Code of Conduct for the College, Parents/Carers, Students

All Youth2Industry College stakeholders share a jointly negotiated set of expectations owned and implemented by the whole Youth2Industry College community: the Principal, teachers and school staff, students, parents and carers. An effective Youth2Industry College is a respectful, engaging learning environment which in turn creates a safe, positive and supportive culture.

It is expected that the Senior School program at the College will:

- Provide a supportive, stimulating and effective learning environment that empowers students to reach their potential
- Provide high quality learning experiences that are in accordance with good quality learning and teaching practice
- Provide a physical learning environment, facilities and student focused services to support students to succeed at their studies
- Provide accurate, timely and useful information to students in relation to their study, enrolment, policies, services and processes
- Provide an environment free from discrimination and harassment
- Provide timely and constructive feedback on assessment recognising it as a valuable part of the learning process
- Provide fair, transparent and efficient complaints, grievances and appeals procedures
- Provide a clear statement of acceptable behaviour by students
- Treat personal information confidentially and ensure it is only released with the student's consent or when legally required
- Expect that all staff demonstrate a commitment to the ethical values of honesty, trust, fairness, respect and responsibility
- Respect individual student needs and abilities including recognition of previous and current learning experiences.

Expected Behaviour and Attitude

Students have the right to:

- Learn, Work and Engage in their education
- Feel safe, secure and happy at the College
- Learn in an environment free from bullying, harassment, violence, discrimination or intimidation
- Express their ideas, feelings and concerns
- Be treated with respect
- Receive appropriate support

Values

This Statement of Values sets out our behavioural expectations of all members at Youth2Industry College. It respects the diversity of individuals in our College community and addresses the shared responsibilities in building a safe and respectful College. Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated. Expectations and behaviour are developed collectively with students and staff and focus on the core values of RIPE. The Youth2Industry College Community are expected to demonstrate these values:

Resilience	Ready to learn
	Striving to meet personal and learning goals
	Never giving up
	Reflecting on constructive feedback
	Commitment to honesty, trust, fairness and responsibility
Inclusion	Relationships are respectful and tolerant
	Modelling positive, safe and responsible behaviours
	Caring for the Youth2Industry College and all property
	Proud of being a member of the Youth2Industry College
	Respect the diversity of all and support an environment free from discrimination and harassment
Perseverance	Working hard to the best of your ability
	Having personal aspirations and expectations
	Striving for continuous improvement
	Caring for yourself
	Celebrating success
Empathy	Treating others as you want to be treated
	Active and positive participation
	Consideration of others
	Attentive listening

Examples of applying our values for students include:

- I will respect other people's personal space, personal belongings and their opinions and their right to learn
- I will respect the learning environment and all the resources that are provided to me
- I will not engage in behaviour which may threaten, offend or cause damage to the physical or emotional wellbeing of other people in this organisation's community
- I will call staff to let them know if I am running late or will be away
- I will stick to class times and break times. If I am late, I will not disrupt the class but join in quietly
- I will not communicate on my mobile phone during class time without the approval of my teacher
- I will always do my best to participate in the programs that are part of my curriculum.

Principal, teachers, staff

Engagement

The Youth2Industry College will provide an educational environment that ensures all students are respected and cared for. Teachers will follow the VIT Code of Conduct and all College staff are expected to be compliant with **QMS: 400 Y2IC Student Safety Staff Code of Conduct.**. Individual student learning needs will be catered for through a flexible learning approach that incorporates a range of different learning styles.

Attendance

The Youth2Industry College will engage in practices that:

- Proactively promote regular attendance
- Provide parents with contact telephone numbers for information if absences occur
- Accurately mark roles twice daily
- Follow-up any regular student absences
- Analyse attendance data to identify trends or problems with particular students
- Report the attendance data in the Annual Report to the school community
- Communicate with parents/carers if any action is required regarding issues with non-attendance

Behaviour

With student wellbeing at the centre of our Youth2Industry College operations, appropriate behaviours will be modelled and reinforced consistently throughout the Youth2Industry College by:

- Development and implementation of behaviour management strategies that reflect the Youth2Industry College's values
- Day to day modelling of desirable behaviours by the whole Youth2Industry College community
- High expectations of appropriate and inclusive behaviour

Students

It is expected that every student will:

- Demonstrate the Youth2Industry College's values in their learning and behaviour
- Behave in a manner that does not endanger health, safety and wellbeing of themselves or other
- Accept the authority of College staff members and observe the College policies as required
- Understand and take responsibility for the impact of their behaviour
- Respect all College property and facilities
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the College, staff or students in the College (including activities on social media)
- Have high expectations and be fully committed for their own learning
- Make a commitment to enhance the learning experiences of other students
- Be prepared to engage fully in the Youth2Industry College's curriculum

- Demonstrate a willingness to contribute their personal best
- Demonstrate encouraging and co-operative relationships with others and College staff
- Support a culture of individual learning differences within the classroom
- Attend Youth2Industry College every day that the College is open to students. The attendance requirement is 80%.
- Arrive at the Youth2Industry College on time and ready to learn
- Dress neatly with due regard for healthy, hygiene and safety
- Not possess or smoke cigarettes, e-cigarettes, possess or use or be under the influence of alcohol or illicit drugs or other substances harmful to health at the College (including on College excursions)

Medical considerations if unwell. If you had vomiting or diarrhoea, please do not attend College classes until you have been well for > 24 hours.

Parents/Carers

It is expected that every parent and visitor will:

- Support the Youth2Industry College's values and reinforce the Youth2Industry College's behavioural expectations
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves and others
- Abide by all health and safety rules and procedures operating within the College
- Refrain from all forms of bullying and harassment
- Respect the authority of members of staff and observe College policies as required
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the College, staff or students in the College (including activities on social media)
- Support their children in their preparedness for school each day. This includes sleep routines, healthy diet and exercise, personal hygiene and providing a safe and secure home environment
- Support their child to stay engaged in learning and ensure that students attend school regularly
- Remain informed about school activities by reading newsletters and notices
- Where possible offer support for Youth2Industry College activities
- Keep the school informed of all relevant information concerning the students, including any medical diagnosis or special needs prior to and during the period the student is enrolled
- Ensure all enrolment details (eg email address and mobile numbers) are current
- Advise the Youth2Industry College as soon as possible if a child is going to be absent. Account for all student absences.

Prohibited Items and Unacceptable Behaviour

Firearms or Weapons

Under NO CIRCUMSTANCES are firearms or weapons permitted to be brought on to the College grounds. If any member of the College Community is found to be in the possession of either, they will be subject to disciplinary action. Cases could also require the matter to be referred to the local authorities.

Alcohol

Under NO CIRCUMSTANCES is the consumption of alcohol permitted. Any breach of the Victorian liquor legislation or regulations will be dealt with according to the College policies.

Smoking

The Youth2Industry College is a smoke/vape free workplace. To protect all employees and visitors from exposure to ETS (Environmental Tobacco Smoke), the entire premises, including grounds and outdoor areas where applicable, are smoke/vape free.

This ban applies to all staff, contractors, students, visitors and volunteers while on the College premises.

Drugs

Possession and/or use of any illegal drug or substance, the misuse of prescribed drugs, will be viewed as a serious breach of College rules. Possession or use of illegal drugs or prohibited substances is a criminal offence and the College reserves the right to inform the local authorities. Disciplinary action may result in immediate termination, suspension or expulsion.

Dress Code

All College community members are expected to wear smart casual and an appropriate level of body covering clothes. Where personal presentation is likely to pose a risk to safety or a hazard it will not be permissible in the College (eg excessively long fingernails, high heels). Gang signs, curse words, vulgarity or obscene slogans— are not allowed on school clothing. Clothing that is immodest, revealing or distracting in character is also not permissible (e.g. low necklines, short cut t-shirts, tank tops).

Unacceptable Conduct

Unacceptable conduct includes but is not limited to:

- Touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- Any form of physical or verbal violence including fighting, assault or threats of violence
- Any form of cyber bullying or cyber abuse
- Sending inappropriate, offensive or explicit text messages, photos or videos
- Gambling in any form during College time or whilst undertaking College activities

- Non inclusive language or conduct which is likely to offend, harass, bully or unfairly discriminate any College member
- Theft fraud or misuse of College resources
- Unacceptable class attendance levels

I,_____ have read and understood the above
(Full Name)
code of conduct and agree to abide by this code during my enrolment at Youth2Industry College.

_____ Date _____
(Student/Staff Signature)

_____ Date _____
(Parent Signature, if being signed by a student)