



NAPIER GIRLS' HIGH SCHOOL

SCHEDULE - RULES AND REGULATIONS

We believe that clear and consistent rules are necessary for the smooth running of the school. Parental support for the upholding of these rules is most desirable so that our students receive consistent messages and guidance from both school and home.

Attendance

Whenever the school is open, all students must attend all classes for which they have been enrolled. No student may leave the school during school hours (except as set out in these rules), unless a written request from parents, homestay host or caregiver has been given to the Principal and accepted. A doctor's or dentist's appointment card will be accepted as a written request but every attempt should be made for appointments to be made outside class time.

Planned Absence from School

If parents, homestay hosts and/or caregiver know in advance that the student is to be absent from school, for example for a family event or holiday, or sporting or cultural participation not organised by the school, a note should be sent via the student to the Principal well in advance of the absence. This enables the Principal to ensure that the absence will not unduly affect the student's education. Staff are not required to provide work in advance for students going on holiday. Each case is dealt with on its individual merits.

Lateness to School and Class is not acceptable. Ongoing lateness will result in parents being advised and a meeting with the homestay host or caregiver to discuss consequences.

Lunchtime Arrangements

During the lunch hour students may leave the school to go to their homestay for lunch. A lunch pass is provided by the Principal for this purpose on receipt of a note from the homestay host. If students need to go elsewhere in the lunch hour, they should see the Principal, Deputy or Assistant Principal for a temporary lunch pass.

Absence Notes

There should be no absence of a student who is not sick, without prior permission of the Principal. Where a student has been absent from school for any reason and no permission has been obtained, a written explanation for the absence from the homestay host or caregiver of the student should be brought to the student's form teacher on the day of return to school. Such explanation must set out the dates of absence and the reasons for absence. In cases where absences are likely to extend over several days owing to illness, or other urgent reasons, please phone the school.

Infectious Illnesses

It is important that students suffering from illnesses likely to be infectious gain medical confirmation that it is safe to remain or return to school. The safety of other students in the school is a paramount consideration at all times. If in doubt, contact the Principal to discuss.

Uniform

Where the school requires the wearing of uniform, then every student enrolled at the school and required to, shall wear the school uniform as set out in the Prospectus while proceeding to and from and while attending school or any school function.

Personal Property

All clothing, books and other property worn or brought by a student to the school must be plainly marked with the name of the student. The school does not accept any responsibility for any clothing, books or other property which may be lost by students or which are damaged while at the school. It is a condition of enrolment at the school that students and their parents accept that the school, its employees and agents, will not have any responsibility in respect of money or articles lost, stolen, mislaid or damaged, however this may be caused, whether or not there has been any negligence or breach of a common law or statutory duty on the part of the school or its employees and agents. The school will, however, strive to ensure that personal property is safe.

Vehicles

Students may not drive motor vehicles during their stay in New Zealand or be passengers in motor vehicles driven by other students unless written parental permission, stating the age of the driver, has been given by the Principal.

If students ride a bicycle to school, or for their own enjoyment in leisure time, they must wear an approved safety helmet.

Smoking

Students may not smoke at any time when subject to school discipline including travelling to and from school, nor on any occasion when smoking might reasonably be said to be likely to adversely reflect upon the school. This rule includes the possession of cigarettes at school, and associating with students who are smoking. Consequences are the same whether the misdemeanour is smoking, possession or association.

Before and After School Hours

Students should not loiter in city streets in school uniform before or after school hours. Students of the school are subject to school discipline from the time they leave home in the morning until they return to their homestay after school and on all school organised events.

Bus Pupils

Bus students must abide by the procedures for using the buses that are organised by the school. Behaviour on school buses must be appropriate, or the students may be refused permission to travel on the bus.

Physical Education

Students may be required to take part in the core physical education programme provided by the school. Any exemption, other than a very temporary exception, will be granted only on the production of a medical certificate. This includes swimming, which is a compulsory part of the school physical education curriculum.

Standard of Dress and Personal Appearance

The standard of clothing and the manner of wearing clothing shall at all times be to a standard acceptable to the Principal. Students shall comply with the requirements of the Principal with regard to personal appearance and hygiene and in particular with requirements relating to style and colour of hair and the use of cosmetics. Extremes of hair colour and fashion are not acceptable while students are under school discipline. The only body piercing allowed, whilst subject to school discipline, is plain studs in the ears. Visible tattooing is not acceptable.

Money or Valuables

If it is necessary for a student to bring money or valuables to school, she must hand these into her form teacher or to the office for safekeeping. The school will not accept responsibility for money or valuables lost or stolen.

Homework

Failure to prepare homework is excused only because of illness and at the discretion of the teacher. All requests to be excused from homework, as well as inquiries and complaints, must be signed by a homestay host or caregiver and addressed to the teacher or the Dean.

School Property

Students who wilfully or carelessly damage school property will be required to reimburse the costs of the damage. All damage should be reported immediately to the Principal.

School Teams

Students are expected to play sports in school teams. An exemption to play in an outside team may be requested from the Principal, and is granted in exceptional circumstances.

Cell Phones

These are not to be used during school hours. If a student is found misusing a cellphone, it will be confiscated. There is a phone available at school for emergencies, for students to contact their homestay or caregiver.

The Board of Trustees views the following behaviour as very serious:

- Illegal drugs and/or alcohol possession, supply, use or being under the influence of illegal drugs or alcohol
- Physical violence
- Verbal abuse
- Continual disobedience

Consequences of Failure to Adhere to School Rules

A variety of consequences are used by the school to assist students to adhere to school rules. Minor offences will be dealt with by the International Dean. Serious offences will be dealt with by the Principal, and International Dean.

Parents will be informed immediately by the Principal.

Any enquiries regarding school discipline may be directed to the Principal or Deputy Principal.

SCHEDULE II

REFUNDS POLICY

- 1 If the student changes her mind before coming to New Zealand her full fees are refunded, minus \$250 administration fee.
- 2 If she wishes to withdraw after arriving in New Zealand refund will only be made in the case of:
 - (i) return home because of the student's serious illness;
 - (ii) return home because of death or serious illness of a close member of the student's family. In these cases under the New Zealand law the school must retain amounts to cover costs already incurred, including the \$250 administration fee. The balance will be returned. Medical evidence must be provided.
 - (iii) accidents or at the discretion of the Principal and / or Board of Trustees.
- 3 **NO** refunds will be made to students who are asked to leave the school because of misbehaviour, poor attendance or violation of the school rules or laws of New Zealand.
- 4 **NO** refunds will be made to students who wish to transfer to another school for any reason.
- 5 **NO** refunds will be made to students who return home for any reason other than the student's serious illness or death or serious illness of a close member of the family.
- 6 **NO** refunds will be made to students who acquire permanent residence after having enrolled here.