

# Code of Conduct

At ELI Schools we value:

- Difference and diversity
- Cooperation
- Respect
- Tolerance
- Academic debate
- Freedom of expression balanced with social responsibility

While on campus or engaged in any ELI Schools sponsored activity, all students, staff, contractors, and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, students, and members of the public.

ELI Schools aims to provide a quality education and training service in which all students are encouraged to strive for excellence and fulfil their potential. Unacceptable behaviour can hinder the academic progress or work performance of others. The purpose of the Code of Conduct is to clearly define student and staff rights and responsibilities that relate to appropriate behaviour. The intent is to foster a learning environment in which all students and staff can participate safely and effectively.

## Teaching and Learning Code of Behaviour

To achieve a happy, healthy, and positive working and learning environment, where a sense of mutual respect is fostered, all staff and students are expected to follow the rules set out in our **Teaching and Learning Code of Behaviour**.

1. We aim to provide a fully immersive environment, so students can meet a variety of people from around the world and maximise their opportunities to practise their English. Please always speak in English inside the school and on activities organised by ELI. Not speaking English in the school limits your learning opportunities and damages the learning environment for others.
2. Arriving late, even by 5 or 10 minutes, can be disruptive for others in the class. Students who arrive late may miss opportunities to review work or might need the teacher to start a presentation again. Please be on time. Further outcomes of lateness or absenteeism are outlined in our **Punctuality & Attendance Policy**.
3. Participation in all classroom activities and staying on task are essential for success. So as not to annoy or distract other learners, mobile phones, tablets, and any other electronic devices must be turned off during class time unless the teacher has specifically permitted their use for a particular purpose or period.
4. ELI Schools is a language teaching organisation with an international outlook. We value difference and diversity, cooperation, and freedom of expression balanced with tolerance and social responsibility. While in school or engaged in activities organised by ELI, all students, staff, and visitors are expected to behave in a considerate and courteous manner when dealing with others. You should treat staff members and fellow students with respect and politeness.
5. ELI Schools prohibits discrimination towards any group or individuals in any form, inclusive of, but not limited to age, gender, sexual orientation, race, or nationality, ethnic or ethos-religious background.

Teachers are responsible for setting the tone within the learning environment and upholding the principles of respect, cooperation, and equal opportunity. The Director of Studies is responsible for assisting students and staff in resolving complaints of unacceptable behaviour and discrimination in the learning environment by ensuring fair processes are understood and adhered to.

## Unacceptable Conduct

Disciplinary action will be taken against staff or students for breaches of ELI Schools rules and directions concerning acceptable and unacceptable behaviour either on campus or where such breaches occur off-campus while on course related activities.

Unacceptable behaviour includes but is not limited to:

- Disobeying any reasonable direction by an ELI Schools staff member.
- Not observing class rules set by the teachers.
- Smoking in the building (You may only leave the building to smoke during scheduled breaks)
- Swearing, abusing, or disrespecting other students or staff.
- Endangering the lives of others.
- Selling, using, distributing and/or being in possession (under the influence) of drugs whilst attending classes.
- Selling, consuming, distributing or being under the influence of alcohol whilst attending classes.
- Wilful damage to or theft of ELI Schools property, or property entrusted to the school's care.
- Accessing, storing, processing, or transmitting any information deemed to be threatening, obscene, pornographic, or harassing in nature.
- Unauthorised use of ELI Schools intellectual property including School name, logo, training manuals/materials, trademarks, designs, confidential information, and copyright material.
- Behave in a manner that interferes with the learning of others.
- Failure to return library or other property loaned by ELI Schools property by the required date.
- Viewing or distributing offensive material via the Internet, e-mail, or other means.
- Discrimination, harassment, and victimisation.
- Bullying and intimidation.
- Making racist or sexist comments.
- Behaving in a disruptive manner such as swearing, yelling, or using offensive language.
- Stealing, vandalising, or causing wilful damage to ELI Schools property.
- Assaulting or attempting to assault anyone while on ELI Schools premises.
- Inappropriate possession of guns, knives or other weapons while engaging in ELI Schools activities.

## Consequences of Unacceptable Conduct

Where behaviour is unacceptable, disciplinary action can be taken. A teacher can ask a student to leave the classroom or refuse entry to a classroom if behaviour is disruptive or dangerous. The teacher issuing the suspension will advise the Director of Studies immediately and complete an incident report.

The School/Director of Studies will discuss the reason for suspension with the student and will give the student a reasonable opportunity to be heard in respect to the misconduct. At this point the Manager will:

- modify or dismiss the charge.
- reprimand and warn the student against repeating the behaviour.
- recommend that further action be taken.

A student may also be suspended by the Director of Studies or expelled by the school Director for behaviour that threatens the safety of others, interferes with the duties of staff or other students' study, damages or threatens ELI School's property, or the good order of ELI Schools. Violence, intimidation, theft, and harassment are not consistent with a safe and supportive learning environment and will not be tolerated. The police will be contacted in cases of alleged criminal behaviour.

## Disciplinary Appeal Process

If the student wishes to appeal the decision made, they must complete a **Student Complaints and Appeals Form** within 7 days of the decision being made. The appeal will be dealt with in accordance with the school's Complaints Policy and Procedure.