

Western Springs College International Student Code of Conduct

(Schedule One of AGREEMENT/CONTRACT OF ENROLMENT)

Guided by our school's four key values — Diversity, Creativity, Fairness, and Sustainability — this International Student Code of Conduct outlines the expected behaviours and responsibilities of international students.

Its purpose is to foster a safe, inclusive, respectful, and supportive learning and living environment, enabling all international students to thrive both at school and within their accommodation arrangements.

1. Respect and Responsibility

International students are expected to:

- 1) Comply with all laws of New Zealand and with all School rules, policies, and procedures.
- 2) Treat all members of the school community, including students, teachers, staff, visitors, caregivers, and caregivers' family members fairly, respectfully, and with dignity.
- 3) Respect school property, caregivers' property, and the property of others at all times.
- 4) Be honest and take responsibility for their actions at school, at the caregivers' property and in the public.
- 5) Use appropriate language and behave in a respectful and considerate manner.
- 6) Be punctual and prepared for classes, and return home by the required time in accordance with the Accommodation Rules and Requirements.
- 7) Refrain from fighting, threatening, verbally abusing others, or encouraging such behaviour toward students, staff, or caregivers.
- 8) Not steal, vandalize, or intentionally or carelessly damage property at school, at caregivers' homes, or in public spaces, including causing permanent stains, marks, colours, or odours.
 - a. Loaned items must be returned on time.
 - b. Damaged items or property must be repaired or replaced promptly at the Student's cost.
 - c. School or caregivers' furniture must not be moved, altered, or replaced without permission.
 - d. Additional furniture must not be purchased or brought into the caregivers' property, including the student's bedroom, without permission.
- 9) Not use the names of school staff or accommodation caregivers for personal contracts (e.g. mobile phone plans or gym memberships) unless pre-approved by both the school and the caregiver(s).
- 10) Not enter restricted or private areas without permission, including designated school learning spaces, caregivers' private areas, or spaces reserved for staff or family members only.

2. Learning, Living, Participation, and Communication

International students are expected to:

- 1) Attend school regularly and punctually.
- 2) Actively engage in learning and complete all assigned work to the best of their ability, both during and after school.
- 3) Participate responsibly in daily life at the caregivers' home and communicate promptly with the International Student Office and caregivers regarding any travel plans, schedules, issues, and special events, as well as any changes to these arrangements.
- 4) Participate in class discussions, school activities, and caregiver-organized activities, and seek assistance when needed.

3. Safety and Wellbeing

International students are expected to:

- 1) Follow all school safety rules, procedures, and instructions at school and at the caregivers' property.
- 2) Attend all timetabled classes, reside only at the caregiver address registered and approved by the school, and travel according to schedules approved by the International Student Office.
- 3) Take responsibility for their own safety and wellbeing, as well as the safety and wellbeing of others.
- 4) Avoid all forms of bullying, harassment, and discrimination, and report any incidents immediately to school staff, caregivers, or the New Zealand Police (particularly in public settings or emergencies).

Initialed by: _____ (parent) _____ (student)

- 5) Not own or drive a vehicle unless pre-approved by the School/ International Student Office.
- 6) Not bring, use, or consume alcohol, drugs, cigarettes, or vaping devices of any kind at school or at the caregivers' property, unless explicitly permitted by both the school and caregivers.
- 7) Not access, possess, or bring to school or caregivers' property any pornography or offensive materials, including written, visual, or digital content.
- 8) Not bring or use dangerous materials at school or at caregivers' property without permission, including but not limited to imitation or look-alike weapons or toys.

4. School Environment

International students are expected to:

- 1) Dress appropriately and wear suitable clothing for learning and workplace environments, including required gear or uniforms for specific classes such as Physical Education, Dance, Food Technology, and school trips (e.g. appropriate walking shoes).
- 2) Maintain a clean, tidy and sustainable school environment.
- 3) Respect school facilities and resources.
- 4) Follow instructions from teachers and school staff.
- 5) Do not use mobile phones on school grounds, including during classes, learning activities, assemblies, and breaks, unless explicitly permitted by a teacher or staff member for learning, medical, or emergency purposes. Mobile phones must be switched off and kept out of sight during school time, in accordance with school policies.

5. Accommodation Environment

International students are expected to:

- 1) Maintain a clean, tidy, healthy, and safe living environment at the caregivers' property, including shared spaces (such as kitchen, dining room, lounge, bathroom) as well as their own bedroom and bathroom.
- 2) Respect the caregivers' guidance regarding the use of space, facilities, furniture, and resources within the properties, and cooperate with the regular checks of their bedroom, including the ventilation, cleanliness, tidiness, safety, appropriate use of the facilities, spaces, and the arrangement of furniture and clothing.
- 3) Always follow the reasonable instructions given by the caregivers and School staff members.

Initialed by: _____ (parent) _____ (student)