

Student Code of Conduct

Purpose

This code of conduct exists in order to provide a safe, supportive and inclusive learning environment for all students and staff at ELC. It is also designed to maximise opportunities for academic progress, adhere to health and safety regulations and to ensure students meet relevant regulations for international students in Australia. The code of conduct applies when you are at the college, at any accommodation arranged by the college, attending any school activities outside the college and when posting on social media in regard to the college.

Scope

This policy applies to all students who are enrolled in an ELICOS course at ELC.

Policy

1. Respectful behaviour

ELC is committed to providing a respectful and inclusive studying and work environment.

- In regard to both behaviour and language, students must treat ELC staff and other students with respect and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status.
- Students must not harass, discriminate against or bully other students or staff at any time
- Students are encouraged to report any discriminatory behaviour, harassment or bullying to the college. All reports will be treated as confidential.
- Students should address school staff respectfully at all times, whether in person, in written correspondence or phone communication
- When using social media, students must not post inaccurate information or language about the college or post information that infringes on the privacy of ELC staff or students

2. Class conduct

ELC is committed to creating a learning environment that is safe, comfortable and productive.

- **On time:** Students should be on time for class. If more than 15 minutes late students are asked to join the class after the break. Teachers must mark all absences from class.
- **English Only:** Student are asked to speak only English at school. Teachers support this with frequent reminders.
- **Phone use:** Phones should only be used for learning purposes. Unless otherwise indicated by the teacher, they should be switched off and placed in a bag. Headphones may not be used in class.
- **Food and drink:** Only bottled water is permitted in classrooms. Students may eat in the common room and kitchen on level 1.
- **Personal items:** Students are responsible for their own possessions and they should not leave their valuables unattended

- **Class participation:** Students are expected to participate constructively in the learning process and experience.
- **Maintain attendance and progress requirements:** Student visa holders are reminded that they must attend a minimum of 80% of their classes and make satisfactory progress in accordance with student visa regulations.
- **Academic misconduct:** Students should recognise that cheating, plagiarism and fabrication or falsifications of data are not acceptable and will be dealt with seriously.

3. Health and safety

ELC is committed to the health, safety and wellbeing of students, staff and visitors.

- **Smoking:** Students are not permitted to smoke anywhere in the building or outside the front doors.
- **No alcohol on premises:** Alcohol may not be brought on to the school premises. If any staff member believes that a student is under the influence of alcohol then they will ask that student to go home.
- **No drugs on premises:** If any staff member believes that a student is under the influence of drugs or has drugs in their possession the student will be required to leave the premises immediately and their course may be terminated by ELC. If an accommodation manager believes that a student has drugs in their possession at the house/apartment, they may ask the student to vacate the accommodation immediately.
- **Weapons:** No weapons are allowed on the college's premises
- **Safety:** Students are asked to:
 - Cooperate with any health and safety instructions given by a staff member
 - Report anything they notice in regard to health and safety to a staff member
 - Behave in a way that their actions prevent personal injury or injury to others and damage to the property
 - Seek first aid treatment if injured or taken suddenly ill at school. They may contact reception or any staff member. ELC has first aid officers on site. If an injury is serious, expert medical assistance should always be sought as soon as possible.

If any student experiences an emergency at school they should:

- Notify any staff member or call reception on 9267 5688.
- Notify individuals around them of the emergency. Advise them to keep away if necessary. Remove any individual from danger if it is safe to do so.
- Be aware of the nearest emergency exit.
- In the case of any emergency, follow all instructions given by ELC staff.
- In the case of evacuation, remain calm and follow instructions given by the fire wardens. Assemble at the nearest Emergency Evacuation Assembly point and wait for further instructions.

Students are also expected not to engage in any activity that is illegal under the laws of the Commonwealth of Australia, any of its states or territories, or engage in any activity that may be considered unlawful within these jurisdictions.

4. Breaches of the code of conduct

Any behaviour by a student which affects the ability of other students to study and live in a safe and pleasant environment will not be tolerated. Should ELC believe that other students are at risk at school or in student accommodation, the offending student's enrolment may be terminated.

If ELC becomes aware that a student's behaviour is in breach of any of the terms of code of conduct the following steps will be taken:

Step 1

- The student will be asked to attend a meeting with the Student Services Manager or Director of Studies. They will be informed of their right to bring a support person to this meeting. Depending on the nature of the matter the ELC manager may also request to have another staff member present at this meeting. The student will be advised of how their behaviour appears to breach the school's code of conduct and be given the opportunity to explain their behaviour and for all parties to discuss how it may be rectified.
- If the behaviour constitutes a gross breach of the Code of Conduct, the student will be suspended in accordance with the ELC's deferral, suspension and cancellation policy.
- If, on the other hand, the breach does not constitute a gross breach of the Code of Conduct, the student will not be excluded from his or her class. However, the student's conduct will continue to be monitored.
- This meeting and its outcomes will be documented in STARS. The student may be offered welfare counselling or advised of a range of resources outside the college they may access as relevant.

Step 2

- Should the behaviour continue, the student will be provided with a final warning in writing and a time frame in which to rectify the issue. A copy of this letter will be included in the student's personal file.

Step 3

- Should the behaviour continue, the student will be notified in writing of the intention to report the student and their enrolment will be cancelled. Refer to ELC's deferral, suspension and cancellation policy for further information.

At any stage of this procedure, students are able to access the Complaints and Appeals Process.

This policy should be read in conjunction with:

- Deferral, suspension and cancellation policy
- Complaints and appeals policy
- Health and safety policy
- Safeguarding policy