



Northcote College Code of Expected Behaviour

Northcote College values are Respect for Self / Others / the Environment. Principles of restorative practice are followed, and there is an emphasis on positive behaviour for learning.

Attitude to Others

We are courteous and show respect in all our dealings with others.

- Disruptive behaviour will not be tolerated.
- Physical violence, sexual harassment, bullying and/or verbal abuse will not be tolerated.
- Material which is homophobic, racist, sexual, sexist or violent must not be brought to school.

We always represent the school in a positive manner. This means:

- Students will abide by fair play rules when playing sports.
- Students will be respectful on all buses, (including class and sports trips using mini-vans) to and from school.
- Northcote College uniform will be worn correctly and with pride. (Refer to Uniform Guidelines)

Attendance

- Students are expected to be at school 5 minutes before the start of the first lesson.
- Students arriving after the start of period 1 are expected to sign in at Harakeke | Student Reception.
- To attend an appointment outside school, an appointment card or note / email from a parent/caregiver is required to obtain an exit slip from Harakeke | Student Reception.
- Students who become unwell during the school day must report to the nurse and must not leave the College without permission. Appropriate arrangements will be made to care for the student or for collection by a parent/caregiver.

Respect for the Environment

- Students are expected to treat school property and the property of others with respect.
- Students are responsible for their personal property. No responsibility is taken by the school for loss or damage.
- Students will not take or use the property of another student without permission.
- Students will bring to class all required materials and equipment.
- Laptops, chromebooks, tablets and headphones are required for learning at school. Earbuds and headphones must be removed before entering a classroom and may only be used with teacher permission.

Intellectual Property

- The work submitted for assessment must be original.
- All resources used in an assessment are to be itemised within a reference list or bibliography. (Refer to Northcote College Assessment Policy in Practice.)
- To comply with the Copyright Act 1994, students are not to download any files such as music, videos, games or programmes.

Prohibited Items

- Northcote College is a smoke, vape, drug and alcohol free school.
- We strive for a safe environment free of any hazardous and/or potentially dangerous substances and objects. This means:

- a. Substances or articles that are likely to be harmful (matches, fireworks, offensive weapons, knives etc.) must not be brought to College.
- b. Smoking, vaping, and the possession of smoking equipment and/or vaping equipment is forbidden.
- c. Possession and/or consumption of alcoholic liquor is forbidden.
- d. Drug usage and possession for use other than for a diagnosed medical condition is forbidden.
- e. Permanent markers, chewing gum and aerosol cans are forbidden.

If there is a suspicion that a student has broken any of the above rules the school reserves the right to search personal property in accordance with Ministry of Education search and seizure guidelines.

Mobile phones

It is a requirement that at school, mobile phones will be turned off and in bags between 8.55am and 3.30pm. (Note: 9.25am on Wednesdays)

The only exceptions to this requirement are when:

- The teacher requires students to use phones for a specific learning activity.
- A student needs a phone to monitor an ongoing medical condition (such as glucose levels). *This will require written approval in advance from the Principal.*
- The phone is required to assist a student with a disability. *This will require written approval in advance from the Principal.*

The Principal may decide that a phone is needed for special circumstances. Special circumstances currently approved by the Principal include:

- Students at Northcote College can pay at the cafe and student reception with their phones.
- Students at Northcote College scan a QR code with their phone if they need to go to the bathroom during class. *Note: The phone is left with the teacher in class.*
- The Principal (or delegated staff member eg. SLT, Guidance Counsellors and Deans) may allow a student to use their cellphone in special circumstances to facilitate contact with a parent/caregiver or another person for a particular purpose.

If a student breaches these cell phone rules, the phone will be confiscated for the rest of the school day. Confiscated phones will be taken to the main office for parents to collect. The breach will be recorded in KAMAR, our student management system.

The school may require a student to hand their phone into the Harakeke | Student Reception at the beginning of the day and collect it at the end, if they cannot self-manage their phone use. A student who knows they will struggle to meet these requirements may voluntarily hand their phone into to Harakeke | Student Reception at the start of a day and collect at the end of the day.

Communications

A student needing to contact a parent/caregiver can ask to use the phone at Harakeke | Student Reception. If a parent/caregiver needs to contact their child urgently during the day, they should call Student Reception (09 4810141 Ext 724) or the Main Office (09 4810141) or email their child using their school email address.

Messages to students may be sent via their school email address. Alerts on TeamReach and other platforms must be scheduled to send before or after school.

Camps and School Trips Events and Sport:

In general the 'Away for the Day' rule will apply to students on school trips and at school camps and will not apply to after school, evening and weekend sport and events. However, decisions about any

exceptions to this will be made and communicated on a case by case basis.