

STUDENT CODE OF CONDUCT

Purpose

This code of conduct exists to give students notice of general conduct which is expected and prohibited. It is not an exhaustive list. Students are accountable for their misconduct. It is a student's responsibility to be familiar with this code of conduct and other behaviour standards required by Numurkah Community Learning Centre Inc. (NCLC).

NCLC Code of Conduct applies to all students and aims to ensure the safety, comfort and well-being of everyone.

It is the responsibility of the Coordinator to ensure that a copy of the student code of conduct is provided to each student on enrolment and signed by the student as an acknowledgement of receipt and understanding.

NCLC aims to ensure that all participants enjoy a congenial time at this venue and recognises the rights of all students to full participation in courses run by NCLC in an undisturbed teaching environment. To support this, the following is expected:

Attendance

- Students are requested to attend a minimum of 80% of classes unless otherwise negotiated between student, teacher and coordinator. If unable to attend, students must endeavour to contact the learning centre prior to class time. When absent for more than 2 days due to illness, a medical certificate must be produced. If continued absences occur without a valid reason, the centre may request a withdrawal from the class.

Smoking

- Smoking is not permitted in the enclosed premises of NCLC.

Mobile phones

- Mobile phones cause disruptions to classes. NCLC requests that ALL mobile phones **be turned off** during class time.

Food during class

- Unless for prescribed medical reasons, **no** food should be consumed in class time, except during an organized activity or break.

Children in classes

- Children are only permitted in classes in exceptional circumstances under prescribed conditions, after consultation with the Tutor. **Parents are responsible for making their own childcare arrangements.**
- It is not expected that parents would bring their children to classes on a regular basis.

State of classrooms

- Classes run by NCLC are to be conducted in a safe and clean environment. It is therefore important that each class takes responsibility for the general tidiness and cleanliness of the classroom and equipment;
- It is also the responsibility of each class to arrange the furniture in the allotted classroom to meet their particular needs.

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Animals in classrooms

- Unless as part of a pre-arranged activity, animals (with the exception of guide or assistance dogs) are not permitted in classrooms at NCLC.

Please note:

- Respect yourself and others - harassment, bullying, physical or verbal assault will not be tolerated,
- Behave appropriately - ensure your actions and words support learning and teaching,
- Adhere to Occupational Health and Safety requirements,
- Respect the property of the NCLC - do not damage or remove property from NCLC,

NCLC:

- Does not allow illegal drugs or anyone under their influence on the premises,
- Does not allow alcohol on the premises without prior permission from the Coordinator, and
- Requires people who take medication to be aware of medicinal side effects and not to combine it with anything that can place themselves or others at risk.

Breaches of the Student Code of Conduct may result in disciplinary action according to NCLC policies and procedures.

Illegal activities will be referred to the police.

I agree to abide by the code of conduct.

Student name

SignedDate.....
(Student signature)

Coordinator name

Signed.....Date.....
(Coordinator signature)