



Policy Owner:	Managing Director
Contact Officer:	Deputy Principal
Approved by:	Management Board
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Related Policies:	Student Misconduct Policy Complaints & Appeals Policy

## 1. Overview

1.1. Phoenix Academy's Code of Conduct outlines standards of acceptable behaviour required by all Phoenix Academy students. By ensuring appropriate standards of conduct, the reputation and integrity of the Academy are maintained.

1.2. Within the Academy environment, both staff and students have expectations and responsibilities in terms of how each conducts themselves. These expectations and responsibilities are intended to contribute to the creation of an environment, which is conducive to them successfully completing their program of study.

## 2. Organisational Scope

2.1. Students of Phoenix Academy have certain RIGHTS such as the right to personal safety and the right to be free from harassment.

2.2. Students have a responsibility to ensure that the rights of colleagues are not violated by their own individual actions.

2.3. In order to ensure that students' rights are not debased the Academy has a CODE of CONDUCT to which all students must subscribe.

## 3. Definitions

3.1. General Misconduct, (other than Academic Misconduct) includes, but is not limited to, conduct which:

- (a) breaches the Academy's Conditions of Offer, policies or rules,
- (b) constitutes a serious impediment to the carrying out of the Academy functions,
- (c) involves threatening or offensive language and/or behaviour (either written or verbal) by a student towards another student or staff member, or
- (d) is otherwise detrimental to the Academy, its staff or students;

3.2. Stealing:- to take something which isn't yours

3.3. The Academy – Phoenix Academy

## 4. Policy Content

4.1. Phoenix Academy Expectations

As members of an academic environment at Phoenix Academy, students are expected to:

- Treat all others with respect and courtesy;
- Treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- Respect the opinions and views of others;
- Avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
- Attend classes, maintain consistent levels of study, and submit assessment pieces on time;
- Heed and utilise academic performance feedback from teaching staff;
- Familiarise themselves with, and abide by, the Academys policies and procedures;

- Maintain high standards and a professional approach to their study program.
- Ensure personal and general hygiene are paid attention to.
- Refrain from littering by using rubbish bins and leaving washrooms and other facilities as you found them.
- Not go to class under the influence of alcohol or any other substance.

#### **4.2. Student Expectations**

Students of Phoenix Academy can expect:

- To be treated with courtesy and respect;
- To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- To be able to freely communicate and voice alternative points of view in rational debate;
- To participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;
- To rely on the protection of personal information;
- To be able to access personal records, subject to the provisions of the Freedom of Information Act [1992];
- To be provided with timely and accurate information as it pertains to course[s], enrolment, and all administrative matters;
- To have reasonable access to lecturing staff in private consultation outside normal contact hours;
- That assessment within course[s] will be equitably and appropriately implemented;
- That the facilities and equipment they use are safe, and comply with occupational health and safety guidelines.

#### **4.3. Classroom Behaviour**

All Phoenix Academy students are expected to comply with the following rules of behaviour whilst enrolled at the Academy:

- Demonstrate mutual respect for Academy staff, and fellow students;
- Turn off all mobile and paging devices during class times and examinations;
- Not eat or drink in classrooms;
- Prepare for each class by undertaking the required reading, and completing all necessary tutorial or laboratory work;
- Attend all classes except when prevented by illness or exceptional circumstances. This is a courtesy to your fellow students and your teachers as well as being in the interest of your own academic progress. It is also a condition of your student visa;
- Arrive at classes at the scheduled time; arriving late is disrespectful to teachers and fellow students;
- Work to the best of their ability;
- Participate actively in learning activities;
- Avoid all forms of academic misconduct;
- Provide constructive feedback when evaluating courses and teachers;
- Refrain from activities that might negatively impact on other members of the Academy community;
- Be aware of their responsibilities within their courses and program of study, and
- Any other rules of classroom behaviour as determined by, and/or negotiated with, their lecturer.

#### **4.4. Discrimination and Harassment**

Phoenix Academy is committed to providing access to learning aids and an equitable approach in dealing with all students. The Academy recognises the right of all students and staff to work and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.

Discrimination or harassment of staff or students, by any member of the teaching and learning environment, is unacceptable, and contrary to the core educational and employment values that the Academy upholds. All members of the Academy are expected to maintain an environment where cultural differences are accepted and respected, and individuals are able to participate fully in academic life, free from all discrimination and harassment.

Humour based on discrimination and harassment may, in certain circumstances, constitute harassment.

Phoenix Academy will treat claims of discrimination and/or harassment seriously, and all claims will be thoroughly and confidentially investigated to protect complainants and witnesses from further harassment and victimisation.

For further information, refer to the Academy's Harassment & Discrimination Policy located on the Academy's Website: <http://www.phoenixacademy.com.au/Academy Policies>

#### **4.5. Smoking**

Phoenix Academy ensures that all members of the community can enjoy a clean and smoke free environment.

Under the **Tobacco Products Control Amendment Act 2009**, Smoking is not permitted within any enclosed public area. An enclosed area is any area covered by a roof or a part of a roof (e.g. Classrooms, verandas etc).

All cigarette butts must be disposed of appropriately in the designated ashtrays or bins.

#### **4.6. Misconduct**

Phoenix Academy students who breach any of the guidelines outlined in this 'Code of Conduct' may be considered to have engaged in official misconduct. In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct where that student:

- Endangers the health or safety of any person at the Academy;
- Unlawfully assaults, or attempt to assault another member of the Academy community;
- Engages in dishonest behaviour eg. stealing;
- Damages or abuses the Academy's property

For further information, refer to the Academy's Student Misconduct Policy, located on the Phoenix Academy website: <http://www.phoenixacademy.com.au/Academy Policies>

#### **4.7. Complaints, Appeals and Grievances**

Students who have a complaint about a decision that affects their studies, or a particular situation in which they have been involved or witnessed, have a right to raise their

complaint. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.

For further information, refer to the Academy's Complaints and Appeals policy, located on the Academy's website: <http://www.phoenixacademy.com.au/Academy Policies>