

Manukau Institute of Technology

Trades Academy (MITTA)

MITTA Student Code of Conduct

Principle 1: Responsibilities of Student

- ☐ Comply with all statutes, policies, regulations and procedures of MIT and their secondary school;
- ☐ Comply with all Ministry of Education and Ministry of Health directions and guidelines regarding COVID-19
- ☐ Exercise responsible and safe use of school and MIT resources
- ☐ Accept the consequences of non-compliance

Principle 2 - Respect for the Rights of Others

- ☐ Refrain from all forms of discrimination, intimidation and harassment of fellow students, staff and the wider community;
- ☐ Respect the privacy of individuals at all times
- ☐ Avoid behaviour which might cause disruption to the school or the provider community

Principle 3 - Behaviour

- ☐ Follow reasonable instructions of tutors or employers
- ☐ Use all tools, equipment, safety equipment and clothing issued to the student in a safe and responsible manner;
- ☐ Behave in such a way that neither the student nor other people are put at risk by the student's actions, and that mirrors industry standards for health and safety in the workplace.

Principle 4 – Equipment (for those programmes where equipment is issued to the student)

- ☐ Students will not be able to enter the classroom or work space (or any other restricted area) without wearing the correct clothing / footwear as instructed by the tutor
- ☐ It is the student's responsibility to bring their equipment on days that they are at the Trades Academy
- ☐ Should a student forget to bring their equipment to the Trades Academy they are at risk of: being sent back to school for the day or should this happen on a regular basis they may be permanently removed from the programme
- ☐ Each student is responsible for taking their own equipment home to be cleaned and stored (as instructed by the tutor)
- ☐ Equipment is to be used primarily while at the MITTA
- ☐ Should the student lose their equipment it is the student's responsibility to pay for and replace it as the Trades Academy will only provide new clothing / footwear should the student outgrow their original set
- ☐ If the student withdraws or is removed from a programme they will be required to return all Trades Academy issued equipment

Student Declarations

- ☐ I intend to remain enrolled in secondary school and in a Trade Academy Programme for the rest of the year;
- ☐ I will attend every class at both school and the MITTA unless permission is provided by my parent / caregiver / whanau and/or my school for a planned absence;
- ☐ I will arrive on time to class at both school and the MITTA, and arrive back from break times on time;
- ☐ I will attempt and try hard to complete all projects and book work both in school and at the MITTA;
- ☐ I will communicate openly with the teaching staff if I need assistance with my learning;
- ☐ I will bring a positive attitude to class each day, whether I am in the practical workshop or the classroom;
- ☐ I will behave in compliance with the Student Code