



Middleton Grange School |

School Bylaws Including IC Additions 2020 |

30 Acacia Avenue, Christchurch office@middleton.school.nz |

1. These Bylaws codify the rules and regulations applicable to all pupils enrolled at Middleton Grange School.
2. These dated Bylaws replace all previous Bylaws applicable to pupils enrolled at Middleton Grange School.

3. GENERAL CONDUCT

- 3.1. Pupils are expected, at all times, to conduct themselves in a sensible, responsible manner while at school, attending school functions, or when representing the school at other venues.
- 3.2. Pupils' conduct should reflect the spirit of the School's "Code of Conduct".
- 3.3. Pupils are required to cooperate with all staff members and Senior Pupil Leaders. This includes giving one's name and other reasonable information when requested and acting in accordance with instructions issued by the staff member or Senior Pupil Leader.
- 3.4. Pupils are not to take images or recordings of any staff members without the staff member's knowledge and permission. No images or recordings of staff members are to be put on social media sites. Social media sites include, but are not limited to, MySpace, Facebook, Blogger, YouTube, Yahoo groups, MSN groups, Xanga.com, ANobii, Flickr, Snapchat, Instagram.
- 3.5. There is a total ban on cigarettes, alcoholic drinks, solvents, solvent-based glue, vaping equipment and other dangerous or unlawful drugs/substances at school, school functions, school related events such as sports, cultural or subject trips; while travelling to and from school; and at any other time where identification with Middleton Grange School is possible.
- 3.6. Tattoos on pupils are not to be visible while at school or representing the school, unless an exemption has been given by the Principal.
- 3.7. Boyfriend/girlfriend relationships should not be obvious at school or on occasions where pupils are representing the school. Where a natural interest develops, it must be conducted so as not to be conspicuous, compromising or exclusive.
- 3.8. Serious misconduct may lead to a stand-down or suspension from school where a pupil's gross misconduct or continual disobedience is a harmful or dangerous example to others. Serious misconduct can involve: continual defiance or disobedience of instructions or rules; acts of violence (physical and verbal) against others; acts of vandalism – including actions which threaten the integrity of the school computer network; any illegal and/or recreational drug use, consumption of alcohol, smoking tobacco, 'vaping', solvent sniffing, or knowingly being in the presence of others who are so involved.

4. ATTENDANCE

- 4.1. School classroom hours are determined by the timetable policy applying to different parts of the school. Pupils must attend all classes between these hours. The school reserves the right to impose sanctions on pupils outside of these hours if the reputation of the school is at risk through inappropriate pupil behaviour.
- 4.2. Absence from school for family or medical reasons must be accounted for by caregivers in advance (where appropriate); or with a written explanation, medical certificate, or other communication within 24 hours of the pupil returning to school.
- 4.3. Pupils who are late to school or to any class during the school day may be subject to disciplinary action.
- 4.4. With the exception of Year 13 pupils during lunchtimes and end of day study periods, pupils are not permitted to leave the school grounds during the school day (including interval and lunch time) except:
 - In the case of sickness, dental or medical appointments, provided prior approval has been obtained from the Head of School.
 - For any other reason with the prior approval of the Head of School.
- 4.5. The exception for pupil arrival time is where pupils are attending an early morning supervised class or a sports training.
- 4.6. Pupils are to leave the school grounds by 3.40pm unless in a supervised activity.

5. EARLY ARRIVERS AT SCHOOL

- 5.1 Year 1-6 pupils are not supervised or permitted in classrooms before 8.30 am. If children arrive early, they can wait in the foyer of the Primary Hall or at the gate beside Room 8. They will not, however, be supervised.
- 5.2 Year 7-13 pupils are not permitted in classrooms before 8.20 am and will not be supervised prior to 8.20 am.
- 5.3 The exception is where pupils are attending a supervised class eg: Scholarship or a supervised activity such as Hillary Challenge training.

6. DETENTION

- 6.1. Detentions may be issued for any contravention of the school Bylaws, or for not following the instructions of a teacher.
- 6.2. Pupils will complete detentions on the date specified unless otherwise arranged with their Head of School.
- 6.3. Detentions for year 7 – 13 pupils are held during lunchtimes for the first half hour and after school from 3.25pm – 4.25pm
- 6.4. Detentions take precedence over all other school and work activities. Families will need to make suitable arrangements.

7. MOTOR VEHICLE/MOTOR CYCLES

- 7.1. Pupils are permitted to bring a motor vehicle/motor cycle to school provided they first obtain a permit from the Head of Senior College, International Pupils from the International College, and abide by the conditions printed on the permit application form.
- 7.2. The vehicle permit must be renewed annually.
- 7.3. The vehicle permit may be revoked at the school's discretion.
- 7.4. Pupils agree to abide by the conditions printed on the permit application.
- 7.5. Pupils are not permitted to park in staff or visitor car parks ie Arthur Street, International College or Acacia Avenue car parks.

8. OUT OF BOUNDS

- 8.1. Pupils are not permitted onto Rannerdale fields at interval.
- 8.2. Other areas of the school may, from time to time, be designated out of bounds. Pupils are prohibited from entering such areas.

9. PERSONAL PROPERTY

- 9.1. All personal property must be clearly named.
- 9.2. Pupils are NOT permitted to bring to school:
 - Nicotine/tobacco based products, e-cigarettes, matches, lighters, pipes (including home-made pipes), alcohol, dangerous or unlawful drugs/substances, chewing gum, solvents, solvent-based glue, aerosol cans/sprays, fireworks, knives, weapons of any description (including imitation weapons), or any dangerous or potentially hazardous material or offensive written, electronic, pictorial material.
- 9.3. Cell phones can be used discreetly for urgent messages via texting or calling for the first TEN minutes of interval and the first TEN minutes of lunchtime.
- 9.4. Skateboards, scooters inline skates and the like can be walked onto and off the school grounds and stored in an appropriate facility. They are not permitted to be used while on the school site unless the Heads of School have given permission to do so.
- 9.5. Dockless electric scooters are not allowed on-site.
- 9.6. The school accepts no responsibility for loss of or damage to pupils' personal property.

10. SCHOOL DAY, TRIPS AND SOCIAL FUNCTIONS

- 10.1. Every pupil shall wear school uniform as detailed in the Uniform Code. This applies to pupils:
 - attending school
 - travelling to or from school
 - identifiable as Middleton Grange School pupils in a public place.
 - at a school function where the wearing of school uniform is required.
- 10.2. The uniform and dress codes are specified in the school Uniform Code and apply at all times unless exempted by a Senior Leader. All aspects of the "General Appearance" section in the Uniform Code must be adhered to.
- 10.3. The school reserves the right to determine whether a pupil's general appearance is unacceptable and not in compliance with the school uniform and dress codes.

BYLAWS

ADDITIONS AND ALTERATIONS FOR INTERNATIONAL STUDENTS

3. GENERAL CONDUCT

- 3.1.1 Pupils are expected, at all times, to conduct themselves in a sensible, responsible manner, including times outside of school and in homestay accommodations.
- 3.3.1 Pupils are required to cooperate with all staff members, Care Providers, Homestay Caregivers or Senior Pupil Leaders. This includes giving one's name and other reasonable information when requested and acting in accordance with instructions issued by the staff members, Care Providers, Homestay Caregivers or Senior Pupil Leaders.
- 3.5.1 There is a total ban on cigarettes, alcoholic drinks, solvents, solvent-based glue, vaping equipment and other dangerous or unlawful drugs/substances, at all times including times outside of school and in homestay accommodations.
- 3.8.1 Serious misconduct may lead to a stand-down or suspension from school where a pupil's gross misconduct or continual disobedience is a harmful or dangerous. Serious misconduct can involve, but is not limited to: continual defiance or disobedience of instructions or rules; acts of violence (physical and verbal) against others; acts of vandalism – including actions which threaten the integrity of the school computer network; any illegal and/or recreational drug use, consumption of alcohol, smoking tobacco, 'vaping', solvent sniffing, or knowingly being in the presence of others who are so involved; any breach of law. This is in effect at all times, including times outside of school and in homestay accommodations.
- 3.8.2 Pupils must abide by the laws of New Zealand. It is compulsory to advise the school of any breach of law. A conviction may result in withdrawal of a pupil's study visa.
- 3.8.3 Parents will be consulted on any major problem, but the final decision with regard to dismissal from Middleton Grange will be the responsibility of the School Board of Trustees
- 3.9 Pupils must advise the International College of any change in their details including change of home address or phone number

4. ATTENDANCE

- 4.1.1 Middleton Grange International College works in conjunction with Immigration New Zealand as a partner for the **Provider Direct Student** programme. The requirements of Immigration New Zealand are that a pupil must attend school at all times that the school is open for instruction. 95% Attendance rate is required. Pupils must attend school daily and complete all homework and assignments. Repeated unexplained absences can result in the withdrawal of the student visa. Please see Immigration Act 1987 plus amendments for pupil visa conditions. Pupils must also make a determined effort and be passing at least 50% of the course for first year pupils and 75% for consecutive years of study.
- 4.1.2 Pupils must respect the school term dates. All holiday travel should be within school holiday time only. The pupil's attendance for visa purposes will be affected if they choose to travel during term time.

7. MOTOR VEHICLE/MOTOR CYCLES

- 7.1.1 Pupils must hold a current, valid New Zealand licence. They may NOT drive on an International Licence.
- 7.1.2 Pupils must have written parental permission to purchase and drive a vehicle.
- 7.1.3 Pupils must not carry passengers, even if the licence permits it, unless they have written permission from their parents and from the Assistant Director.
- 7.1.4 Pupils must have full vehicle insurance
- 7.1.5 Pupils must provide details of the vehicle, insurance and a copy of the New Zealand License to the International College

9. PERSONAL PROPERTY

- 9.1.1 High value items should not be brought to school however where this is unavoidable, they should be left at the International College for safekeeping.

11. PART TIME WORK

- 11.1 Year 12 and 13 pupils may request permission to work up to 20 hours during term time and during the school holidays. Pupils must not work unless they have school and parent permission and have received a 'Variation of Conditions' to their Student Visa. The school will only consider granting permission if a pupil is making significant academic progress.

12. TRAVEL AND OVERNIGHT STAYS

- 12.1 Pupils must request permission to travel and/or have an overnight stay at a household other than a Middle Grange Care Provider and must complete and submit the "Travel and Overnight Stay Permission Form" well before the scheduled travel or overnight stay. Permission must be sought before tickets are booked and travel planned.

13. AMMENDMENTS

- 13.1 The pupil acknowledges that the school may from time to time amend or add to these Bylaws in the interests of the school and the pupil, and the pupil is bound by such amendments.