



middletton 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 (the School). This booklet is to be read in conjunction with the Discipline Policy for International Pupils, The International Student Rules, Contract of Enrolment and the Refund Policy.

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, residential caregivers and pupils need to be familiar with the contents of this booklet.

Pupils

While you will take responsibility for your own academic achievement and personal behaviour both at school and outside of school, the School is responsible for you 24/7 while you are enrolled at the School. We are here to assist you with this. The contents of this booklet explains the consequences if you choose to be irresponsible. The discipline system of Middleton Grange School is valid for all international pupils enrolled at the school regardless of age. Please refer to your orientation booklet for information on your rights.

Parents/Care Providers/Designated Caregivers/Residential Caregivers

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.

INVESTIGATION PROCESS

Except in serious situations where immediate termination of the Contract of Enrolment is necessary, or where immediate stand down is necessary, the School will endeavour to investigate any apparent misconduct and determine the facts before taking disciplinary action under this policy. This investigation will include notifying the pupil of the apparent misconduct and giving the pupil any opportunity to give a response. The School will receive this response and give it genuine consideration before making a decision about the apparent misconduct. If the School determines that a breach of the Contract of Enrolment, Code of Conduct and/or this policy has occurred, it will consider the appropriate response having regard to the principals outlined in this policy, and will advise the pupil and parents, in writing if possible, about its conclusion as to what happened and whether it amounts to a breach of the Contract of Enrolment.

STAFF RESPONSIBLE AT EACH LEVEL OF BEHAVIOUR

Level 1	Form Teacher/Vertical Group Teacher
Level 2	International College Boy's or Girl's 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 agree that your behaviour warrants you 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 your behaviour which 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** 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 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 behaviour.
- 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 behaviour 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;

OR

You have committed serious misconduct, having regard to the factors listed in Level 2, that the Director considers 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 and Principal will organise a Disciplinary meeting with the school's Board of Trustees in order to investigate the reasons for any proposed stand down or expulsion. Your parents or care providers will be able to attend this meeting.
- The **Director** may decide to stand you down from the school and/or set conditions for you to remain at school, on the basis that your Contract of Enrolment may be terminated if these conditions are not met.

Stand down is when the pupil is not permitted to be at school for a set period of time and/or until certain conditions are met.

The Principal and/or Director may stand down or expel a pupil whether or not the conduct or behaviour occurred while the pupil was under the supervision or control of the school, if satisfied on reasonable grounds that:

- the pupil's gross misconduct or continual disobedience is a harmful or dangerous example to other pupils at the school; or
- because of the pupil's conduct or behaviour, it is likely that the pupil, or another person or persons, will be seriously harmed if the pupil is not stood down, suspended or expelled as the case may require;
- the pupil's conduct or behaviour is in breach of the school rules (including the school's Code of Conduct), the accommodation agreement or Designated

Caregiver agreement, or the Contract of Enrolment, and one or more of the following applies:

- the breach or breaches would constitute an ongoing risk to the pupil's education, health, safety, well-being or personal welfare for which the school is responsible under the Code;
- the breach or breaches would constitute an ongoing risk to another person's education, health, safety, well-being or personal welfare.

All information pertaining to your stand down or expulsion and termination of Contract of Enrolment will be provided in writing to you, your parents and/or your care provider.

As alternatives to an immediate or formal decision to stand down or expel a pupil:

- There may be a Contract, between the School and your parent(s) that you will leave Middleton Grange International College with mutual consent. If mutual consent is not reached the Director may issue a final letter of withdrawal of Offer of Place and/or expulsion and/or termination of your Contract of Enrolment. In the event that your Contract of Enrolment is terminated, you will have two weeks to find another school and Immigration New Zealand will be notified.

OR

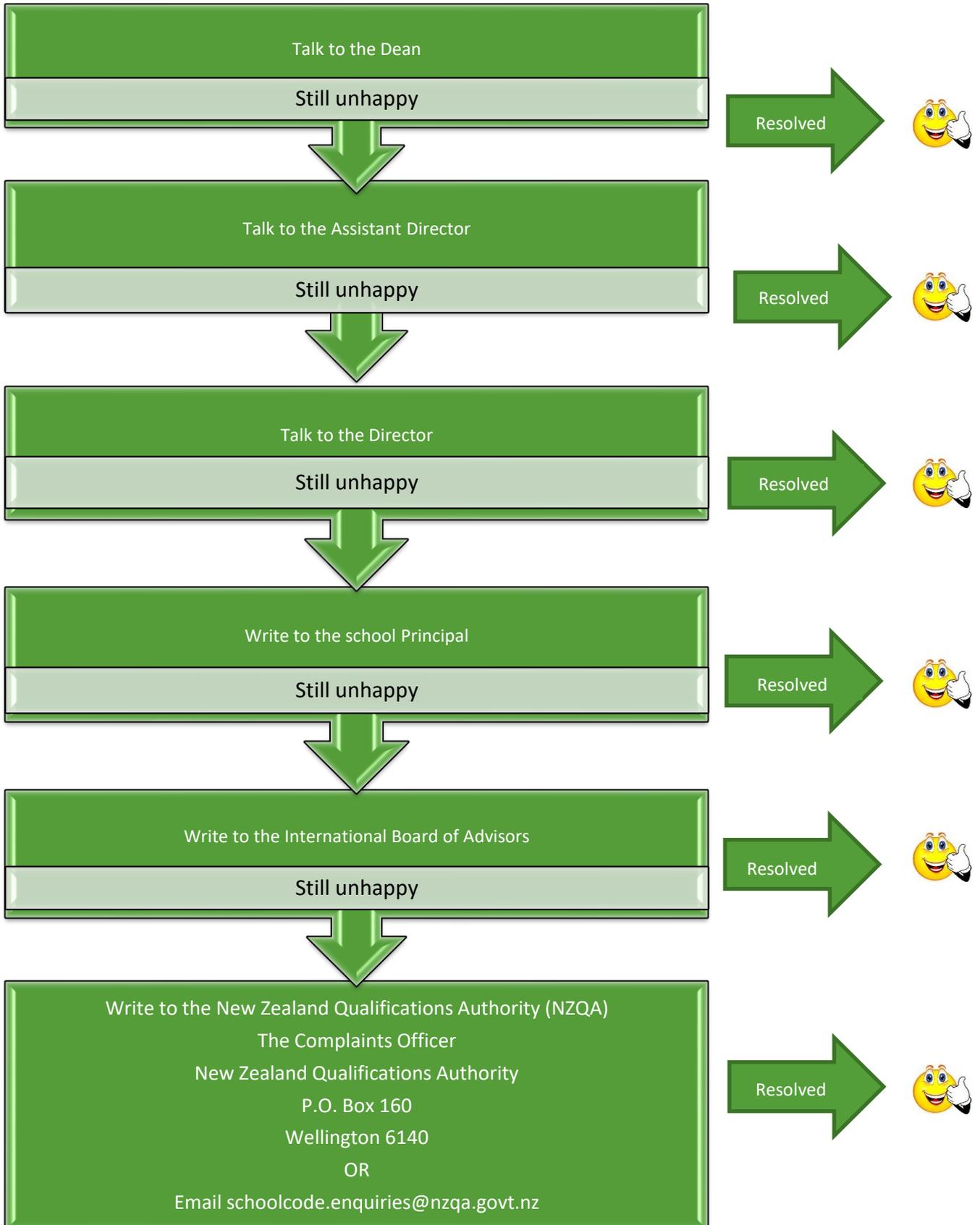
- The school may write a letter advising your parents, agent and care provider that your Offer of Place will not be renewed for the next academic year. You will need to make arrangements to study at another school. Immigration New Zealand will be notified.

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

PUPIL CONCERNS

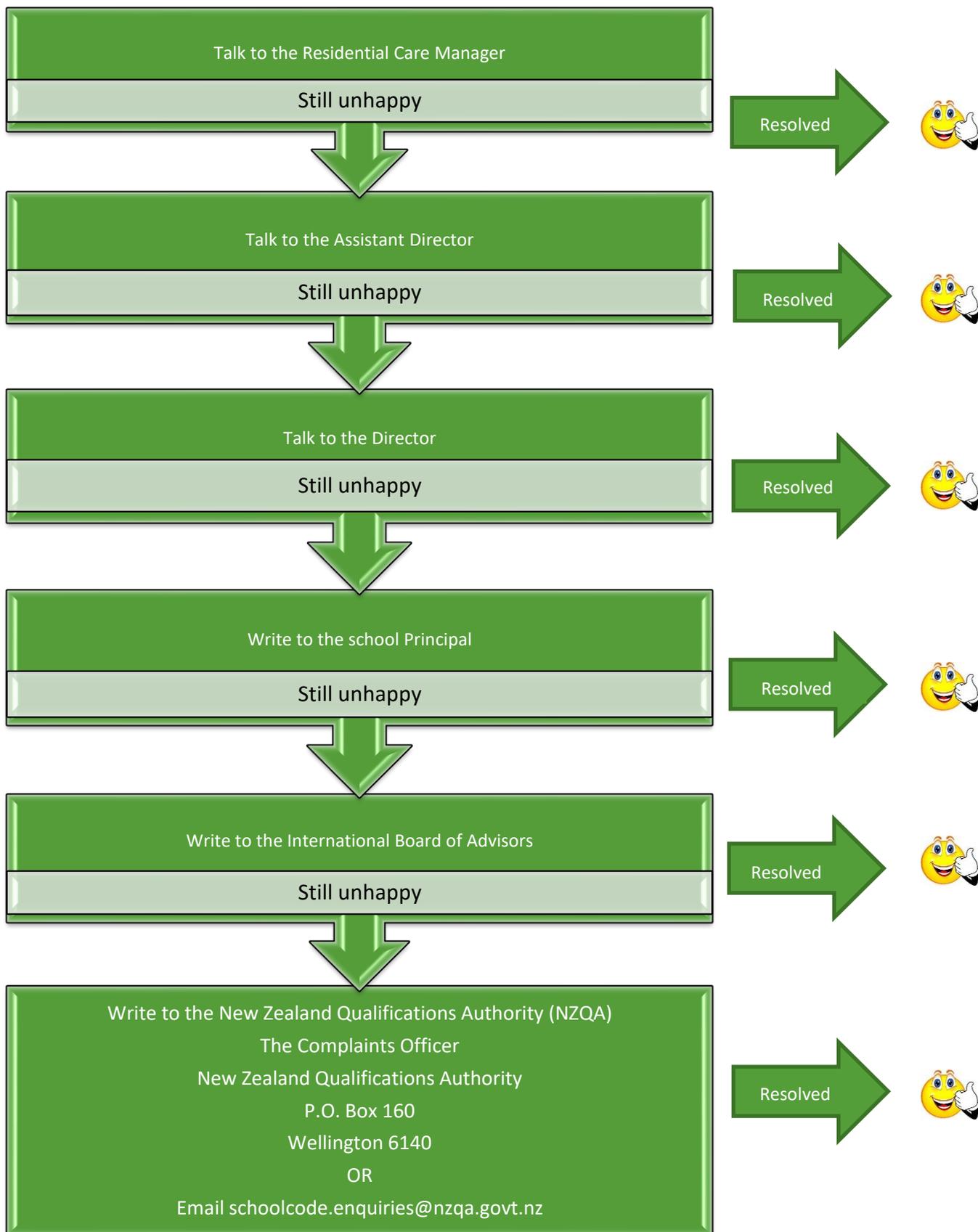
What do I do if I have a concern?

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



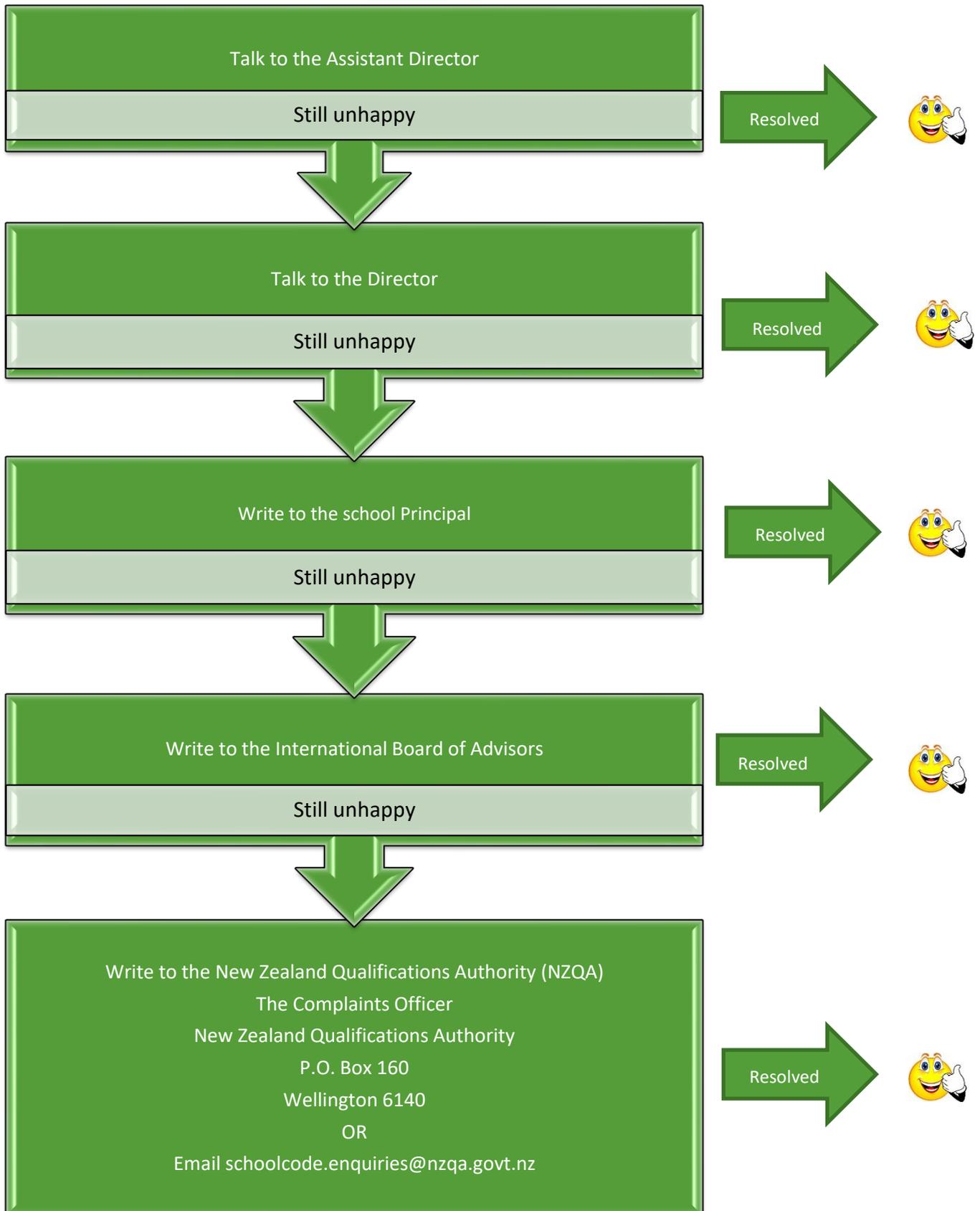
What do I do if I have a concern?

With my Residential Caregiver:



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 in accordance with the requirements of the Education (Pastoral Care of International Students) Code of Practice 2016 (“Code”).

Policy Statement

Middleton Grange School (the School) has established the following policy for tuition refunds of International pupil fees as stated in the Contract of Enrolment (Contract)

- 1.1 Either party may terminate the Contract at any time by giving the other party one month written notice.
- 1.2 On termination by the School:
Subject to paragraph 1.4 below, the pupil 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 pupil 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 Contract is terminated due to the School ceasing to provide a course of educational instruction as contracted with the pupil, or due to the School ceasing to be a signatory to the Code, the School will:
 - a) refund to the pupil or the pupil’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 pupil or the code administrator or the agency responsible for fee protection mechanism, transfer the said amounts to another signatory as agreed with the pupil or the pupil’s parents.
- 1.4 Should the termination of enrolment be due to pupils continued misconduct, expulsion or failure to provide true and accurate information on enrolment, there will be no refund of fees other than Residential Care accommodation fees.
- 1.5 On termination by the pupil:
 - a) Where the tuition period is for six months or longer
 - (i) In the first two months of the tuition period the pupil 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.
 - c) Where the termination is due to parents transferring a pupil to another school within New Zealand, there will be no refund of fees already paid, except for any unused portion of homestay fees and Student Care fees.
 - d) Where the termination is due to the parent’s immigration status changing and therefore the pupil’s status changing from international fee paying pupil to domestic pupil, and where the pupil has applied for and been granted a domestic place at the school, there will be no refund of fees already paid, except any unused portion of Residential Care accommodation fees and Student Care fees.
- 1.6 In addition to the amounts calculated under 1.2, 1.3 or 1.4 above, the pupil shall be entitled to a refund of any unused portion of any Residential Care accommodation fees paid.

- 1.7 Notwithstanding the conditions of clauses 1.4 and 1.5 above, in exceptional circumstances (such as a serious illness to the enrolled pupil or a member of the pupil's immediate family resident overseas) the school may decide to grant a refund greater than the amount to which a pupil may otherwise be entitled.
- 1.8 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 pupil'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.
5. Any transaction costs relating to any refund will be passed on to the beneficiary.

Evaluation

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

DISCIPLINE POLICY FOR INTERNATIONAL PUPILS

Middleton Grange School (the School) undertakes to comply with the provisions set out in Outcome 3, Clauses 15 and 16 – Contracts of Enrolment as stipulated in the Education (Pastoral Care of International Students) Code of Practice 2016 “The Code”.

This Discipline Policy is for dealing with breaches of the Contract of Enrolment and may be changed from time to time at the discretion of the School.

POLICY OBJECTIVES

To provide:

- a) Clear information about the beginning and end dates of enrolment;
- b) The conditions for terminating the contract of enrolment;
- c) The circumstances under which the pupil’s conduct may be in breach of the contract (including conduct that occurs while the pupil is not under the immediate supervision or control of the signatory);
- d) The type of disciplinary action that may be taken by the signatory against the pupil (for example, stand down, expulsion, or the termination of enrolment);
- e) The procedure that the signatory must follow when taking disciplinary action against the pupil.

The Following Documents Underpin this Policy:

1. The Education (Pastoral Care of International Students) Code of Practice 2016
2. Code of Conduct, Discipline System and Grievance Procedures booklet (Code of Conduct booklet)
3. Middleton Grange School’s International Education Policy, especially point 4 on the delegation of responsibilities for the International College
4. International Pupil Rules
5. Contract of Enrolment
6. The Middleton Grange School Bylaws as adopted on the 12 November 2018 and printed in the pupil diary.
7. The Refund Policy, specifically point 1.4

Policy Statements

1. The beginning and end dates of the enrolment will be the period for which a pupil has applied for and been accepted, paid for and been granted a student visa by Immigration New Zealand.
2. The School operates on a procedure of four levels of behaviour. Each level is explained in detail in the Code of Conduct booklet and specific conduct that is in breach of the Contract (including conduct that occurs while the pupil is not under the immediate supervision or control of the signatory) are explained in detail.
3. The discipline procedures are fair and reasonable and allow a pupil the opportunity to rectify the behaviour that has led to the discipline procedure.
4. This policy does not limit the School’s power to take appropriate disciplinary action urgently and without following the processes as stipulated in the Code of Conduct booklet, if this is deemed necessary due to the seriousness of the breach, including if there is a serious breach of the rules of the school and the laws of New Zealand, outside of school hours.
5. Appropriate disciplinary action may include standing down or expelling the pupil and terminating the Contract of Enrolment.
6. The Director and or Principal of the School may take appropriate disciplinary action, whether or not the conduct or behaviour occurred while the pupil was under the supervision or control of the school, if satisfied on reasonable grounds that:

- (a) the pupil's gross misconduct or continual disobedience is a harmful or dangerous example to other pupils at the school;
- (b) because of the pupil's conduct or behaviour, it is likely that the pupil, or another person or persons, will be seriously harmed if the pupil is not stood down or expelled as the case may require;
- (c) the pupil's conduct or behaviour is in breach of the school rules (including the School's Code of Conduct), the Accommodation Agreement or Designated Caregiver Agreement, or the Contract of Enrolment, and one or more of the following applies:
 - (i) the breach or breaches would constitute an ongoing risk to the pupil's education, health, safety, well-being or personal welfare for which the School is responsible under the Code;
 - (ii) the breach or breaches would constitute an ongoing risk to another person's education, health, safety, well-being or personal welfare.

The School's Responsibilities

1. The Director who wants a pupil to be absent from school for disciplinary reasons, or who wants a parent to remove a pupil from school for disciplinary reasons, may bring about the absence or the removal only by standing down the pupil under this contract.
2. In making decision on appropriate disciplinary action the Director or Principal and the Board will as far as practicable ensure that any such disciplinary action:
 - (a) is proportionate to the seriousness of the behaviour of the pupil; and
 - (b) minimises the disruption to a pupil's attendance at school and facilitates the return of the pupil to school when that is appropriate; and
 - (c) is dealt with in accordance with the principles of natural justice.
3. If the pupil is stood down the Director will take all reasonable steps to ensure that the pupil has the guidance and counselling that are reasonable and practicable in all the circumstances of the stand down.
4. The Director will communicate all decisions with the pupil's parents and the parents will be given the opportunity of removing the pupil prior to any further action being taken.
5. If the pupil is expelled the Contract of Enrolment will be terminated and Immigration New Zealand will be notified of the termination of the Contract and reasons, therefore.



MIDDLETON GRANGE INTERNATIONAL COLLEGE
CODE OF CONDUCT

Pupil's Name: _____

Form/Vertical Group: _____

Your pupil has been placed on Level ____ because:

Designated caregivers/Residential Caregivers - 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 need to understand the reasons for the Code of Conduct to be implemented.

Parents, Care Providers, Designated Caregivers and Residential Caregivers 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

Assistant Director

Parent's/Care Provider's Signature: _____

Pupil's Signature: _____

Date: _____