

**Mission Heights Junior College
Compliance and Legislative Requirements NAG 6**

National Administration Guideline 6 - Legislative Requirements

Each Board of Trustees is expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.

Mission Heights Junior College meets its obligations under the National Administrative Guidelines section 6 through the implementation of the Policies and procedures listed below.

The Board monitors the implementation and effectiveness of these policies through the Principal's monthly report.

Policy Statements

1. Attendance

At Mission Heights Junior College all students are expected to attend school during normal school hours. Students who fail regularly to attend school will be identified and this will be addressed in a way which will result in improved attendance.

2. Enrolment

At Mission Heights Junior College the enrolment of students will be in accordance with the current enrolment scheme. This is available in the prospectus, on the website or at reception.

3. Privacy

Mission Heights Junior College will act professionally and in accordance with the provisions of the Privacy Act 1993 as they apply to the school and associated people. Personal Information of students will not be disclosed without permission unless the school is legally required to do so. The Principal shall be the Privacy Officer. The school may use personal information and images for promotional material.

4. Copyright

The College will comply with the Copyright Act with respect to the use of all material protected by copyright. Individual staff members will be personally liable for any breaches of the Copyright Act.

5. Alcohol

The Board of Mission Heights Junior College believes that the school must provide a safe and secure environment for students and staff. The Board prohibits the consumption of alcohol on the school grounds during school hours and at any school activities where students are attending and where such consumption would be considered inappropriate.

6. Board conduct/ conflict of Interest

The Board of Trustees of Mission Heights Junior College will govern the school through a blend of professional expertise and community involvement and conduct itself in a manner befitting the trust given to it by the community.

The Board will support the Principal in effectively managing the school and act with fairness and dignity, conducting its business in a clear and transparent manner.

The Board will adhere to the Governance Guidelines and comply with all applicable legislation. The Board will avoid any conflict of interest, or appearance of such conflict, in its deliberations and actions.

7. News Media Relations

Mission Heights Junior College will maintain an effective and productive relationship with local news media. School staff and Board will operate in accordance with the Governance Guidelines with regard to media contact.

8. Small Animal Welfare

The College complies with the requirement of the Animal Protection Act 1987 to have a Code of Ethical Conduct relating to the welfare and treatment of any animals in its care.

9. School Uniform and Grooming

Mission Heights Junior College requires all students to wear the approved school uniform and comply with general guidelines regarding personal grooming, as described in the school's prospectus.

10. Treaty of Waitangi

Mission Heights Junior College values and celebrates the cultural diversity of the school community and recognises the School's obligation to the Treaty of Waitangi. Students will recognise and understand the bicultural heritage of New Zealand and be enabled to understand, respect, and show sensitivity for tikanga Māori. Te Reo Māori will be provided to all Year 7 and Year 8 students.

The school will ensure that aspects of the Charter relating to equity are met and provide learning experiences which meet the identified learning needs of Māori students.

11. Stand Down and Suspension

The Board acknowledges that the Principal may, from time to time, need to stand down or suspend a student. The Principal and Board shall comply with all requirements of the Education Act, 1989, as required, regarding stand downs or suspensions, (Section 13 to 18), related Guidelines (December 2009), also giving due consideration to the processes of natural justice.

Reference: www.minedu.govt.nz/goto.sdsrules

12. Protected Disclosures

Employees may wish to report serious wrongdoing in their workplace and in so doing, the Board of Trustees must provide protection for the employee/s.

Signed:  Date: 15/8/19

Board of Trustees Chairperson