



INTERNATIONAL STUDENTS DISCIPLINARY PROCEDURES

These procedures develop from the Spotswood College International Students Policy.

Spotswood College has a duty of care to ensure the health and safety of International students. International students need to keep themselves safe by following school and homestay rules. They must also follow the terms of their contract and New Zealand law.

Following are procedures to support positive student relationships and behaviour:

1. The Director of International students, with assistance from the Dean of International students, will monitor student progress and achievement as well as their engagement and behaviour at school and within their host family.
2. As with all Spotswood College students the Whanau teacher will support and encourage International students.
3. Attendance by the Director and/or Dean of International students at Student Support Committee meetings (held fortnightly) will assist information flow from teachers. International students at risk may be identified through this forum. Low level pastoral care strategies can be initiated at this point with assistance from Whanau teachers, Hapu Leaders, Year Level Deans, the Guidance Counsellor, in consultation with members of the Senior Leadership Team.
4. Meetings with Host parents and the Director of International students and the Principal will be held each semester to seek to pro-actively monitor and guide students' behaviour and relationships outside of school hours.
5. As required in Code of Practice for Pastoral Care of International Students four monitoring interviews per year with students are conducted by the Director or a person nominated by the Director. These interviews check with the student on their educational and social/emotional wellbeing.

Should serious behavioural issues arise at School, within the Host family or in the community, the following procedures may be applied:-

- 1). The Director of International Students reports to the Principal if a significant breach of conduct has occurred.
- 2). The Director and Principal investigate the issue and may choose to:
 - i) speak with the student and resolve the issue informally or record a warning.
 - ii) put in place a restorative meeting to resolve the issue; sanctions and consequences may result. A letter will be sent to both Host Family and Parents as well as the student's Agent.
 - iii) if issues arise during school time breaches of conduct will follow school procedures.

- iv) if the breach of conduct occurs outside school hours but is damaging to the student, their relationship with their Host family, puts the reputation of Spotswood College International Department at risk or involves breaking New Zealand Law then the student may be referred by the Principal to the BOT Disciplinary Committee.
- 3). In a process which follows Ministry of Education Suspension Guidelines the Board of Trustees may
- return the student to school with or without conditions
 - remove the student from class for a reasonable period of time
 - in consultation with the Agent, the host family and the student's family we may send the student home.

Approved by the Board of Trustees on 25 February, 2013