

HASTINGS GIRLS' HIGH SCHOOL BYLAWS AS ADOPTED BY THE SCHOOL BOARD

This Bylaw codifies the rules and regulations applicable to students enrolled at Hastings Girls' High School. This Bylaw replaces all previous rules and regulations applicable to students enrolled at Hastings Girls' High School.

This Bylaw will take effect from 1 January 2024.

1. General Conduct

- 1.1. Students should:
 - 1.1.1. Take reasonable care of their own health and safety.
 - 1.1.2. Take reasonable care that their acts do not adversely affect the health and safety of others including the use of any object as a weapon.
 - 1.1.3. Report any incident or hazard as soon as possible to their teacher.
 - 1.1.4. Cooperate with notified health or safety policies and procedures given by the school.
 - 1.1.5. Inform others on any known hazards.
 - 1.1.6. Due to building developments or other events, some areas of the school may, from time to time, be designated out of bounds. Students are prohibited from entering such areas.
- 1.2. Students are expected, at all times, to conduct themselves in a sensible, responsible manner while coming to school, at school, attending school functions, when representing the school at other venues, or when able to be identified as a student of Hastings Girls' High School. Disciplinary action may result when a student, through their own actions, brings our school into disrepute.
- 1.3. Students' conduct should:
 - 1.3.1. Show care, concern, and consideration for others.
 - 1.3.2. Show respect for school property, and the property of other students.
- 1.4. Unacceptable behaviour includes bullying, harassment and discrimination. These behaviours will not be tolerated.
- 1.5. There is a total ban on cigarettes, e-cigarettes, vaping devices, lighters, alcoholic drinks, illegal, restricted or legal party substances, and other mind altering substances at school, school functions, school-related events such as sports, cultural or subject trips; while travelling to and from school; and at any other time where identification with Hastings Girls' High School is possible.
- 1.6. Serious misconduct may lead to consideration of stand-down or suspension from school in terms of the Education Act 1989 where a student's gross misconduct or continual disobedience is a harmful or dangerous example to others.

2. Attendance

- 2.1. Absence from school for family or medical reasons must be accounted for by caregivers, if possible, in advance. Refer Student Assessment Agreement with regards to NCEA requirements.
- 2.2. Students who are late to school are required to sign in at the Student Centre on arrival. Attendance data including arriving late to class and school is monitored by the school.
- 2.3. With the exception of Year 13 students during the lunch hour, students are not permitted to leave the school grounds during the school day (including interval and lunchtime) except in the

case of sickness, dental or medical appointments, provided prior approval has been obtained from the office staff.

3. Motor Vehicles

- 3.1. No passengers other than members of the student's immediate family may be carried. The appropriate class of licence must be held.
- 3.2. Parking on school property by students within school hours is not permitted.

4. Property

- 4.1. We recommend personal property is clearly named.
- 4.2. The school accepts no responsibility for loss or damage to items/property which are brought to school.

5. Uniform and Dress Codes

- 5.1. Details of uniform requirements are available on the school website and from the school office. Every student shall wear school uniform. This applies to students who are attending school, travelling to or from school, identifiable as Hastings Girls' High School students in a public place or at a school function where the wearing of school uniform is required.
- 5.2. Offensive tattoos are not permitted.
- 5.3. Visible piercings are restricted to the ears and one small stud in one nostril.
- 5.4. One pair of small, plain sleepers or circular studs or pearls may be worn.
- 5.5. One item of cultural significance from the following approved list may be worn:
 - 5.5.1. Traditional Taonga
 - 5.5.2. Crucifix
 - 5.5.3. Kara
- 5.6. Items must be removed for physical education/contact sport. Items of cultural significance are worn entirely at the owner's risk. Should a student wish to wear an item of cultural significance not listed, prior approval must be given by the Senior Leadership Team.
- 5.7. Hair ties must be a neutral colour. Hair is to be of a natural colour. No nail polish, or makeup, or false eyelashes are to be worn.
- 5.8. Bandannas of any colour are not permitted to be worn on any days, including swimming and athletic sports.
- 5.9. These uniform and dress codes apply at all times unless especially exempted by the Principal.
- 5.10. The school reserves the right to advise students when it considers that their appearance is unacceptable, and not in compliance with the school uniform and dress codes.
- 5.11. Hair is to be kept tidy at all times and follow classroom rules which may require hair to be tied up for health and safety purposes.

6. Computer and Internet Use Agreement

- 6.1. To promote and ensure the welfare and safety of students when using the internet, students need to understand and observe the following:
 - 6.1.1. The only purpose for school computers and other information and Communications Technology resources is to support teaching and classroom learning.
 - 6.1.2. Students are not permitted to access any material through the internet that is offensive, inappropriate at school or illegal. For example, material should NOT be pornographic, racist, hurtful of others. It SHOULD use appropriate language.
 - 6.1.3. If students use email at school, they are not permitted to send any messages that are offensive, inappropriate at school or illegal.

- 6.2. It is important that all students:
 - 6.2.1. Take care of ICT equipment.
 - 6.2.2. Respect the copyright regulations on software that prohibit many programs, graphics and other objects.

7. Cellphones

- 7.1. Cellphones are not permitted at school/onsite between 8.00am – 3.00pm. If a cellphone is brought to school, it must remain in a student's bag at all times.
- 7.2. Any electronic device brought to school is entirely at the owner's own risk.

8. Blanket EOTC Consent Form

- 8.1. This EOTC form is to cover events which occur during the course of a school day and conclude prior to approximately 6.00pm (e.g. walk up Te Mata Peak, visit to another school, Choir performance in Hawke's Bay).
- 8.2. Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities or hazardous environments or the event continues overnight, specific consent will be required. At the time of our seeking any further consents you will also be asked to update the health and contact information held by school.
- 8.3. It is important that this form is completed at the start of the year for all students who will be participating in EOTC events (as described above). Details on this form will remain confidential to school staff, contractors and volunteers associated with supervising activities on EOTC events. It is crucial that you provide us with up-to-date information, that is accurate and complete, to allow us to plan appropriately for EOTC events.
- 8.4. Please note that it is very important that student details such as health information and emergency contacts are kept up-to-date with the Administration or Student Centre office during the year.

Privacy Statement:

The personal information being collected on this form is for the purpose of running EOTC events. It won't be used or disclosed for any other purpose except in accordance with the Privacy Act 1993. You have the right under that Act to access and seek correction of the information from the school.

For activities where being able to swim is essential. Consent does not remove the need for group leaders to ascertain for themselves the level of the student's swimming ability.

Swimming ability

- | | | | |
|---|-----|----|------------|
| • Is your child able to swim 50 metres? | Yes | No | Don't know |
| • Is your child water confident in a pool? | Yes | No | Don't know |
| • Is your child confident in deep water? | Yes | No | Don't know |
| • Is your child able to tread water? | Yes | No | Don't know |
| • Is your child able to survival float? | Yes | No | Don't know |
| • Is your child confident in the sea or in open inland water? | Yes | No | Don't know |
| • Is your child safety conscious in and around water? | Yes | No | Don't know |

9. Medical Consent

- ☐ In an emergency school may act on my behalf.
- ☐ School may administer pain relief.
- ☐ I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.
- ☐ I will inform Hastings Girls' High School as soon as possible of any changes in medical or other circumstances.

- ☐ I agree to my child receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered by the medical authorities present.
- ☐ Any medical costs not covered by ACC or a community service card will be paid by me.
- ☐ If my child is involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, he/she will be sent home at my expense.

10. Student Contract

To be read and signed by all participating students.

- ☐ I understand that any EOTC event is an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom.
- ☐ I realise that this requires me to take on genuine responsibility for my own learning and the safety and that of myself and others.
- ☐ I agree to do the following to make this happen:
Show courtesy and consideration for others; follow the rules and instructions of staff and other supervisors at any event; take part in all activities within challenge-by-choice options; look after myself and my personal belongings; declare medical conditions that could affect participation in the event; accept the rules set by the school for any event, even if they are different from what is accepted at home.
- ☐ I understand that my parent/caregiver will be contacted and I may be sent home at their expense if: my actions are considered unacceptable by staff; I break the school drugs and alcohol policy; my actions put me or others in any danger.

Signed (by student): Date/...../.....

11. Parental Consent

- ☐ I agree to my child taking part in EOTC events. I acknowledge the need for them to behave responsibly.
- ☐ I understand that there are risks associated with involvement in Hastings Girls' High School's EOTC events and that these risks cannot be completely eliminated.
- ☐ I understand Hastings Girls' High School will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those risks.
- ☐ I understand that my child will be involved in the development of safety procedures. I will do my best to ensure that my child follows these procedures.
- ☐ I acknowledge that in order to gain a better understanding of the risks involved I am able to ask any questions of Hastings Girls' High School about the activities in which my child will be involved. I recognise that participation in such activities is voluntary and not mandatory. My child and I both understand that they may withdraw from the activity if they feel at risk. This must be done in consultation with the person in charge.
- ☐ I understand that Hastings Girls' High School does not accept responsibility for loss or damage to personal property (either my child's property or damage to other's property caused by my child) and that it is my responsibility to check my own insurance policy.
- ☐ I do / do not agree to the school using my child's image, as the school uses a range of platforms to promote and or communicate with the wider school community.

Signed (by parent): Date/...../.....

12. Lunch In School Programme

- 12.1. Hastings Girls' High School has been privileged to be involved with the Ministry of Education initiative to provide our girls with free and healthy lunches.
- 12.2. If your student has any dietary restrictions due to health, cultural or religious reasons, please give details: This information will be used in our kitchen for meal preparation.

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Other important dietary information: (please be specific)

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- 12.3. We as a school will always do our absolute best to ensure the health and safety of every girl, however, we cannot guarantee that all potential allergens are removed from the kitchen.
- 12.4. To support our lunch in school programme we do not permit food to be dropped at school during the school day.

I acknowledge that after signing these bylaws it is my responsibility to monitor the school website for the latest version and that my permission will be carried forward with the latest version.