

## Classroom and Vocational Training Environments

QPIX expects that students will manage their classroom environment as an adult learning environment. As a general rule of classroom behavioural standards, what is not accepted in the commercial business environment will not be accepted in the classroom. The adult learning environment implies the use of democratic processes and procedures when teaching classes and in all dealings with individual students. To maintain consistency within the QPIX classroom environment, expected classroom codes of conduct and behaviour are:

- Be polite and courteous to fellow students and academic staff.
- Turn off mobile phones in class.
- Give all class members the opportunity to listen in a quiet, non-disruptive environment.
- Be punctual.
- Arrive and leave class at scheduled times or with the permission of the teacher.
- Leave the classroom in a clean state by removing personal rubbish, drinks and food.
- Obtain class work when absent or obtain from fellow students.
- Do not come to class under the influence of drugs (prohibited substances) or alcohol.
- Maintain an amicable environment that promotes mutual respect and protects others from humiliation, embarrassment and disrespect.
- Adhere to required dress and safety standards. Appropriate footwear must be worn at all times. Personal appearance and hygiene standards must be maintained as a courtesy to your fellow staff, students, visitors and industry.

## Expectations of Behaviour for Students

Students are not to engage in actions or behave in ways that are disruptive to the good order and discipline of the QPIX student community. Misconduct is all behaviour that is considered not acceptable in any environment. This includes, but is not limited to, any behaviour which:

- Disrupts the learning of others and prevents staff members from performing their duties.
- Endangers the health and safety of staff or students.
- Detracts from the learning environment and facilities.
- Interferes with the conduct of QPIX operations.
- Willfully obstructing or disrupting any official meeting, ceremony, activity, class or examination.
- Any form of harassment, whether based on gender, race, age, sexual preference or religious belief.
- Assaulting or attempting to assault any person within QPIX.
- Drunken and/or being under the influence of prohibited drugs and/or substances.
- Breach of any rules relating to conduct of assessment.
- Possession of prohibited or dangerous articles.
- Not observing lawful directions given by a QPIX staff member.

In the event of such incidents, the Director of Studies must be notified with all correspondence and outcomes being documented. The Director of Studies must file copies of the documentation. A signed copy must also be given to the student who must in turn sign the original as evidence of receipt of documentation.

- When a student's behaviour is a health and safety issue (drugs, alcohol, First Aid) a teacher must ensure the student is supervised to protect the safety of the student. This supervision can be provided by police or an ambulance officer and is contactable on: **000**.
- If a student is asked to leave a class, he/she needs to be told to make an appointment with the Educational Manager or Director of Studies before they can return to the class. Ideally they will be told this at the time of removal from class and must be provided with the advice in writing following the incident. The student must then meet with the Educational Manager or director of Studies before rejoining the class and with the aim of resolving the issue informally.

The teacher and Educational Manager must document the incident and agreed outcomes with the student. The Director of Studies must file copies of the documentation. A signed copy must also be given to the student who must in turn sign the original as evidence of receipt of documentation and agreed outcomes.