

Section H INTERNATIONAL DEPARTMENT

Policy: Disciplinary Policy

Date of Review: November 2022

Reviewers: Kath Kemp (Director of International Students), Mark Shanahan (Principal), Jane Coup (SLT overseeing International Students)

DISCIPLINARY POLICY

1. The following is the School's current disciplinary policy for dealing with breaches of the Agreement. This is not intended to restrict the School's general power of discipline and this policy may be changed from time to time at the discretion of the School.

OVERVIEW

2. It is recognised that the student on enrolment has agreed to abide by a Code of Conduct (see appendix) that is specific to the expectations of the International Department at this school, in addition to any other school rules that apply to the general student body.
3. Except in serious situations where immediate termination of the Agreement is necessary, or where the breach does not warrant any formal response other than a warning, the School will endeavour, where appropriate, to follow a two-stage disciplinary process.
4. In Stage One, the School will investigate and determine the facts, and will reach a conclusion on what happened and whether it amounts to a breach of the Agreement.
5. In Stage Two, if the School has determined that a breach has occurred, the School will consider the appropriate response to that breach, up to and including termination of the Agreement.
6. The Student will have an opportunity to provide a response to the alleged breach that the School is investigating (**the Allegation**) and any proposed disciplinary action that the School is considering taking (**the Proposed Action**).
7. This policy does not limit the School's power to take appropriate disciplinary action urgently and without following this process if this is necessary having regard to the seriousness of the breach.
8. This policy also does not limit the School's power to suspend the student for the duration of the disciplinary process where suspension is considered necessary for the safety or education of any person.

GENERAL POLICY

9. When the School is conducting a disciplinary process involving the Student it will endeavour to provide the Student with the following:
 - (a) a written summary of the Allegation or the Proposed Action;

- (b) an opportunity to respond to the Allegation or the Proposed Action, either in person or in writing or both, at the choice of the Student;
- (c) an opportunity to consider the Allegation or the Proposed Action for a reasonable period of time (having regard to the seriousness of the Allegation or the Proposed Action) before giving a response;
- (d) an opportunity to contact his or her Parent before giving a response, unless the delay caused by contacting that person is unreasonable having regard to the seriousness of the Allegation or Proposed Action;
- (e) an opportunity to have an independent support person of his or her choice present at any meeting relating to the disciplinary process;
- (f) an opportunity to meet with that support person in private at any stage during the disciplinary process;
- (g) an opportunity to have a translator present (or otherwise facilitate the student participating in the process in his or her own language) during any meeting or process if the School or the Student considers that a language barrier means that a translator is required; and
- (h) a copy of this policy setting out the rights which the Student has when engaging in the disciplinary process.

DISCIPLINARY PROCEDURE

Stage One: Incident Investigation

- 10. When the School learns of any incident or any other thing that may be a breach of the Agreement or might otherwise warrant a disciplinary response, the School will notify the Student of the Allegation and will provide the Student with an opportunity to give a response.
- 11. Caregivers, including homestay or designated caregiver, may be informed if the school deems this advisable, or contacted if required as part of an investigation.
- 12. Where appropriate, having regard to the seriousness of the Allegation, the Student will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the Allegation.
- 13. When the School makes a decision about the Allegation it will advise the Student and parent, in writing if possible, about its conclusion as to what happened and whether it amounts to a breach of the Agreement.

Stage Two: Outcome Discussion

- 14. If the School determines that a breach of the Agreement has occurred, it will advise the Student and parent (and / or caregiver and/ or agent) of the possible disciplinary actions that it will consider taking in response to the breach and will provide the Student and parents with an opportunity to give a response.
- 15. Where appropriate, having regard to the seriousness of the breach, the Student and parent will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the disciplinary action to be taken.

16. When the School makes a decision about the disciplinary action that it will take in response to the breach it will advise the Student and parents of its decision, in writing if possible. The disciplinary action will not take effect, and no actions will be taken to put it into place, until the Student and parents have been advised of the decision.

Chairperson

Principal

Date

Code of Conduct: THE WAITĀKERE WAY for International Students

Learning, Respect, Caring: *This means putting learning first, caring about everyone, and treating everyone with respect.*

YOUR RIGHTS as an International Student	YOUR RESPONSIBILITIES
<p>LEARNING – Our motto is ACHIEVEMENT FOR ALL.</p> <p>We put student learning first.</p> <p><i>You have a right to a quality education in a school which provides:</i></p> <ul style="list-style-type: none"> Teachers with high expectations who believe every student can achieve. Strong discipline with a positive focus. Academic challenges and support. A wide range of courses, sporting and cultural activities giving you choices for future pathways. 	<p>LEARNING</p> <p>Focus on your own learning and help others to learn.</p> <p><i>You have the responsibility to try your hardest in class by:</i></p> <ul style="list-style-type: none"> Attending every lesson and chosen activity. Being punctual. Co-operating with teachers. Bringing the equipment needed. Doing quality work both in class and as homework. Helping your classmates learn.
<p>RESPECT AND CARING</p> <p><i>You have the right to receive respect from others by:</i></p> <ul style="list-style-type: none"> Feeling you are treated fairly. Getting a fair settlement of problems and the right to make a complaint to qadrisk@nzqa.govt.nz Being free from discrimination, harassment and intimidation. 	<p>RESPECT AND CARING</p> <p><i>You have the responsibility to treat others with respect by:</i></p> <ul style="list-style-type: none"> Avoiding fighting and swearing. Using polite language. Congratulating other people on their success. Being honest and trustworthy. Following the school rules and expectations.

<p>HEALTH AND SAFETY</p> <p><i>You have the right to feel secure and safe by:</i></p> <ul style="list-style-type: none"> · Being able to move about a school that is clean and well maintained. · Having a safe and happy living situation outside of school · Having your property, and your person (mind and body), respected at all times. · Being able to ask questions and be listened to · Having your well-being monitored and well-being services available 	<p>HEALTH AND SAFETY – both in school AND out of school</p> <p><i>You have the responsibility to look after yourself and others by:</i></p> <ul style="list-style-type: none"> · Observing safety rules. · Keeping the school environment free of litter, graffiti and vandalism. · Avoiding cigarettes, alcohol and unlawful drugs or drug paraphernalia, and never being in possession of a weapon. · Avoiding problems by not bringing dangerous or valuable items to school. · Not doing anything that could hurt yourself or others · Not getting any tattoos, piercings or body modifications · Not entering into any legal contracts, including marriage · Not having a sexual relationship while enrolled at Waitakere College · Not driving or owning a vehicle while enrolled at Waitakere College; only travel on vehicles that are driven by adults who are approved by your school. · Not travelling out of Auckland without prior written approval from the Director of International Students
<p>LOYALTY</p> <p><i>You have the right to attend a school which is highly regarded by its students and community by:</i></p> <ul style="list-style-type: none"> · Having a 'voice' / way to be recognised and heard through the student council and other student groups at school. · Having your outstanding achievements recognized in community publications. 	<p>LOYALTY</p> <p><i>You have the responsibility to behave with pride, so that the reputation of Waitakere College is respected by:</i></p> <ul style="list-style-type: none"> · Wearing the uniform correctly both in school and out of school. · Demonstrating good behaviour as you travel in public, e.g. to and from school · Obeying NZ law at all times. · Showing respect to visitors.

Signed by: _____ either Parent or Agent (circle as appropriate)

and Student _____ Date: _____