

Students' Rights and Responsibilities *(Please refer to 'Discipline Policy')*

Students have the right to:

1. be granted all rights and protection to which they are entitled under Australian Federal Government and NSW State and Government laws, rules and regulations;
2. have their rights and responsibilities and the consequences of breaching these requirements fully explained during orientation;
3. be provided with a student identification card which must be presented when requested by a member of staff;
4. be provided with all classes and courses for which they are enrolled;
5. receive feedback from teachers on all classwork and homework assignments;
6. have their work protected from copying, plagiarism and unauthorised publication;
7. study without undue disruption by other students or staff;
8. be treated with courtesy and respect by other students and staff;
9. be treated without discrimination due to race, nationality, religion, gender, age etc. and
10. be given the right to be represented by a nominee if the student so chooses under the independent grievance handling/dispute resolution procedures.
(Please see the attached "Grievance Procedure')

Students have the responsibility for:

1. abiding by all Australian Federal Government and NSW State Government laws, rules and regulations;
2. the student has an obligation to notify the college of any change to the student's address and/or other contact details immediately, within 7 days from the time of the change;
3. making satisfactory academic progress by completion of all classwork and homework assignments up to acceptable standards required by Board of Studies, Teaching and Educational Standards (BOSTES);
4. not cheating, or copying, plagiarising or publishing other students work;
5. not disrupting classes;
6. treating all students and staff with courtesy and respect.
7. not taking holidays during the College's school terms
8. follow and obey the rules and instructions regarding resources, facilities, equipment, properties, classrooms, premises and building.
9. treating all students and staff with tolerance and understanding regardless of race, nationality, gender, religion, age etc;
10. not consuming alcohol, illegal substances during school hours;
11. not smoking tobacco inside the school building and prohibited area around the building;
12. ensuring that care be taken when using school property;
13. disposing of own litter;
14. presenting their student identification card when requested by a member of staff; and
15. accepting that breaches of the above responsibilities will result in disciplinary procedures as set out in 'Disciplinary Procedures' documentation.

Behaviour Expectations of Students Studying at our College.

Students, who are accepted into the College to study in any of our courses, are expected to conduct themselves in a mature, responsible and socially acceptable manner at all times.

Behaviour Management

The College monitors student behaviour and sets out its expectations of students and the consequences of breaches of the school rules and breaches of any other boundaries of acceptable behaviour.

Strategies and Practices for Management of Inappropriate Behaviour

The discipline policy is based on the following principles:

- Self-discipline and motivation of students in the classroom, in work experience, when representing the school and while travelling to and from school. These support the school's statement of purpose, values and self-discipline code.
- Students have a thorough understanding of their responsibilities and rights.
- Structures and programs are in place to support students in this respect.
- Procedural fairness forms the basis of any investigation into a breach of conduct.
- Consequences for breaches of the discipline code are applied fairly and without prejudice.
- Show respect towards fellow students, teachers and administration staff.

Breaches of the Discipline Code may include the following consequences:

- loss of privilege
- self review
- counselling
- referral to the welfare team
- student monitoring/modification programs
- negotiation and/or mediation
- restitution
- supervised withdrawal from class
- may need to attend extra classes
- suspension or exclusion from school

Procedural Fairness

All processes that lead to the imposition of penalties such as suspension or expulsion as well as other penalties, will be subject to procedural fairness. This means that any student, when dealing with any authorities has the right to procedural fairness, which includes the right to be heard and to have an unbiased decision taken on the basis of the facts, and the right to be informed of the allegations of misconduct.

All students and guardians (if students are under 18 years of age) will have received information about the discipline policies and procedures of the College, and if necessary, students and their carers will have access to translation services.

The Principal/Academic Manager will at all times act justly and be seen to act justly, and where possible, another person will investigate the incident or incidents so that the Principal/Academic Manager is not both investigator and adjudicator.

Disciplinary Procedures

See the separate 'Discipline Policy'.

Students must ensure that they:

- are in class on time ready to concentrate on the studies
- do not distract themselves, the teacher or other students, by using mobiles phones or other devices such as mp3 players in class
- do not distract other students from their studies by disruptive and/or noisy behaviour whilst in class, as well as break times, when other classes are in session
- have the necessary equipment as advised by their teachers such as pens, notes, calculators, notebooks, paper etc.
- are respectful and polite to their teachers, other students and administration staff
- do not eat, drink, or chew gum in the classrooms
- do not smoke on or near college premises (No smoking at all for under 18 students)
- do not litter the college property including, the lifts, toilets and foyer
- do not engage in any form of fighting with other students, or people from outside of the College
- do not harass, intimidate or bully other students in any form.
- do not subject other students to unwanted attention, particularly of a sexual nature
- do not invite people onto the College premises without the permission of College administration staff
- do not loiter in the corridors during class time
- make a genuine effort to achieve their best learning results.
- have all required resources and learning equipment with them in class, and be clean, tidy and organised.
- do their work in class as well as any additional research and project work at home.
- ask their teacher for help if they don't understand something they have been asked to do.
- do not leave the class without permission from their teacher.
- do not interrupt when the trainer or another student is talking to the class.
- show respect for other peoples' values and cultural backgrounds, at all times.
- must wear appropriate clothing and footwear always in the College.
- speak English only in class always!!!

Please be aware that the vast majority of our students conduct themselves in a mature and responsible manner, as expected, and are a pleasure to meet, get to know and to teach, It is also a pleasure to witness the progress of our students; and to see them fulfill their educational, career and personal dreams through their studies at our College, over the time they are here.

However, it is important that all students be made aware of our expectations in regard to their behaviour whilst at the college and, likewise, be made aware of the possible consequences of failing to abide by those expectations of behaviour.

Students who are having difficulties in adhering to the above rules, for any reason, please make an appointment to discuss the situation with the Principal/Academic Manager, and hopefully reach a solution, before the situation escalates.

Procedure for students who do not abide by the above behaviour requirements:

- the student/s will be counselled by the Principal/Academic Manager or other appropriate staff member
- the student's guardian/parents/ and/or agent will be informed in writing of the behaviour/s of the student, depending upon which is appropriate according to the age and visa status of the student.
- If deemed necessary, and depending upon the severity of the behaviour, a meeting may be organised between the Principal/Academic Manager and the student's guardian/parents/ and /or agent, and other interested parties, to attempt to resolve the problem at this point.
- if the particular behaviour is resolved satisfactorily, at this point there will be no further action.
- If the behaviour continues, and is considered to be a severe breach of regulations, procedures will commence to cancel the student's enrolment and report such to DIBP
- the student will be issued with a letter of expulsion and will be advised of the right to appeal, both internally and externally, against the decision made by the college.
- If the behaviour of the student is considered to be detrimental to other students or staff, the student will be issued with a letter of suspension of classes. This means that the student will be prohibited from attending classes during the cancellation of enrolment procedure.