

## POLICY & PROCEDURAL STATEMENTS

**Topic:** RTO-Student Code of Conduct

**Outline:** All students enrolled in courses or using the services of Avenue Neighbourhood @ Eley Inc (ANH@E). are required to maintain appropriate standards of conduct at all times.

### Definitions

**Behaviour:** the way in which one acts or conducts oneself, especially towards others.

### Core Elements

Students are expected to adhere to the following core elements:

- Academic honesty.
- Respectful behaviour.
- Attendance and punctuality.
- Use of technology.
- Substance abuse.
- Safety and security.

### Conduct

A student Code of Conduct is a set of rules and regulations outlining the expected behaviour of students in an educational class. The Code of Conduct is designed to promote a safe and conducive learning environment, uphold academic integrity, and ensure mutual respect among students and staff. Students are expected to:

- Maintain academic integrity by avoiding plagiarism, cheating, and other forms of academic dishonesty.
- Behave in a respectful and courteous manner towards their peers, volunteers and staff. This includes refraining from any form of discrimination or harassment.
- Attend classes regularly and be punctual.
- Use technology responsibly and adhere to the Avenue Neighbourhood House's policies regarding the use of electronic devices and internet access. The use of personal mobile phones in class is at the discretion of staff.
- Must not use illegal drugs, alcohol, and tobacco products on site or during school-related activities under any circumstances.
- Ensure the safety and security of themselves and others by adhering to safety protocols and reporting any suspicious activity to the authorities. All students are expected to stay on site throughout the duration of class time.

### Breach of Code of Conduct

If a student breaches the Code of Conduct or their behaviour causes substantial concern or problems for other students or staff, the following steps will be implemented:

- An initial verbal warning given by the individual tutor.
- If this does not improve the situation, they will be asked to leave the classroom.
- At this point, the Further Education Coordinator must be advised of the situation.
- The student may return to the class when they have modified their behaviour and are prepared to cooperate and behave in an appropriate manner.
- If the behaviour or situation reoccurs the following steps will be taken:

- They will be asked to leave the premises.
- Parent/Guardian will be contacted and informed of behaviour or situation.
- Avenue House Manager will be informed of behaviour or situation.
- They will not be permitted to return to that class until they have discussed the behaviour or situation with the tutor concerned and/or Avenue House Manager.
- If the previous steps have been implemented and the problem behaviour continues, they will not be able to attend that class until they have met with the tutor and House Manager to develop an individual contract.
- If the behaviour or situation continues, they acknowledge that they may be exited from the program at Avenue Neighbourhood House @ Eley.

**Student Acknowledgement**

Students are given a copy of the Code of Conduct in the Student Handbook at the time of enrolment. Students are required to sign the Student Acknowledgement and agree with the elements of the Code of Conduct. This signed agreement will be kept in a student’s file.

<b>Status</b>	Current
<b>Effective Date</b>	07 June 2023
<b>Review Date</b>	By June 2025
<b>Approval Authority</b>	Committee of Management
<b>Enquiries</b>	9808 2000