COLLEGE EXPECTATIONS

ATTENDANCE
1. When absence is unavoidable, a phone call must be made to the school office on the morning of the absence. The absence line is 8170 2477. This should be followed up with a parent/guardian note in the school diary, which explains the reasons for absence. On the student’s return this note must be shown to class/subject teachers.
2. Absences of two or more days require a medical certificate. Where a student has a chronic medical problem which does not always require a visit to a doctor, a letter from the doctor outlining the medical problem, the length of time the student has suffered from it, and the impact it has on school attendance should be given to the Year Level Co-ordinator as early in the year as possible.
3. Where student absences are not explained satisfactorily and the number of days absent places the granting of a school assessment score in jeopardy, the school will notify the parents in writing.
4. During school hours students are in the care of the school; permission to leave the school grounds is to be sought from the Year Level Co-ordinator. Each request is to be accompanied by a note from the parent/guardian. Students must sign out at the Senior School office whenever they leave the school early. There are serious consequences for failure to follow these procedures and for repeated lateness or unauthorised absences.
5. When students need to leave the classroom for any reason the Movement Log should be completed, signed by the teacher and carried by the student.
6. While travelling to and from school, students are expected to behave with courtesy and dignity at all times, including on buses/public transport.

BEHAVIOUR EXPECTATIONS
During lessons, members of each class should behave in such a way that effective learning can take place by all.
For effective learning to take place:
- class members will listen while others are speaking
- all need to be prepared and organised for the lesson
- all class members and their property will be respected
- class members need to be aware of all school expectations including those relating to specialist areas
- all students will be treated fairly and with respect
- individual needs of all class members will be considered
- consequences will be consistent
- class members need to remain on task and allow others to do so
- classrooms are to remain neat and tidy.

Students must ensure that their behaviour contributes to making Cabra a safe place for themselves and all other people in the school community. All members of the Cabra College have responsibility for building positive relationships, to ensure an effective learning and working environment.

HARASSMENT
Harassment of any kind is unwanted and unwelcome. If a particular behaviour embarrases, upsets or hurts another person, then it can be classified as harassment. Harassment can include physical or verbal bullying (including via email, SMS or other electronic communication), racial discrimination, sexual harassment and libel/slander. Harassment also includes baulking others for achievement in any area of participation.

Acting Against Harassment
The following steps may be taken to change the situation:
(i) Act Alone: do nothing but the harassment may continue. Approach the person and ask that the offending behaviour stop.
(ii) Share the problem with a friend, parent, sibling, teacher, YLC, Deputy, school counsellor. You may wish to discuss the situation with one of these people who will listen and ask you what you want them to do so that together you can decide how the problem can be solved.
(iii) Alert the school to the fact that you have witnessed or experienced any form of bullying or harassment via the electronic alert box: abo@cabra.catholic.edu.au
(iv) Students may also access other outreach services for youth, such as: Kids Helpline: Ph 1800 551 800 www.reachout.com

Consequences
The school views harassment as a serious matter and it is dealt with under the school’s Behaviour Education Policy. However, the primary aim is to restore positive relationships, heal the hurt and establish a renewed understanding of our life together in a Christian Community.

When any form of harassment has been deemed to have taken place, the person who has experienced harassment can be assured that the issue will be dealt with and that he/she will be supported appropriately. A class teacher, YLC or Deputy may be involved in this process.
COLLEGE EXPECTATIONS (Cont.)

PROHIBITED SUBSTANCES
Cabra Dominican College does not allow students while within the school zone, at school functions, travelling to and from school to:
- smoke tobacco
- consume alcohol
- possess drug related equipment
- possess, use or supply prohibited substances or drugs.

Students who choose to ignore the College regulations will be faced with a range of sanctions depending on the circumstances and previous behaviour:
- should a student use prohibited substances (as stated above) he/she is liable to be suspended
- should a student continue the use of prohibited substances (as stated above) he/she is liable to have his/her enrolment terminated
- should a student sell or supply prohibited substances (as stated above) he/she is liable to have his/her enrolment terminated.

(24 hour confidential telephone counselling and information)

USE OF RECREATIONAL ELECTRONIC EQUIPMENT
The College will not take responsibility for theft, damage or loss of recreational or electronic equipment (e.g. mobile phone, iPods, devices, PSPs) which should not be brought to school.

Responsible Mobile Phone Use looks like this:
- My mobile phone is either in my bag or in my locker at all times whilst on the College campus, so that no one even knows that I have one at school.
- After school I turn my mobile phone on to receive text messages from home, etc.
- I take full responsibility for my mobile phone (it is not covered by the school insurance if stolen or broken).

Responsible Mobile Phone use does NOT look like this:
- I use my mobile phone to take pictures/vidoes of other students
- My mobile phone rings in class
- My mobile phone receives text messages in class
- My mobile is noticed by staff or students
- My mobile is stolen (obviously people know that I have a mobile phone)
- I ask the school to pay for the replacement cost of my mobile phone.

There will be consequences for Mobile Phone Usage that is NOT responsible (e.g. Wednesday detention). You will be asked to take your mobile phone to the office and it will be kept in a safe until the end of the day. For repeated irresponsible use of a mobile phone, parents will be contacted and other sanctions will apply.

STUDENT DRIVERS
As student safety is a mutual responsibility, parental permission must be given for students to either drive to school or be a passenger in another student’s car. Consent forms are available from the Senior School Office. Student drivers are not to park on school grounds. Students are allowed to park in the ‘Big W’ car park.

CARE FOR COLLEGE FACILITIES – GENERAL EXPECTATIONS
1. It is expected that students will respect each other’s property and take special care of school property; whether it be buildings, furniture or equipment. Students may be asked to replace broken or lost equipment.
2. Students are expected to use lockers only before school, after recess and lunch times. All necessary books/equipment should be organised for Admin-Recess; Recess-Lunch; Lunch to end of day.
3. For reasons of hygiene, food and drink is not to be consumed in classrooms/corridors unless it is a wet weather day.
4. To show that we care about the environment every student will put litter in a bin.
5. Chewing of gum at any time is not permitted.
6. Students who ride bicycles to/from school are expected to dismount upon entering school grounds and walk the bike to the bike racks.
7. The large oval is out of bounds before school. Unless participating in a sporting activity, students should sit on the Northern boundary of the Large oval or between the courts and the Little Street gate.
8. The small oval is for the use of Year 6-8 students only. All food/drinks should be consumed in the areas north of Galenuga Square, Small oval and St Albert’s Drive.
9. Tennis Courts – If students wish to use these courts sandwiches must be worn.
10. Students must not enter any staff work areas unless accompanied by a staff member. Students should not go to the staffroom at recess/lunchtime. If a staff member is needed, students should speak to the teacher on yard duty or go to the M/S/SS Office.
11. The following areas are out of bounds for students:
   - Herb Garden, Front Lawns in front of the Convict Building, Staff Car Parks and St Albert’s Drive.
12. Students are not to bring any spray cans, hairspray, deodorant to school at any time.
13. Spray deodorants are also banned, roll-on deodorants are acceptable.

CABRA DOMINICAN COLLEGE