# Class Rules

## Your rights and responsibilities as a student

<table>
<thead>
<tr>
<th>You have the right to:</th>
<th>We all have the responsibility to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be treated with courtesy and respect</td>
<td>Show respect and manners to others</td>
</tr>
<tr>
<td>Hear instructions regarding your class work.</td>
<td>Be silent while the teacher is explaining something to the class</td>
</tr>
<tr>
<td>Work without being disturbed</td>
<td>Work without causing distraction to others</td>
</tr>
<tr>
<td>Feel safe within the class</td>
<td>Respect other people and their property</td>
</tr>
<tr>
<td>Work in a safe and clean environment</td>
<td>Observe safe workplace practices and keep the school environment clean.</td>
</tr>
<tr>
<td>Be proud of your achievements</td>
<td>Encourage others to achieve and congratulate success</td>
</tr>
</tbody>
</table>

## Your teacher’s rights and responsibilities

<table>
<thead>
<tr>
<th>The teacher has the right to:</th>
<th>The teacher has the responsibility to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be treated with courtesy and respect</td>
<td>Show respect and courtesy to class members who abide by the class rules</td>
</tr>
<tr>
<td>Instruct without being disturbed</td>
<td>Instruct students to the best of his ability using various methods and providing extra help to those who need it</td>
</tr>
<tr>
<td>Feel safe within the class</td>
<td>Provide &quot;Duty of Care&quot; to all students in his class.</td>
</tr>
<tr>
<td>Work in a safe and clean environment</td>
<td>Observe safe workplace practices and maintain a clean school environment.</td>
</tr>
<tr>
<td>Carry out his duties as a teacher and enforcer of school policy.</td>
<td>Encourage others to achieve and congratulate success. Enforce school policy when breaches occur.</td>
</tr>
</tbody>
</table>

## Teacher’s Instructions

Your teacher has a responsibility to provide an education to all students in the class. As such, time is a precious commodity within the lesson. Therefore, the teacher’s instructions are to be followed without hesitation at all times. Failure to do so will be dealt with by the teacher as non-compliance (see student behaviour below). Students who ’did not hear’ instructions due to discussion with another student; will be considered to not be showing the proper respect to the teacher and dealt with (see student behaviour below).

**Pay attention when the teacher is talking.** The teacher will signal that something needs to be said to the whole class by counting backwards from 3 (3, 2, 1); by the time 1 is reached all students should be quiet, with pens down and facing the teacher. If a student is still showing a lack of respect for the teacher, then they will be removed from class for a ‘chat’ as an individual ‘FAIL’. If several students are showing disrespect the entire class will have to line up outside for a ‘chat’ as a ‘CLASS FAIL’. Students will be allowed back in when they are lining up and quiet and should take responsibility for making sure other class members are doing the right thing.
**Student Questions**

While students are actively encouraged to discuss their opinions and points of views on the topic being taught, excessive discussion can be detrimental to the task at hand. As a show of respect and courtesy both to the teacher and to fellow classmates, students wishing to ask questions are required to put up their hand and wait for the teacher. Questions not asked in this fashion are considered to be disturbing the class and will be dealt with accordingly. Sometimes we will be running out of time and the teacher has to push the lesson forward. In these cases, if you have something that needs to be answered, make a note of it and when the teacher is not instructing, raise your hand as before. **Please make sure that all questions are relevant to the task at hand.** If you have a non-relevant question, please ask your teacher before or after the lesson.

**Student Language and Physical Behaviour**

All students should be aware of their rights and responsibilities in the classroom by now. **Should a student choose to breach his or her responsibilities while under your teacher’s duty of care, they will also forego their rights in the classroom and may be removed.** The breach of behaviour by the student will often incur little more than a warning. However serious, persistent misbehaviour, arguing with the teacher and/or non-compliance will immediately escalate the situation and incur a harsher penalty.

Students are reminded that while they are in the school grounds, that they are to treat each other with respect and courtesy. This may be contrary to what you do in your own time or how you act around your friends when outside of the school. However while on school grounds, students are to avoid:

- swearing, name calling and ridicule,
- physical assault (including play fighting, poking, flicking, punching, kicking, ‘burnies’ and spitting),
- excessive or sexual physical contact (holding hands in the school-ground is fine but can become an obstacle to getting your work done in class),
- throwing objects at other people (whether they could cause damage or not),
- drenching themselves or others with liquids or throwing food stuffs

**Food and Drink in Class**

Students are expected to finish food and drinks before entering class. Students are allowed a bottle of water to drink in class. **Water bottles should be filled before class and brought with the student.** Students using water bottles are to use them responsibly or they will be confiscated. Due to vermin problems, there is a total ban on food (including sweets and chewing gum) in class. You are given ample time to eat during recess and lunch. Considerations will be given to medical conditions.
**School Uniform**

The College Council has endorsed a Dress Code for all students attending Comet Bay College.

We believe that a College dress code:
- Enhances the public image of the College.
- Assists in building College spirit.
- Ensures students are safely dressed for specific College activities.
- Enables teachers to quickly identify our own students from intruders on College premises.
- Enables teachers to quickly identify our students on excursions.
- Encourages equity among students.
- Prepares students for work as most work places have dress codes.
- Is economical for parents.

**UNIFORM DIFFICULTIES**

Where a student cannot comply with the Uniform Code:
- Parent/Guardian note of explanation is required.
- Prior to classes, the student is to obtain a uniform pass.
- Students must show the uniform pass to class teachers at the start of lessons.
- Students are expected to carry the uniform pass for that day.
- The College retains sets of clean uniforms which can be issued to students and returned at the end of the day.
- This Uniform and Dress Code applies at all times when students are required to wear their College uniform before, during and after school, no exceptions.
- All uniforms must be purchased from the College Uniform Shop.

**PERSONAL PRESENTATION**

- Uniform items are to be neat and clean.
- All buttons must be fastened for formal occasions.
- Uniform items are to be worn to size and design.
- Under-garments and under-shirts should not be visible.
- Makeup is not part of the College uniform.
- No large dangling/pointed earrings are to be worn as they are unsafe.
- Jumpers are to be worn correctly.
- Fashionable extremes in hair (length, style, and colour) are not acceptable.
- Leggings and denim are not part of the College uniform.
- Non-College jumpers/jackets will be confiscated by staff and sent to Student Services with the student's name for collection after school.

Students who repeatedly digress from the Uniform Code will be referred to Student Services.

First Referral—Letter home to parent/guardian
Second Referral—Letter home to parent/guardian
Third or more Referral—Student/guardian/parent interview

This may result in the loss of good standing and further sanctions may apply.
Computer rooms

Computer rooms are used by the whole school; as such they should be kept in a neat and tidy condition. Faults should be reported to the teacher and recorded on the computer lab logbook. Student passwords and accounts can be unlocked by your teacher using the Departmental Account Manager (DAM).

Inappropriate use of the Computer facilities will lead to the student(s) being banned from the computers, working from text books and parents being contacted. **Computers are NOT to be used for playing games, checking social networking sites or illegal activities (including torrents, porn or online gambling).**

Beauty products, Perfumes and Deodorants

We understand the need for people to feel comfortable with their looks while at school. However; the time and place for putting on makeup is in the student toilets at recess or lunch. **At no time should makeup be put on (or hair styled) during class time since class time is for learning and course work.** Students who insist on preening themselves during class time will have their makeup etc. confiscated and sent to student services for collection after school. Non-compliance, arguing, stalling or lying will lead to the make-up etc. needing to be picked up by the student’s parents.

Deodorants and perfumes should not be sprayed in class since it may trigger a reaction in people with asthmatic conditions. Spray perfume or deodorant while you are standing outside of the classroom either before or after class. If you smell so bad that you need to spray during class, ask the teacher’s permission to be excused from class.

Mobile phones, iPods and other electronic communications and musical devices

Due to continuous and detrimental inappropriate use of mobile phones and musical devices, the school has implemented a **NO mobile phone or musical device policy while on the school grounds. This means that any students using a mobile or musical device on the school grounds between 8:30 am and 2:50 pm (even in the playgrounds) will have their mobile phones/ musical devices confiscated by a staff member and sent to Student Services for collection after school.** Non-compliance, arguing, stalling or lying will lead to the phone/ musical device needing to be picked up by the student’s parents. Communication with parents during school hours must be done through Student Services. If you need to ring your parent for whatever reason, this needs to be done at recess or lunch in student services.

Due to State law, teachers must have access to a mobile phone at all times for emergency purposes. Teachers are allowed to carry phones on the school premises and should use them for emergencies only.
Homework and Assessment Deadlines

Homework is used to enhance or reinforce a student’s understanding of the topic being studied in the course. Homework can be either;

- Classwork that wasn’t finished during the lesson (this must be completed before the next lesson) or
- Departmental weekly homework (which must be completed and handed in by the due date)

Student need to hand in the homework by (or on) the due date so the teacher can mark it and hand it back. Students who need to access their weekly homework can find it on the appropriate department’s website. If the student hasn’t got access to the internet (or the work cannot be put on the website), it is up to the student to collect it from the teacher after class. Students are solely responsible for their homework being submitted on time. Do NOT blame your parents, dog, internet etc. Homework submitted after the due date MUST be accompanied by a parental note and will lead to detention until it is handed in.

Assessment deadlines must be adhered to. Students handing in assessments late will have marks deducted for each day late until the best mark you can receive will be 50% of its original worth. Assessments submitted after the due date MUST be accompanied by a parental note and will lead to detention until it is handed in. Failure to hand in Assessment work will lead to a ‘0’ mark being recorded for the student’s assessment.

Absences from class

If you away from class for any reason, it is up to the student to contact the teacher before, during or after the absence for any homework or assessments that need to be submitted. If the teacher is contacted BEFORE or DURING the absence, a classwork package can be arranged and sent so the student doesn’t fall behind. If the teacher is contacted AFTER the absence, the student will be expected to catch up with the missed coursework in addition to completing the current coursework. Extensions for assessments can be obtained for absences but only with a parental interview (or phone call) or a doctor’s certificate.

Stationary

Students are responsible for their own stationary and should always have in their bag;

- Pens and pencils
- Eraser and sharpener
- Lined paper in a booklet or file
- Ruler
- Coloured textas or pencils

The teacher has some spares if the student’s own stationary does not work or is missing. Anything borrowed from the teacher MUST be returned at the end of the lesson.