



NEW PLYMOUTH BOYS' HIGH SCHOOL
TE KURA TAMATĀNE O NGĀMOTU

Disciplinary Procedure for International Students

Statement:

This document outlines the School's procedure for addressing Disciplinary Actions and Welfare Issues concerning international students.

Notice: This procedure is intended as a guidance framework and does not restrict the School's general disciplinary powers. This procedure may be updated or amended from time to time at the School's sole discretion.

The reasons for the use of this disciplinary procedure for International students:

1. Is there gross misconduct or continual disobedience
2. Did the student set a harmful or dangerous example
3. Is serious harm likely to the student or other students if the student if disciplinary action is not implemented

1. Overview of the Disciplinary Framework

Unless a situation warrants immediate termination or a simple informal warning, the School will endeavour to follow a **Two-Stage Process**.

1. Emergency & Summary Powers

This procedure does **not** limit the School's authority to:

1. **Take Urgent Action:** Bypass the two-stage process at any point if necessitated by the severity of the situation.
2. **Suspend Students:** Temporarily suspend a student during an ongoing investigation if deemed necessary for the safety, health, or education of any individual.

2. Student Procedural Rights:

When conducting any investigation or disciplinary procedure involving an international student, the School will endeavour to afford the student the following rights and provisions:

1. **Written Notice:** A formal summary of the situation (as currently understood) or any proposed action.
2. **Mode of Response:** The option to provide a response **in person, in writing, or both**, based on the student's preference.
3. **Consideration Period:** A reasonable length of time to review the details and prepare a response, proportional to the seriousness of the issue.
4. **Parental Consultation:** An opportunity to contact parents before responding, unless doing so creates an unreasonable delay given the urgency of the situation.
5. **Support Person:** The right to be accompanied by an independent support person of choice at all investigation meetings.
6. **Private Consultation:** The opportunity to confer privately with their support person at any stage during meetings.
7. **Language Support & Translation:** Access to an independent translator (or other appropriate arrangements) if



- either the School or student determines a language barrier exists.
8. **procedure Access:** A clear copy of this procedure outlining these procedural rights.

3. Investigation & Resolution Process:

Stage One: Incident Investigation (Fact-Finding)

1. **Notification:** Upon learning of a potential agreement breach, disciplinary matter, or welfare concern, the School notifies the student of the situation.
2. **Student Response:** The student is invited to share their account of events (in person, in writing, or both).
3. **Genuine Consideration:** The School reviews the student's response thoroughly before reaching a conclusion.
4. **Decision & Notification:** The School reaches a finding on what occurred. The student and parents will be advised—in writing where possible—of the conclusion and whether formal disciplinary action, termination, or welfare intervention is required.

Stage Two: Outcome Discussion (Sanctions & Actions)

1. **Proposed Action:** If Stage One indicates that formal action is required, the School informs the student and parents of the potential actions under consideration (up to and including agreement termination).
2. **Feedback Opportunity:** The student and parents are given an opportunity to respond to the proposed outcome (in person, in writing, or both).
3. **Final Decision:** The School considers the input provided and determines the final outcome.
4. **Implementation:** The student and parents are formally advised of the decision (in writing where possible). **No** disciplinary action will take effect until written or formal notification has been delivered unless the severity of the action deems it so in clause 1