

# Rules and Guidelines

## International Students

### 1. Student Selection and Placement

Cashmere High School will test International Students on arrival to help determine class/subject placement.

Cashmere High School will issue an Offer of Place to a selected student but the level of study offered is an indicator only. The school has the right to place the student in appropriate subjects and year levels; selection and placement are conditional upon the school being able to meet the needs of the student. The school may ask a student to join the Intensive English Programme or be referred to another institution for a period of time if it is ascertained that the student cannot cope at Cashmere High School at an appropriate English level. Generally students are placed with their age group level.

### 2. Enrolment

Enrolment as an International Student at Cashmere High School shall be terminated:

- a) At any time by agreement between the parties; or
- b) By Cashmere High School if the student fails to abide by the conditions of the International Student Enrolment, or the Rules and Guidelines Document; or
- c) If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration Service.

### 3. General Information

The International Office welcomes contact with parents. Parents may contact the Director of International Students or the International Academic Manager about any school matters that concern them.

It is very important that the school has up-to-date information on all students. Please inform the International Office when addresses, telephone and cell phone numbers change. This information is used by the School Health Nurse and Heads of School to contact caregivers.

### 4. Student Travel in New Zealand

The school does not allow unaccompanied travel out of Christchurch – students must travel with an adult. It is necessary to inform the International Office, Host Family and Agent of any travel plans. In special circumstances permission can be given to travel unaccompanied. This is up to the discretion of the school and parents – travel authorisation documents will need to be sent to, and signed by, the parents.

## 5. Attendance

Regular attendance is required for students under 16 years. Only sickness or unavoidable circumstances should interfere with attendance at school. Parents/caregivers are asked to telephone the school by 9.45 a.m. when a student is absent, and follow this with a note for absence on their return. When circumstances other than sickness may cause absence, parents should contact the Head of School. Arrangements for the student to make up work may be arranged.

Notes for absence should be signed by the parents/caregiver stating the nature of the illness and dates of absence, and should be shown to the Absences Officer on the day the student returns to school. If the absence is likely to be more than a week the Head of School should also be advised.

Absence of a senior student for reasons other than sickness may affect their eligibility for national qualifications. If such absence is being considered the matter should be discussed with the Head of School.

On return to school students in Y11-13 are responsible for taking their absence note to subject teachers to sign, then show it to the Absences Officer within one week of the absence. Y9 and Y10 students take absence notes directly to their Form Teacher.

If students are absent from class without permission, this is considered to be truancy, and parents will be contacted by the Head of School. The school is currently investigating the use of SMS/text messaging to give early notification of absence to parents/caregivers. Unexplained lateness to class results in a school detention.

- Students are expected to arrive at school on time.
- Students may not leave the grounds during school hours without permission.
- When students have been absent from school they must bring a note from home to the Absences Office on their return, stating the day/s absent and the reason for the absence.

The school has a registered Nurse in attendance at the Health Centre between 8.45am and 2.00pm. The Nurse can give permission for students to go home sick at any time and will contact parents/caregivers when this occurs. The school also has a Doctor on site during lunchtime four days a week. If the School Nurse is not available students should see the International Office. Under no circumstances should a student leave the school grounds without informing a staff member.

Under the Code of Practice an International Student is required to attend a minimum of 80% each school year. This is a requirement by New Zealand Immigration to re-apply for a student visa.

## 6. Student Behaviour

- Students are expected to behave responsibly and accept the discipline and authority of the school.
- Students are expected to behave with courtesy and respect towards each other and especially towards members of the school staff.
- Students are expected to protect the school environment by not defacing any buildings or furniture, by keeping off gardens and by not dropping litter.
- Any damage to school property must be reported immediately to a staff member.
- Students who vandalise school property may be given a school detention or a Saturday morning detention, to repair the damage or to make a positive contribution to the school environment.
- Vandalism and theft will result in recovering the costs from students and their parents. It is possible that there will also be Police involvement.

### School Rules

- No bullying or violence.
- No smoking, alcohol or drugs.
- No offensive language/behaviour, no defiance to staff.
- No litter or damage to the environment.
- No stealing or interference with the property of others.
- No truancy; stay in the school grounds.
- In public wear uniform correctly and follow all rules.

### Classroom Rules

- Arrive at all classes on time.
- Wear correct uniform and have the right equipment.
- Follow instructions when given.
- Respect the right of others to work and learn.
- Be polite and courteous.
- Keep the room tidy and respect the property of others.

## 7. Misconduct

The disciplinary procedures outlined in the education Act 1989 shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school. The Designated Caregiver, Homestay Caregiver or Director of International Students (or their representative) shall act as the parent in the disciplinary process.

Should it be deemed appropriate, the school reserves the right to:

- a) Impose a curfew or other restrictions on the student outside of school hours for a set period of time.
- b) Terminate the contract and repatriate the student with forfeiture of fees.

## 8. Academic Reporting

The school reports on academic progress twice a year with subject reports and for juniors once a term with an interim report. Cashmere High School expects all International Students to make reasonable academic progress and try their best.

## 9. Homework

Regular homework is given. The amount each night varies but a useful guide is one hour per night for Years 9 and 10, two hours per night for Years 11, 12 and 13. Subject teachers decide on consequences for students not doing their homework. Students are expected to complete their homework.

## 10. Uniform

Regulation uniform items are to be worn by all Year 9 to Year 12 students as a condition of school enrolment and must be purchased from the uniform suppliers named in the Cashmere High School Uniform Regulations. A copy is available on the school website.

Students wearing incorrect uniform, for a good reason, must have an exemption note from a parent/caregiver. This must be shown to their Head of School or a Deputy Principal so that the note can be signed.

Non-uniform items will be confiscated if no exemption note is sighted. Parents may also be contacted and students sent home to get correct uniform. Confiscated items must be collected by a parent/caregiver.

Year 13 students wear mufti, but follow the jewellery, hair and makeup rules.

## 11. Jewellery/Hair/Makeup

Students must not wear jewellery, except for

- a watch.
- one taonga as a cultural item.
- one plain stud earring or small sleeper earring per ear. Any other body piercing must not be visible. Sticking plasters over piercing or retainers are not permitted.
- one additional item of jewellery e.g. ring, bracelet, necklace.

No make-up to be worn by students in Years 9-11. Students in Years 12-13 may wear light make up. Male students at all levels must be clean shaven. Extreme hairstyles and colour are not permitted.

## 12. Computer Use

The Digital Technologies Department requires students to use the computers and Internet responsibly at school. This is to ensure that students do not access unacceptable or offensive material while also allowing them access to a vast range of information of educational value. With increased use of computers in the library and throughout the school it is important that all students and their parents understand the rules for the use of computers and the Internet at school.

On a global network it is impossible to control all material that an Internet user may come across. The school does have measures in place to restrict access to offensive material. The Computer Network Administrator blocks a large number of websites and each day checks the Internet user log files on the main server. When he finds that someone has tried to access an offensive website he ascertains if the access was accidental and follows up with students if it appears to be deliberate. Responsible selection of information is an important aspect of information handling skills. Our policy aims for a balance in blocking inappropriate sites and allowing access to material. The Rules are in the form of an agreement signed on enrolment so that students own the responsibility.

## 13. Agreement for use of Computers and the Internet

As a prerequisite for using computers and the Internet at school, students at Cashmere High School agree:

1. Not to load any program onto school computers, via the internet or by any other means.
2. To use storage media only with teacher permission and have these virus checked at school before using.
3. Not to interfere with settings or alter program on the school computers.
4. Not to reveal their own password to others or use other students' passwords or other personal details such as phone number or address.
5. Not to use unsuitable, inappropriate, offensive or illegal material.
6. To use electronic mail or enter chat rooms only with teacher permission each time.
7. To use appropriate language when using e-mail.
8. Not to order, sign-up or give out e-mail address for anything online without teacher permission.
9. Not to use any method to bypass school internet security.

Students understand that inappropriate use of the internet or computers is likely to result in access to school computers being withdrawn.

## 14. Boundaries

Out of bounds areas are:

- Corridors at lunchtime, except to go to the toilets in the first and last 10 minutes.
- The main entrance and front foyer unless accompanying visitors.
- The upstairs area of the Administration block.
- The corridor outside the Deputy Principals' offices.
- All areas of construction work.
- Locked areas and all vehicle parking areas.
- The area within 5 metres of any school boundary fence.
- The south side of the creek.
- All creek banks within 5 metres of the edges.
- Behind K and J block.
- Behind and around the tractor shed.

## 15. Hours

The school programme of classes takes place in the following hours:

Monday, Tuesday, Thursday, Friday      **8.45am to 12.25pm and 1.15pm to 3.05pm**

Wednesday      **8.45am to 12.10pm and 12.50pm to 2.30pm**

Most co-curricula activities including sport, music and cultural activities take place at lunchtimes or outside these hours.

## 16. Lunchtime

Students in Years 9 – 12 are expected to remain at school during lunchtime.

If the weather is wet and/or cold a bell is rung to signal that students may remain indoors in designated blocks. At lunchtimes, except for the first and last ten minutes, students may not be inside buildings except to go to the library, common room or toilets.

## 17. Safe Travelling

The school is concerned about the safety of students as they move to and from school.

- Traffic regulations are to be observed at all times, both within and outside the school grounds. This includes rules for cyclists e.g. not cycling on footpaths.
- Students are not permitted to carry other students to and from school in cars or motor cycles unless written agreement has been received from parents of both the driver and the passenger/s. These passengers must be issued with a passenger pass.
- There is no student parking permitted in the school grounds. Students must park in nearby streets and are expected to be considerate of, and respectful towards, the residents in these streets.

## 18. Personal Property

Students are responsible for any property that they bring to school and we encourage students not to bring valuable items or large amounts of money to school. Students should look after their own property and also ensure that the property of others is safe. The school is not liable for the loss of or damage to any items that are brought to school. This includes money, electronic devices such as laptops, cell phones, iPods and other personal belongings. Valuables should not be left in bags in the Library foyer. Large amounts of money should be left at the Office. Theft and wilful damage are illegal.

Any property left near the buildings or in the school grounds may be put into safekeeping. Parents may make arrangements to be shown the articles held in the Payment Centre if they are not satisfied that the student has searched adequately for a lost item. All personal property must be clearly marked with the owner's name. This includes clothing, books, bags, sports gear, cycle helmets.

Students are not permitted to use cellphones, MP3 players or iPods during timetabled classes. Any student who does not follow this rule will have the item confiscated. Confiscated cellphones/or other electronic devices must be collected by a parent/caregiver.

## 19. Telephone Messages

Telephone messages for students cannot be taken by the school office except in cases of emergency.

## 20. Detention

School detentions are held each day of the week at lunchtime for half an hour. Detentions are given by teachers for breaking out-of-class rules. Lateness detentions are given on the day the lateness occurs. Students in detention are expected to silently copy work.

Students who fail to complete a school detention are required to complete a Principal's detention that is held on Fridays from 3.15pm to 4.30pm. Failure to complete a Principal's detention is likely to result in more serious disciplinary consequences such as an in-school stand-down or formal stand-down.

## 21. Smoking, Alcohol, and Drugs

These substances are injurious to health and are illegal for students at school. The school will take steps to see that students are aware of the health hazards of smoking, drinking alcohol, and drug taking. Any breach of the Law related to these is regarded as a serious offence by the school. The rules apply when the student is in uniform, on the way to or from school or at any school function.

The school has a zero tolerance approach to smoking, alcohol and drug use. Breaking of these rules has serious consequences ranging from an in-school stand-down for smoking to the likelihood of more serious disciplinary action such as a stand-down or suspension from school for alcohol or drug offences.

- Smoking is not permitted.
- The use of alcohol or drugs or being in possession of these is forbidden.

## **22. Fire and Emergencies**

The alarm signal for fire is the continuous ringing of bells. All students must leave the building promptly by the nearest exit and assemble in the places allocated in the front field. Fire alarms and fire-fighting equipment must not be touched except in cases of emergency. There is a unique alarm signal for lock-down. In this event students must follow the instructions of staff.

## **23. Health**

Students who become sick must report to the School Nurse or School Office and must not leave the school without permission. Arrangements will be made for them to go to the Health Clinic or to be collected by a parent/caregiver.

If the student has an infectious disease the parent/caregiver must inform the school promptly. A medical certificate, stating that the student is no longer a risk to others, must be sent to the Head of School before the student returns.

Medication, other than inhalers, is to be left in the care of the School Nurse. Students leaving school to see a doctor, dentist or optometrist must carry an appointment card.

## **24. Payment Centre**

Students are responsible for bringing all money to the Payment Centre. Students sign for the amount they pay; receipts are also available on request. The Payment Centre is open from before school at 8.30am to 3.05pm including morning interval and during the lunch break. Lost property is kept at the Payment Centre.

## **25. Textbooks**

These are issued to students free of charge. Charges are made for lost or damaged books and a claim may be made against parents for this. The books remain the property of the school.

Students must take reasonable care of textbooks and return them by the due date.



## 26. Leaving

Students who are leaving the school must complete a clearance form obtained from the Head of School that includes a statement by a parent that the student is to leave on a given date. This information may be given by telephone or letter and it is appreciated if at least a week's notice is given.

## 27. Code of Practice

Cashmere High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education.

Copies of the code are available on request from this institution or from the New Zealand Ministry of Education website: <http://www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/>

## 28. Grievance Procedures

Cashmere High School has established guidelines for students who have a complaint or grievance against the school. The procedure for dealing with such an issue is:

1. International students who consider that they have a concern, complaint or grievance with Cashmere High School should in the first instance discuss the concern with the Director of International Students.
2. If the matter is not resolved to the satisfaction of the student, the student or their authorized agent/representative should then take up the matter with the Principal.
3. If the matter is still not resolved satisfactorily, the student should put their concern in writing to the Board of Trustees of Cashmere High School. The board will then consider the matter and come to a decision.
4. If, at this stage, the student is still not satisfied with the outcome, the complaint should be taken to the International Education Appeal Authority (IEAA). The IEAA will receive and adjudicate on complaints received from International Students or their authorized agents/representatives concerning breaches of the Code of Practice for the Pastoral Care of International Students. Information about the IEAA is available in the International office, or by mail at:

**The International Education Appeal Authority**  
**C/- Ministry of Education**  
**PO Box 1666**  
**Wellington**  
**New Zealand**

## 29. Refund Policy

In accordance with the Education Amendment Act (No 4) 1991, an International Student enrolled for a course of study at Cashmere High School and wishing to withdraw, is entitled to:

- withdraw before 7 days of course commencement
  - full payment of tuition fees minus NZ\$250 enrolment fee
- withdraw within 7 days of course commencement
  - refund of remaining fees minus administration fee of \$500.
- withdraw any time after 7 days of course commencement
  - no refund on the current term and following term fee.
  - a refund of remaining fees minus an administration fee of \$500 and any other costs incurred on behalf of the student e.g. agent's commission, government levy.
- withdraw after end of Term 2
  - no refund of tuition fees.
- no refund when enrolment is withdrawn by the school
- no refund when passport status has been changed to permanent residence

In order to be eligible for any refunds, the student must apply in writing to the Principal, stating the reasons for withdrawal from the course of study.

## 30. Accommodation Rules

When students are placed in accommodation with a school host family the students must agree to and abide by the Accommodation Rules.

This is a separate document and can be requested from the International Office and can be viewed and downloaded from the school website

<http://www.cashmere.school.nz/international/applications.html>.

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