



middletton grange school

Christchurch New Zealand



DISCIPLINE POLICY FOR INTERNATIONAL PUPILS

Middletton 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:

- Clear information about the beginning and end dates of enrolment;
- The conditions for terminating the contract of enrolment;
- 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);
- 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);
- The procedure that the signatory must follow when taking disciplinary action against the pupil.

The Following Documents Underpin this Policy:

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

Policy Statements

- 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.
- 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.
- The discipline procedures are fair and reasonable and allow a pupil the opportunity to rectify the behaviour that has led to the discipline procedure.
- 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.
- Appropriate disciplinary action may include standing down or expelling the pupil and terminating the Contract of Enrolment.
- 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:
 - the pupil's gross misconduct or continual disobedience is a harmful or dangerous example to other pupils at the school;
 - 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;
 - 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.

The School's Responsibilities

- 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.
- 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:
 - is proportionate to the seriousness of the behaviour of the pupil; and
 - minimises the disruption to a pupil's attendance at school and facilitates the return of the pupil to school when that is appropriate; and
 - is dealt with in accordance with the principles of natural justice.
- 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.
- 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.
- 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.