

Rangiora High School

Board of Trustees



Code of Conduct (Schedule One)

All students at Rangiora High School need to follow the School Code of Conduct.

In addition, international students at Rangiora High School need to comply with the International Student Code of Conduct. The International Student Code of Conduct serves to ensure the welfare, care and protection of international students while enrolled at Rangiora High School. Failure to obey with the International Student Code of Conduct may lead to disciplinary action as listed in the Disciplinary Policy (see Schedule Two).

International Student Code of Conduct

Accommodation

This agreement is subject to the Student living in accommodation approved by Rangiora High School. Rangiora High School will make every reasonable attempt to provide approved accommodation for the Student and the Student agrees to comply with all expectations and conditions for living in School approved accommodation.

- International students are required to reside in homestay accommodation approved by Rangiora High School, irrespective of their age.
- Permission for alternative arrangements can only be given on receipt of a Designated Caregiver Agreement signed by the Student's parent(s) or legal guardian(s), stating the parent(s) or legal guardian(s) take full responsibility for the placement of the Student with another family member or close family friend, OR, when the Student is living with a parent.
- If the Student is living with a parent(s), Rangiora High School must be informed if the parent(s) leave New Zealand at any time, so satisfactory alternative accommodation arrangements can be made.
- The Student is required to inform Rangiora High School of any changes in circumstances of their parent(s), such as a change of contact details.

Attendance

The Student is required to attend all classes and curriculum-based activities. A medical certificate is required for any absences of more than three days, or if the Student has frequent absences, or if the Student misses an NCEA assessment. Absence for any other reason must be applied for and approved by the International Director.

Curfews

The Student is required to be home by 6:00 pm Sunday to Thursday, unless they are participating in recognised activities such as sports clubs, music groups. Friday and Saturday nights, if they wish to participate in social activities, the Student is expected to be home by 10:00 pm. The Student must have permission from their host family to go out and must carry a charged cell phone with credit on it at all times.

Driving / Motor Vehicle Ownership / Riding Bicycles and Electric Scooters

The Student is not permitted to obtain their New Zealand driver's license, or to drive or own a motor vehicle (such as a car, motor bike scooter) while they are enrolled at Rangiora High School. If, in exceptional circumstances, a Student 18 years of age or older wishes to drive, or learn to drive, and / or to own a motor vehicle, they must apply in writing to the International Director and the Principal stating their case. The school's decision will be final. The Student is expected to obey all New Zealand laws with regards to riding bicycles and electric scooters such as Lime Scooters.

Drugs and Illegal Substances, Smoking, Vaping and Alcohol

The Student is not permitted to smoke, vape or drink alcohol while enrolled at Rangiora High School. The Student is not permitted to use or possess drugs or illegal substances. Students found to be in breach of this will be subject to the Disciplinary Policy (see Schedule Two).

Education Outside the Classroom (EOTC)

Education outside the classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on the School grounds and off-site. Rangiora High School rules apply on all EOTC events and activities.

Rangiora High School uses a process, which is monitored by the Principal and Board of Trustees, to identify and manage risk for all activity types. The Ministry of Education EOTC Guidelines identify four activity types, each with recommended parent/caregiver consent.

General Conduct

The Student is expected to conduct themselves in a sensible and responsible manner while enrolled at Rangiora High School, and

- Show respect, care, concern and consideration for others
- Show respect for School property, along with the property of other students.

Serious misbehaviour such as bullying, theft, violence, deliberate absenteeism, offensive language, racist remarks and actions, and sexual harassment will not be tolerated, and will be dealt with according to the Disciplinary Policy (see Schedule Two).

Homestay

The Student needs to sign and agree to the Homestay Code of Conduct. In addition, they need to respect and obey any rules of the homestay. The Student is expected to keep their room tidy and assist with general household chores such as setting / clearing the table, washing dishes. The Student is expected to be home for all evening meals and will not stay away from the home unless they have specific permission from their host parents (and school as appropriate).

Every effort is made to place the Student with a compatible host family. Requests to move homestays will be considered individually by Rangiora High School and typically two weeks' notice needs to be provided.

Insurance and Liability

The Student must have insurance during their stay in New Zealand, in accordance with the Education (Pastoral Care of International Students) Code of Practice.

Rangiora High School will not be responsible for any loss or damage to property.

Rangiora High School reserves the right to decline a Student application to Rangiora High School, without explanation, at the discretion of the School.

Internet and Cybersafety

The Student will read and agree to Rangiora High Schools' Computing and Cybersafety Use Agreement. The Student will also comply with the homestay rules and restrictions with regards to internet use and will act in a responsible manner at all times when using the internet.

Leave and Holidays

In accordance with their Student Visa, the Student must attend Rangiora High School every day during term time; they must arrive in Rangiora in time for the first day of their course of study and stay until the last day of their course of study. If the Student wishes to return to their home country, they are expected to do so during the formal school holiday times. If the Student returns to their home country for a holiday during term time the absence is unjustified according to the Ministry of Education and will impact on the Student's attendance statistics.

Photographs and Marketing Material

Photographs taken of the Student during their enrolment when participating in school-based activities may be used for marketing purposes and appear on Rangiora High School website and in print material such as Rangiora High School newsletter and magazine and newspaper articles and advertorials.

Course Subject Selection

The Student may not always be able to select the subjects they wish due to the classes being full or their English level not meeting entry requirements. Rangiora High School will endeavor to provide a course of study appropriate to the Student's ability and education goals. All subject selection will be done in discussion with the Student. Rangiora High School reserves the right to place the Student in the most appropriate level / course of study and to change the course of study of the Student if it is considered to be in the best interest of the Student.

Travel within New Zealand

The Student is encouraged to travel within New Zealand during holiday periods:

- With their host family
- With School organised groups
- With trips organised by school-approved travel companies
- With their parents, guardians or agents.

All travel must be approved by Rangiora High School at least two weeks prior to departure using the School Permission to Travel Form.

The Student is NOT permitted to travel independently, alone or with other students while in New Zealand.

Uniform and Dress Code

The Student is expected to wear the Rangiora High School uniform correctly.

Work

According to Immigration New Zealand regulations, the Student in Year 12 and 13 may apply for a Variation of Conditions to their Student Visa to enable them to work up to 20 hours per week. Written permission is required from Rangiora High School and the Student's parent. Permission from the Rangiora High School will only be provided when the Student is maintaining regular attendance making satisfactory academic progress.

Expectations, School Rules, Rights and Responsibilities

Rangiora High School has the following Expectations, School Rules, and Rights and Responsibilities that all students are expected to adhere to.

EXPECTATIONS		
Respect yourself	Respect others	
Wear the uniform correctly	Be honest	
Attend school and be in class on time	Pay attention and avoid interrupting	
Bring appropriate equipment to class	Follow instructions	
Be on task and complete home learning	Physical or verbal abuse is unacceptable	
Water is the only refreshment allowed in class	Put-downs and bullying will not be tolerated	
No eating in class	Respect other people's property	
Be honest	Electronic devices are used as appropriate, as directed by teachers (including headphones)	
Respect the environment		
No vandalism spitting	No litter	No

SCHOOL RULES
1. Follow staff instructions.
2. Respect others' rights to teach and learn by not interrupting.
3. Speak respectfully to others – do not use 'put-downs' or offensive language.
4. Respect others and their property.
5. Bring the correct equipment to class.

RIGHTS & RESPONSIBILITIES

If a school or any group is to operate effectively and peacefully, there needs to be an understanding that each person has rights, and with these rights each person also has responsibilities. When an individual's rights are respected and they carry out their responsibilities, our school will run smoothly. This will create an environment of self-discipline and self-respect so that each student will then be able to develop to his or her full potential.

All students and teachers have the responsibility to respect the rights of others, students to learn and teachers to teach.

I have a right to:	It is my responsibility to:
<ul style="list-style-type: none"> ▪ Get a good education at my school 	<ul style="list-style-type: none"> ▪ Attend school regularly and arrive at school and my classes on time. ▪ Be well-behaved in class and not to disturb others. ▪ Be prepared for learning by bringing the right equipment to class. ▪ Get my work in class completed and do all my home learning.
<ul style="list-style-type: none"> ▪ Be happy and safe at school and to be treated with understanding 	<ul style="list-style-type: none"> ▪ Treat others with respect and understanding. I will show this by not laughing at others, teasing people or trying to hurt their feelings.
<ul style="list-style-type: none"> ▪ Be treated fairly and respectfully 	<ul style="list-style-type: none"> ▪ Treat others politely and with respect. ▪ Respect the authority of the school staff. ▪ Respect others' property. ▪ Be truthful and treat others fairly.
<ul style="list-style-type: none"> ▪ Make decisions for myself 	<ul style="list-style-type: none"> ▪ Make sensible decisions. ▪ Face the consequences of my decisions.

Rangiora High School

Board of Trustees



Disciplinary Policy (Schedule Two)

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. 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.
3. 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.
4. 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.
5. 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**).
6. 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.
7. 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

8. 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;
 - (d) an opportunity to have an independent support person of his or her choice present at any meeting relating to the disciplinary process;
 - (e) an opportunity to meet with that support person in private at any stage during the disciplinary process;

Initialed by: _____(parent) _____(student)

- (f) 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
- (g) 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

- 9. 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.
- 10. 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.
- 11. 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

- 12. If the School determines that a breach of the Agreement has occurred, it will advise the Student and parent 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.
- 13. 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.
- 14. 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.

Initialed by: _____(parent) _____(student)