**FAIRFIELD INTERMEDIATE SCHOOL**

**DISCIPLINARY PROCEDURES FOR INTERNATIONAL STUDENTS**

**International Procedure No. 3**

**RATIONALE:**

International Student are subject to the same level of discipline as for New Zealand resident students. However they need to be made particularly aware of the procedure as it might be different to that of their own country

**PURPOSE:**

To set out in a clear form the steps taken should disciplinary action be required for misdemeanours at school or in the homestay.

**GUIDELINES:**

* Fairfield Intermediate School will follow the procedures regarding disciplinary action outlined below for all International Students causing concern at the homestay or at school.
* Parents must read the DISCIPLINARY PROCEDURES FOR INTERNATIONAL STUDENTS ~IN THE HOMESTAY/AT SCHOOL sheets included with the enrolment pack and sign the declarations to show that they have understood the discipline procedures.
* If a student is stood down or their enrolment at the school is terminated there will be NO REFUND on any tuition fee paid to the school.
* If a student’s conduct is of an extremely inappropriate nature, and at the discretion of the Board of trustees, the student’s offer of enrolment maybe immediately terminated.
* Unacceptable behaviour from International Students in the homestay includes the following:
	+ Swearing at or aggressive behaviour towards homestay family members
	+ Threatening or bullying behaviour either verbally or physically to homestay family members
	+ Stealing / theft of other people’s property
	+ Repeated misbehaviour in the homestay
	+ Continual lateness / absence from the homestay
	+ Inappropriate behaviour or usage on the computer
	+ Leaving the homestay without permission
	+ Unacceptable/inappropriate homestay behaviour
* Unacceptable behaviour from International Students at school includes the following:
	+ Swearing at or aggressive behaviour towards other students or staff at Fairfield Intermediate
	+ Any form of hitting, kicking, punching or pushing other students
	+ Threatening or bullying behaviour either verbally or physically to other students or staff at Fairfield Intermediate
	+ Stealing / theft of other people’s property
	+ Repeated misbehaviour in class
	+ Continual lateness / absence from class
	+ Rudeness towards classroom teacher
	+ Inappropriate behaviour or usage on the computer
	+ Leaving the school grounds without permission
	+ Unacceptable/inappropriate homestay behaviour
* Procedures for students causing concern.

 STEP ONE.

* + A meeting between the classroom teacher, the student, a translator and the Director of International Students will take place. It will be explained to the student that there will be awritten warning sent to his / her parents if the behaviour happens again.
	+ A formal *verbal* warning from the Director of International Students will be given to the student. At this stage no contact will be made with either the caregiver or the parents of the student.

 STEP TWO.

* A meeting between the classroom teacher, a translator, the parents/caregiver, the student and the Director of International Students will take place. **A first** **written warning will be given to the caregiver/ parents.**

STEP THREE.

* A meeting between the classroom teacher, a translator, the student, parents/caregiver and the Director of International Students will take place. **A second written warning will be given to the caregiver/parents** and the student will be stood down or have an in – school suspension for **ONE** **week.**

STEP FOUR.

* A meeting between the classroom teacher, a translator, the student, parents/caregiver and the Director of International Students will take place. **A final written warning will be given to the caregiver/parents** and the student will be stood down or have an in school suspension for **TWO weeks.**

STEP FIVE.

* A final meeting between the classroom teacher, a translator, the student, parents/caregiver and the Director of International Students will take place. A **final letter** will be given to the parents/caregiver and the family will be advised that their son/daughters will be referred to the Board of Trustees for a disciplinary hearing. Should this result in the termination of enrolment at the school, the family will make the appropriate travel arrangements required for the student to leave the school and return to their country of origin.

**CONCLUSION:**

International Students and their parents need to be aware of the consequences of inappropriate behaviour. This procedure sets out the necessary procedures taken should a student display these behaviours at school or in the classroom.