



VCAL STUDENT CODE OF CONDUCT

Students at Skillinvest are expected to behave in a manner consistent with the Skillinvest values. The aim of this Code of Conduct is to ensure that Skillinvest is a safe, secure and supportive environment for all members of its community. Furthermore, it is intended to support students in developing independence as well as respect and consideration for others.

While this document is primarily concerned with disciplinary procedures, it is recognised that student conduct is also influenced by other aspects of the program, such as the quality and relevance of the Community VCAL curriculum and VET courses, engagement programs provided by Skillinvest, recognition of positive behaviours in our students and the availability of wellbeing and support services.

Students are expected to uphold the responsibilities outlined in the Rights and Responsibilities document.

RESPECT

Students are expected to treat all members of the Skillinvest community with respect. This means:

- Treating one another with dignity
- Speaking and behaving in a courteous manner at all times
- Thinking about the impact of their actions before acting
- Being on time for all classes
- Respecting the property of members of the Skillinvest Community, as well as the facilities of Skillinvest
- Care for themselves and others
- Not behaving in a manner that interferes with another student's ability to learn, or an educator's ability to teach
- Actively participating in their education at Skillinvest

ATTENDANCE

- Students shall be punctual and attend all timetabled classes
- If a student needs to leave class during lessons (e.g. for a purpose such as going to the toilet or first aid room) permission from the educator must be given
- In the event that a student is absent from Skillinvest, a written explanation from a parent/guardian must be provided upon the student's return. If a student is going to be absent for more than two consecutive days, parents/guardians must notify Skillinvest as soon as possible, a medical certificate must be provided for absences of more than 2 consecutive days where the reason was due to ill health.
- Students shall not leave Skillinvest grounds during the day, with the exception of official Skillinvest excursions, approved early departures signed out and accompanied by a parent/guardian or signed out with written permission from parent/guardian, or during designated recess and lunch breaks if a signed radius form has been returned.

*students under the age of 18 are considered children by law and therefore when consent is required students under 18 years of age must provide written permission from a parent/guardian

GENERAL BEHAVIOR

- Students are to behave in a manner that supports the development and maintenance of a safe learning environment. This means:
- Violence, bullying (including cyber-bullying), harassment, intimidation and offensive behaviour are not acceptable and will not be tolerated at Skillinvest

Students are not to behave in an unsafe manner, including but not limited to:

- Running in corridors
- Using furniture for things other than its designed purpose
- Leaving the classroom without permission

Students are to abide by the agreed classroom rules at all times.

The boundaries listed below aim to encourage safety for all, but also assist students in developing emotional maturity and self-control ready for the workplace. Neither staff nor students are permitted to:

- Smoke on premises or within 4 metres of entry door
- Be under the influence of drugs and/or alcohol
- Use offensive language
- Use offensive body language and/or gestures
- Gamble while attending Skillinvest
- Engage in sexual activity or innuendo
- Inappropriately use the internet, including on personal devices
- Assault another student or staff member
- Engage in any known criminal activity
- Harass
- Use or bring weapons
- Steal
- Cheat
- Damage property

SMOKING

It is illegal for any person to smoke on the grounds and/or within four metres of the entrance of Skillinvest.

It is also illegal to obtain, possess or use e-cigarettes, or their cartridges, which contain nicotine in Victoria. On this basis students and staff are banned from possessing or using e-cigarettes, or their cartridges containing nicotine on Skillinvest grounds.

OTHER RELEVANT POLICIES

- Student Digital Devices Policy
- VCAL Student Internet Use and Social Media Policy
- VCAL Student Bullying (Including Cyber Bullying) and Harassment Policy and Procedure
- Excursion and Activities Policy
- Skillinvest Child Safe Policy and Statement of Commitment
- Wellbeing Policy

