

KING'S

COLLEGE

**Addendum to the
Student Diary**

June 2018

Policies and Procedures

The latest version of our Policies and Procedures can always be found at www.kingscollege.school.nz/life-at-kings/our-policies/

DISCIPLINARY POLICY AND PROCEDURE

Rationale:

1. Unfortunately, there are circumstances where the College is required to take disciplinary action against a student. The College strives to address student behaviour in a fair and reasonable manner.
2. In the setting of its expectations for student conduct and in how it deals with breaches of those expectations, the College bears in mind the personal circumstances of the individual but also its duty of care to the rest of the school community. The College will take into account matters such as:
 - (a) Whether a student's behaviour creates a harmful example to other students;
 - (b) Whether a student's behaviour puts themselves or others at risk; and/or
 - (c) Whether a student's behaviour impacts negatively on other students' learning and participation in school life.

3. The College wishes to ensure that its disciplinary policy and procedure is clear and transparent to all students and legal guardians.
4. It is intended that this Policy will apply to College students while on the College grounds, while taking part in any field trip or co-curricular activity organised by the College, while representing the College in any activity or in any circumstance in which the student could reasonably be identified as a student of the College, including at school social events and outside of school hours and grounds. For the sake of clarity, this includes any representations of College students on the internet.

Purpose:

1. To outline the various forms of disciplinary action that may be taken by the College.
2. To make clear the processes that will be followed by the College in relation to disciplinary matters.

Student Disciplinary Procedure

The College's behavioural expectations are set out in various policies and procedures, including in the Student Diary, the College's Admission Agreements. Students are required to know and abide by the College's policies and procedures, as introduced, amended or revoked from time to time.

The potential disciplinary actions that may be taken by the College are as follows.

SCHOOL SANCTIONS TO MANAGE POOR BEHAVIOUR

General

Sanctions help the College to set boundaries and to manage challenging behaviour. When poor behaviour is identified, sanctions are implemented. All disciplinary situations are dealt with objectively, fairly and in a way which is appropriate to the student's age and personal circumstances.

Each teacher is primarily responsible for discipline in the classroom. A verbal reprimand and an apology may be sufficient for a minor offence. A teacher may set extra work to be completed outside of lesson time, or hold students under his/her own supervision during the lunch hour or after school.

The College (its teachers, Housemasters, Headmaster, Deputy Heads and such other staff as are appropriate) have the discretion to set appropriate and proportionate sanctions. The Sanctions listed below are not an absolute list but provide a guide of the most established forms of sanction and discipline in the College. The College reserves the right to respond with other measures appropriate to the issues and circumstances before the staff member.

Disciplinary measures will always have priority over a student's co-curricular commitment, although the teacher is asked to inform the staff concerned of the action beforehand.

- **School Detention**

Any teacher is able to issue a School Detention to a student for unacceptable behaviour in the classroom, around the College or on school trips.

School Detentions are held for one hour on Tuesday and Wednesday afternoons and students should be given at least one day's notice.

In a School Detention, students complete written work assigned by the teacher issuing the Detention or by the teacher supervising the Detention.

- **House Fatigues**

House Fatigues are given by House Staff, or recommended by House Prefects for House Staff to approve, and are for unacceptable behaviour in the House.

House Fatigues are held for one hour on Friday afternoon and students should be given at least one day's notice.

In a House Fatigue, students complete work around the House.

- **School Fatigues**

School Fatigues are recommended by Senior or School Prefects and approved by a Deputy Head.

School Fatigues are held for one hour on Friday afternoon and students should be given at least one day's notice.

In a School Fatigue, students complete work around the School.

- **School Sunday Fatigues**

School Sunday Fatigues are given to students for more serious misbehavior or continual disobedience resulting in multiple School Detentions or House Fatigues.

School Sunday Fatigues may only be given by a Housemaster or a member of the Senior Educational Leadership Team.

School Sunday Fatigues consist of 3 hours work for the school on a designated Sunday. Parents/guardians will be notified by the Housemaster their son/daughter is given a School Sunday Fatigue.

- **“Sin Bin”**

This may be used for serious misbehaviour by a student in a lesson or around school. The student is sent to report to a Deputy Head and, if he/

she is not available, the student should report to the Deputy Head's P.A. The student will be interviewed with the teacher and the Deputy Head at the end of the lesson.

- **Housemaster's Daily**

This is a yellow card which a student is required to present in class as a check on achievement, attitude and effort. It is used by Housemasters and Teacher Mentors only, to monitor progress on a lesson by lesson basis.

Students are expected to get the Daily signed by each of his/her teachers after each period. The Housemaster will sign the Housemaster's Daily each day. Parents of Day Students are also asked to sign the Housemaster's Daily each day.

- **Performance List**

When the performance of a student in the classroom is sufficiently poor to warrant special attention, or a Housemaster feels the student's general behaviour has been consistently unacceptable, he or she is placed on the Performance List for a length of time that is deemed appropriate.

This list comprises students who are not making sufficient effort in their learning, or who are affecting the learning of others – it is not a comment on an individual student's academic ability.

The student will be placed on a Housemaster's Daily for two weeks. If the Housemaster is not satisfied with the improvement in attitude and effort over the two weeks, he/she may issue another Housemaster's Daily for a further two weeks.

- **Gating**

This is used by Housemasters of Boarding Houses only in which weekend leave is denied following unacceptable behaviour.

Continual Misconduct or Serious Misconduct

An escalated disciplinary approach may be taken in cases of continual misconduct or in cases of serious misconduct. In these cases, the Deputy Head or Head will be the decision makers and the potential disciplinary processes/action may include:

- **Verbal Counselling:** This may take place between the Head or Deputy Head and the Student.
- **Conversations with parents, caregivers or legal guardians:** This may take place between the Head or Deputy Head and the parents, caregivers or legal guardians, with the student.
- **Sharing information with teachers:** The Head or Deputy Head may decide to share information with teachers to ensure that they are updated. Teachers will be informed about the terms of a stand down and internal stand down.
- **Stand down:** The Head or Deputy Head may order a stand down of the student (for a period of no more than 5 days in a term or 10 days in a school year) from the College or from certain duties or privileges (including stand down from House activities, stand down from sport and cultural activities and/or stood down from classes). If the Head or Deputy Head determines, the student will attend at the College in a designated space by the Deputy Head for the period of their stand down. Otherwise, the stand down will be served out at home or at a nominated caregiver's residence outside of the College. A stand down may be accompanied by a contract to be entered into between the student and the College to set conditions around the student's behaviour moving forward.
- **Internal stand down from House:** The Head or Deputy Head may order that the student be removed from the House for a week or a certain number of days, to be under the supervision and monitoring of the Deputy Head or under the Head's specific monitoring.

- **Removal from Boarding House:** The Head and Deputy Head may decide that, instead of complete withdrawal, a boarding student should be removed from their boarding house and no longer continue to board at the College. The student will remain a student of the College but would no longer be a boarder. Fees will be amended accordingly and any fees paid in advance for boarding not then undertaken will be refunded on a pro-rated basis.

The Board will be informed of any stand downs and removal from Boarding.

The obligation to pay fees continues during a stand down.

Where even more serious disciplinary action is being considered, the decision-making process will be escalated to a sub-committee of the Board. This will occur when the following disciplinary action is being considered:

- **Complete withdrawal:** There may be conduct that the Head determines is so serious that a complete withdrawal of the student from the College must be considered. A complete withdrawal means that the student is **expelled** by the College.
- **Extended temporary withdrawal with conditions:** The College may decide to extend a student's temporary withdrawal and put conditions in place for their return (i.e. the student may be notified that they cannot return to the College until they have satisfied the College's specified conditions).
- **Return from temporary withdrawal with conditions:** The College may allow a student to return from temporary withdrawal with certain conditions in place as part of the student's return from temporary withdrawal. If the student fails to adhere to those conditions upon their return, the College may consider complete withdrawal.

Process to be followed where complete withdrawal is being considered

Overview of process

If complete withdrawal is being considered, the Head will involve a subcommittee (of the Board of Governors) in the decision making process.

The Head and/or Deputy Head will:

- Gather relevant evidence;
- Arrive at a recommendation and provide a written outline of the rationale for this recommendation. This recommendation will be escalated to the Board Chair to convene a sub-committee.
- Temporarily withdraw the student for the remainder of the process (meaning that the student will be formally removed from the College while the process is followed through to a decision).
- Inform the parents or legal guardians and student of the disciplinary action that is being considered and provide them with a package of the relevant evidence and applicable policies and procedures. This package will be provided to the parents or legal guardians at least 48 hours in advance of the Board sub-committee meeting. The package will contain:
 - An outline of the incident/College's concerns;
 - Any statements gathered;
 - The Head's recommendation (and rationale for it);
 - Any documentary or photographic evidence;
 - Any relevant policies and procedures;
 - Copy of the Admission Agreement;
 - The student's most recent school report;
 - Any relevant background material on other disciplinary issues or disciplinary action taken in relation to the student;
 - The College's counsellor's details; and

- Confirmation of whether access to school work will be provided for the suspension period.
- The same information pack as above will be provided to the Board sub-committee.
- The parents or legal guardians and student will have an opportunity to provide written submissions and any statements of relevance in response to the information contained in the package but this should be provided 12 hours before the sub-committee meeting.

The parents or legal guardians will be notified of a date and time to meet with the Board sub-committee.

A hearing will be conducted before a Board sub-committee. The student and their parents or legal guardians will be invited to attend the hearing. The sub-committee will have the ability to adjourn the meeting at times within it to speak to the Deputy Head, Head or any other relevant staff member about factual matters that may have been raised by parents or the student and require College input. That sub-committee can also gather further information. A meeting may be adjourned for a period of time to accommodate gathering this information.

A flowchart outlining this process is included on page 12.

The potential decision makers

The Board sub-committee will be made up of where possible 3, but at least 2, members of the Board of Governors.

Notification of decision

Once the Board sub-committee makes their final decision, this will be notified to the parents/legal guardians and student face to face or by telephone.

Disciplinary outcomes will be published to the College's staff members with details provided of the reason for the discipline. The student will be identified to those staff members.

In addition, after a student has been temporarily withdrawn from, or expelled from, the College, the Head must notify the Secretary (being the Chief Executive of the Ministry) in writing of:

- The student's name and last known address;
- The day on which the student was temporarily withdrawn or expelled or, if the student was first temporarily withdrawn and later expelled, the days on which the student was temporarily withdrawn and expelled, and the length of the suspension; and
- A written statement of the reasons for the student's temporarily withdrawal or expulsion.

If the student is not reinstated at the College or enrolled at some other registered school within a reasonable time, the Secretary must (if the student is younger than 16):

- Arrange for the student to be enrolled at another registered school that the student can attend;
- Direct the board of a State School to enrol the student at the school; or
- Direct a parent of the student to have the student enrolled at a correspondence school.

Temporary withdrawal

As noted above, in each case where complete withdrawal is being considered, the student will be temporarily withdrawn from the College for the duration of the process and will not be entitled to be physically at the College.

The College anticipates that such temporary withdrawals will generally run for up to 10 calendar days. However, there may be cases where extenuating circumstances require a reasonable extension to be made to this time period. Where this occurs, the College will endeavour to keep the parents/legal guardians and student updated in relation to timeframes.

The College will endeavour to provide students with access to school work during periods of temporary withdrawal. In particular, if the temporary withdrawal is to be longer than two days, teachers will be asked to provide materials to the student to continue to study.

Voluntary withdrawal

A student's parents/legal guardians may decide to voluntarily withdraw the student from the College before a disciplinary decision is issued. The College respects their right to make this decision and would mark the student's record, and communicate this to another school and/or Ministry (if inquiries were made) as a voluntary withdrawal.

Where this occurs, the College reserves the right to retain investigation materials on record and to be able to reference the behaviour leading up to the withdrawal if another school seeks background details of the student's record.

In these special circumstances the College waives the obligation (under the Admission Agreement) to give notice of one full term and will not charge the additional fees provided for under the Admission Agreement for insufficient notice.

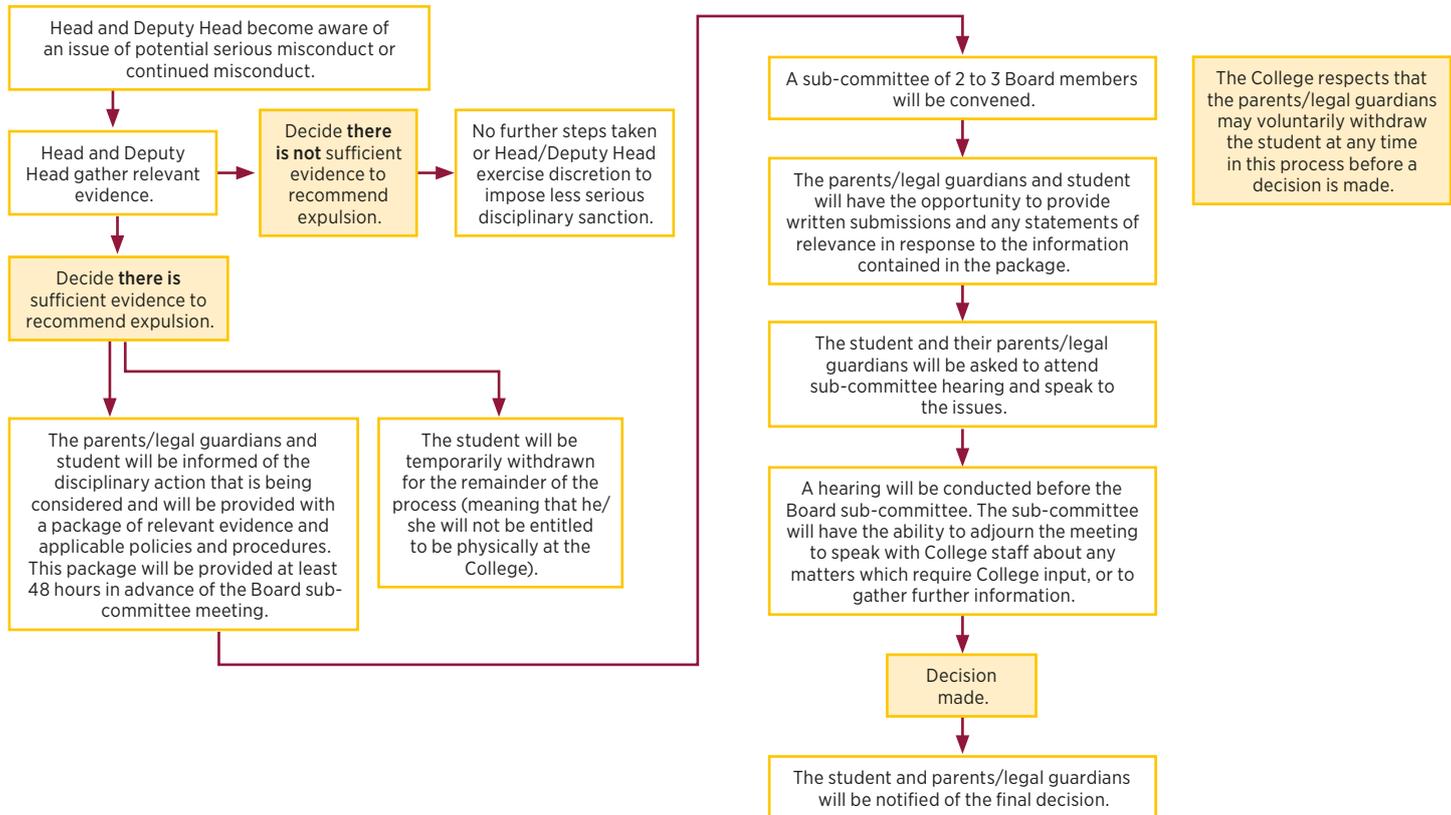
Record keeping

Minutes will be taken during any disciplinary meeting and held in the school records.

In addition, all forms of discipline will be recorded on the student's record moving forward. Those records will be available for analysis and data collection and will be able to be accessed through the parent portal under a student's individual school record.

Under the Privacy Act 1993, the student has rights and obligations and in particular rights of access to, and correction of, personal information (except insofar as it relates to any exemption provided by the Act).

Process to be followed where complete withdrawal is being considered.



SURRENDER, RETENTION AND SEARCH POLICY

This document sets out the surrender, retention and search policy of King's College (**College**).

Schools are required to provide a safe physical and emotional environment for students.

School communities and the public expect schools to be free from drugs, weapons, alcohol and cyber bullying.

To achieve this standard, and ensure that the College is meeting its health and safety obligations, this policy sets out the College's powers to:

- require students to produce and surrender items;
- search students in certain circumstances (which may include requiring students to provide a bodily sample of urine or blood in certain circumstance in accordance with the College's Drug, Alcohol and Smoking Policy); and
- engage contractors to bring trained dogs into the College to search College property.

Although this policy applies generally to the surrender and retention of, and searching for, items that are harmful, likely to endanger safety or are likely to detrimentally affect the learning environment, the College has a particular concern about addressing the problem of the use and abuse of drugs, alcohol and tobacco by students.

Parents/Legal Guardians and students need to be aware that:

- students must comply with all College rules, policies and procedures and all instructions given by College staff;

- students cannot expect unfettered freedom in the College environment; and
- the College has a no tolerance policy in regard to being under the influence of, or the use, possession and supply of drugs, alcohol or tobacco by its students.
 - “Drugs” means any illicit drug, and any medicine or mood altering product that has the potential for abuse and is not prescribed for legitimate therapeutic purpose by the student, or is not being used in compliance with any prescription.
 - “Tobacco” includes cigarettes, electronic cigarettes and vaporizers.

It is intended that this policy will apply to the College’s students while on school grounds, while taking part in any field trip or co-curricular activity organised by the College, while representing the College in any activity, or in any circumstance in which the student could reasonably be identified as a student of the College, including at College social events and outside of College hours. For the sake of clarity, this includes any representations of students on the internet.

Having a safe environment for students and staff is paramount and is the overriding consideration for the College and its staff members when applying this policy.

REQUIRING STUDENTS TO PRODUCE AND SURRENDER ITEMS

When can students be required by staff members to produce and surrender an item?

A staff member (which is a teacher or other staff member that has been authorised by the Board of Governors of the school) may require a student to produce, reveal and/or surrender items if they

have reasonable grounds to believe that the student has hidden, or has in clear view on or about their person, or in any bag or other container under the student’s control, an item that is—

1. likely to **endanger the safety of any person**;
This may include, but is not limited to, bullying texts, drugs, a compass or craft knife, alcohol and spray cans.
2. likely to **detrimentally affect the learning environment**;
This is a very broad category that may include any item that disrupts the flow of teaching and learning or has a detrimental effect on the learning environment. Examples may include items that are being used by students to brag or show off, a mobile phone if the noises from that phone cause distraction, a ruler or pen that is being tapped to distract others in the class and sports or musical equipment that is being used to annoy other students.
3. **harmful**;
This is the most serious category, and can result in the staff member initiating a search for the item if it is not surrendered by the student. A harmful item is an item that a staff member has reasonable grounds to believe poses an immediate threat to the physical or emotional safety of any person. This may include, but is not limited to text messages, drugs, weapons, gang colours or insignia, pornography and sexually explicit photographs of a student.

SEARCHES OF CLOTHING, BAGS AND OTHER CONTAINERS

Staff members can initiate a search of a student’s clothing, bags or other containers if the staff member:

- has reasonable grounds to believe that a student has on or about their person, or in any bag or other container under the student's control, a **harmful** item (see above for information on what "harmful" means); and
- has required the student to produce and surrender the harmful item and the student has refused.

A search is an examination of a person or property for something that is hidden. A search may include a student being required to remove items of clothing or to empty out his or her pockets. It can also involve a student's 'correspondence' including written and electronic material (for example, in a diary, on a mobile phone or on a laptop).

Searches will always be carried out in a manner that gives the student the greatest degree of privacy and dignity consistent with the purpose of the search.

During a search, the staff member may require a student to:

- remove any outer clothing (such as a coat, jacket, jumper or cardigan);
 - but note that a student will not be required to remove any clothing that will leave them with only underclothing on;
- remove any head covering, gloves, footwear or socks;
 - but note that socks do not include tights or stockings;
- surrender a bag or other container.

Unless it is impracticable, the search:

- will be carried out by a staff member who is of the same sex as the student, and in the presence of the student and another staff member who is of the same sex as the student; and
- will not be conducted in the view of any person other than the person carrying out the search, the student and another staff

member, unless the staff member has reasonable grounds to believe that each student has a harmful item.

Additionally, when conducting a search, staff members will:

- not search any student's person;
- not use physical force against a student (other than in an emergency situation where staff members are acting to defend themselves or others against immediate harm); and
- be alert to the relevant sensitivities when searching students from different nationalities.

The College also notes that:

- College property can be searched at any time, for any reason and in any way (including by using contractors and trained dogs). The College's property includes buildings, grounds and vehicles — as well as any locker, desk or other receptacle provided to students for storage purposes;
- if during the search for a harmful item, the staff member finds an item that is likely to detrimentally affect the learning environment or endanger safety, then the staff member may retain it and implement the procedures set out under this policy;
- the College will keep a record of the search; and
- the College will keep a list of all authorised staff members at the school who have the powers set out in this policy. This will be available at the College for inspection.

Once the staff member has obtained clothing, footwear or any bag or other container from a student, then the staff member may search it.

Whether an item is found or not, the clothing or footwear or bag or other belongings will be returned to the student immediately after the search. A photograph/s may be taken of the item and where it was found, as evidence of the nature of the search.

RETENTION, STORAGE AND/OR DISPOSAL OF ITEMS TAKEN

If an item is surrendered by a student, or retained as a result of a search, the school will retain the item for a reasonable period of time and store it in an appropriate manner.

When deciding whether to return an item or device to a student or to pass it to another person or agency, the school will consider:

- the health and safety of people;
- the apparent value of the item or device concerned; and
- the person believed to be entitled to the possession of the item or device concerned.

In some situations, it could be appropriate for the school to pass the item or device to another person (such as a parent or legal guardian or the person believed to be entitled to possession of it), or to an agency. Agencies to which items may be passed include the Police, the Department of Internal Affairs (for certain types of pornography, for example), and the New Zealand Customs Service (for certain types of contraband, for example).

However, in the majority of situations, the item will be made available to the student as soon as practicable (i.e. it will be returned on the same day or retained in the short term only).

An item may be disposed of if a teacher or an authorised staff member considers it appropriate. Disposal may include destruction, if appropriate. For some items, such as drug paraphernalia, the College will pass the item to the Police.

However:

- an electronic device will not be disposed of (although in some circumstances, it may be possible to dispose of an electronic item (such as a photo or text message) by deleting it); and
- items retained will not be sold by staff members or the College.

RESPONDING TO DIGITAL INCIDENTS

Staff members may require a student to produce and reveal a digital device where they have reasonable grounds to believe that the student has digital information stored on their digital device or other digital technology that is endangering the emotional or physical safety of other students or detrimentally affecting the learning environment.

Digital information may comprise one or more of the following elements:

- text eg social media post, webpage, email;
- image eg digital photo uploaded to the internet;
- audio eg music track, voice recording; and
- video eg movie clip taken on a smartphone.

A digital device can include smartphones, iPads, laptops, cameras – devices that can be used to create, edit, communicate, copy or store or transfer digital information.

Staff members may ask the student to:

- reveal the item;
- delete the item (if appropriate);
- surrender the digital device on which the item is stored; and
- retain the surrendered digital device for a reasonable period while the item is in their possession, they must take all reasonable

care of the item and if the device is to be retained for overnight or a longer period, it must be placed in secure storage.

Staff must ensure that a record is made and kept of the digital device. They have up to 2 days to complete this record.

The record must show:

- the date on which the device was taken;
- name of the student from whom the item was taken; and
- name of the teacher or staff who took the device.

At the end of the retaining period, the staff member must return the digital device to either:

- the person the item belongs to; or
- pass it onto the student's parents/caregivers.

If a criminal offence has been suspected, the device may be passed directly to the Police. For example, in case of drug involvement, threatening to kill or do grievous bodily harm or criminal harassment.

DISCIPLINARY OUTCOMES

The student may face disciplinary, or other consequences, if they:

- refuse to show or surrender an item that the College believes is likely to endanger safety or detrimentally affect the learning environment;
- are found with an item that is likely to endanger safety or detrimentally affect the learning environment;
- refuse to show or surrender an item that the College believes is harmful;
- are found with an item that is harmful;

- obstruct, or refuse to comply with, a search initiated by a staff member for a harmful item.

The College's Disciplinary Policy and Procedure may apply. This may include (but is not limited to) a stand-down, temporary withdrawal or complete withdrawal.

Other consequences may include:

- retention of the item;
- Police involvement; and
- Parent/Legal Guardian involvement.

In general, being under the influence of, or the use or possession of drugs and/or alcohol at any time by a student may be considered serious misconduct by the student and may be grounds for disciplinary action, up to and including temporary withdrawal or complete withdrawal.

The College can always act on good information. Staff members do not need to have recovered an item or catch a student red-handed in order to decide what to do. The College is entitled to rely on other evidence (circumstantial or witness statements) to take disciplinary action notwithstanding the student's denial and an absence of a search to recover the item. If a student is found with an item that is stolen, or illegal, the College may involve the Police.

DRUG, ALCOHOL AND SMOKING POLICY

Rationale:

1. The use of drugs and alcohol among adolescents in New Zealand is a serious health issue.
2. Smoking or vaping tobacco is a serious health issue, with the majority of adult tobacco smokers taking up smoking during adolescence.
3. King's College has a responsibility to its students to address the problem of the use and abuse of drugs, alcohol and tobacco by College students.

Purposes:

1. To make clear the standards expected by the College from its students and its no-tolerance policy in regard to the use, possession and supply of drugs, alcohol, tobacco and paraphernalia by its students;
2. To prevent the serious harm to students which can be caused by the use of drugs, alcohol and tobacco products;
3. To provide for disciplinary responses to drug, alcohol, tobacco, e-cigarette use, possession or supply by its students;
4. To provide for non-disciplinary responses to drug, alcohol, tobacco, e-cigarette use or possession by its students, including:
 - (i) providing support for students in need of and requesting assistance with substance use problems; and
 - (ii) providing an opportunity for rehabilitation of students found to be using or in possession of drugs, alcohol, tobacco or e-cigarettes.

5. To work co-operatively with parents toward a common objective of guarding their children from harmful drug, alcohol and tobacco use.

Definitions

1. “Drug” means any illicit drug, and any medicine or mind-altering product that has the potential for abuse and is not used for a legitimate therapeutic purpose by the student in question. “Drug” does not include alcohol or tobacco.
2. “Substance” means drugs, alcohol or tobacco.
3. “Paraphernalia” means any equipment, product, accessory, or material that is modified or used for making, using, or concealing drugs, tobacco or alcohol, including, for example, vaping equipment, e-cigarettes, pipes and bongs.
4. It is intended that this policy will apply to King’s College students while on the College grounds or in the vicinity of the College, while taking part in any field trip or co-curricular activity organised by King’s College, while representing King’s College in any activity or in any circumstance in which the student could reasonably be identified as a student of King’s College, including at school social events and outside of school hours and grounds. For the sake of clarity, this includes any representations of King’s College students on the internet.
5. The Headmaster delegates oversight and application of this Policy to the Deputy-Head.

Guidelines

1. Education and Training

- 1.1. King’s College aims to employ a range of approaches to prevent and reduce the harm to students caused by drugs, alcohol and tobacco. Education regarding drug, alcohol and tobacco use will be provided to King’s College students through the school curriculum

as part of science classes, health classes, personal development - general studies, pastoral care programmes and seminars.

- 1.2. King’s College staff will be trained to identify student drug, alcohol and tobacco use, to support students with substance use issues and in the application of this policy.

2. Obligations of Students

- 2.1. King’s College students will not be under the influence of, use or possess drugs or paraphernalia, or supply drugs or paraphernalia to others, at any time.
- 2.2. Except in special circumstances approved in advance by the College, King’s College students will not be under the influence of, use or possess alcohol, tobacco or paraphernalia, or supply alcohol, tobacco or paraphernalia, to others, while on the College grounds or in the vicinity of the College, while taking part in any field trip or co-curricular activity organised by King’s College, while representing King’s College in any activity or in any circumstance in which the student could reasonably be identified as a student of King’s College, including at school social events.
- 2.3. King’s College students will remove themselves from the presence of others who are using drugs, alcohol, tobacco or vaping in breach of this policy.
- 2.4. King’s College students will co-operate and assist with the College’s enforcement of this policy.
3. **Consequences of suspected breach of policy**
- 3.1. Where the College has reason to suspect that a student is (or has been) under the influence of, using or in possession of drugs, alcohol, tobacco, e-cigarettes (and vaping) or paraphernalia, or involved in supplying drugs, alcohol, tobacco or paraphernalia to others, in breach of this policy:

- (i) The student may be interviewed by the Deputy Head in relation to the suspected influence of, use, possession or supply of drugs, alcohol, tobacco, vaping or paraphernalia for such.
- (ii) The student's parents or guardians may be contacted.
- (iii) The student may be required by the College to submit to drug testing including urine or blood testing.
- (iv) College staff may search the person or property of that student and property of the College (including desks, bags, lockers and boarders' rooms) for drugs, alcohol, tobacco or paraphernalia.
- (v) The student may be required to take part in a rehabilitative programme, the content of which will be determined by the Deputy Head in consultation with the College's Guidance Counsellors. Such a programme may include an assessment of the student's drug use by an appropriate professional, attendance at counselling or therapy and at other programmes designed to address drug use.

4. Consequences of breach of policy in relation to drugs

4.1 Where a student is found by the College to have been under the influence of, used, possessed or supplied drugs or drug paraphernalia to others in breach of this policy:

- (i) The student's parents or guardians will be contacted.
- (ii) The student may be required to submit to immediate drug testing (including urine or blood testing) and to random drug testing for a period of time after the finding of breach of this policy. The timing and frequency of random drug testing will be determined by the Deputy Head.

The student's continued attendance at the College may be on a probationary basis and contingent upon him or her fulfilling conditions determined by the Deputy Head.

- (iii) The student may be required to take part in a rehabilitative programme, the content of which will be determined by the Deputy Head in consultation with the College's Guidance

Counsellors. Such a programme may include an assessment of the student's drug use by an appropriate professional, attendance at counselling or therapy and at other programmes designed to address drug use.

- (iv) In addition to the above, the College may impose any other disciplinary measures that are considered appropriate in the particular student's case, in accordance with the College's Disciplinary Policy.
- (v) The student may be required to withdraw from the College or may be expelled by the College through the College's disciplinary process.

4.2 Where the student's breach of this policy involves supplying drugs to others, assisting others to obtain drugs or being in possession of drugs for the purpose of supplying them to others, the student may be reported to the Police by the College.

4.3 Any failure by a student to co-operate with the disciplinary or rehabilitative measures prescribed by the Deputy Head for a breach of this policy may result in further disciplinary action, including suspension or expulsion of the student.

4.4 The costs of any rehabilitative measures that involve the use of external providers (such as drug counsellors, the costs of the random drug testing regime or use of any other professionals) or the attendance at external programmes, will be met by the student's parents.

5. Consequences of breach of policy in relation to tobacco and vaping

5.1 Where a student is found by the College to have used, possessed or supplied tobacco, e-cigarettes (and vaping) or paraphernalia for such to others in breach of this policy:

- (i) The student's parents or guardians will be contacted.

- (ii) In the case of a first breach of this policy in relation to the use, possession or supply of tobacco or vaping/e-cigarettes:
 - a) The student may be issued with a Sunday Fatigue.
 - b) The Deputy Head may impose any other disciplinary measures that are considered appropriate in the particular student's case, in accordance with the College's Disciplinary Policy.
 - (iii) In the case of a second or subsequent breach of this policy in relation to the use or possession of tobacco or e-cigarettes/vaping or paraphernalia for such, or where a student is found by the College to have supplied tobacco or e-cigarettes/vaping or paraphernalia for such to others in breach of this policy:
 - a) The Deputy Head may impose any disciplinary measures that are considered appropriate in a particular student's case, in accordance with the College's Disciplinary Policy.
 - b) The student's continued attendance at the College may be on a probationary basis and contingent upon him or her fulfilling conditions determined by the Deputy Head.
 - c) The student may be required to take part in a rehabilitative programme, the content of which will be determined by the Deputy Head in consultation with the College's Guidance Counsellors. Such a programme may include an assessment of the student's tobacco use issues by an appropriate professional, attendance at counselling or therapy and at other programmes designed to address tobacco use.
- 5.2 Any failure by a student to co-operate with the disciplinary or rehabilitative measures prescribed by the Deputy Head for a breach of this policy may result in further disciplinary action, up to and including Complete Withdrawal (ie expulsion/exclusion), in accordance with the College's Disciplinary Policy.
- 5.3 The costs of any rehabilitative measures that involve the use of external providers (such as counsellors or other professionals) or the attendance at external programmes will be met by the student's parents.
6. **Consequences of breach of policy in relation to alcohol**
- 6.1 Where a student is found by the College to have been under the influence of, used or possessed alcohol or supplied alcohol to others in breach of this policy:
- (i) The student's parents or guardians will be contacted.
 - (ii) In the case of a first breach of this policy in relation to the influence of, use, possession or supply of alcohol:
 - a) The Deputy Head may impose any disciplinary measures that are considered appropriate in the particular student's case, in accordance with the College's Disciplinary Policy. Within this the student may be stood down or temporarily withdrawn from the College, as per the College's Disciplinary Policy.
 - (iii) In the case of a second or subsequent breach of this policy in relation to the influence of, use or possession or supply of alcohol or where a student is found by the College to have supplied alcohol to others in breach of this policy:
 - a) The student may be stood down or temporarily withdrawn from the College, as per the College's Disciplinary Policy.
 - b) The student's continued attendance at the College may be on a probationary basis and contingent upon him or her fulfilling conditions determined by the Deputy Head.
 - c) The student may be required to take part in a rehabilitative programme, the content of which will be determined by the Deputy Head in consultation with the College's Guidance Counsellors. Random breath testing may be a step included. Such a programme may include an assessment of the student's alcohol use issues by an appropriate professional, attendance at counselling or

therapy and at other programmes designed to address alcohol use.

- d) In addition to the above, the Deputy Head may impose any other disciplinary measures that are considered appropriate in a particular student's case, in accordance with the College's Disciplinary Policy.
 - e) The student may be required to withdraw from the College or may be expelled by the College.
- 6.2 Any failure by a student to co-operate with the disciplinary or rehabilitative measures prescribed by the Deputy Head for a breach of this policy may result in further disciplinary action, up to and including Complete Withdrawal (ie expulsion/exclusion), in accordance with the College's Disciplinary Policy.
- 6.3 The costs of any rehabilitative measures that involve the use of external providers (such as alcohol counsellors, random breath testing or other professionals) or the attendance at external programmes will be met by the student's parents.

7. **Grounds for finding a breach of drug, alcohol and smoking/vaping policy**

- 7.1 A student may be found by the College to have been under the influence of, used, possessed or supplied to others drugs, alcohol, tobacco, e-cigarettes or paraphernalia in breach of this policy as a result of any or all of the following:
- (i) An interview with the student and/or his or her parents or guardians;
 - (ii) Drugs, alcohol, e-cigarettes or tobacco or paraphernalia for such, being found in the possession of the student or in his or her locker or belongings;
 - (iii) Information supplied about a student by teachers, other students, parents or others with knowledge of the student;
 - (iv) The results of any drug or alcohol testing;

- (v) The student's refusal to consent to a drug or alcohol test;
- (vi) The student being found in the presence of others using drugs, alcohol, tobacco, e-cigarettes or paraphernalia for such;
- (vii) The student's actions, appearance, behaviour or conduct suggesting that they are under the influence of drugs or alcohol.

- 7.2 The College may, in its discretion, treat information supplied about a student's use, possession or supply of drugs, alcohol, tobacco, e-cigarettes/vaping or paraphernalia as confidential. Where information about a student's use, possession or supply of drugs, alcohol, tobacco, tobacco, e-cigarettes/vaping or paraphernalia is supplied by another student (the informant student), the identity of the informant student will be kept confidential by the College, unless there is reason to suspect that the informant student has also been involved in using, possessing or supplying drugs, alcohol, tobacco, e-cigarettes or paraphernalia in breach of this policy.

8. **Drug Testing**

- 8.1 Parent consent to students undergoing drug testing has been provided to the College, in the College Admission Agreement.
- 8.2 If a student is required by the College to undergo drug testing, the following processes will be employed:
- (i) The student will be asked by the College to sign a consent form for urine or blood testing and for the test results to be released to the Deputy Head.
 - (ii) Any urine or blood testing will be carried out by medical staff at the King's College medical centre, in accordance with the College's protocols for the taking of urine or blood samples.
 - (iii) Any urine or blood test sample will be sent to an external laboratory for analysis.
 - (iv) The results of any drug testing will be considered by the Deputy Head and will be discussed with the student and his or her parents or guardians.
 - (v) The results of any drug testing may lead to a finding by the College that a student has breached this policy.

- 8.3 If a student declines to consent to drug testing required by the College, the Deputy Head will consider his or her reasons for not providing consent, however this may lead to a finding by the College that the student is in breach of this policy.
- 8.4 The College may also drug test any paraphernalia found in a student's possession.
- 9. Alcohol Testing**
- 9.1 Where there is reasonable cause to suspect a student may be under the influence of alcohol, the College may ask the student to complete an alcohol breathalyzer test
- 9.2 The results of an alcohol breathalyzer test will be considered by the Deputy Head and discussed with the student and his or her guardians. The test results may lead to a finding by the College that a student has breached this policy.
- 9.3 If a student declines to consent to an alcohol breathalyzer test required by the College, the Deputy Head will consider his or her reasons for not providing consent, however this may lead to a finding by the College that the student is in breach of this policy.
- 10. Student in the presence of others using drugs, alcohol, tobacco, vaping or paraphernalia for such**
- 10.1 King's College students are required to remove themselves from the presence of others who are using drugs at any time, or are using alcohol, tobacco, e-cigarettes/vaping or paraphernalia for such, in any circumstance prohibited by this policy.
- 10.2 A student will be in breach of this policy if he or she is found to be in the presence of others who are using drugs at any time, or are using alcohol, tobacco, e-cigarettes/vaping or paraphernalia for such in any circumstance prohibited by this policy, unless the student did not know that he or she was in the presence of others using drugs, alcohol or tobacco or e-cigarettes/vaping or could not

reasonably be expected to have removed him or herself from the presence of those others. Such a student in breach of this policy may be subject to disciplinary measures, including:

- (i) The student's parents or guardians may be contacted.
 - (ii) The student may be interviewed by the Deputy Head in relation to whether the student is suspected to have used, possessed or supplied drugs, alcohol, tobacco, vaped or paraphernalia for such. Where there are grounds to suspect that the student has been using, in possession of or involved in supplying drugs, alcohol, tobacco or paraphernalia, the process in sections 5 or 6 of this policy (as applicable) may be followed.
 - (iii) The Deputy Head may impose any other disciplinary measures that are considered appropriate in the particular student's case, in accordance with the College's Disciplinary Policy. This may include being stood down or temporarily withdrawn, as per the College's Disciplinary Policy.
- 10.3 A student must contact a parent or adult immediately if he or she is in the presence of, or becomes aware of, another student who appears to need medical assistance because of substance use or appears likely to engage in conduct that presents a risk of harm to himself, herself or others as a result of substance use (such as driving while intoxicated or under the influence of drugs). Any student who contacts a parent or adult in such circumstances will not be subject to disciplinary action under this policy in relation to that incident.
- 11. Non-disciplinary resources available to students requesting assistance with substance abuse**
- 11.1 Students who wish to request assistance with substance use issues may speak confidentially to a King's College Guidance Counsellor about the available school and external resources to assist with substance use, subject to section 11.3 below.

- 11.2 Students who wish to access support to address substance use may take part in a rehabilitative programme, the content of which will be agreed between the student, the College's Guidance Counsellors and potentially the student's parents or guardians.
- 11.3 Such a programme may include:
- (i) An assessment of the student's substance use issues by an appropriate professional;
 - (ii) Attendance at drug or alcohol counselling and at other courses or programmes designed to address substance use.
- 11.4 Where a King's College Guidance Counsellor has been consulted by a student regarding substance use issues, that consultation will be kept confidential by the Guidance Counsellor unless the Guidance Counsellor forms the view that it is necessary to disclose information regarding the student because there is a serious danger in the immediate or foreseeable future to the student or another individual (including to the health or safety of the student or another individual).
- (i) In those circumstances, the Guidance Counsellor may disclose information regarding the student to his or her parents or guardians, to the Deputy Head or to such other third parties as is considered necessary to address the danger.
 - (ii) A student's withdrawal from or non-compliance with an agreed rehabilitative programme may be relevant to an assessment by a Guidance Counsellor as to whether there is a serious danger in the immediate or foreseeable future to the student or another individual.



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