

Student Code of Conduct and Disciplinary Procedures



All Embassy English students must follow the school's Student Code of Conduct, details of which are set out below. Students who fail to follow this code of conduct will face disciplinary action.

Serious breaches of this code may lead to expulsion from the school. If a student is expelled from the school, the New Zealand Immigration Service will be informed immediately. No student expelled from the school will be entitled to a refund of course fees.

Students must obey New Zealand's laws and any student convicted of a criminal offence may be expelled from the school without a written warning.

The Student Code of Conduct is intended to ensure students are able to study and achieve their academic goals in a safe learning environment.

The Student Code of Conduct

1. Attend all classes (and excursions where these form part of the course curriculum).
2. Notify the school welfare office if, for any reason, you must absent yourself from class.
3. Be on time for all classes. Students who are late for class may be marked absent.
4. Complete all assignments, exams, tests and other assessment tasks.
5. Wear ID cards at all times in the building.
6. Speak only English in class, and as much as possible outside class.
7. Behave in a respectful manner toward school staff and fellow students. Embassy English does not tolerate any behaviour considered to be bullying or sexual harassment.
8. Follow staff directions and requests. If you feel any member of staff has treated you unfairly, you should follow the appropriate complaints/grievance procedure.
9. Behave in an orderly way on and off campus.
10. Respect school property, and the property of other students. Wilful damage to property will be considered a serious breach of this code.
11. Only eat in the common areas designated for this purpose, and do not chew gum anywhere on the school premises. Any rubbish must be placed in the bins provided by the school.

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12. Students must not smoke in the school, or at its entrance, or in its car parks.
13. Students must not bring alcohol or any illegal substance into the school.

Attendance Regulations

1. You are required to attend all classes each week, except in cases of illness or pre-arranged absence. Repeated failure to comply with attendance requirements will result in disciplinary action in line with Embassy English policies on attendance.
2. Full attendance in class is a condition of your student visa. If you do not attend class and the school hasn't been notified of any illness you may be in breach of your visa conditions and could result in the cancellation of your visa or deportation. This is important because Immigration New Zealand needs to know that students are genuinely here to study.

Continuous absence for more than ten class days, without notification to the school in writing and without school approval will be considered as an abandonment of the study programme. Your enrolment will be cancelled and all fees will be forfeited.

3. Late to class. If you are more than 15 minutes late for class you will be marked absent.
4. If you are absent for medical or personal reasons, you must telephone the Student Attendance Officer on 09 306 2603 or the School Office on 09 306 2600. If the absence is more than one day you must telephone the school, and provide appropriate supporting documentation e.g. medical certificate from a New Zealand registered doctor. Immigration New Zealand will be advised of any student who does not meet the Study Programme attendance requirements
5. Attendance certificate will only be issued on completion of course or on termination of course.

Identification Card (ID)

You will be given a photo-ID card and must wear it at all times in the school. This is also the library card. If it is lost \$10 must be paid for a replacement.