



middleton grange school

INTERNATIONAL

Christchurch New Zealand

**CODE OF CONDUCT, DISCIPLINE SYSTEM
AND
GRIEVANCE PROCEDURE**



MIDDLETON GRANGE VISION STATEMENT

The community of Middleton Grange aims to assist parents in the education of their children, by providing an environment in which the Biblical truths of Jesus Christ are taught and lived.

Middleton Grange School's International College seeks to maintain and enrich the special character of Middleton Grange School. We respond to the international pupil community's need for quality Christian education and to the nurturing of our pupils as Godly servants and global citizens.

This means that the staff in the International College are committed to work with the families of international pupils to set high academic, moral and spiritual standards. We believe that all people are made in the image of God and have a responsibility to nurture the gifts He has given us. This requires that we work in partnership with families to ensure that pupils set and achieve high standards of academic achievement and personal behaviour.

2 Peter 1:5 "Make every effort to support your faith with goodness, and goodness with knowledge, and knowledge with self-control, and self-control with endurance, and endurance with godliness, and godliness with mutual affection, and mutual affection with love."

Introduction

This booklet provides information about the Code of Conduct, Discipline System and Grievance Procedures for Middleton Grange School's International College.

We have written this booklet so that everyone is clear about the rights and responsibilities of international pupils enrolled in the college.

All parents, agents, care providers, designated caregivers, homestay providers and pupils need to be familiar with the contents of this booklet.

Pupils

You will take responsibility for your own academic achievement and personal behaviour. We are here to assist you with this. The contents of this booklet explains the consequences if you choose to be irresponsible. Pupils over 18 years of age should not need a discipline system; however serious cases of misconduct will result in these pupils being placed on Level 4 of the Discipline System.

Parents/Care Providers/Designated Caregivers/Homestay Providers

You will be clear on what the school expects when you need to talk to your pupil about their behaviour.

Teachers

You will be able to follow a procedure of discipline that is the same for each pupil.

CODE OF CONDUCT

The Code of Conduct identifies the principle by which we should conduct ourselves. This principle is best summarised by Jesus' words in Matthew 22:39 where He instructs us to:

“Love your neighbour as yourself.”

This principle informs the way we act toward others by:

- ✓ putting the needs of others before your own
- ✓ serving rather than demanding
- ✓ making wise choices - doing the right thing in every situation

Based on the conviction the Bible clearly teaches that, ultimately, God holds each of us accountable on a personal basis, we urge the same sense of individual responsibility by:

- ✓ accepting responsibility for any wrongdoing and its consequences
- ✓ demonstrating repentance through attitude and action

Through the Code of Conduct our intentions are:

To provide for pupils and staff a safe, ordered, secure and caring environment which is conducive to working and learning.

The ultimate aims of discipline are to:

- Develop self-discipline in pupils.
- Develop biblical virtues.
- Promote academic excellence.
- Promote a suitable environment for learning.

To achieve this, we will:

- Develop responsible citizenship.
- Foster respect for the rights of others.
- Have pupils develop social skills.
- Develop an awareness that the pupils are responsible for their own behaviour and the consequences of that behaviour.
- Encourage pupils to set their own personal goals and to strive to achieve them.
- Uphold a consistent standard of discipline throughout the school.
- Develop school morale.
- Communicate school policy to the community.

It is important to understand that teachers discipline out of concern for your welfare and spiritual well-being. Wrongdoing will be dealt with, but the focus is on developing future acceptable conduct.

Discipline is motivated by an effort to help you do right, to change the pattern of wrongdoing into a pattern of godly behaviour.

Discipline allows learning to occur.

STAFF RESPONSIBLE AT EACH LEVEL OF BEHAVIOUR

Level 1 Form Teacher/Vertical Group Teacher

Level 2 Dean

Level 3 Assistant Director

Level 4 Director

THE LEVELS OF BEHAVIOUR

There are four levels: **Levels 1, 2, 3 and 4.**

1. Most pupils will cooperate with their teachers and respect the rights of all.
2. The Form Teacher will place a pupil on Level 1 if, after consultation with the classroom teacher, or others, the Form Teacher considers that the pupil has a problem.
3. Any pupil placed on Levels 1, 2, or 3 will receive a copy of the Code of Conduct, Discipline System and Grievance Procedure Booklet. The return slip at the back of the booklet is to be signed by the pupil and the pupil's parent or care provider and **returned to the International College Office within TWO school days.**
4. The Dean will be responsible for placing and supervising pupils on Level 2.
5. The Assistant Director will be responsible for placing and supervising pupils on Level 3.
6. The Director will be responsible for placing and supervising pupils on Level 4.

(On occasion the Assistant Director or Director may choose to place a pupil on a Level 1 or 2 as a way of monitoring progress, academic effort and attendance)

OUTLINE OF THE LEVELS OF BEHAVIOUR

Level 1

Reasons for being placed on this level

Some of your teachers are concerned about you and your behaviour. The Form Teacher/Vertical Group Teacher has been informed and agrees that you have a problem that warrants your being placed on this level.

Perhaps you are doing one or more of:

- Not encouraging learning.
- Not completing your work.
- Trying to disrupt or upset the class that means others cannot do their work.
- Being rude and uncooperative to staff.
- Being absent or late to class without permission.
- Failing to wear the school uniform correctly.
- Getting any combination of three lunchtime detentions/referrals from class per term.
- Failing to attend a school detention.

What happens to pupils placed on this level?

- You are issued a copy of the Code of Conduct booklet.
- Your **Form Teacher/Vertical Group Teacher** notifies your care provider of your placement on Level 1.
- Your Form Teacher/Vertical Group Teacher gives the Dean a written report on your problem.
- You will return the completed reply form in the booklet to the International College Office **within TWO school days**.
- You will be interviewed by your Form Teacher/Vertical Group Teacher to establish if you are prepared to work this problem out.
- You may be required to undergo an after school detention.
- You may lose privileges. Your Form Teacher/Vertical Group Teacher who placed you on Level 1 and the staff member in charge of the activity will make this decision.
- You will carry a green sheet with you to all classes and activities for a minimum period of two weeks. This sheet will be given to the staff member in charge of the activity at the **beginning of each period**.
- You must improve your behaviour immediately.
- Your Form Teacher/Vertical Group Teacher will regularly review your behaviour during the two-week period. Depending on your behaviour, you will be taken off Level 1, remain on Level 1 or be placed on Level 2.

If you cannot do anything about your problem you should:

- Look at what happens to pupils placed on Level 2.
- Talk to your Form Teacher/Vertical Group Teacher or the Dean of your year level.
- Talk to your parents, care provider or the Assistant Director.
- Talk to the Director.

Level 2

Reasons for being placed on this level

You have not corrected the problem that caused you to be placed on Level 1.

OR

You have displayed behaviour serious enough to warrant immediate placement on this level.

Examples of such behaviour

- Extreme insolence or disobedience.
- Serious fighting or bullying.
- Failure to cooperate with staff and fellow pupils to the extent that you are seriously interfering with your own progress and the progress of others.
- Serious misbehaviour in public; at school functions; on excursions or school visits.
- Deliberate serious damage to school or other's property.
- Truancy. (i.e. Repeated unexplained absences from school or class.)
- Verbal abuse.
- Theft.
- Dishonesty.
- Three after school detentions per term.
- Any behaviour that warrants placement on this level.
- Failure to meet the class referral procedure.

What happens to pupils placed on this level?

- You are issued a copy of the Code of Conduct booklet.
- The **Dean of your year level** gives the Assistant Director a written report on your problem.
- The Assistant Director may decide to set conditions for you to remain at school.
- The Dean contacts your care provider asking them to discuss the matter at an interview. The Assistant Director, the Dean and you will be present at this interview.
- Letters are sent to your parents, care provider and any agent in country of origin advising them of your misconduct.
- You will return the completed reply form in the booklet to the International College Office **within TWO school days**.
- You will carry a yellow sheet with you to all classes and activities for a minimum period of two weeks. This sheet will be given to the staff member in charge of the activity at the **beginning of each period**.
- You may be placed in isolation within the school (minimum ½ day). This will then be reviewed and may be extended.
- You must improve your behaviour immediately.
- The Dean of your year level will regularly review your behaviour during the two-week period. Depending on your behaviour, you will be taken off the Level system, be placed on Level 1, remain on Level 2 or be placed on Level 3.

If you cannot do anything about your problem you should:

- Look at what happens to pupils placed on Level 3.
- Talk to your Form Teacher/Vertical Group Teacher or the Dean.
- Talk to your parents, care provider or the Assistant Director.
- Talk to the Director.

Level 3

Reasons for being placed on this level

You have not responded to attempts to help you and have shown a lack of cooperation on Level 2.

AND/OR

You have failed to cooperate with teachers and fellow pupils to the extent that you are seriously interfering with your own progress and the progress of others.

AND/OR

You have committed serious misconduct that warrants your immediate placement on this level.

AND/OR

At the discretion of the Assistant Director.

What happens to pupils placed on this level?

- You are issued a copy of the Code of Conduct booklet.
- The **Assistant Director** gives the Director a written report on your problem.
- The Director may decide to set conditions for you to remain at school.
- The Assistant Director contacts your care provider asking them to discuss the matter at an interview. The Assistant Director, Director, your care provider and you will be present at this interview.
- Letters are sent to your parents, care provider and any agent in country of origin advising them of your misconduct. This letter gives a two-week warning that you may be stood down if the problem persists.
- You may be placed in isolation within the school (minimum ½ day). This will then be reviewed and may be extended.
- You will return the completed reply form in the booklet to the International College Office **within TWO school days**.
- You will carry a pink sheet with you to all classes and activities for a minimum period of two weeks. This sheet will be given to the staff member in charge of the activity at the **beginning of each period**.
- The Assistant Director will regularly review your behaviour during the two-week period. Depending on your behaviour, you will be taken off the Level system, be placed on Level 1 or 2, remain on Level 3 or be placed on Level 4.

Being placed on Level 3 means that this is a FINAL warning. Failure to change behaviour immediately will result in serious and immediate disciplinary action.

If you cannot do anything about your problem you should:

- Look at what happens to pupils placed on Level 4.
- Talk to your Form Teacher/Vertical Group Teacher or the Dean.
- Talk to your parents, care provider or the Assistant Director.
- Talk to the Director.

Level 4

Reasons for being placed on this level

Your continuing failure to meet the Code of Conduct is of significant concern to the school.

You have committed very serious misconduct that warrants your immediate placement at this level.

What happens to pupils placed on this level?

- You will meet with the Director and your care provider at a time arranged by the school.
- Your parents will be informed and their guidance sought.
- The **Director**, in consultation with the Principal of the School, may decide to set conditions for you to remain at school, i.e. a contract.

OR

There will be an agreement that you will leave Middleton Grange International College with mutual consent. If mutual consent is not agreed there will be a final letter of withdrawal of Offer of Place. You will have two weeks to find another school and the New Zealand Immigration Service will be notified.

OR

The school will write a letter advising your parents, agent and care provider that your Offer of Place will not be renewed for the next academic year. You will need to make arrangements to study at another school. The New Zealand Immigration Service will be notified.

OR

The Director will inform the Principal of the misconduct, who will make a decision on whether to apply a stand-down or not.

Stand Down

Stand-down is when the pupil is not permitted to be at school for a set period of time.

The Principal may stand down a pupil because of gross or continued misbehaviour or disobedience that could be harmful to that pupil or others. Parents and care provider will be fully informed.

Some behaviours that may lead to stand-down are:

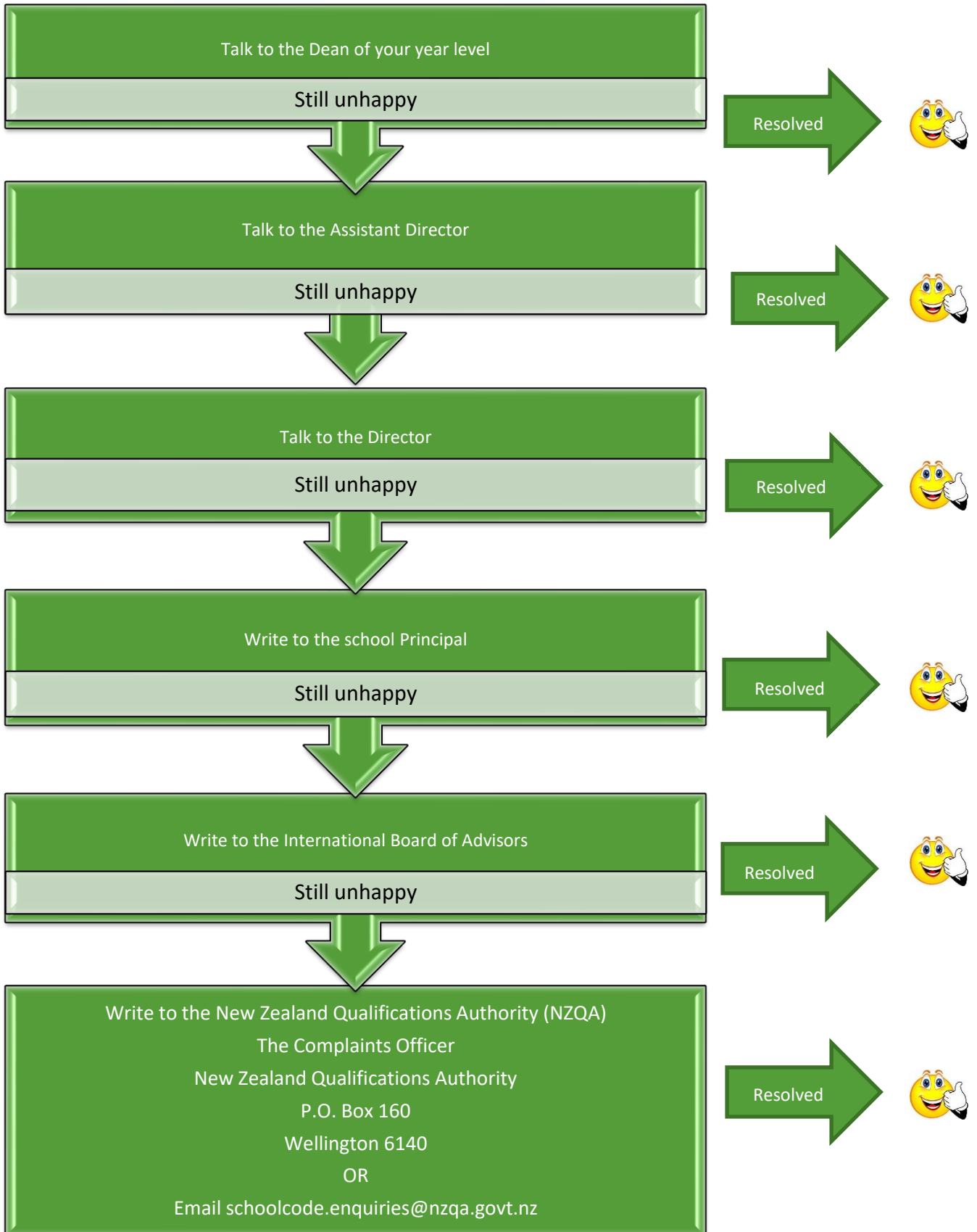
- Continued unexplained absences from school or class.
- Continual lack of application in class and with homework.
- Gross disobedience to designated caregivers, homestay providers and/or care provider. (i.e. breaking their rules)
- Continual breaking of school rules and/or the Tuition Agreement.

In conjunction with this booklet, pupils should read the School Rules, Uniform Code and all other documents pertaining to behaviour and discipline.

PUPIL CONCERNS

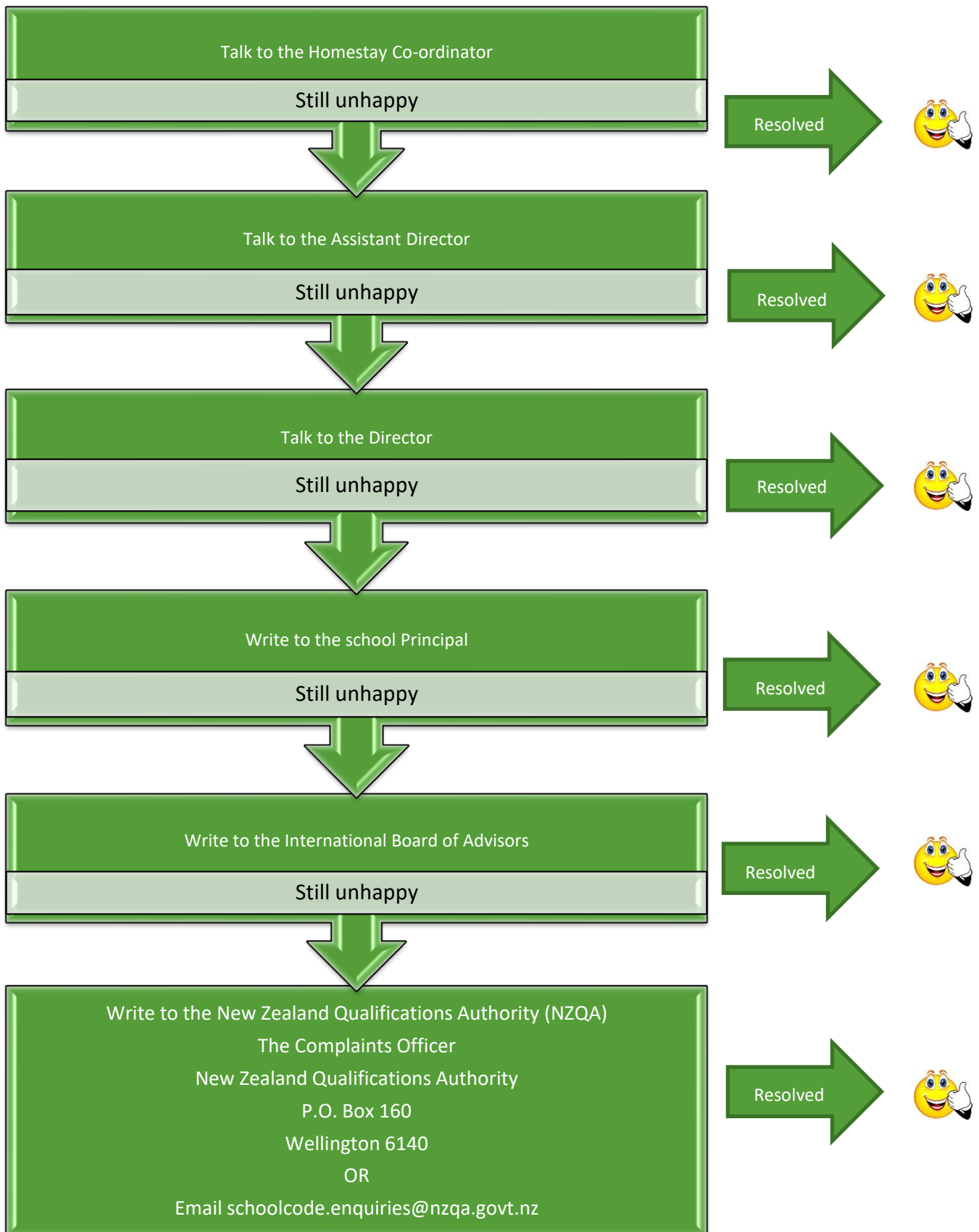
What do I do if I have a concern?

In one of my subjects, with one of my teachers or with another pupil:



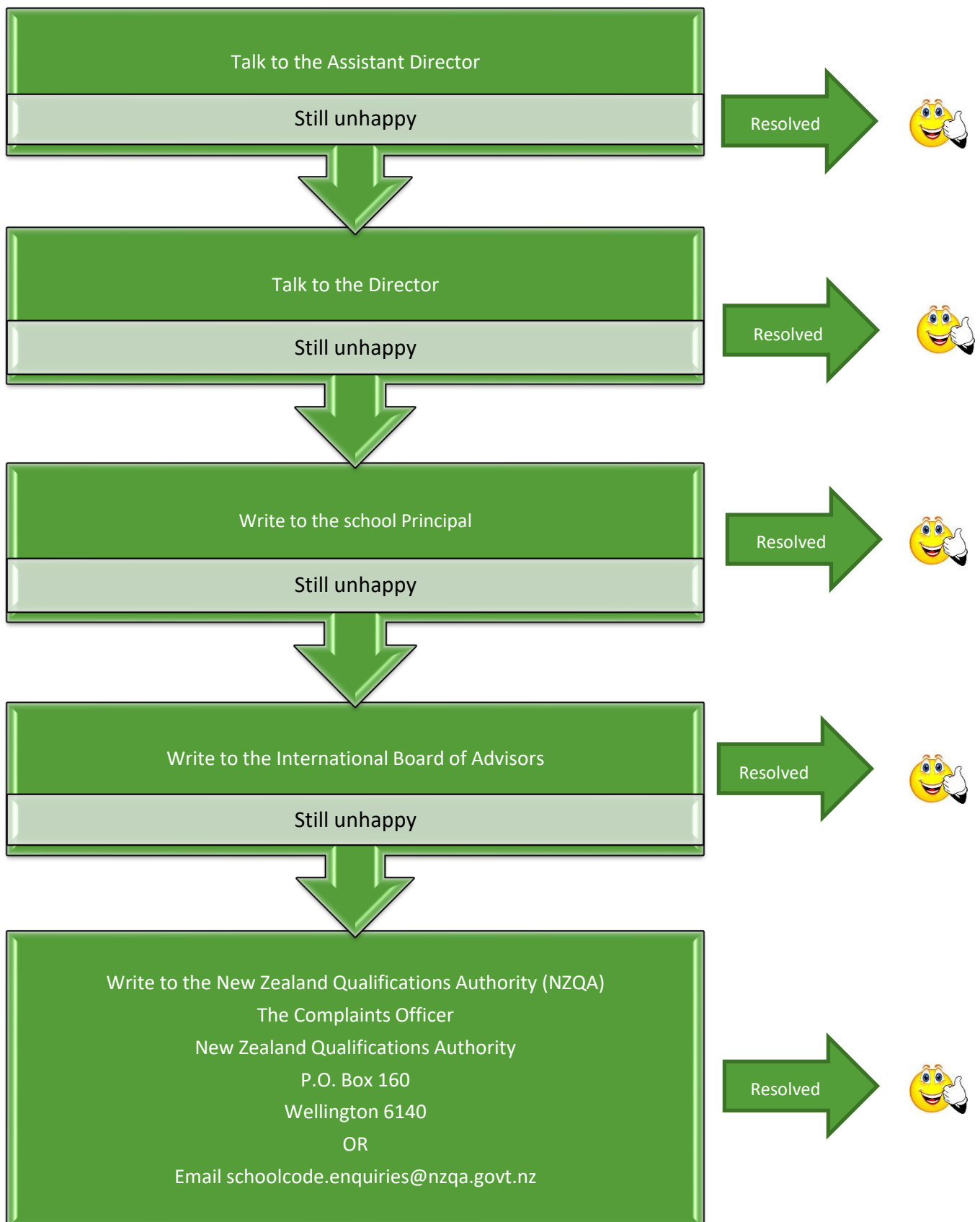
What do I do if I have a concern?

With my homestay:



What do I do if I have a concern?

With my Designated Caregiver or Care Provider (Guardian):



REFUND POLICY FOR INTERNATIONAL PUPILS

This policy is based on Section 4B(7) of the Education Act 1989 and accords with the Education (Pastoral Care of International Students) Code of Practice 2016 (“Code”).

Policy Statement

Middleton Grange School (“School”) has established the following policy for tuition refunds of International pupil fees as stated in the Tuition Agreement (Agreement)

- 1.1 Either party may terminate the Agreement at any time by giving the other party one month written notice.
- 1.2 On termination by the School:
The student is entitled to a refund of a portion of the tuition fee paid. This portion shall be calculated on the basis of the proportion that the number of School days remaining in the contracted tuition period, counting from the day after the student last attends the School, less twenty School days, bears to the total number of days in the contracted tuition period.
- 1.3 In accordance with the Code, if this agreement is terminated due to the School ceasing to provide a course of educational instruction as contracted with the student, or due to the School ceasing to be a signatory to the Code, the School will:
 - a) refund to the student or the student’s parents the amount of any fees paid for services not delivered or the unused portion of fees paid; or
 - b) if directed by the student or the code administrator or the agency responsible for fee protection mechanism, transfer the said amounts to another signatory as agreed with the student or the student’s parents.
- 1.4 On termination by the student:
 - a) Where the tuition period is for six months or longer
 - (i) In the first two months of the tuition period the student is entitled to a refund of 50% of the tuition fee paid;
 - (ii) After the first two months of the tuition period no refund of the tuition fee shall be made.
 - b) Where the tuition period is for less than six months, no refund of tuition fee shall be made.
- 1.5 In addition to the amounts calculated under 1.2, 1.3 or 1.4 above, the student shall be entitled to a refund of any unused portion of any homestay fees paid.
- 1.6 Notwithstanding the conditions of clauses 1.4 and 1.5 above, in exceptional circumstances (such as a serious illness to the enrolled student or a member of the student’s immediate family resident overseas) the school may decide to grant a refund greater than the amount to which a student may otherwise be entitled.
- 1.7 In the event of the School needing to be closed for a period longer than five consecutive days within a school year due to unforeseen circumstance, causing the School to be unable to provide tuition, the School will refund a fair proportion of the tuition fees, as calculated by the School, reflecting the period of the closure (excluding the first five days).

Refund Procedures

Middleton Grange International College has established the following procedures with regard to tuition refunds.

1. A copy of the refund policy will be given to parents prior to enrolment.
2. An application for tuition refund must be made in writing by the student's parents to the Director of Middleton Grange International College explaining the reason/s for why a refund is requested, including any special circumstances.
3. The criteria for refund as detailed in the Refund Procedures will be applied by the Director of Middleton Grange International College. The decision on the application for refund will be in writing.
4. If there is a dispute in the decision on the refund, then the process outlined in the Grievance Procedures must be followed.

Evaluation

The Director and Finance Manager will report to the Board of Trustees annually with reference to the effectiveness of the policy.



MIDDLETON GRANGE INTERNATIONAL COLLEGE
CODE OF CONDUCT

Pupil's Name: _____

Form/Vertical Group: _____

Your pupil has been placed on Level ____ because:

Designated caregivers/homestay providers - You are requested to ensure that the care provider receives this booklet.

Care Provider - You are requested to detach this sheet and sign it, indicating that you are familiar with the Code of Conduct of Middleton Grange International College. It is strongly advised that this code be discussed with your pupil and that the booklet be retained for your reference.

Pupil – You are required to return this reply form to the International College Office **within two school days** of receiving the booklet.

Parents, care providers, designated caregivers and homestay providers are invited to submit comments on the system at any time to the Director for inclusion in the regular review of the system.

Issued by: _____ Date: _____

Form Teacher Dean of Year Level Assistant Director

Parent's/Care Provider's Signature: _____

Pupil's Signature: _____

Date: _____