

## School Rules, Discipline and some other General Information

### Values – Character Education and Self-discipline (Managing Ourselves)

We believe that it is best if children control their own behaviour, and our character values education is an essential part of self-discipline. These values are summed up by the acronym 'WAKA'.

Our mission is to develop high educational outcomes for our students but we are also committed to developing character in our students. If our children can develop the character values, discipline is much easier. However, we are all in a learning process and we understand that at times disciplinary measures are required. All children must adhere to our school rules:

#### Students must not:

- Bring dangerous items to school (offensive weapons, fireworks, bb guns)
- Bring drugs, alcohol or cigarettes to school
- Swear, steal or fight
- Bully others either by threatening, hitting, kicking, teasing, or name calling etc in a way that causes another child distress
- Bring chewing gum, fizzy drink or lollies to school
- Leave the school grounds without permission
- Bring electronic games
- Use the school name or logo or photos on social media sites

#### Students must:

- Abide by our character values: be respectful at all times to staff and fellow students – show integrity. We love good manners!
- Bring all essential items to school on the correct days
- Respect school property
- Place cellphones in the classroom safe in the morning and collect at 3:00pm.

#### School uniform code

The school uniform must be worn appropriately at all times. Hair must be off the collar, neatly tied back and no hair dye or boy's rat-tails please. Please keep false nails, polish or make up to the holidays. We appreciate parent's help in this.

## School Discipline Measures

#### Guidelines:

From time to time inappropriate behaviour will require disciplinary measures. We always try to be fair and consistent. Each class has its own discipline plan, which is on display in the classroom.

**It is NOT our school procedure to have children sitting outside classrooms unsupervised or to be kept in after school unless it is a parent-agreed After School Detention.**

#### Disciplinary Measures:

- . Verbal warning
- . Time out in the Team Leader's room
- . Privileges removed
- . Break time special boundaries accompanying the duty teacher
- . A formal contract – supervised by the Team Leaders and Deputy Principals
- . After School detention by arrangement with caregiver

#### Serious Steps:

- . Stand down – this may result in an appointment with the Board of Trustees
- . Disciplinary Committee meeting with Board of Trustees
- . Suspension and exclusion  
Determined by the Board of Trustees

### **Stand downs, Suspensions and Expulsions**

These measures are for very serious offences and outcomes requiring suspension or exclusion are determined only by the Board of Trustees. The school adheres strictly to the guidelines laid down by the Ministry of Education. In cases where New Zealand laws have been broken - the possession of drugs for example - the police will be called for further investigation.

### **A Note about Bullying**

Bullies are found in every strata of society unfortunately. We deal immediately with issues of bullying and take every instance seriously. Bullying behaviour will result in removal from the playground or class for a specific time, parents will be consulted and some "victim" skills will be taught to students deemed "at risk" from bullying. Students are encouraged to report all instances of bullying. Violence will be quickly dealt with and not tolerated.

***We would like to remind caregivers and students though that the development of positive character is our first action in regards to behaviour. Where Board, staff and students respect themselves and each other we are far less likely to need these serious measures! We are firmly committed to each child getting a positive experience of TAI life and all cases of bullying and disruption to learning time are taken very seriously.***

### **Reporting Absences**

Satisfactory school attendance is vital for every child's success. We ask that where possible, students attend school if they are not sick. Our office will text to inquire about a child's absence if we do not receive an explanation by 9.30am. Our phone system will allow you to leave a message out of hours. We do ask that extra holidays are kept to the scheduled school breaks.

***Please phone 834 5371 and leave a message, or let us know through the Absentee button on the school website.***

## **Commonly Asked Questions**

### **What do I do if I am sick at school?**

See your teacher and ask to be sent to see the office ladies. If you have a headache they will look on your enrolment form to see if your caregiver has given you permission to give you Panadol.

### **Who shall I see if I have a problem I need to talk over?**

You can always see Mr Evans. Just go to the office and see if he is free. You can email him in private or leave a note at the office. Your teacher, Mr Collins, Mrs Clarke, Mrs Collins and Mrs Northwood would love to help too! Choose someone you trust. We will have a school counsellor for you to make an appointment with also - see Mrs Collins for this.

### **What if I have a health problem?**

Please see the office ladies.

### **Can I buy stationery at school?**

No, stationery items can not be purchased from school.

### **What if I lose a piece of my uniform?**

The lost property is held in Room 9. Make sure all gear is named with a permanent marker but not on a label that can fall out and please not where it can be seen - that helps to recover lost things.

### **What do I do if I am too sick to come to school?**

Have your caregiver ring the school (09 834 5371) - we will send a text if we do not hear by 9.30am. You should also bring a note from home when you return to school.

**What do I do if I have money or something valuable at school I want to keep safe?**

Try not to bring these to school, but **definitely do not leave anything valuable like money in your desk or pockets if you are going out to break** or to PE. Take anything like this to the office or to your teacher for safekeeping.

**What do I do if I cannot wear my uniform or PE gear?**

Your caregiver can email your class teacher directly or you can bring a note from home to hand to your teacher. You can then wear sensible mufti for the day.

**What if my caregivers have a message for my teacher?**

Your caregivers can email the teacher directly. Their email address can be found on the school website.

**When is the office open?**

The office is open from 8.00am to 3.00pm, Monday to Friday.

**Never be afraid to ask: there is always someone to help. Your class teacher is a good first person to ask, if they cannot help you they can find you someone who can.**