitoring schedule.

3rd incident of unacceptable behaviour:

Senior Leader and Principal will meet with parents and consult with BoD. A stand-down or exclusion may apply immediately, in compliance with SPS Safe Environment policies.

If repetitive/serious misconduct occurs during a student's first term, the school will stand down or exclude a student, and not offer re-enrolment for a second term.

UNACCEPTABLE CONDUCT

Summit Point School has set firm standards and expectations for student behaviour. These standards will be met through close supervision, by students themselves, improved self-management, positive encouragement by staff, and the support of all caregivers.

The following behaviours contravene the Summit Point School Code of Conduct:

- Failure to adhere to the SPS standards of appropriate dress and personal hygiene.
- 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 mobile 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.

Participant Details

Name of Participant _____

Date of Birth ___/___/___/ **Signature** _____

I agree that:

- If my student engages in repetitive or major misbehaviour in their first term of enrolment, a second term's enrolment will not be offered and a stand-down and/or exclusion may apply immediately.
- I am responsible for seeking external support for behaviour, should my student's conduct at Summit Point School require extra intervention.

Parent Signature _____

Date _____