



**SPRINGBANK SCHOOL**



*International Student*

# **Policies & Guidelines**



[www.springbank.school.nz](http://www.springbank.school.nz)

# International Student Policies and Guidelines

Before you complete and sign the Application and Tuition Agreement forms, please carefully read this International Students Policies and Guidelines Document, and the summary of The Code of Practice ([www.minedu.govt.nz/goto/International](http://www.minedu.govt.nz/goto/International).)

You must sign the Application for Enrolment Form to confirm you have read this document and have understood and accepted all provisions as set out in all documents.

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## 1. Selection

Selection will be made by the International Students Director. Students from as wide a range of countries as possible will be recruited so that many cultures are represented. Offers are based on an assessment of the extent to which Springbank School can meet the needs of the prospective student. The School reserves the right to cancel an Offer of Place and refund fees paid hereunder in the event it ascertains any adverse comment from the previous schooling of the applicant or any of the applicant's recommendation letters. Failure to disclose relevant information or the provision of false information may result in termination of enrolment. The application fee is non-refundable.

## 2. Testing

The School may test International Students on arrival at the School to help determine placement.

## 3. Placement

The 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. Students entering the School as International Students must have the prior learning necessary and the intellectual and emotional capacity to cope with study in New Zealand in English at the level enrolled in. Quality applicants are sought whose proficiencies and career intentions are matched by the opportunities Springbank School offers. The School may ask a student to undertake intensive language tuition at another institution for a period of time at the cost of the student if it is ascertained the student cannot cope at Springbank School at an appropriate English level. Generally students are placed with their age group level.

## 4. Enrolment Conditions

Upon enrolment at the School, the student will abide by the same conditions with regard to behaviour and absence as applied to domestic students.

Enrolment as an International Student at Springbank School shall be terminated:

- a) At any time by agreement between the parties; or
- b) By Springbank School if the student fails to pay fees in advance, or fails to abide by the same conditions as for domestic students, or fails to abide by the conditions of the International Student Tuition Agreement; 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.

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

## 5. General Information

### Liaison with the School

The International Office welcomes contact with parents. Parents may contact the International Student Director about any school matters that concern them. Teachers are available on Parents' Evenings held throughout the year. Regular newsletters are sent home with students and are also available on the Springbank School website. These contain information about School activities, term and examination dates and other matters of interest to parents or caregivers.

### Contact Information

The School appreciates having up to date information on all students. In some cases the International Student Director may need to contact parents or caregivers during working hours. Please inform the International Office when addresses or telephone numbers change.

### Absences

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. The Education Act does not allow for holidays in school time, shopping or looking after other members of the family. The school attempts to meet any reasonable requests from parents or caregivers for leave, but senior students need to be aware of the restrictions associated with internal assessment if the student intends to sit assessment.

## 6. Student Behaviour

### School Behaviour Policy

Students at Springbank School are expected to behave responsibly. We expect students to behave with courtesy and respect towards each other and to all staff. Please refer to Appendix A for Springbank School's discipline policy.

Please note students in homestay accommodation must also abide by the rules as outlined in the Accommodation Guidelines for Homestays document.

### **Misconduct Policy**

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 International Student Director (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.

## **7. Group Students**

All Springbank School policies and guidelines stated in this document apply to students travelling in groups. Each student must complete an individual application form, and attend an orientation. All group students will have a named group supervisor for emergencies and a Springbank School contact person.

## **8. Support Services**

Many staff provide support and help for International Students. Guidance Counselors and Careers Advisors help students with personal and career issues, choices and applications.

### **Eligibility for Health Services**

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz).

## **9. Additional Needs**

If at any time it is believed that an International Student is at risk, the matter will be referred immediately to the Principal where all appropriate policies and procedures will be followed.

## 10. Communication, Complaints & Concerns

If students and parents experience any problems or difficulties, they should contact the International Student Director or the School Principal. The School adheres to the New Zealand Code of Practice. An appeal authority operates through the Ministry of Education and students are advised of this at orientation

(email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)). Grievance procedures are included as part of the orientation pack. All students are given a copy of their Tuition Agreement at orientation as well.

The School welcomes direct communication from parents via phone, email, letter or visits. The School will communicate with parents via letters and newsletters on a regular basis. The website will also contain up to date information.

## 11. Academic Progress & Reporting

Written progress reports are issued twice yearly to parents.

## 12. Internet Access

The Internet is only to be used for educational purposes and whilst the School has taken precautions to eliminate controversial material, it is not possible to restrict access to all such material and hence access remains the individual student's responsibility. Internet use and sites visited are monitored closely.

## 13. Authority & Information

The parents of the student authorise staff of the School to:

- a) Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information.
- b) Receive financial information relating to the student including bank account details.
- c) Provide consents in respect of any activity carried out and authorised by the School.
- d) Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents.
- e) The parents irrevocably authorise the International Student Director to advise the student's caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorize the School to obtain information regarding the student from the homestay or caregiver. The parents agree to appoint the homestay or caregiver as their representative in New Zealand to receive and provide such

information in substitution for the parents where it is not possible or practical for the parents to receive and provide such information.

- f) The parents agree to provide the School with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the School.

## **14. Accommodation**

As per the Code of Practice and Guidelines the International Students Office of the School upon or before enrolment will determine and verify which category of accommodation the student will live in regardless of age i.e.

- Homestay
- Designated caregiver
- Parent

No International student of Springbank School can live independently, in a boarding establishment or in temporary accommodation.

Police vetting will be required of all caregivers and all residents of a household aged 17 or over excluding International Students (excluding parents).

The School will provide guidelines to the caregivers and the students and outline the divisions of responsibility between the School and the caregiver.

The parents and the student agree that the student shall remain in accommodation arrangements either organised by the School for the term of this agreement, or are approved by the School according to The Code of Practice guidelines on accommodation. Any changes must be negotiated with the Accommodation Coordinator beforehand. Failure to comply with this requirement may lead to a cancellation of the student permit. All caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

### **a) Homestay**

All homestays are carefully selected and monitored to ensure that appropriate standards are maintained.

Homestay payment is payable in advance to Springbank School. The School will pay the homestay caregiver each fortnight, account for all money received and payments made from homestay money. The homestay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed. Springbank School can only guarantee accommodation for visa purposes for the number of weeks' homestay fees have been paid for.

On written request Springbank School will refund any balance left over at the end of the student's placement.

Two weeks notice must be given by either party (homestay or student) prior to a student being placed in another homestay.

#### **b) Designated Caregiver (DCG)**

The parents of the student must fill out and personally sign the International Student Application and include all details of the DCG when submitting the application. The School will decide if the caregiver will be verified as a Designated Caregiver and will ask for a police vet, further supporting information and/or evidence of nature of the close relationship or friendship.

The home of the proposed DCG will be visited and assessed the same as for a homestay caregiver.

The home will be visited subsequently to substantiate and verify the DCG's living situation. At no time can a DCG leave the student unsupervised overnight or for any length of time without firstly informing the School and seeking approval for a temporary caregiver to take their place. This will probably necessitate a new DCG being appointed for the period, as per all DCG regulations.

The DCG arrangement cannot change until Springbank School is informed, and agrees to the change. The parents take full responsibility and accept the decisions made by their DCG about the day-to-day requirements of their child and understand that Springbank School will endeavour to provide care and welfare of their child while studying in their school. Should you have any concerns regarding the welfare of your child Springbank School may refer your child to the relevant welfare authorities, or any other appropriate agency in New Zealand.

#### **c) Parent**

Students living with parents must still be monitored by the School. At no time can a parent leave the student unsupervised overnight or for any length of time without first informing the School and seeking approval for a temporary adult caregiver to take their place. If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours, and may be called to the school at short notice on school matters. If a parent leaves a student unsupervised in New Zealand that student will lose their place at the School and New Zealand Immigration will be informed. Parents must follow all the policies of the School at all times. Birth Certificates and copies of passports and visas are required to verify parent status.

## **15. Liability, Rights, Contract**

- a) In any event, the School's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
- b) Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.

## 16. Agreement

- a) Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
- b) This document contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
- c) It is acknowledged that all relevant provisions of the Education Act 2003 shall apply to the student in New Zealand. Any decision under these provisions to stand-down, exclude or suspend the student for a specified period shall terminate this agreement and the no refund policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
- d) Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other force majeure circumstances beyond its reasonable control.
- e) This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.

## 17. Privacy, Information

The parents and the student acknowledge that:

- a) Personal information disclosed in the International Student Application will be held by the International Office and will be used for communication to the parents. If any information (i.e. address) changes, please notify the International Office accordingly.
- b) All personal information provided to the School is collected and will be held by the School at the International Student Office.
- c) If the student/parents fail to provide any information requested in the International Student Application, the School will be unable to process the application.
- d) The student/parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.

## 18. Insurance Requirements

Most International students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz).

### Accident Compensation Corporation

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz).

### Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under The Code of Practice for the Pastoral Care of International Students. The School needs to be provided with a copy of the insurance certificate and policy wordings (in English) so we may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs.

It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be prohibitive. It is therefore imperative that sums insured for these benefits should be set at an appropriately high figure – ideally, this figure should be unlimited although the School will allow figures that it deems to be sufficiently high.

Below is the suggested minimum content for appropriate insurance policies according to the Code of Practice for Pastoral Care of International Students. The policy should:

- a) Commence the minute the student leaves home for the airport on their way to New Zealand.
- b) Apply while in transit.
- c) Apply while the student is in New Zealand.
- d) Cover the student for any trips to other countries during the period of study.
- e) Cover the student for any holidays back to their home country during the period of study.

### Emergency evacuation / repatriation

Repatriation represents the costs of getting the student home. The benefit works two ways:

1. If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals, these costs are met by the insurance.
2. If members of the student's immediate\* family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.

(\*immediate family is the mother, father, brother or sister).

Ideally, the policy should have “unlimited cover” as very large sums can be incurred in these situations.

Insurance policies for International students should be obtained from companies with a credit rating no lower than A from Standard and Poors, or B+ from AM Best.

If the insurer is an overseas company, the School requires students to provide policy details in English so that it may ensure that all the necessary requirements are met.

If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will be required to take out additional cover to meet the standards set down by the School.

## 19. Fees

### 2011 International fees:

Application Fee (non-refundable):.....	NZ\$200
Year 1-13 Tuition Fees: .....	NZ\$14,000
Annual Administration Fee:.....	NZ\$1,000

Fees are reviewed annually.

### Extra costs not covered are:

- Stationery ..... (allow NZ\$200-NZ\$300)
- Pocket money ..... (varies)
- School subject trips and field trips ..... (varies)
- Travel to, from and within New Zealand
- Involvement in extra-curricular activities..... (all user-pays)
- CIE Examination Fees for senior students (approximately NZ\$90 per subject)

### CIE Exams

International Students at Springbank School are not required to sit CIE exams particularly if only staying for one or two terms.

## 20. Refund Policy

Springbank School has a no refund policy. If the student withdraws from his/her course of study before the course completion date, he/she will NOT receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the International Student Director explaining what the exceptional circumstances are; however, the School’s decision is final.

If the application is made before the start of the course, fees will be refunded less:

- a) An administration fee
- b) Costs to the school already incurred for tuition
- c) Components of the fee already committed for the duration of the course, including appropriate portions of salaries of teachers and support staff (if applicable)
- d) Any other costs already incurred

No refund will be made to a student who is excluded from the School. No refund will be made to an International Student who changes visa status to one which entitles them to regular/domestic student status.

Please note the balance of homestay money will be refunded back to the parents' bank account in full at the time the student signs out of Springbank School.

## **21. Change of Status**

If a student enrolls as an international student, international student fees apply for the full year regardless of obtaining NZ residency. If students change to domestic status while enrolled at Springbank School, all normal conditions of enrolment must be met. A student with domestic status who loses that status must then apply immediately for an International Student place and follow all normal procedures. Failure to do so will mean the New Zealand Immigration Service will be informed, and the student may have no place at the School.

## **22. Travel & Holidays**

Parents are welcome to visit their child while studying in New Zealand. The International Office can assist in any documentation required.

International students are encouraged to travel within New Zealand in holiday time:

- With their host families
- With school-organised groups; and
- With their parents

We do not recommend a return to the home country in the short holiday breaks. International students are not permitted to leave school before the end of term to travel home and must ensure they are back in NZ in time for the start of the new term. All holiday/travel arrangements must be approved by the International Student Director. All Code regulations must be met. Forms are available from the International Office.

Homestay payment will be \$10 per night while students are absent for more than 5 days, as long as two weeks' notice has been given.

International students are not allowed to travel independently while they are studying at Springbank School. This is a condition of enrolment. Upon arrival at Bay of Islands Airport, students will be met by one of our staff and taken to their homestay family. When students depart from Bay of Islands they will need to make their own travel arrangements with their homestay family or via a taxi (at their own cost).

## **23. Work**

Springbank School will give written permission for part-time work (a maximum of 10 hours per week) for Year 12 and 13 students only. A Variation of Conditions to a student permit will need to be applied for. Go to [www.immigration.govt.nz](http://www.immigration.govt.nz) to view the detailed requirements of the New Zealand Immigration Service.

Students will need to show they are making and maintaining excellent academic progress, have excellent attendance and have made satisfactory transport arrangements to and from work.

Springbank School requires written confirmation from both parents and agent prior to applying. Springbank School staff may visit the work-place. A breach of any of these guidelines will place a student's visa and/or study permit at risk and/or will lead to disciplinary action by the School.

## **24. School Uniform**

There is no set uniform at Springbank. Our expectation is that all students will dress neatly, be clean and tidy and take pride in their appearance. Refer to School Diary for full dress code.

## **25. Orientation**

The School will provide a comprehensive programme to help students adjust to School life. All students must attend an orientation at enrolment – this happens on the first day of school.

## **26. Driving Policy**

Springbank School does not allow international students to purchase, own or drive a motor vehicle while studying in New Zealand. This is due to consideration of health & safety and the complexities of financial and legal matters surrounding owning and driving a car. If a senior student wishes to learn to drive while in New Zealand, with the School's permission, this can be arranged through a professional driving instructor.

## **27. ICT Use Agreement**

One of the Computer Suites is available and supervised for half of lunchtime. Only senior students (Years 10—13), with signed computer contracts and computer slips, are allowed unsupervised access to the Computer Suites. No food or drink is permitted in the Computer Suites.

## **28. School Calendar – 2011**

1st February - Orientation Day for all new students

### **Term 1 Starts 2nd February**

Term one ends 15th April

### **Term 2 starts 2nd May**

Orientation at 9.00am for Term 2 intake

Term two ends 8th July

### **Term 3 starts 1st August**

Orientation at 9:00am for Term 3 intake

Term three ends 7th October

### **Term 4 starts 25th October**

Orientation at 9:00am for Term 4 intake

Term 4 ends 8th December

## **29. Extra Curricular Activities**

There are many sports and cultural activities available at Springbank School and the wider Bay of Islands area. We will endeavour to cater for any particular interests you have stated in the International Student Application.

### 30. Subject Choices

Springbank School offers the Cambridge International Curriculum (CIE). Student courses are subject to timetabling constraints, particularly when subjects are chosen from different levels. More details of CIE awards, course content and examination prescriptions can be found at [www.cie.org.uk](http://www.cie.org.uk)

The following subjects are taught at senior level.

International General Certificate	Advanced Subsidiary Level	Advanced Level
IGCSE Art & Design	AS Art & Design	A2 Art & Design
IGCSE Business Studies	AS Business Studies	A2 Business Studies
IGCSE English Literature	AS English Literature	A2 English Literature
IGCSE English Language	AS English Language	
IGCSE Enterprise		
IGCSE Geography	AS Geography	A2 Geography
IGCSE Information Technology	AS Information & Communication Technology	A2 Information & Communication Technology
IGCSE Mathematics	AS Mathematics	A2 Mathematics
IGCSE Physical Education	AS Physical Education	A2 Physical Education
IGCSE Coordinated Science (double award)	AS Physics	A2 Physics
	AS Biology	A2 Biology
	AS Chemistry	A2 Chemistry

## **SECTION B - Definitions (as per the Code of Practice)**

### **What is a Homestay?**

“**Homestay**” means accommodation provided to an International student in the residence of a family or household where no more than four International students are accommodated.

### **What is a Designated Care Giver (DCG)?**

“**DCG**” means a relative or close family friend designated in writing by the parents of an International student as the caregiver and accommodation provider for that student, but does not include establishment owner, manager, or employee.

### **What is a Parent?**

“**Parent**” means the father or mother of an International student, and includes court appointed guardians.

### **What are Group Students?**

“**Group Students**” means two or more International students aged 10 and over holding a group visa issued by immigration New Zealand.

## **APPENDIX A – Springbank School Discipline Policy**

We have a discipline system in place to ensure the school runs smoothly. Our School Rules are categorised into Minor Incidents and Serious Misconduct.

### **Minor Incidents**

Behaviour will be guided by:

- Courtesy
- Consideration
- Common Sense

If students require discipline for day-to-day misdemeanours and minor incidents, they are dealt with by either their classroom teachers, form teachers, teachers supervising interval and lunch breaks and/or the Deputy Principals or the Principal. We believe in dealing with the ‘little’ things, which are all important in maintaining a positive school tone.

### Serious Misconduct

#### Step 1:

- Official Warning issued to student
- Parents contacted
- Incident form filled out
- Student may be stood down or suspended

**Step 2:** For unresolved misconduct, serious misconduct requiring action, or a second official warning, the student is likely to be excluded or expelled from Springbank School.

#### Notes:

- a) Steps 1 and 2 are followed for serious misconduct, a student continually breaking one or more of the school rules (minor incidents), or persistently failing to improve behaviour.
- b) Suspension or stand - down is at the discretion of the Principal and/or Managers (Procedure for suspension/stand-down is followed).
- c) For serious misconduct issues where the likely outcome is exclusion or expulsion, procedure for a Fair Hearing is followed.
- d) Immediate action (without going through Steps 1 and 2) may be initiated by the Principal and/or Managers as a result of serious offences leading to the compromise of own and others' safety.

### School Rules - Serious Misconduct

We set high expectations and take a serious stance on the manner in which all students are expected to conduct themselves within the school environment, or when attending school functions or class trips. The following activities constitute serious misconduct and the consequences are either an Official Warning and/or suspension, stand-down, exclusion or expulsion.

#### **1) Activities that constitute Serious Misconduct for which the penalty is an official warning include, but are not limited to:**

- a) Continually breaking one or more of the School Rules (Minor Incidents).
- b) Failing to improve behaviour or persistent interruption of others' rights to teach and to learn.
- c) Disruptive or irresponsible behaviour.
- d) Emotional, verbal or physical bullying.
- e) Unauthorised absence from school.
- f) Being outside school boundaries during school hours.
- g) Persistent poor time-keeping, including late arrival at school, or for classes.
- h) Being discourteous or rude to managers and/or staff members.
- i) Aggressive, argumentative behaviour.

- j) Using abusive, unacceptable language causing offence.
- k) Failing to complete set work at school or for homework.
- l) Using the school telephone or continuing to use a cell-phone without staff authorisation within school grounds.
- m) Situations when there is a serious outcome resulting from a minor incident breach.
- n) Dishonesty.

**2) Activities that constitute Serious Misconduct for which the penalty is likely to be automatic exclusion or expulsion include, but are not limited to:**

- a) Theft: Unauthorised possession and/or movement of school, students' or staff-members' property. This includes the unauthorised taking of school equipment, data or information off school property.
- b) Possession of dangerous or offensive weapons or materials. This includes knives, airguns, matches, lighters and fireworks.
- c) Fighting, seriously aggressive behaviour, emotional and verbal abuse or harassment of another student, adult or staff member.
- d) Falsification, or being party to falsification of any school or student document or record.
- e) Blatant dishonesty of a serious nature.
- f) Failure to follow safety requirements and irresponsible use of fire protection or safety equipment.
- g) Wilful, deliberate or negligent acts which cause injury or damage.
- h) Being in possession of, being associated with those being in possession of, using, or being under the influence of cigarettes, solvents, illicit drugs, or alcohol. If a student is suspected of being under the influence of alcohol or drugs and refuses an alcohol or drugs test, (s)he will be excluded/expelled.
- i) Unauthorised manipulation of the school computer system. Downloading objectionable material. Bringing objectionable material into the school on portable devices.