



Hillcrest International Learning Community

Code of Conduct Policy

Introduction

The International Student Code of Conduct Policy ensures you have a clear understanding of the conditions you are required to follow in order to stay safe and be successful while enrolled at Hillcrest Christian College. The College expects high standards in student behaviour both in and outside College hours. When International Students enrol they commit to following the behavioural expectations, values and standards of the College.

The following Code of Conduct is a summary of the key responsibilities for students. It is important that you also read the Student Community Expectations explained in the College Handbook to ensure you have a full understanding of the conditions of your enrolment.

During your time at Hillcrest Christian College, you will:

Academic Performance

- Maintain satisfactory results (minimum C-) in all subjects. See Course Progress, Attendance and Course Duration Policy in Student Handbook
- Ensure that classwork, homework and assessment are completed on time to the best of your ability
- Be organised and punctual for classes
- Be attentive and respectful in class, co-operating with your teacher and ensuring you do not disrupt other students' learning
- Access the support available to International Students to achieve success
- Follow the Acceptable Use of Technology Policy.

Attendance and Punctuality

- Strive to attend all classes every day of each term. Attendance to all classes is compulsory
- Get a written permission if you need to leave the class for any purpose
- Submit a letter from your homestay parent if you are absent for one day to the HILC Office
- Submit a medical certificate, if you are absent due to sickness for more than two days or when missing any days during exam week, to the HILC Office
- Attend classes on the first and last school day of each term
- Participate in College activities outside of College hours when required by the College

Please Note: Any other absences must be approved in advance by the Head of Culture and Global Education. If you fail to attend at least 80% of your full-time course you are in violation of your International Students Visa and your enrolment is at risk of cancellation.

Sporting Team, Gym and Club Memberships

Hillcrest Christian College encourages International Students to participate in a sports team or team recreational activity whilst ensuring their studies are a priority. In these circumstances, students are requested to discuss with their parent / homestay carer before making final decisions. Where there is a need for students under the age of 18 to have a guardian sign the membership form, students are required to gain approval from the HILC Office, their parents. HILC Staff are required to sign membership forms on behalf of the under 18 student.

Responsibility to the Community

- Make a strong effort to talk in English during College hours.
- Actively commit to making friends with Australian students
- Follow the Community expectations of showing:

Safety

Be safe in the way you act.

Physically hurting others is not allowed.
Aerosols, highlighters and matches are not allowed.

Acceptance

Show acceptance and respect to others.

Verbal abuse, insults and social exclusion are not allowed.
Report harassment or bullying.
Be polite and use manners.

Justice

Be fair and tolerant in your attitude and actions towards others.

Damaging other's property or College property is not allowed.
Seek permission when borrowing someone else's property
Return found items to their rightful owners.

Opportunity to Learn

Ensure you make the most of every learning opportunity

Be attentive and responsive in class
Be sure not to disrupt other students' learning.

- Follow the College Uniform Policy, wearing your uniform correctly at all times.
- Keep the school grounds clean (no chewing gum is allowed).
- Intimate contact between students and Exclusive relationships which separates students from the community are not allowed.
- Students are not allowed to use mobile phones at the College during College hours.

Homestay

You are required to live with a HILC approved or arranged Homestay Family for the duration of your studies, if a parent or blood relative has not been nominated as a guardian. The following is a summary of the key responsibilities for students. It is important that you also read the **International Student Handbook** to ensure you have a full understanding of the conditions of your enrolment.

Except in emergency situations, there is a minimum stay requirement of 10 weeks before a student can request to be moved to a new Homestay Family.

- Advise HILC immediately of any concerns you have regarding your health or welfare which may arise in your homestay environment.
- Show respect and courtesy to your Homestay Family
- Spend time each day participating in family activities, building positive relationships and clear communications with your Homestay Family.
- Respect and adhere to guidelines / rules for living with your Homestay Family. This may include minor chores like washing up.
- Ensure your Homestay Parents know your mobile number and they know where you are at all times.
- Ask for permission to attend social outings from your Homestay Parents before the day of the event and advise them of any meals you will miss. No social outings are allowed from Monday to Thursday unless related to a College activity.
- Ask your Homestay Parents before inviting friends over.
- Pay for any damage to family property that you are responsible for.
- Do not visit or download material from pornographic websites or gambling websites
- Follow the curfews for International Students and follow the instructions of your Homestay Parents regarding social activities.
- If you wish to have a sleepover you are required to complete a Sleepover form and submit it to the Head of Culture & Global Education 2 days before the sleepover.

Curfews for Social Activities:

- 13 year old and younger
- 14 year old
- 15 – 16 year old
- 17 year old & older
- No unsupervised outings at any time. You are not allowed to stay home without adult supervision.
- Unsupervised social outings are allowed only during the day.
- Unsupervised social outings during day and at night on weekends until 9.00pm.
- Unsupervised social outings during the day and at night on weekends until 10.00pm.

PLEASE NOTE:

- **Students are not allowed to be in Surfers Paradise and Broadbeach at night. It is also unacceptable and unsafe for students to be involved in loitering in any public spaces at night.**
- **Students are not allowed to use public transport (bus, train, G-link) at night.**

The Australian Legal Age

In Australia, once you have turned 18 years of age you are considered to have the rights and responsibility of an adult.

Even though you are an adult when you are 18 years of age, as a Hillcrest Student, you are still required to follow our student code of conduct, with the following exceptions:

- Students who are 18 years or older are allowed to travel by rail train during the day time to the airport.

Major Breaches of Code of Conduct

The following behaviours are unacceptable at any time, both during College hours and outside of College hours, and **will jeopardise** your enrolment at the College:

- Purchasing and/or consumption of alcohol and other non-prescribed drugs
- Smoking
- Entering places of adult entertainment (e.g. nightclubs, casinos & bars)
- Any significant or regular offensive or disrespectful behaviour
- Any indecent or inappropriate sexually explicit behaviour
- Continued and blatant disregard for homestay rules and curfews.
- Obtaining tattoos or piercings during your course.
- Having any type of weapons in your possession (including knives).

Australian Law and HILC Policy

- A condition of your enrolment is that you obey Australian laws and regulations at all times.
- Do not drive a car without an Australian driving license. To obtain an Australian driving license you are required to follow the relevant HILC policy found in the International Student Handbook. (Section 7.1.3)
- If you want to obtain a part-time job, you should seek permission from HILC in order to be able to obtain work in accordance with the Queensland Child Employment Regulations.

We acknowledge that we have read and understood the International Student Code of Conduct and accept the student's responsibilities in adhering to these expectations.

Student Name: _____

Student Signature: _____ Date: _____

Parent's Signature: _____ Date: _____