

# COLLEGE RULES

## STUDENT RESPONSIBILITIES

A *right* can only be enjoyed when it is upheld and supported by the *responsibility* of the rest of the group. At Emmaus College, these responsibilities have been expressed in the form expectations, in the following documents, available to any member of the College on the website. Discipline and Welfare, Uniform Requirements, Classroom Protocols, dealing with Harassment – A Fair Go for All, Homework and Home Study Policy, Drug Education and Support Policy and Bus and other Transport protocols.

All students and parents should ensure that they read and understand our internet safety policies which can be found on our website and include Cyber Safety Policy, Information Communication Technology Policy, Mobile Phone (Student Use of) Policy and the Social Media Policy.

*Students are required to co-operate with their teachers in the conduct of all teaching-learning activities and co-curricular programs. Any behaviour which contravenes any legitimate directions of staff or which interferes with the learning process of other students will be dealt with under the "Working Together" policy of the College.*

It is necessary for students and staff to understand that actions which are contrary to behavioural expectations will have certain *consequences*. These consequences will be logically related to the broken rule and applied across the whole school. These consequences are regularly reviewed. A copy of the *Guidelines for Failing to Meet Behavioural Expectations* is available on request.

Students and families are reminded of their signed acceptance of the College Rules as part of the annual re-enrolment process.

### 1. Correct Behaviour

Correct behaviour is always expected of all students and so a breach of customary standards of courtesy, decency, commonsense or consideration for the welfare of others is a breach of College Rules.

### 2. Wearing of the Uniform

- 2.1 Each student must wear the correct College Uniform when going to and from College and on other occasions as directed.
- 2.2 All students must wear the currently approved uniform for Physical Education classes, games and matches as well as for specified Drama classes. Approved protective clothing for practical classes must be worn.
- 2.3 All articles of clothing worn to or at the College are to be clearly marked with the owner's name. When articles are misplaced students must check with the General Office/Student Services.
- 2.4 Each student must possess and use the approved College bag. If not maintained in good condition, free of stickers and graffiti, the College bag must be replaced.

### 3. College Grounds

- 3.1 After arrival at school, no student is to leave the College grounds without official permission. Leaving the College grounds without the express written permission of the House Leader is an unexcused absence. Such absence is a breach of trust and is regarded as a serious matter.

### 4. Attendance

- 4.1 All students are expected to be punctual and regular in their attendance. Parents are requested to ring the College office by 9.30 am if their son/daughter will be absent.
- 4.2 Appropriate action will be taken when a student is repeatedly unpunctual or is absent from school without an acceptable reason.

4.3 Students absent from school are responsible for all work missed and should discuss this matter with subject teachers immediately on return after absence.

4.4 To ensure satisfactory completion of courses students are required to maintain a minimum 90% attendance rate at school and at all classes for which they are enrolled during the Semester.

## **5. Lateness**

5.1 Any student who arrives after the Morning Pastoral warning bell must report to the Student Services before going to class.

5.2 A message from parents is normally required to explain a late arrival to the College.

## **6. Permission to Leave**

If it is necessary for a student to leave the College during College hours, a written request must be presented to the House Leader or Pastoral Teacher or have verification by telephone. Students in Years 7 - 10 given formal permission by their parent to leave the College must be collected from the Student Services.

## **7. Absence from College**

7.1 Prior to a known and extended absence from the College, parents are required to advise the Principal in writing.

7.2 On return from an absence, parents/guardians are required to communicate with the College to indicate reason for such absence unless there has been prior communication with the College.

## **8. Legal and Illegal Substances**

Whilst students are at the College or travelling to and from the College, attending any College function, or wearing the College Uniform, they are:

8.1 Not permitted to have or use any tobacco products.

8.2 Not permitted to use, possess, sell, or be under the influence of alcoholic beverages, mind altering substances or other illegal substances.

## **9. Make-up and Jewellery**

9.1 Students are not to wear make-up of any kind, or coloured nail polish.

9.2 Students may wear in each ear one small discreet silver/gold/diamante stud or gold/silver sleeper. Students will be asked to remove extra jewellery and will receive a Uniform Infringement.

**No other form of body piercing is permitted.**

*(See "Notes on Wearing Uniform"). Jewellery may be confiscated at the discretion of the House Leader; if confiscated, a receipt will be issued and the jewellery secured.*

9.3 Student's hair must be clean and well clear of eyes at all times. Extremes of hairstyles (in terms of style and colour), as judged by the College Principal, are not permitted. In the interest of health and safety hair below shoulder length must be tied back at all times.

9.4 Students are to be clean shaven at all times.

## **10. Transport**

10.1 **Bicycles:** It is permitted for students to ride bicycles to the College. Although every precaution is being taken, the College can bear no responsibility for such bikes. Students are required to use the bike shed for storage of bicycles and helmets.

10.2 It is a legal requirement that students riding bicycles to and from College wear an approved

safety helmet. Not doing so may result in students incurring a heavy fine.

- 10.3 **Students' Cars:** Licensed students who wish to drive vehicles to/from school are required to submit a Permission to drive form to the Assistant Principal – Students. The make, colour and registration number of the vehicle must be stated on the Request for Permission form.

Students are not permitted to drive vehicles onto, or park within either the Vermont South or Burwood Campus without written permission from the Assistant Principal – Students nor are they permitted to transport other students without written permission from the parents of the student.

The College bears no responsibility for the safety or security of vehicles driven to school by students.

- 10.4 Students travelling on buses/trams are expected to adhere to the College's Bus and other Transport protocols.

## **11. Use of Classrooms and Buildings**

- 11.1 No student is to be unsupervised in any classroom without special permission.
- 11.2 No student is to be inside any building at recess and lunch time without staff supervision or at the written direction of a member of staff.

## **12. La Strada**

A well-stocked cafe, La Strada selling hot foods, is available for use by students at morning/recess/lunch times. Students are required to form orderly queues in the waiting areas and to order their requirements with the normal courtesies.

## **13. Lockers, Money and Valuables/Mobile Phones**

- 13.1 Money or valuables should be left at the General Office/Student Services or with House Leaders for safekeeping during the day, as needed.

**The College will not accept responsibility for the security of any possessions or valuables not deposited with the General Office/Student Services.**

Each student is allocated a locker for the year and is expected to keep the locker secured and tidy at all times. Any student who damages a locker will be required to pay for repairs and the use of the locker may be withdrawn. Any school padlock or key which is misplaced or lost will need to be paid for.

- 13.2 **Use of Mobile Phones:** While Emmaus College recognizes that mobile phones are an important communication tool the following must be noted in relation to the school environment.

**The College accepts no responsibility for the security of mobile phones unless they are left at the General Office/Student Services or with a House Leader.**

Mobile phones are not to be used during normal school hours. Mobile phones used during this time will be confiscated and a detention will be incurred. Mobile phones will be collected at the end of the day.

- 13.4 As a privilege of being responsible Years 10 - 12 students, mobile phones (or similar devices) are permitted to be used in designated areas for senior studies outside normal class time.

## **14. Damages and Breakages**

Students are required to take care of College equipment and property. Any loss of equipment, damage to property or breakage must be reported to the House Leader or Pastoral Teacher. The financial responsibility for replacement/repair of such property or equipment rests with the

student or group concerned.

**15. Substances NOT to be used**

The following substances are banned from all College buildings, grounds and vehicles:

Chewing Gum;

Liquid Paper, White-out, or other similar substance;

Permanent markers/textas; and

Laser Pointers.

As many students are asthmatic and suffer various allergies, aerosol spray deodorants should not be used. Stick and roll-on deodorants are appropriate.