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## STUDENT CODE OF CONDUCT

**Shafston House College Limited, trading as Service Skills Academy and Mary McConnel School of Early Childhood has a diverse, multi-cultural student and staff body. The college welcomes people from a wide range of social, ethnic, religious backgrounds. The Student Code of Conduct outlines a student's responsibilities and rights. The purpose of the Student Code of Conduct is to ensure an atmosphere of understanding, respect, professionalism and a supportive adult learning environment. Conduct which constitutes a danger to anyone's health, safety or personal well-being, including verbal or physical threats or threatening behaviour, will not be tolerated.**

### a. Conduct Expected of Students

1. Students are expected to be in the classroom before the commencement of class.
2. Smoking is strictly prohibited in any classroom or building. It is against the law for anyone to sell tobacco products to a minor (under 18 years old).
3. Alcohol is not permitted on Shafston property. Students are not to attend class under the influence of alcohol. It is against the law for any person to sell or give alcohol to a minor. Drinking and possession of alcohol is also banned in some public places.
4. Students must not attend class while under the influence of alcohol or an illegal substance.
5. Mobile phones are to be switched to silent during class. Students are to use smart devices for training purposes only during class. Students needing to take urgent phone calls are required to leave the classroom.
6. Classrooms must be kept clean and tidy, and all furniture returned to its original position.
7. Students should not obstruct any teaching activity, examination or official meeting on campus.
8. Students should not disobey any reasonable instruction given by the Shafston staff.
9. Students must not act in a way that interferes directly or indirectly with the learning of others or that hinders staff from carrying out their duties.
10. Students should not damage, misuse or wrongfully deal with any property in or on the campus. Legal action may be taken if a student breaks the law. College property includes but is not limited to buildings, vehicles, computers and software, cameras and other portable equipment, plant and equipment, learning materials, fire alarms and equipment, lifts, telephones, keys, library materials, safety and security devices.
11. Students should not engage in any verbal or physical abuse or harassment of staff or other students (physical, verbal, written, electronic or otherwise) at anytime.
12. Students should not engage in any threatening behaviour (including stalking and bullying) to others.
13. Students should not harass nor act in a discriminatory way towards others.
14. Stealing is a criminal offence and will not be tolerated.
15. Students are to avoid plagiarism and cheating in preparation of any assessment work. In group work, students are required to contribute equally in preparation of work for assessment.
16. Personal information of fellow students is to be kept confidential and not misused.
17. It is illegal for any student to have possession of, or use of firearms or dangerous weapons of any kind. Australia has strict rules about ownership of firearms and other weapons. Students are not permitted to carry knives at any time whilst studying at the college unless attending practical hospitality classes where the use of college issued kitchen knives is permitted.

18. If a student is unsure about what is the right thing to do in any circumstance, they are encouraged to ask advice from college staff.

#### **Attendance at Class**

1. Attendance during scheduled practical classes is compulsory.
2. Student's attendance in class or online is recorded by the college. This assists with identifying student's course participation and academic progression.

#### **Dress Code - Students**

1. Students are to maintain a standard of dress and personal hygiene reasonably expected of a tertiary student and in keeping with the spirit of the campus.
2. Students are required to wear appropriate protective clothing and secure their hair, jewelry and clothing to avoid accidents.
3. Students attending practical classes are required to wear all required Personal Protective Equipment (PPE) including uniforms, footwear and equipment.

#### **b. Penalties for Misconduct**

1. Students who breach the Student Code of Conduct (above), may be excluded from training and if in serious or continuous breach be issued with an Intent to Suspend / Defer / Cancel the student's enrolment. The student will have 20 working days to appeal the Intent Letter, as per Shafston's Grievance Policy and Procedures. Students have a right to access the college's Grievance Policy and Procedures.
2. The college will keep written records of all reported breaches. The CEO and Executive Director (Academic) will be given copies of all correspondence relating to the above.
3. If a student breaks the law whilst on college grounds, the matter may be reported to the police.