

The Board of Trustees of Waituna Creek School will provide a safe physical environment.

Our school policies and procedures will meet the requirements of relevant acts, Ministry of Education circulars and the Education Gazette.



Disciplinary process

In the event that the Board determines that a policy violation has occurred, and the Board considers that the degree and seriousness of the violation warrants initiating a disciplinary process, the Board will seek advice and follow due process.

The school has specific policies that cover:

- school dress code
- animal welfare and caring for animals (below)
- privacy

Legal responsibilities

The Board's legal responsibilities are described in the following school policies and procedures.

- NAG 1: Recognition of cultural diversity
- NAG 1: Improving education outcomes for Māori students
- NAG 2: Strategic planning, self review
- NAG 3: Employment and personnel procedures
 - Performance appraisal
 - Principal's appraisal
- NAG 3: Complaints and concerns procedures
- NAG 5: Attendance and truancy
- NAG 5: Smoke-free
- NAG 5: Protected disclosure
- NAG 5: Emergency and evacuation
- NAG 5: Emergency procedures plan
- NAG 5: School closure
- NAG 5: Behaviour management
- NAG 6: Enrolment procedures
- Privacy policy

This policy is supported by the following school procedures.

- NAG 6: Administration and legal responsibilities procedures
 - Enrolment procedures
 - Board procedures
 - Meetings
 - Conflicts of interest

- Privacy
 - o Privacy Officer role description

Board procedures can also be found in the following policies and procedures.

- NAG 2: Strategic planning, self review and reporting policy and procedures
- NAG 3: Performance appraisal and Principal's appraisal procedures
- NAG 5: Protected disclosure policy
- NAG 5: Smoke-free policy
- Privacy policy

Last reviewed: July 2017	Next review date: July 2018
Signed Principal:	Signed Board of Trustees:
Date:	Date:

School dress code

All students attending Waituna Creek School are expected to wear clothing that is practical for learning in all curriculum areas. Clothing should allow students to move in PE, and be able to be worn during art.

Each student needs to purchase a school sports top and sun hat for wearing at off-site activities.

Any proposed variation or change to the school uniform will be brought to the Board of Trustees for approval.

The Principal is responsible for monitoring compliance with this policy.

Hair should be kept tidy and out of the eyes. Long hair should be tied back to help prevent the spread of headlice.

Animal welfare and caring for animals

We recognise our legal obligations to species defined as 'animals' under the Animal Welfare Act 1999, and our moral responsibilities regarding other invertebrate animals that are studied or kept at our school.

All animals enter the school with prior approval from the Principal.

Goals

- To encourage, by example, the proper care of living things within the school situation. (See Science in the New Zealand Curriculum, Making Sense of the Living World, achievement aims 3 and 4, page 52.)
- To provide opportunities for students to observe, handle, and care for a range of animals in humane ways.
- To ensure that, in any activity involving the keeping of an animal or its study on a field trip, the welfare of the animal is given high priority.
- To educate students, by example and discussion, about the importance of caring for animals and the responsibilities this involves.

Guidelines

- The day to day care of all vertebrates, and some invertebrates, in the care of people and/or used in experiments and teaching, will be governed by the Animal Welfare Act 1999.
- All living creatures at Waituna Creek school will be treated with care and respect.
- Responsibility for the welfare of animals at Waituna Creek rests with the teacher involved and ultimately with the Principal and the Board of Trustees.
- Animals kept at Waituna Creek will be provided with their five basic needs (sometimes expressed as the five freedoms).
 - Freedom from thirst, hunger, and malnutrition (including during weekends and holidays).
 - Freedom from discomfort and lack of shelter (by being provided with appropriate cages or containers that are properly ventilated and hygienic, and don't allow exposure to extremes of noise, draughts or sunlight).
 - Freedom from injury, disease, and parasite infestation (by prevention or rapid diagnosis and treatment). Diseased or injured animals will be treated promptly and will not be kept at Waituna Creek until they have recovered. If this is not feasible, they will be humanely destroyed.
 - Freedom from distress (through proper care and handling).
 - Freedom to display their normal patterns of behaviour.

If appropriate care and facilities cannot be provided, animals will not be kept at Waituna Creek.

Animals kept at Waituna Creek will be kept in accordance with the conditions relevant to the particular species, outlined in Section 3 of Caring for Animals, 1999.

Classroom pets

Prior arrangements about long-term care (including holiday care) will be made before any animals are kept at Waituna Creek. When the animal is no longer required or is no longer able to be kept, appropriate arrangements will be made to return it to its natural habitat (in the case of a wild animal) or to find a suitable home for it.

Non-native classroom pets will not be released into the wild under any circumstances.

If appropriate arrangements cannot be made, the animal will be humanely destroyed by a veterinarian.

Study

When animals are used for a specific study, the surviving animals will be returned to their natural habitat or home at the end of the study.

Animals captured on field trips will be returned to their habitat before students leave the area, unless their proper care in Waituna Creek has been prearranged.

Where the use of animals in any study (including science fair projects) involves a manipulation in accordance with the law, the study will be carried out in accordance with a code of ethical conduct approved by the Ministry of Agriculture and Forestry and with the prior approval of _____ (specify the name of an animal ethics committee that has been established in accordance with that code). (See Ethical approval to manipulate animals for information on animal ethics committees.)

Native animals

Native animals:

- will not be kept at Waituna Creek
- will be kept only if Waituna Creek (select the desired option and insert the circumstances or conditions that apply).

Note: Under the Wildlife Act 1953, it is illegal to keep any species of native animal without a permit from the Department of Conservation.