

PROCEDURE 03: PARENT RIGHTS AND CODE OF BEHAVIOUR

PARENT-CAREGIVER RIGHTS

A right is something that belongs to you and cannot be taken away by anyone. Staff, students and parent, caregivers have similar rights.

- **All have the right to be treated with respect and fairness at school**

The staff will try to respond to all parents and caregivers with sensitivity and follow processes which support the intent of the Human Rights Act and have regard for the Privacy Act when discussing with any matters relating to the school, or to children and their families. Parents and caregivers are expected to pay the same courtesy to staff.

- **All have a right to be heard**

Parents and caregivers are encouraged to talk freely about their ideas and feelings during scheduled parent teacher meetings, and through school consultation processes. Appointments should be made at appropriate times, but parents may not interrupt class teaching time and should respect the need for teachers to prepare for meetings, and the desirability of any matter to be discussed in private. No teacher will conduct a discussion with parents who are abusive or threatening in their behaviour. In such cases they will be asked to leave, and support may be called.

- **Everyone has a right to tell their side of the story**

Parents are encouraged to discuss concerns and or problem behaviour and consequences with the staff member concerned in the first instance. This may also need input from senior staff and other support agencies. Whilst every child has individual rights, these do not outweigh the rights of all children to a positive learning environment.

- **Parents and caregivers have a right to expect school to be a safe place**

The school will provide safe classrooms, play areas and equipment. Clear systems and processes are in place to ensure every pupil is safe at school. A school-wide approach to working with and managing student behaviour is underpinned by shared community values and expectations of students taking responsibility and becoming self-managing.

PARENT-CAREGIVER RESPONSIBILITIES

- **You have a responsibility to ensure your child attends school regularly**

If your child is unable to attend for any reason a phone call to school on the first day of absence is required and a reasonable explanation given for the absence. Notification of longer-term absences for overseas travel must be by letter. You need to ensure your child is here for the full school day and may not uplift your child during the day without signing them out at the office.

- **You have a responsibility to keep sick and infected children home from school until they are clear of infection and to promptly treat those with infestation**

To minimise the spread of illnesses children who are infectious or unwell need to be kept home. Parents of children who become ill at school, or who carry a risk of infection or infestation will be notified and must be prepared to take them home. The office requires an emergency contact number for this purpose. Return to school will be when the child is restored to health or cleared of infection/infestation.

- **You have a responsibility to ensure your children arrive at school well fed, rested, clean and suitably clothed**

Children need to be guided towards accepting personal responsibility as they progress through school. Ultimately it is the responsibility of the parent/caregiver to ensure these needs are met.

- **You have the responsibility to support the school in upholding codes of student conduct, school rules and the respect of property**
This means observing all agreed safety practices as well as observing playground and classroom rules. Parents are the best role models for their child. Where the parent/caregiver actions are consistent with school values children are presented with strong positive models of responsible behaviour.
- **You have the responsibility to help make the school a good place to be**
This means the whānau contributing where they are able to the collective life of the school, supporting your child's classroom activities, reading and responding to all messages that are sent home from school as well as being respectful thoughtful and courteous in your dealings with others.
- **You have the responsibility to ensure your child is supported to complete their homework tasks**
All children bring home tasks which support their stage of learning. They need to have time and space to complete these and an opportunity to share them with whanau. Tasks have notified time limits and need to be returned promptly. Homework should not be an onerous task for either parent/caregiver or child.
- **You have the responsibility to ensure your child has the right equipment at school on any day**
This will enable the teacher and child to progress the planned programme and for your child to have the best chance of success. If problems arise you are asked to come and discuss these at school.

COMMUNITY CONDUCT EXPECTATIONS

Whareorino School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors, that their conduct must support everyone's emotional and physical wellbeing, and not harm it in any way. The school's board has set this Code of Conduct as an expectation of entry to the school.

The Code of Conduct applies:

- to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication
- while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

Standards of conduct

Whareorino School expects parents, caregivers, and visitors to:

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- adhere to school policies and procedures and any legal requirements.

Examples of unsuitable conduct include but are not limited to:

- threats, bullying, harassment

- profanity/offensive language
- insulting, abusing, or intimidating behaviour
- discrimination (e.g. based on ethnicity, religion)
- physical aggression
- deception/fraud
- damaging school property
- smoking, possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol in accordance with school policy)
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums
- wearing gang insignia on the school grounds. (This is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave.)

Dealing with breaches of the Code of Conduct

How Whareorino School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with.

Examples include:

- documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded
- holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution
- issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated conduct
- arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

Outcomes of breaching the Code of Conduct

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school (principal, board member, or staff member) may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980.
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.
- In the case of behaviour amounting to [harassment](#), a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.

Building clear understandings, good relationships, open communication between home and school, ensures a home-school partnership which will support every child as a successful learner.



PRINCIPAL

Dated: February 1, 2022