

STUDENT REGULATIONS



KIWI ENGLISH ACADEMY STUDENT REGULATIONS (ALL STUDENTS)

All students are required to abide by the regulations of Kiwi English Academy. Student regulations are reviewed by the counsellors with all new students at orientation. Students are required to sign a statement promising to follow the rules of the school. There are some additional rules for students under 18 years.

ATTENDANCE

Students are expected to attend 100% of their classes in order to remain enrolled at Kiwi English Academy. Unless ill or otherwise excused from class, students are expected to attend all classes and to be on time. If a student does not attend a class because of sickness etc, the student must contact the school before the class starts. Students must have a doctor's certificate if absent from school for 3 days or more if requested by Kiwi English Academy.

Failure to attend 100% of the classes may result in disciplinary action that could result in expulsion from school and loss of the student's permit/visa. There is no refund of fees in the event of expulsion.

IMMIGRATION REQUIREMENTS

Immigration New Zealand, which provides visas for students, requires 100% attendance unless you have a genuine reason for your absence. If a student attends less than 100% of the classes, Immigration NZ may revoke the student's visa. If a student is absent from school for three consecutive days without the express permission of Kiwi English Academy, Immigration NZ will be notified and this may result in the termination of the student's visa.

CLASS ASSIGNMENTS

Students must complete a minimum of **80%** of the assignments set. Failure to do so may mean a student's Progress Report or Graduation Report may be withheld.

CLEANLINESS

Students must help to keep classrooms and student common areas tidy.

COMPUTERS

Computers are available for student use. There are rules for using the campus computers which are displayed in the computer room. Food and drink are not allowed in the computer room. Students are not permitted to install or update software. They are also not permitted to download, view, save or distribute objectionable material on the campus computers. Students who disregard these rules may lose their computer privileges or be disciplined.

CONTACT DETAILS

Students are required to advise Kiwi English Academy of their current address and contact details throughout their period of enrolment.

CO-OPERATION AND CONSIDERATION

Students are expected to co-operate with the teacher's instructions, participate and maintain a friendly, co-operative attitude in class. Students are expected to show consideration and respect to all teachers and staff members, as well as to all other students. An unruly or disruptive behaviour may result in disciplinary action.

DISCRIMINATION AND HARASSMENT

New Zealand is a multi-cultural society. The staff and students at Kiwi English Academy are from many different countries. Discrimination by staff or students is not acceptable and will not be tolerated. Using language which is discriminatory or of a harassing nature will not be tolerated.

DRIVING

See Legal Issues

ENGLISH ONLY POLICY

The only language allowed within the campuses of Kiwi English Academy is English. If students wish to speak their own language they must go outside of the campus. Failure to follow this policy may result in disciplinary action.

HEALTH AND SAFETY

Kiwi English Academy provides a healthy and safe environment. Students are required to listen to their teachers and the staff with regards to health and safety issues. Students who do not cooperate may be disciplined.

HOMESTAY

Students who are living with a homestay family are required to follow the rules set out in the Obligations of Homestay Students. Any additional rules set by the homestay family are to be respected.

SMOKING, ILLEGAL DRUGS AND ALCOHOL

See Legal Issues

STUDENT HOLIDAYS

Students may take one week of holidays per 12 weeks of enrolment. The student must usually finish 12 weeks of study before they can request a holiday. The maximum number of weeks a student can take as a holiday per year is 4 weeks.

Students must complete a holiday request form at least 7 days before the holiday starts. All holiday requests must be approved by Kiwi English Academy in order for the duration of the holiday to be added to the duration of the student's enrolment period. If a student takes an unapproved holiday, he or she will be marked absent and this may affect the student's attendance record, visa status and the ability to graduate.

STUDENT LEVEL CHANGE

Students may request a change to their class level. The decision to change the class level is made by Kiwi English Academy after discussing the request with the student and teacher. Students cannot usually request a change to their class level during the first week of their course or during the week before block assessment.

RULES FOR STUDENTS UNDER 18 (JUNIOR CAMPUS)

CURFEW

Below are the times students should be at home. It is the student's responsibility to inform his/her guardian of his/her whereabouts when not with the homestay family. Any changes to the curfew must be discussed with the guardian beforehand and communicated to the homestay.

Curfew Times

Age	Sunday-Thursday	Friday	Saturday
Under 15 years	by 6.00 p.m.	Under supervision	Under supervision
15-16 years	by 6.00 p.m.	by 10:00 p.m.	by 10:00 p.m.
17-18 years	by 6.00 p.m.	by 11:00 p.m.	by 12:00 a.m. - With guardian's approval only

HOMEWORK

Homework must be done as requested by the teachers. Students are expected to complete all assignments when asked.

POCKET MONEY

It is strongly recommended that parents provide no more than \$35.00 per week for spending money. This would be in addition to \$20.00 for bus transport and \$25.00 for lunch money (i.e. a total of \$80.00 per week). Additional amounts will be required for haircuts, purchase of new clothes, medical bills etc. Students who have a Kiwi English guardian will receive their pocket money from their guardian once a week.

PERSONAL APPEARANCE

Students are required to dress appropriately for school. Facial piercing is prohibited. Students must not dye or style their hair in an extreme fashion. Visible tattoos are also prohibited.

SMOKING, ILLEGAL DRUGS AND ALCOHOL

See Legal Issues

LEGAL ISSUES (ALL STUDENTS)

ALCOHOL

It is illegal to drink alcohol in New Zealand if you are under 18 years.

It is illegal to drink alcohol in a public place if you are over 18 years. You need to have identification (ID) to enter a bar in NZ once you are 18.

Drinking alcohol during school hours or attending school under the influence of alcohol is not allowed. This may result in expulsion from school.

DRIVING IN NEW ZEALAND

You must have a driver's licence if you want to drive in New Zealand. Driving without a licence is a serious offence. No student at the Junior Campus or under guardianship is permitted to drive or own a car.

ILLEGAL DRUGS

It is against the law to have illegal drugs. The use of illegal drugs during school hours or attending school under the influence of illegal drugs will not be tolerated. Students found with illegal drugs will be expelled and sent home. If it is appropriate, the authorities will be notified.

SEXUAL AND RACIAL HARASSMENT

It is against the law in New Zealand to sexually or racially harass another person. Any harassment by a student towards another student or staff member will be treated very seriously. If it is appropriate, the authorities will be notified.

SMOKING / VAPING

Smoking is generally discouraged in New Zealand as it is unhealthy.

You cannot buy cigarettes or e-cigarettes in New Zealand if you are under 18 years of age.

Smoking or vaping is not permitted at Kiwi English Academy (except in designated areas at the Senior Campus) or in any high school in New Zealand. All Kiwi English Academy buildings are smoke-free.

Smoking or vaping is not permitted anywhere in the vicinity of the campus for students under 18.

DISCIPLINE POLICY

All students are expected to abide by the regulations of Kiwi English Academy. Where students do not abide by these regulations, disciplinary measures may be taken.

The Principal or Director of Studies has responsibility for all disciplinary measures. All disciplinary measures will be fully documented by Kiwi English Academy.

At all times all parties (including KEA) have the right to have present and/or consult with a representative (legal or otherwise)

The complete Discipline Policy can be provided upon request.

DISCIPLINARY PROCEDURES

Verbal warnings

Written warnings Sent to the student's guardian/parents and agent

Suspension Sent to the student's guardian/parents, their agent and the Principal. There are no refunds of any kind for missed classes and the New Zealand Immigration Service is notified

Expulsion Sent to the student's guardian/parents, their agent and the Principal. There are no refunds of any kind for missed classes and the New Zealand Immigration Service is notified

All disciplinary procedures will be recorded in the student's file.

RIGHTS OF APPEAL

All students have the right of appeal to the Board. The Board's decision is final.