

# Student Code of Conduct Policy

Version	Approval Date	Review Period	Approved by	Last Review Date	Next Review Date
1	4 November 2024	3 years	Board of Trustees	4 November 2024	4 November 2027

Policy	Process (as relevant)
<p>1. Policy Purpose</p> <p>The purpose of this policy is to provide guidance to all trainees regarding the expected standards of conduct at The Teachers' Institute (TTI). Additionally, it directs trainees, staff, and other members of the TTI community to the appropriate procedures for initiating, investigating, and resolving complaints related to trainee misconduct.</p>	
<p>2. Definitions</p> <p>2.1. 'TTI' refers to The Teachers' Institute</p> <p>2.2. 'Trainee' refers to anyone enrolled as a student with The Teachers' Institute</p>	
<p>3. Scope</p> <p>This policy applies to all TTI students and teacher trainees.</p>	
<p>4. Principles</p> <p>The Teachers' Institute is dedicated to fostering a positive environment conducive to learning and academic exploration for all trainees, irrespective of their location or mode of engagement. This includes whether the location is within a community school, offsite, at a learning workshop, communicating via electronic platforms or participating in online learning. This commitment is founded upon ethical principles, including but not limited to mutual respect, honesty, trust, responsibility, tolerance, and empathy, ensuring an equitable environment for all.</p> <p>TTI encourages trainees to analyse and constructively question prevailing ideas and opinions. However, such engagement is expected to occur within the bounds of legality, respect, and constructive dialogue.</p> <p>TTI upholds a strict zero-tolerance stance against physically and verbally aggressive behaviour, violence (including sexual violence), intimidation, coercion, bullying, discrimination, harassment (including sexual harassment),</p>	

<p>or any other form of threatening conduct. TTI's comprehensive <a href="#">Harassment Policy</a> further elaborates on this policy, ensuring fairness and accountability for all community members.</p> <p>Trainees are required to conduct themselves with honesty, integrity, rationality, and sincerity at all times, taking into consideration not only their own welfare and that of others within TTI community but also upholding the values of academic integrity and safeguarding the reputation of both TTI and the broader school community.</p>	
<p>5. Standards of Conduct</p> <p>Trainees are expected to adhere to the following guidelines:</p> <ol style="list-style-type: none"> <li>5.1. Conduct themselves in a manner consistent with the principles outlined in this code</li> <li>5.2. Treat fellow trainees, staff, and other members of TTI's community with respect and courtesy at all times</li> <li>5.3. Ethically prepare, conduct, and submit academic work, including tests, examinations, and all other forms of assessment, ensuring that all work is their own original creation and properly attributed when referencing external sources</li> <li>5.4. Abide by all relevant laws and comply with lawful and reasonable instructions provided by TTI. TTI reserves the right to update its regulations and policies as necessary, with any changes communicated to trainees and staff</li> <li>5.5. Uphold the reputation of TTI by avoiding activities that could unfairly tarnish its standing</li> <li>5.6. Refrain from conduct (such as the use of intoxicants) which might impair performance</li> <li>5.7. Demonstrate honesty and integrity when interacting with and representing TTI</li> <li>5.8. Provide truthful, accurate, current, and complete information to TTI as required</li> <li>5.9. Respect the property of others and refrain from deliberately vandalising, mishandling or damaging any property belonging to TTI or its associated community of schools</li> <li>5.10. Take reasonable precautions to ensure their own health and safety, as well as that of others</li> </ol>	

<p>6. Reporting Procedure</p> <p>6.1. Any individual who believes they have witnessed misconduct from a trainee is encouraged to report the incident promptly</p> <p>6.2. Reports can be made to any member of TTI's Senior Leadership team, or a Trustee who will handle the matter with sensitivity and confidentiality</p> <p>6.3. Reports may be submitted in writing, in person, or through an anonymous reporting mechanism</p> <p>Investigation and Resolution</p> <p>6.4. TTI will promptly and thoroughly investigate all reports of misconduct</p>	
<p>7. Disciplinary Procedure</p> <p>7.1. This Disciplinary Procedure outlines how TTI provides support to trainees who have fallen short of the outlined expectations in situations including but not limited to:</p> <p>7.1.1. not meeting expectations,</p> <p>7.1.2. repeated misconduct</p> <p>7.1.3. serious misconduct</p> <p>7.2. TTI is committed to supporting all trainees to achieve success, and will only take formal disciplinary action with good reason and respecting the <a href="#">rights</a> of the trainee(s) concerned</p> <p>7.3. The disciplinary process will always be applied fairly and in good faith by TTI, and, where possible, will support the trainee to address the concerns and continue with their learning</p> <p>7.4. TTI will seek to respond sensitively to every trainee's situation and lived experience, including supporting learners' learning needs as a result of health or well-being difficulties, including where the trainee has displayed threatening or disruptive behaviour</p> <p>7.5. Allegations of a trainee not meeting the standards of conduct will be reported to the Programme Director and escalated from there as necessary</p> <p>7.6. An Executive Leadership Team member, Trustee or external party will be designated to lead the disciplinary process. Where necessary, a third-party mediator may be engaged</p>	<p>See statement on student rights in New Zealand <a href="#">HERE</a>.</p>

<p>7.7. The relevant trainee(s) will be provided with written notice of the alleged behaviour for which the process has been initiated and will have the opportunity to respond</p> <p>7.8. The outcome of the disciplinary process will not be predetermined, and any decision will be based on the facts of the situation and the outcome of any action plan or informal process. Likely outcomes may include:</p> <p>7.8.1. A verbal warning</p> <p>7.8.2. A written warning</p> <p>7.8.3. Successful completion of an action plan</p> <p>7.8.4. Suspension from the programme</p> <p>7.8.5. Removal from the programme</p>	
<p>8. Confidentiality</p> <p>TTI is deeply committed to safeguarding the privacy and confidentiality of all individuals undergoing disciplinary procedures.</p>	
<p>9. Policy Review</p> <p>9.1. TTI will review this policy and related processes periodically to ensure its effectiveness and relevance. The review will include input from the TTI community, to be reapproved, with any amendments, by the Board of Trustees</p> <p>9.2. The Teachers' Institute may revise the policy based on legislative changes or community feedback</p>	
<p>10. Policy Dissemination</p> <p>TTI will disseminate this policy to all learners, faculty and staff through various channels, including TTI's website and orientation materials.</p> <p>TTI is committed to fostering a positive learning environment and promoting a culture of respect and inclusion. Violations of this policy will not be tolerated, and appropriate measures will be taken to address misconduct within the TTI community.</p>	

## Amendment Log

Amended section	New Policy Version #	Effective date	Details of amendment