**Behaviour Policy**

**Introduction**

The Behavior Policy of ICAN Education is designed to create a conducive, respectful, and inclusive learning environment that promotes academic growth, personal development, and mutual respect among students, staff, and visitors.

**Purpose**

The purpose of this policy is to outline the expected behaviour, rules, and consequences for inappropriate conduct to ensure a safe, welcoming, and productive atmosphere within the tutor centre.

**Expected Behaviour**

**Respect and Courtesy**

Treat everyone with respect, politeness, and courtesy, regardless of differences in background, beliefs, or opinions.

**Punctuality and Attendance**

Attend sessions and activities promptly and regularly, notifying the tutor or centre administration in case of unavoidable absences.

**Academic Integrity**

Uphold academic honesty by avoiding plagiarism, cheating, or any form of dishonesty in assignments, assessments, and examinations.

**Cooperation and Collaboration**

Collaborate with fellow students, tutors, and staff to create a positive and supportive learning environment.

**Responsible Technology Use**

Use electronic devices in a responsible and appropriate manner, respecting tutor centre guidelines on technology usage during sessions.

**Cleanliness and Organisation**

Maintain a clean and organised study area, keeping shared spaces tidy and respecting centre property.

**Unacceptable Behaviour**

**Disruptive Conduct**

Engaging in behaviour that disrupts the learning environment or interferes with the progress of others.

**Harassment or Bullying**

Engaging in any form of harassment, bullying, intimidation, or discrimination against fellow students, tutors, or staff.

**Vandalism or Misuse of Property**

Damaging or misusing tutor centre property, equipment, materials, or facilities.

**Non-Compliance with Centre Guidelines**

Violating any guidelines, policies, or rules set forth by ICAN Education for students and staff.

**Consequences**

**Verbal Warning:** For minor or isolated infractions, a verbal warning will be issued to remind the individual of the expected behaviour.

**Written Warning:** If inappropriate behaviour continues or escalates, a written warning will be issued, documenting the incident and consequences.

**Probation:** In cases of repeated or serious misconduct, individuals may be placed on probation, limiting certain privileges and monitoring behaviour closely.

**Suspension**: Continued or severe violations may result in a temporary suspension from the tutor centre, restricting access to sessions and activities.

**Expulsion**: Persistent, severe, or unreformed misconduct may lead to expulsion, permanently barring the individual from the tutor centre.

**Reporting Incidents**

Students and staff are encouraged to report incidents of inappropriate behaviour to the designated tutor, supervisor, or centre administration for appropriate action.

**Review and Amendments**

This Behaviour Policy will be reviewed regularly to ensure its effectiveness, relevance, and compliance with the tutor centre's objectives and the evolving needs of its community.

By adhering to this Behaviour Policy, students, staff, and visitors at ICAN Education contribute to fostering a respectful and productive environment that supports academic excellence and personal growth.

**To be reviewed:** September 2024