

# Student Conduct

## How to Behave on an Elac Course

We want all our students to have a really enjoyable time on our courses. We will do all we can to make sure that the course is a great success for everyone, and we want you to do what you can, too.

This is why we have written down this advice– it gives some examples of behaviour which we won't accept, and also examples of behaviour we want to encourage. Please read through it carefully – if there are some words you don't understand, then you can ask your teacher to help you. When you have finished we'd like you to sign it to say you understand what is expected from you.

### Work Hard

Listen in Class to the teacher and other students

Be on time for lessons (or early!)

Make friends, especially with students from other countries

Include others in your activities, don't leave people out

Speak English as much as possible

Try different foods

Take part in activities

Look after the college well



Don't buy or drink alcohol

Don't smoke in any buildings

Don't make too much noise around the campus, especially late at night

Don't drop litter around the college

Don't write graffiti anywhere

Don't leave the boarding house in the evening after roll call

Don't get involved in any bullying behaviour towards others: this includes things you say and do, as well as physical bullying

Don't steal anything from shops



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## What happens if you break the Rules?

We take student behaviour very seriously. The way you behave reflects on our organisation. That is why we will give punishments in certain situations.

We will usually talk to you and give you an opportunity to improve your behaviour unless it is a serious situation. Here are some sanctions we may use:

- You may be asked to help clear up around the college (if you have been making a mess)
- You may be given some extra work to do, if you have not been making an effort in class,
- You may have to miss going on an excursion if you have gone somewhere without permission

For the most serious bad behaviour (drinking alcohol, taking drugs, bullying another student, stealing) you will probably be sent home – and you will have to pay the cost. If we are considering sending you home, you will have an opportunity to explain yourself, with your group leader present, or some one else you choose to bring along. However, after listening to everyone involved our decision will be final.