



Hillmorton High School
Te Kura Tuarua o Horomaka

International Department: International Student Code of Conduct

Code of Conduct

All students at Hillmorton High School are required to follow the School Code of Conduct.

In addition, international students at the School are required 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 the School. Failure to obey with the International Student Code of Conduct may lead to disciplinary action as listed in the Investigation Policy.

International Student Code of Conduct

Accommodation

This agreement is subject to the Student living in accommodation approved by the School. The 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 live in homestay accommodation approved by the 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), 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 the School of any changes in circumstances of their parent(s), such as a change of contact details.

Adventure Activities / Extreme Sports

The Student is required to obtain written agreement from their parent/caregiver for participation in all adventure activities / extreme sports outside of school hours. This includes all air, and most motorised, snow and water sports, along with other potentially dangerous activities. The Student also needs to check the conditions of their insurance policy as well as any other regulating factors such as school rules from their home country as appropriate before participating in adventure activities / extreme sports.

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 below 14 years of age is expected to be home by 6:00 pm, the Student below 16 years of age is expected to be home by 8:00 pm and the Student 16 years and over 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 the 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

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.

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. The 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 agreement.

Lower-risk on-site and off-site trips require either blanket agreement or International Department agreement. Higher-risk off-site trips involving potentially dangerous activities and multi-day off-site trips require parent/caregiver agreement.

General Conduct

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

- Show respect, care, concern and consideration for others
- Show respect for the School's 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.

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 the 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 Tertiary and International Learners) Code of Practice 2021.

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

The 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.

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

Internet and Cybersafety

The Student will read and agree to the School Internet and Cybersafety Use Agreement. The Student will also comply with the Homestay Code of Conduct 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 the School every day during term time; they must arrive in Christchurch 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 the School website and in print material such as the School newsletter and magazine, and newspaper articles and advertorials.

Smoking, Vaping and Alcohol

The Student is not permitted to smoke, vape or drink alcohol while enrolled at the School.

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. The 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.

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 the 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 School uniform correctly. Year 13 students must follow the Year 13 dress code.

Work

According to Immigration New Zealand regulations, the Student aged 16 or older 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 during the academic year and 40 hours over the summer holiday period. Written permission is required from the School and the Student's parent. Permission from the School will only be provided when the Student is maintaining regular attendance and making satisfactory academic progress.