

# Student Discipline Policy

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## *PURPOSE:*

This policy and procedure is to be used by Academy of Counselling where a student/trainee continually breaches company rules or where a single incident is a serious breach of discipline.

## *SCOPE:*

This policy covers all students/trainees enrolled with Academy of Counselling.

## *DEFINITIONS:*

- ***Students / Trainees have a right to:***
- Be treated with respect and fairly
- Pursue their learning activities in a supportive and stimulating environment
- Learn in an environment free of discrimination and harassment
- Privacy of their personal information and student records held by Academy of Counselling
- Lodge a complaint without fear of victimisation.

## *STUDENT / TRAINEE RESPONSIBILITIES:*

1. Treat other students / trainees and company staff with respect and fairness
2. Follow any reasonable direction from company staff
3. Not engage in plagiarism, collusion or cheating in any assessment activity
4. Be punctual and regular in attendance
5. Submit assessment events by the due date or seek approval to extend the due date
6. Behave honestly in their dealings with the Academy of Counselling
7. Refrain from using mobile phones or pagers in classrooms
8. Return company equipment / materials on time
9. Observe normal safety practices; eg., wear approved clothing and protective equipment
10. Refrain from swearing
11. Refrain from smoking in company buildings and designated areas
12. Behave in a responsible manner by not:
  - Harassing fellow students / trainees or company staff
  - Damaging, stealing, modifying or misusing property (including electronic records)
  - Being under the influence of alcohol or drugs
  - Engaging in any other behavior, which could offend, embarrass or threaten others.

Breach of discipline means any conduct that impairs the reasonable freedom of other persons to pursue their learning or work, or is in breach of the Academy of Counselling's rules/code of conduct.

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