

## ECA Education Consultancy Student Code of Conduct

All the students enrolled to UK schools through ECA Education Consultancy (“**ECA**”) needs to strictly follow the code of conduct whilst they are in below separate circumstances:

### Code of Conduct in school<sup>1</sup>

The outline of our expectations for our students is:

We will all do our best to behave in a way that shows **Respect for Learning at the chosen school**. This means:

- **Attending:** Attend each day and arrive on time for school and lessons
- **Prepared:** Bring everything we need to lessons
- **Listening:** One voice in the room so that the thoughts and answers of all are respected
- **Behaving:** Be on task throughout the lesson - making it easy for everyone to learn and for the teacher to teach
- **Uniform:** Wearing our uniform properly and proudly
- **Integrity:** Always doing the right thing, even when others are not looking
- **Best:** Doing our best and taking pride in all class and independent learning
- **Care:** Taking good care of ourselves, our property and our time
- **Kind:** Being courteous, co-operative, friendly and showing consideration for other people’s feelings and points of view
- **Humble:** Always thinking the best for others before ourselves, being respectful in victory and defeat
- **Language:** Always speaking in a respectful way towards students and staff, never using racist, sexist or homophobic terms
- **Safe:** Moving around the school safely and sensibly, taking care of other people’s property

We will all behave in a way that shows **Respect for the School**. This means:

- Wearing the correct clothes for school – both on the way to and from school
- Taking good care of property and the environment, in and around the school
- Making sure we always give the right impression of the school
- Playing an active part in helping improve the school and the local community

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<sup>1</sup> Note: please use student behaviour code for School as the guidelines and also read through student code of conduct from your enrolled school, a copy of which will be provided in the welcome folder.

## Code of Conduct with Host Families

### Before your arrival

- ECA will send you the address, email and telephone number of the Host Family before you arrive. We encourage you to greet your Host Family in advance.
- If you cancel your reservation ten days or less before your arrival, you will have to pay the homestay for one week's accommodation.

### During your Stay

- Homestay is not like living in a hotel. Please remember you are a guest in your homestay's home and that you will be treated like a member of the family.
- You should treat all members of the household with respect at all times.
- If you have any problems within your homestay, you must first inform ECA who will then discuss the matter with the Host Family at the earliest opportunity.
- Your homestay will tell you House Rules, including the mealtime, bedtime, restrictions, etc. Please be polite and be on time.
- If you are going to be late for the meal under any circumstances, please inform the host family at earliest opportunities.
- If you don't like any food, please tell your host but try the food first.

### Other Guidelines

- Please give your mobile phone number to your homestay on arrival.
- **KEEP YOUR ROOM TIDY AND REMEMBER TO MAKE YOUR BED.**
- Remember to switch all appliances and lights off when you are going out.
- Check with your homestay about using laptops and other appliances, etc.
- Do not use the kitchen or help yourself to food unless agreed by your homestay.
- Ask your Host Family first before using Internet access and computer and avoid downloading too big files and using for too long.
- If you are cold, ask for extra blankets and/or a hot water bottle.
- Leave the bathroom clean and tidy after using it.
- If you break or damage anything, tell your Host Family immediately and inform ECA
- If you go out, you must tell your host family your itinerary/plan and when you will return. Make sure you have the telephone number of the host family and ECA's emergency phone number with you and that the family have your mobile number. Your phone should have enough battery and be switched on at all times. If you are delayed, you must phone the host family to let them know.
- Curfew Arrangement

<b>16 and under:</b>	<b>2100 at the latest must be accompanied by an adult member of host fami</b>
<b>16 &amp; 17:</b>	<b>10pm at the latest</b>
<b>18 and over:</b>	<b>11pm at the latest</b>

You are not allowed to stay out all night unless ECA has already received specific written permission from your parent(s) or guardian.

## Prohibited Conduct

The following are violations of the Student Code of Conduct.

### 1. Misuse of alcoholic beverages and illegal drugs,

This include, but are not limited to, the illegal possession, use, manufacture, distribution, or sale of alcoholic beverages or illegal drugs both on and off campus. Students under the legal age must not use altered or falsified identification to procure alcohol.

### 2. Sexual misconduct

This includes sexual harassment, sexual assault, sharing sexual images and making inappropriate sexual comments, sexual abuse and any conduct of a sexual nature that is without consent, to include conduct online/visa social media)

### 3. Bullying and harassment

This includes bullying of any individual or harassment of an individual based on protected characteristics such as race, gender, ethnicity, disability, sexual orientation.

### 4. Assault, injury and threat

Assault, injury, or threat is an act that:

- Is intended to cause pain or injury to another;
- Is intended to result in physical contact which is insulting or offensive to another;
- Is intended to place another in fear of immediate physical contact that will be painful, injurious, insulting, or offensive
- Involves pointing any firearm or simulated firearm toward another;
- Involves the marking a threat intended to cause another person to fear for their safety or physical well-being;
- Involves the display in a threatening manner of any dangerous weapon towards another;
- Pointing any firearm or simulated firearm towards another;
- The display in a threatening manner of any dangerous weapon towards another

### 5. Bribery and extortion

Bribery is the offering, giving, receiving, or soliciting of anything of value to influence action as an official or in discharge of legal or public duty.

Extortion is the attempt to obtain property, services, or benefits from another induced by wrongful use of actual or threatened force, violence, fear or coercion, or false pretense.

### 6. Acts of dishonesty, theft, misappropriation or damage to property or services

## Laws in the UK

**Smoking:** Smoking is banned in all public buildings in the UK, including bars, restaurants, shops, cinemas, stations and on public transport.

It is **ILLEGAL** to smoke in a car with a child.

It is **ILLEGAL** to sell/provide tobacco products to anyone under 18 years old. If you are under 16, the police have the right to confiscate your cigarettes.

Nicotine (which is found in cigarettes) has been linked to anxiety, so it isn't a harmless drug, and being addicted is often stressful and expensive.

**Drinking:** You must be 18 years old or over to buy or drink alcohol in public places. Some bars and nightclubs have a 21 years old and over policy.

- It is illegal to buy alcohol for anyone under 18 years old.
- You can be stopped, fined or arrested by police you are under 18 drinking alcohol in public
- In some outdoor places, the police can confiscate your alcohol when you are under legal age.
- Alcohol is not allowed at school or with host families

**Drugs and illegal substances:** The possession and use of recreational (leisure) drugs is illegal and unsafe. Penalties can include up to 7 years in prison and/or an unlimited fine. You are strongly advised not to use illegal drugs.

**Sexual Activity:** It is a criminal offence to be involved in any sexual act with someone who doesn't give free agreement to it. The age of consent to any form of sexual activity is 16 for both men and women, that means the legal age to have sex in the UK is 16 years old. Anyone under the age of 13 can never legally give consent.

**Taboo and body piercings:** The Tattooing of Minors Act 1969 makes it illegal for anyone to tattoo you if you are under the age of 18. New guidelines suggest that a tattoo artist should ask to see proof of age and record this before agreeing to tattoo you.

There is no legal age of consent for body piercing, and so it's legal for someone under the age of 18 to have a piercing as long as they have consented to it. Children under the age of 16 can't legally consent to a genital (or in the case of girls, nipple) piercing, as it's considered to be indecent assault. There are no plans to introduce an age of consent for body piercing in any areas other than the genitals, although some local authorities have introduced recommendations about the ages at which a person can have specific body piercings.

**Hair dye:** Children under the age of 16 should never be offered any hair colour or foils service, including initial allergy testing. The reason is that all legal colouring products used in the UK are labelled as "not intended for use on persons under the age of 16"

## Legal Problems

For free legal advice you can go to a Citizens' Advice Bureau – [www.citizensadvice.org.uk/](http://www.citizensadvice.org.uk/)

## Violation and Sanctions

Our sanctions are intended to help the students to adhere to the Student Code of Conduct and educate them on the effects of their behavior and decisions. If a Student is found responsible for violations of the Student Code of conduct, several forms of sanctions may be imposed.

Sanctions will be assigned based on the nature of the violation, student conduct history, and previous sanctions.

Sanctions include, but are not limited to:

**Warning:** A notice in writing to the Student stating that the Student has violated the Student Code of Conduct;

**Probation:** A written reprimand specifying the violation for which the Student has been held responsible. Probation is for a designated period of time and includes the probability of more severe sanctions if the Student is found to be in violation of the Student Code of Conduct during the probationary period.

**Restriction and loss of privileges:** denial or restriction of specified privilege for a designated period of time agreed by the Parent in advance.

**Termination of Agreement:** after consultation with the Parent and where appropriate the Student, termination of the Service Agreement between the Parent and ECA might occur and might involve with no refund if it is deemed necessary.

Our company may assign other educational sanctions if appropriate for the student.

Each of the incidents of violation and the relevant sanctions will be recorded and copied to the Student, parent or host family if necessary. All the sanction records will be filed and stored in a locked cabinet in the ECA office. A digital file of sanction list is maintained in our company system with the details of each sanction, including name of the students, date of the sanction, type of the sanction, details of the misbehave, the parties copied.