



## Code of conduct for SupaJam students (2020-2021)

SupaJam expects students to adopt a mature and professional approach to their studies and their general conduct. We expect students to abide by this Code of Conduct.

### **You must:**

1. Dress in a manner that is appropriate for an academic environment.
2. Treat all members of the SupaJam community with respect and courtesy.
3. Be ambassadors for SupaJam in the local area: be courteous and polite to members of the local community.
4. Respect the facilities, instruments and resources provided to assist you in your studies.
5. Comply with the SupaJam's e-safety policy.
6. Follow the SupaJam's health and safety policy and be mindful of the safety of yourself and others. Alert College staff if you are aware of potential risks to yourself or others.
7. Arrive on time on each timetabled day and notify us if you are running late or are going to be absent.
8. Maintain 95% attendance. If your attendance falls below this the attendance support process will be triggered (please see SupaJam's attendance policy for further details).
9. Switch off phones and store them out of sight in class, unless by permission of your tutor.
10. Keep the kitchen areas tidy and help to load and unload the dishwasher when it is your level's turn.
11. Acknowledge sources properly when completing work and submit work that is your own i.e. no plagiarism is allowed.

### **You must not:**

1. Bring non-students into SupaJam. Any visitors must check-in at reception. If you are aware of any unauthorised visitors, you must report this to a member of staff.
2. Drop or leave litter around SupaJam.
3. Leave SupaJam without permission during break times or lesson times.
4. Bring alcohol onto SupaJam's premises or be under the influence of alcohol at any time during the College day.
5. Remove any equipment from SupaJam.
6. Be in possession of any bladed articles, offensive weapons or firearms.
7. Be in possession of illegal substances or bring such substances into SupaJam.
8. Be under the influence of illegal drugs, legal highs or any other non-prescribed psychoactive substances.
9. Engage in any violent or threatening behaviour.
10. Bully, harass or discriminate against any member of the SupaJam community.
11. Use College facilities to send or view any obscene, offensive or illegal material.
12. Take holiday during term time. If this is unavoidable, you must complete a holiday request form 6 weeks before you leave.

I agree to observe all aspects of the Code of Conduct and associated policies. I understand if I fail to do so SupaJam's disciplinary procedures may be implemented and this could result in me being temporarily or permanently excluded.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_