

STUDENT CODE OF EXPECTATIONS

Purpose

The Australian Trade College North Brisbane (ATCNB) is committed to enhancing the academic and social development of its students. To assist and support student development, ATCNB has implemented this Code of Expectations which clearly outlines the behaviours and attitudes students are to exhibit at all times whilst enrolled at the college. The Code of Expectations promotes responsibility, empathy and care, and is intended to genuinely aid students in reaching their goals. If a student demonstrates behaviours or attitudes that are contrary to the Code of Expectations a process (outlined in the Process of Addressing Expectations section) will be followed to assist the student in meeting these expectations.

Code of Expectations

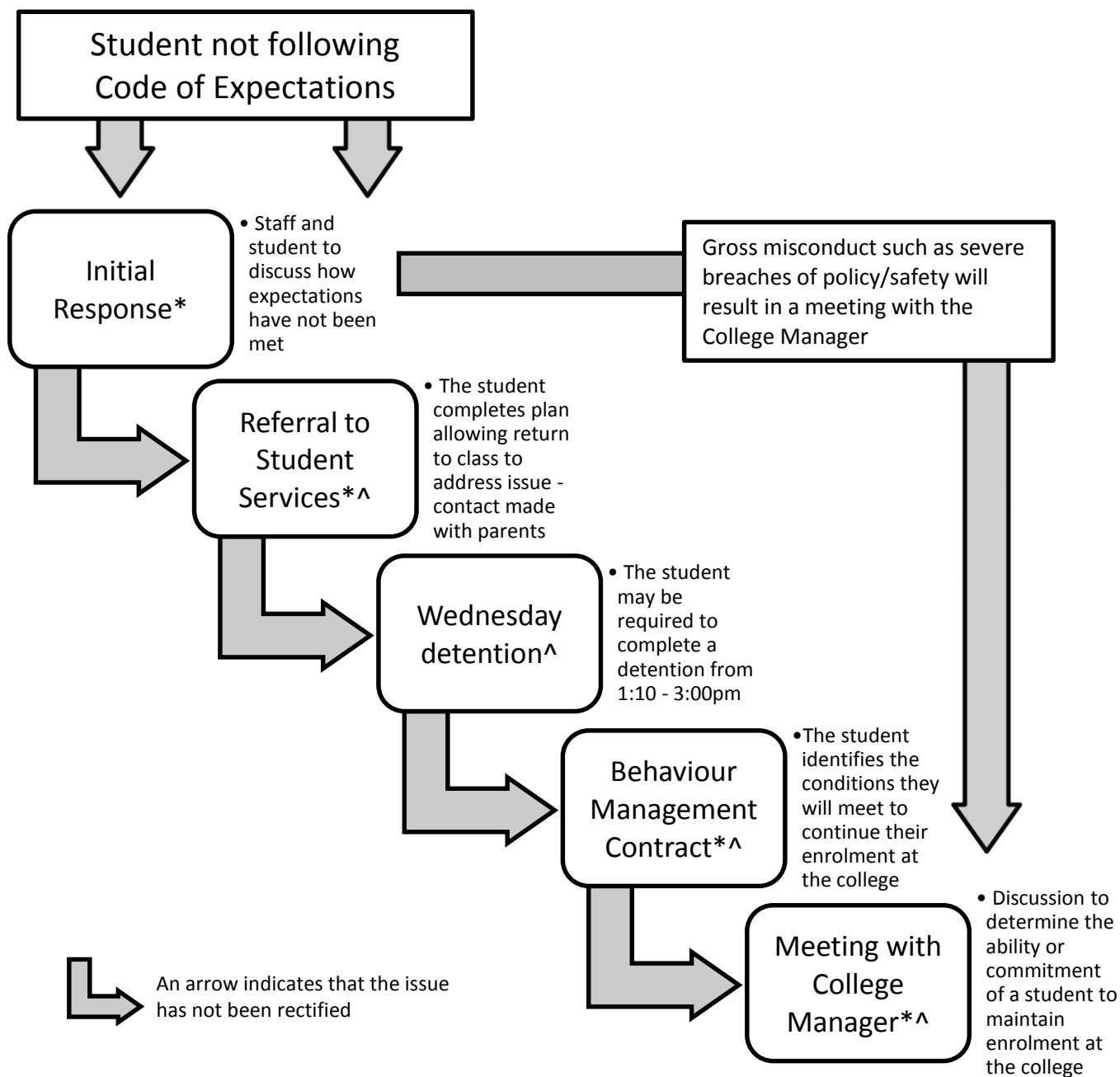
- a) ATCNB seeks to provide a secure, supportive and encouraging learning environment. All members of the college community have a responsibility to practice and promote tolerance and the valuing of individual differences, and to uphold the values of courtesy, consideration, cooperation, common sense and safety.
- b) Students are encouraged to form an understanding of their role within the broader community and the mutual obligations of community members.
- c) All students must support the rights of members of the college community to be free from bullying, harassment, and discrimination.
- d) ATCNB encourages students to achieve their full potential academically. It is therefore expected that each student will cooperate with their teachers in taking responsibility for their own progress by diligent preparation and participation in the learning process. It is important that no student, through poor behaviour or lack of concern, interferes with the rights of others to pursue their studies.
- e) Students will behave in a manner which enhances their reputation and the reputation of ATCNB. Students will also follow the rules and expectations set out in ATCNB policy documents. Disrespect to staff, causing harm to others, interference with the property of others, bringing ATCNB into disrepute, or involvement with drugs (including cigarettes and alcohol) are regarded as serious behavioural issues which may result in a student being removed from ATCNB.
- f) Students must not leave the grounds during college time without first obtaining permission from administration staff. Except in the case of illness, students must be in attendance on all college days unless leave has been granted by the College Manager.
- g) Students at ATCNB are expected to take pride in their personal appearance and ATCNB uniform. Students will present themselves in a way which both complies with ATCNB Uniform Policy and shows respect for themselves and their college.
- h) Students are encouraged to participate in a wide range of activities, and are expected to support others by attending events such as Anzac Day Commemorations, Open Days, Awards Night, competition fixtures etc.

Being enrolled at ATCNB indicates student acceptance of the above Code of Expectations.

As an independent school operating in the post-compulsory schooling age sector, ATCNB may cancel the enrolment of any student who demonstrates an inability or unwillingness to meet the outlined expectations.

Process of Addressing Expectations

The flowchart below outlines the steps that will be taken to assist students who are not meeting the expectations as outlined previously. The process is not definitive or exhaustive and other steps will be taken if they are more likely to aid the student.



* The behaviours or attitudes (including contributing factors and outcomes) addressed at each step of the process will be documented on the student's behaviour record (on TASS).

^ Communication with parent/guardian will be made at these stages (phone call or email).

Rights of Students

All staff at ATCNB acknowledge the rights of students. Furthermore, they also expect students to respect the rights of all others (peers, ATCNB staff and the greater community). Outlined below are the fundamental rights and responsibilities that students are expected to consistently endorse.

- i. Each student has the right to be herself/himself: this means that no one will be treated unfairly because of sex, race, colour, beliefs, physique, ability;
- ii. Each student has the right to learn and make progress: this means that he/she will be free to express feelings and opinions, free to study without class disruption from other students;
- iii. Each student has a right to be safe: this means no one will be hit, kicked, pushed or hurt, ridiculed, put down or taunted;
- iv. Each student has a right to have his/her property respected: this means that students will obtain permission to use personal or ATCNB property, and that students will respect and not damage personal or ATCNB property.

Rights	Student Responsibilities which accompany Students' Rights
i.	<ul style="list-style-type: none"> * to attend college daily on time except where absence is explained by a parent note and phone call for illness or other serious reason * to be punctual; attend each class or activity except where prior approval has been given * to work quietly and calmly in lesson times * to remain on college grounds at all times * to respect other students' rights to learn * to do work to your best ability and honestly (i.e. without cheating whereby others are unfairly disadvantaged)
ii.	<ul style="list-style-type: none"> * to treat others politely and with respect * to respond appropriately to the ATCNB's expectation for full and correct uniform and personal presentation * to support ATCNB activities and abide by the rules during excursions, sporting events, assemblies, other extra-curricular activities etc. * to care for the college environment and keep it clean by not littering or writing graffiti; being prepared to remove litter and graffiti when required * to travel in a calm, respectful and dignified manner to and from ATCNB
iii.	<ul style="list-style-type: none"> * not to smoke, take drugs or alcohol, and not to encourage other students to do so * not to threaten, bully, harass or hurt others through physical or verbal abuse * to inform ATCNB staff about unsafe areas or faulty equipment etc. * not to bring dangerous items to ATCNB * to be proactive in complying with all workplace health and safety policies and procedures
iv.	<ul style="list-style-type: none"> * not to steal, damage or destroy public or private property * not to condone the above acts by others, to actively discourage such acts * not to interfere in any way with another student's bag or personal property