



# MORRINSVILLE COLLEGE

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## Confiscation Policy Introduction

The school will ensure that a clear confiscation policy is in place, understood by the students and their parents/caregivers and operating effectively.

## Rationale

The Morrinsville College Board of Trustees and community require all students to be dressed in the prescribed school uniform, unless there are special, genuine and approved reasons for non-compliance. Sometimes too, students bring to school or use at school, items which are offensive, dangerous or prohibited by school rules – in such cases it is often necessary to confiscate those items. It is also necessary to confiscate items which are used inappropriately or in inappropriate places so that there is a risk of danger to school buildings, other property, other students or which disrupt teaching and learning.

## Procedures

1. A Deputy Principal will, at the beginning of each year, advise the students at assembly, and through this document of the school confiscation policy. Parents/caregivers will be advised through a school newsletter.
2. Kaitiaki or a Deputy Principal will be available from 8.45am and, where necessary, at other times during the school day, to issue uniform passes on receipt of a letter of explanation of uniform non-compliance from a student's parent/caregiver.
3. Teachers may, during the school day or when a student is on a school trip or in public on the way to or from school in school uniform, confiscate any non-uniform item from a student who is not carrying a uniform pass. All items will be locked in a deputy principal's cupboard and/or put into the school safe in the case of valuable items like expensive jewellery.
4. Similarly, teachers may also confiscate any item which is offensive or dangerous, or otherwise prohibited by the school rules.
5. In the case of cell phones, players and other devices, these can be confiscated by a teacher if used inappropriately in class, or in the school grounds. These devices should usually be returned to the student at the end of the period. However, when there is serious misuse, the teacher may hand the item to any Deputy Principal. In such cases, the Deputy Principal will either lock the device in a drawer or cupboard or in the school safe and return it to the student at the end of the school day, or in the case of very serious misuse like cyber-bullying or blatant repeated misuse of a device in a classroom to disrupt the learning of the student and/or others, the Deputy Principal may decide to hold the device until contact is made with the student's parent or the Police. A parent and the Police may be asked to come into the school to discuss the situation with the Deputy Principal, and the device may then be returned to the parent or handed to the Police officer if that is appropriate.
6. Examples of a device being repeatedly used inappropriately in class are when students are playing games, communicating via text, Facebook or email, or accessing inappropriate internet sites.
7. As a range of disciplinary measures are available to the school, continued misuse of devices may require a higher level of action including stand-down and suspension. In both cases parents must be informed and involved.
8. The Deputy Principal will, in the event of a confiscated item being lost by a Staff member, ensure that the current value of the item is assessed and this amount reimbursed to the student or parent/caregiver.

**We have read this document and are aware of the school's initiatives to maintain a safe and productive learning environment, including my child's responsibilities in maintaining a positive school culture.**

**Student's Name:**

**Student's Signature:**

**Year Level:**

**Date:**

**Parent's Name:**

**Parent's Signature:**