

Civility Code & Student Code of Conduct

For the attention of:	All Staff
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Our Mission

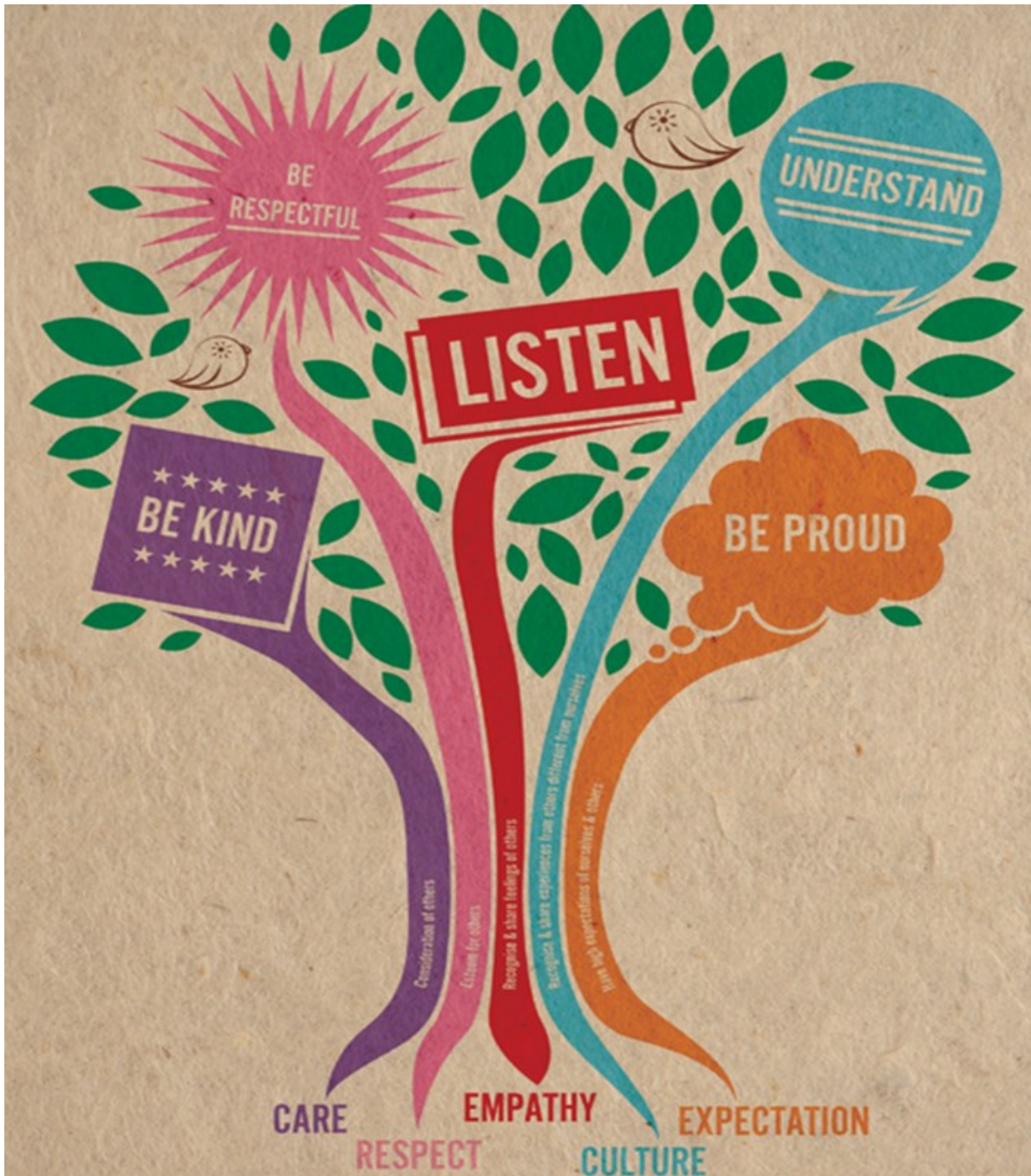
To provide opportunities for all our learners to thrive and achieve in life and work.

Our Values

- We will make respect our Golden Rule
- We will try to stand out in everything we do
- We will not be afraid to innovate even if we risk failure
- We will learn something new every day
- We will persevere until we get it right
- We will celebrate our achievements
- We will champion our students
- We will always have high expectations
- We will be responsive and enterprising
- We will work together and in partnership with our communities and businesses
- We will never forget that we are accountable to the students, communities and businesses that we serve
- We will be responsible stewards of public money

THE CIVILITY CODE & THE STUDENT CODE OF CONDUCT

Civil interaction is expected from all members of the College (staff and learners alike) at all times. The Civility Code in the table below is therefore the guiding principle of the Student Code of Conduct. As you will see from the tree below, the roots of the code are the behaviours (Be Kind, Be Respectful, Listen, Understand, Be Proud) and the leaves are the defining characteristics (Care, Respect, Empathy, Culture, Expectation) which will enable you to positively stand out at work, University or in society at large.



	1	2	3	4	5
	CARE	RESPECT	EMPATHY	CULTURE	EXPECTATION
CHARACTERISTIC	<p>Consideration of others</p> <p>If I choose to smoke, I will protect the health of others by using the smoking area</p> <p>I will avoid spitting in public areas to help keep the college clean and free from germs</p> <p>I will talk to people politely and will avoid using foul, abusive or threatening language</p> <p>I understand that the college has rules I must follow to make sure everyone can learn and work in a positive and comfortable atmosphere</p>	<p>Esteem for others</p> <p>I will set a positive example by never bullying or harassing others, including when I am online</p> <p>I will celebrate my own achievements and those of others</p> <p>I will avoid all anti-social behaviour and will never act in a way that could endanger the health or the safety of other people</p> <p>I will help to maintain a clean, tidy & safe College environment</p>	<p>Recognise and share feelings of others</p> <p>I will do my best to understand how others might feel about things I say and do</p> <p>I will try to see other people's points of view</p> <p>If someone or something upsets me, I will share my feelings calmly and work with college staff or other students to find a solution</p>	<p>Recognise and share experiences from others different from ourselves</p> <p>I recognise that the college welcomes students from a vast range of backgrounds</p> <p>I will celebrate the differences I notice between me and people I meet at college</p> <p>I will do my best to learn more about the cultures and religious beliefs of others</p>	<p>Have high expectations of ourselves and others</p> <p>I will only submit work I have completed myself</p> <p>I will only miss classes in an emergency or if my teacher authorises my absence in advance</p> <p>I will complete all my work on time and attend all my exams</p> <p>I will have a successful and positive probationary period</p>
BEHAVIOUR	<p>Be Kind</p> <p>I will say hello and be friendly to people I meet at college</p> <p>I will avoid doing anything to disrupt other students when they're learning or taking part in activities</p> <p>I will communicate with others positively, including when I am online, and be careful not to make hurtful or unkind comments</p>	<p>Be Respectful</p> <p>I will be respectful towards all, and will avoid making assumptions or judgements based on someone's gender, age, race, sexuality, ethnicity, religious beliefs or disability</p> <p>I will follow the reasonable instructions of any member of staff</p> <p>I will respect the property of the college of other students and neighbours</p>	<p>Listen</p> <p>I will take part in classes and activities in a positive way</p> <p>I will get the most from my classes and stay safe by listening to instructions carefully</p> <p>I will listen to the views of other students and take part in constructive discussion when someone's opinion is different from mine</p>	<p>Understand</p> <p>I will strive to understand the views and lifestyles of other students</p> <p>I understand the health risks of taking drugs or drinking alcohol and will not do so at or before college</p> <p>I understand the value of independent learning, good attendance, punctuality and positive behaviour in ensuring my success.</p> <p>I will wear my College ID badge at all times</p>	<p>Be Proud</p> <p>I will always behave in a way that reflects positively on the college</p> <p>I will treat the college and its facilities well, so it can continue to provide opportunities for current and future students</p> <p>I will stretch myself to achieve my potential and exceed my targets</p>

A. Misconduct

Failure to demonstrate acceptable behaviours is a breach of the Student Code of Conduct and can be Misconduct or Gross Misconduct.

The following are **examples** of misconduct (at all levels of seriousness), which all result in disciplinary action being taken against students.

- A failure to follow the reasonable instructions of a member of staff
- Smoking in non-smoking areas
- Spitting in a public area
- Any cheating or copying of the work of other students
- The use of foul, abusive or offensive language
- Disrupting any class or any other College activity
- Harassment. Examples of harassment include:
 - Mimicry or ridicule
 - Derogatory name-calling, insults or embarrassing remarks or jokes
 - Graffiti or other written insult
 - Distributing or displaying offensive material
 - Threats or verbal abuse
 - Unwelcome or offensive attention
 - Unwelcome physical contact
 - Ignoring or excluding an individual by talking only to a third party in order to isolate the other person
 - Spreading malicious rumours
 - Attempts to incite others to behave in a harassing, intimidating or offensive manner
 - Sexually explicit or derogatory statements or sexually discriminating remarks
 - The use of offensive pin-ups and any pornographic pictures
 - Demands for sexual favours
 - Homophobic (anti-gay or anti-lesbian) comments, graffiti or remarks
 - Ridicule of an individual or group because of cultural differences (e.g. food, music, dress etc.)
- Any behaviour which could bring the College into disrepute
- Any unauthorised interference with software or data belonging to, or used by the College as set out in the Student Handbook

B. Gross Misconduct

Any particularly serious cases of misconduct may be treated by the College as Gross misconduct. As well as those appearing above, the following are examples of Gross Misconduct:

- Deliberately, or by gross negligence, causing damage to any College buildings, equipment, books or furnishings or any property of others
- Any theft of property or any other dishonest acts
- Any drunkenness or the use, possession or supply of any illegal drug on College premises or on any activity associated with the College
- The use of any violence or threat of violence towards any person
- Any illegal act, which may have an adverse effect on the work of the College or on other students
- Displaying or distributing pornographic materials or the downloading of pornographic or offensive material from the internet