

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Legislation Policies

NAG 6

Documentation & Review Polices

<u>Policy</u>	<u>Date Reviewed</u>
Privacy	October 2008
Attendance	October 2008
Animal Welfare	October 2008
Placement	October 2008
Copyright	October 2008

Supporting documents

Board Of Trustee Meeting Procedures	October 2008
Communicating With Non-Custodial Parents	October 2008



Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Policy: Privacy

Purpose

To ensure maximum confidentiality of information and files of employees and students of Deanwell School.

Guidelines

1. The Board of Trustees is required to comply with the provisions of the Privacy Act, 1993 .
2. The Board of Trustees will appoint a Privacy Officer.
3. Procedures will be developed to assist the Privacy Officer in the task of ensuring that there is full adherence to the principles contained in the Act.
4. Procedures will comply with the principles which specify requirements in terms of:
 - ▶ The purpose of collection of personal information
 - ▶ The source of personal information
 - ▶ The provision of full information to the subject
 - ▶ The manner of collection
 - ▶ The storage and security of information
 - ▶ Access to personal information
 - ▶ Obtaining personal information held about them
 - ▶ Checking on accuracy
 - ▶ The holding of information no longer in use
 - ▶ Limits on use of information
 - ▶ Limits on disclosure
 - ▶ Assigning of unique identifiers

Review

This policy will be reviewed on an annually.

Chairperson: _____
Michelle Cooper

Principal: _____
Pat Poland

Date Reviewed:
October 2008

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Policy: Attendance

Rationale

Non-attendance at school has been identified as a major barrier to learning and a significant indication of at risk students. It is the right of everyone in New Zealand to attend school, and the responsibility of parents/caregivers to ensure attendance of all children up to the age of 16.

Purpose

1. To optimise learning requires that students attend school at all times that it is open, *and that children arrive on time.*
2. To meet the Board of Trustees legal obligations for ensuring attendance.

Guidelines

1. Attendance registers will document attendance and non-attendance.
2. *Student attendance will be recorded twice a day through the school's Student Management System; together with the reason for any absence, indicating whether the absence is justified or unjustified (using Ministry of Education criteria).*
3. *The late arrival of children will be recorded the school's Student Management System.*
- ~~2. Attendance information will be placed on student's cumulative records via the school's Student Management System.~~
4. The school will have a consistent system for marking attendance registers.
5. *Parents/caregivers will be contacted as soon as is practicable in relation to any unexplained or unjustified absence.*
6. Procedures outlined for truancy will be followed when students are identified as truant.
7. *The school will take pro-active steps to increase student attendance. The Principal will set annual targets on this and will report to the Board on student attendance at least twice a year.*
8. Suspension and stand down procedures in line with Ministry of Education requirements will be met.

Chairperson: _____
Michelle Cooper

Principal: _____
Pat Poland

Date Reviewed:
October 2008

Deanwell School

Legislation Policies

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Attendance Procedures - Office

1. Every class at Deanwell School has a "RED" Absence Folder, which contains weekly attendance sheets for the appropriate term.
2. The weekly attendance sheet is completed each morning by the class teacher and sent to the office and entered on the school's Student Management System – this to be completed and to the school office by 9.30am.
3. Any children arriving in class after the 'Red' folder has gone to the office, must have signed in at the office and received a card so that the classroom teacher knows they have been to the office. The time of arrival is entered on the card by office staff.
4. Once the office has received each red folder the following procedure is undertaken:
 - ▶ Office staff collect absence messages from (a) the school answer phone and (b) text messages on the school cell phone.
 - ▶ Office staff checks all 'Red' folders and phones up any unexplained absences.
 - ▶ If staff are unable to establish why a child is away, she checks with the Principal regarding any home visits he may wish to make, and if not S.A.S.H. is called to visit the unexplained cases.
5. Once this procedure has been dealt with, data is entered into Musac Pupil files on the office computer.
6. Once this has been completed the 'Red' folders are returned to the teacher cubby holes, located in the staffroom

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Attendance Procedures – Classroom

1. Absentees lists should be recorded on the form in the red folder and entered on the school's Student Management System before 9:30 AM. Please enter the names of all absentees, including late-comers, and indicate whether reason for absence is known. At 9.30 am office staff will ring the School Attendance Service with names for investigation.
2. Absence notes should be initialled and dated on receipt by the teacher. File these until the end of the year. Send the note to the school office if applicable.
3. A letter is available for sending home to parents reminding them of their responsibilities under the Education Act, in the case of persistent absentees.

Attendance Registers

1. Enter only those children who have reached the age of five years.
2. In entering the student's name, write the surname first.
3. Record the boys first, then the girls.
4. Enter in year levels. For example:

Year 3

Boy1
Boy2

Girl 1
Girl2

Year 4

Boy1
Boy2

Girl1
Girl2

5. In the column headed 'classification', enter year level of the student.
6. At the head of the attendance columns, under the word 'week', enter the dates (day and month) on which the school week begins and ends.
7. Mark the attendance (in ink/pen) in the morning and again in the afternoon with a cross – one stroke in the morning and the other in the afternoon. The letter 'a' should be used to indicate 'absent'.
8. If the student is admitted to the class after the beginning of the term, note the fact in the column for 'remarks' and state the date of the student's first attendance. In the same way, when the student is removed from the roll note the last day of attendance. Record also that a student has left school when he or she has been absent for twenty consecutive school days unless the school has been informed that such absence is only temporary.
9. If the board authorises a student to undertake courses of education, or make visits outside the school premises, the student shall be marked present while undertaking the course, obtaining the work experience or making the visit. Note or code the location of the course in the "Remarks" column.

Do not use Twink or other white-out products in the Attendance Register.

Health Camp

A student attending a health camp shall be retained on the register. Attendance should not be recorded until the child actually resumes attendance at Deanwell School.

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Policy: Animal Welfare

Rationale

The school recognises that under the Animal Protection Act 1987 it is required to have a code of ethical conduct relating to the welfare and treatment of any animals under its care.

Purposes

1. To encourage through example the proper care of living things within the school.
2. To provide experience for the children to observe, handle and care for a range of animals in a humane way.
3. To ensure that the care and welfare of animals must have the highest priority in any activity involving the keeping of an animals or its study on a field trip.
4. To educate children through example and discussion on the importance of animal care and welfare and the responsibilities involved.

Guidelines:

1. 'Animal' is defined as any living creature with a backbone, including land-based and aquatic mammals, birds, fish and reptiles.
2. It is generally accepted that other living creatures such as snails, worms, and insects must also be treated with care and kindness.
3. If the appropriate care cannot be provided, the animals should not be kept in school. Creatures kept in classrooms for observation must be housed and fed properly, and returned to their natural habitat on completion of the study.
4. Creatures captured on field trips must be returned to their habitat prior to leaving the area unless their proper care in school can be guaranteed.
5. Proper provision will be made for the care of animals during weekends and holidays.
6. Children will be taught the correct way to handle small animals and how to care for them.
7. Responsibility for the welfare of animals rests with the teacher or staff member involved, but ultimately with the Principal ~~and the Board of Trustees~~.
8. The following freedoms apply:
 - Animals must have appropriate diet, including access to water. Provision must be made for care at weekends and holidays.
 - Animals must have cages/containers of an appropriate size, be ventilated and hygienic. Animals must not be subjected to extremes of noise, draught or sunlight.
 - Animals should be free from injury or disease. Diseased or injured animals should be treated and not kept at school.
 - Animals must be handled/kept in such a way that they are not subjected to stress or fear.
 - Animals should be able to express normal behaviour.

Chairperson: Michelle Cooper

Principal: Pat Poland

Date Reviewed:
October 2008

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Policy: Placement

Rationale

Pupils should progress through the school at the optimum rate proportionate to individual development and ability.

Purposes

1. To ensure that each child be given the maximum opportunity to develop intellectually, socially emotionally and physically.
2. To ensure that the promotion and placement of each child is considered on an individual basis.
3. To ensure that parents have the opportunity to discuss the placement of their child.

Guidelines

1. Pupils will be classified Y0 - Y6 according to their time at school.
2. Pupils will be classified in to their year groups at the beginning of each year.
3. New Entrants beginning after July 1 will generally be classified as Y0 for the remainder of that year. These children will be promoted to Y1 at the beginning of the next year.
 - ▶ Children who have birthdays in April, May, or June may be classified as Year 1 for the remainder of that year and the following year. In making this recommendation to the Principal, teachers will consider the criteria in Guideline 5, paying particular attention to academic progress and social development.
4. Children will move through the school with their chronological year group, except in exceptional circumstances which will be considered by the Principal on an individual basis.
5. A child would have to be academically exceptional and socially very mature and stable before consideration would be given to moving him or her from Year 5 to 7. Completing work at an above average level at year 5 does not mean automatic success at year 7.
6. The criteria for movement from one level to another are:
 - a. academic ability;
 - b. social maturity;
 - c. physical maturity;
 - d. wishes of parents;
 - e. age and number of years at school;
 - f. physical resources such as the size of a classroom and availability of resources;
 - g. number of children in classes;
 - h. balance of children in classes - special needs, behaviour.
7. Final responsibility for placement of all children lies with the Principal, after consultation with staff and parents / care-givers.

Chairperson: Michelle Cooper

Principal: Pat Poland

Date Reviewed:

October 2008

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Appendix - Policy on Promotion and Placement

Year of Schooling

Year of Schooling refers to the number of years of schooling that a student has received and therefore does not necessarily relate to the academic level a student is working at.

Year 0	A child who attends school for the first time between the July roll count date and 31 December.
Year 1	A student who attends school for the first time between 1 January and the July roll count date.

- The year indicator for each student is increased by one at the start of each school year even if the student's progress through the school system has been delayed or accelerated.
- All students entering form one must have their year level reset to 7, as year 7 and 8 children receive additional resources.
- Students who start school after the compulsory starting age of 6, such as migrant children and home-schooled children, will be given the same year level as the majority of students of the same age.

Source: Education Gazette 29 January 1996

Child Skipping Year 6

1. A child would have to be academically exceptional and socially very mature and stable before consideration would be given to moving him or her from Year 5 to 7. Completing work at an above average level at year 5 does not mean automatic success at year 7.
2. Academic ability would have to be exceptional in all core subjects.
3. For many children, academic and social consolidation is needed; missing a year of schooling does not allow this.
4. A child skipping Year 6 will miss out on many leadership opportunities; senior children are given the opportunity of taking in additional responsibilities.
5. A child who misses Year 6 to move to Year 7 must be guaranteed of success. A child who fails at the Year 7 level (or later at high school because of issues such as maturity, friendship, or academic inadequacies) cannot go back a level without a huge loss of self-esteem.

Criteria for Moving:

1. Exceptional ability in core academic subjects, evidenced by stanine 9 in maths, reading vocabulary, reading comp, and oral comp.

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Policy: Copyright

Rationale

The school will comply with the Copyright Act with respect to the use of musical scores, videos, books, films, Computer applications and other materials protected by copyright.

Purpose

To ensure the school complies with the Copyright Act 1994.

Guidelines:

1. All staff are to be informed of the sections of the Copyright Act as they apply to educational institutions and of the conditions of any copyright license that the school subscribes to.
2. The school will take out such licences as it sees fit and will comply with the conditions described in these licences.
3. The school will take out licences for all computer applications it uses across the school.
4. Individual staff members will be personally liable for any breaches of the Copyright Act.
5. All photocopiers will have the general provisions of the Act displayed as they relate to the school.

Chairperson: _____
Michelle Cooper

Principal: _____
Pat Poland

Date Reviewed:
October 2008

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Copyright Compliance

Teachers can copy from original or published works for educational purposes within the following limits:

1. No more than 3% or 3 pages of the work is copied
2. Multiple copies of up to three per cent or three pages (whichever is greater) of a work may be made, as long as such copying does not exceed 50 per cent of the work. This means, for example, that no more than half of a poem, short story or newspaper article can be copied.
3. No charge is made to recover the cost of such copying;
4. The same or any other part of the work is not copied within 14 days.
5. One copy of the whole or part of a work may be copied to allow the person giving the lesson to copy work to assist him/her giving the lesson. Material can not be copied for students.
6. Multiple copies of the whole or part of a work may be made where the copying is not by reprographic process (eg: hand-written).
6. No copying from the same work is allowed within 14 days.
7. An artistic work can be copied if it is copied with the surrounding text.
8. Copyright material may be used to set and answer examination questions.

The print copying licence provided by CLL extends the amount of work that can be copied to:

1. Up to 10% or one chapter of a work (whichever is larger);
2. Up to 15 pages of all or part of a single work in collection of works;
3. One article from a newspaper or more articles if they are on the same subject.

Copying from copyright works without the copyright owner's approval or an appropriate licence is an infringement, unless there is a statutory exception allowing for such copying.

If a school or its staff infringe copyright, they can be prosecuted. This can lead to expensive litigation, fines, and at the very least, a damaged reputation. Teachers and other staff must be aware of their legal obligations under the Copyright Act.

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Copyright Act 1994

Copyright Act 1994 allows schools to make multiple copies of copyright material for educational purposes if no more than 3% or 3 pages of work is copied.

Where copying of the 3% or 3 pages results in the whole work being copied (for example, a small reader, poem, or an article), then copying is limited to 50% of the work.

March 19, 2009

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Board Of Trustee Meeting Procedures

Rationale

The School is obliged to comply with the Local Government Official Information and Meetings Act 1987. This Act requires the following:

1. All Board meetings should be open to the public with an agenda made available. Time and place of Board and Committee meetings must be published with reasonable notice (s 46).
2. The public may be excluded from all or part of a meeting on passing of a resolution (s 48).
3. Bona Fide journalists are deemed to be members of the public and are thus entitled to report on the Board's proceeding. They must withdraw from in-committee sessions.
4. Meeting minutes are available at the school before the next meeting.
5. Minutes may be inspected by any member of the public except a meeting or part of a meeting from which the public was excluded. Notes may be taken from minutes.
6. A member of the public may receive a copy of the minutes.
7. If a member of the public's behaviour is likely to prejudice or to continue to prejudice the orderly conduct of the meeting, he or she may be required to leave.
8. The secretary of the Board shall take all necessary precaution to ensure that no member of the public shall inspect or see minutes of the part of the meeting from which the public was excluded.

In addition the Board has procedures in place to ensure that there is no conflict of interest in the Board's transactions or discussions.

Procedures On Conflict Of Interest

Conflict of interest could cover the following:

1. A trustee who has submitted a tender for a contract that the Board is in the process of awarding.
2. The Board is considering a response to a document put out by NZSTA regarding teachers' pay and conditions, and the staff representative is a teacher.
3. The Board is considering pay or salary deductions following a strike by staff.
4. The Board is discussing the Principal's Performance Agreement and salary or allowance adjustment.
5. A trustee who has a child who has been verified under ORS and resources for this student are being discussed at the meeting.
6. A trustee has a child who has been suspended.

A trustee who has identified a Conflict of Interest should:

1. Publicly declare a conflict of interest, state the general nature of the interest and have the declaration recorded in the minutes;
2. Withdraw from the meeting while the matter is discussed;
3. Not vote on the matters; and
4. Not discuss the matter with the Board or attempt to influence the vote.

Note:

- Italics = Additions to current policy
- ~~Text~~ = Deletions
- Other text is from existing policy



Communicating With Non-Custodial Parents

Schools and parents/guardians share responsibility for the well-being and development of children. The school plays its part in facilitating communication between the school and parents/guardians.

Guidelines:

1. Addresses and contact phone numbers of parents/guardians will be recorded on enrolment forms.
2. Special note will be taken where parents live apart.
3. Both parents will automatically be considered as contact persons in cases of emergency unless a parent requests not to be contacted, or there is a legal reason not to inform a parent.
4. Where parents/guardians live apart, notices and school reports will be sent to both parents. Parents/guardians will be notified of this policy on enrolment or in the event of separation and asked to supply stamped addressed envelopes to the school office if they require items to be posted to them. Form teachers will be notified of all such cases.
5. Notices of trips, requests for parent involvement, or details of parent-teacher interviews will be made available in sufficient time for parents to respond.