

## Student Conduct in the Classroom

### Objective

Park Orchards Community House & Learning Centre Inc. (POCH&LCI) places high priority on providing a safe, secure and welcoming environment that offers high quality education and training that supports and encourages students. POCH&LCI is committed to ensuring a positive and safe learning environment for all participants. The aim of this Code of Conduct is to ensure that classroom environment aligns with Vision, Mission Statements and Values of Park Orchards Community House & Learning Centre Inc.

### Code of Conduct

#### General Conduct

- Students are expected to be on time for their classes. If unable to attend a class students are expected to advise the POCH&LCI of this in time to let the Trainer know.
- Please help to keep our Centre clean and tidy by putting away equipment, keeping the classroom and kitchen clean and tidy.
- Food or drink is not permitted when using the Centre's computer, iPads or laptops.

#### Health and Safety

- Smoking is not allowed within 5 metres of the building.
- Children are not permitted to attend classes. Please enquire at Reception regarding our Childcare Centre.

#### Student Behaviour

- Disruptive and inappropriate behaviour, as deemed by the Manager will not be tolerated. In some cases students may be asked to leave the classroom or withdraw from the program.
- Students that come to class under the influence of illicit drugs and/or alcohol will be asked to leave the classroom and then disciplinary action will be taken.

#### Respect

- Every student has the right to attend class and complete their course and to be respected by other students. In line with POCH&LCI policies there is to be no harassment or offensive behaviour towards another student.
- Listen to other students in your class and respect their opinions.
- Mobile phones are to be turned off or to silent during class.
- All students have the right to be heard and to hear what the Trainer is saying at all times and this must be respected.
- All students must respect the property of the Learning Centre as well as other students and the Trainer.

#### Confidentiality

- Some issues and opinions may be discussed in the classroom, which may be confidential; these issues must be respected and not talked about outside the classroom.

A breach of the above could result in students being asked to leave the course. Refer Student Discipline Policy.

Further student information including Student Policies, can be found in the Student Information Handbook, our website. [www.parkorchards.org.au](http://www.parkorchards.org.au) and are also available from the POCH&LCI office.

Date reviewed	Version	Details of changes (if any)	Date of next review
	1.0	Original document	
20/10/2015	2.0	General Review Move to new template	20/10/2016
28/06/2017	3.0	Annual review	28/06/2018

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