

CREED OF RIGHTS AND RESPONSIBILITIES

As an educational community that strives to nurture, challenge and care for each member we believe that teamwork is essential in maintaining positive relationships between students, staff and parents. An understanding of each community member's rights and responsibilities is integral to creating an environment, which promotes the social and emotional wellbeing of all.

For students this means:

Rights	Responsibilities
To learn.	Not to interfere or distract the learning of others and to participate in learning activities with effort and cooperation.
To be treated with respect and fairness.	To treat others with respect and fairness irrespective of individual differences.
To have opinions heard and respected.	To hear and respect the opinions of others.
For personal property to be safe and free from interference.	To ensure the safety of own belongings and not to steal, damage or destroy property belonging to other people.
To receive support, respect and care.	To respect, support and care for others.
To move freely and safely in and around the College without fear of intimidation.	To observe safety rules and not to intimidate other people emotionally or physically.
To learn in a clean and tidy environment.	To maintain the school environment by not littering, destroying or defacing school property.
To have fair access to College resources.	To share resources and be cooperative.

For Staff this means:

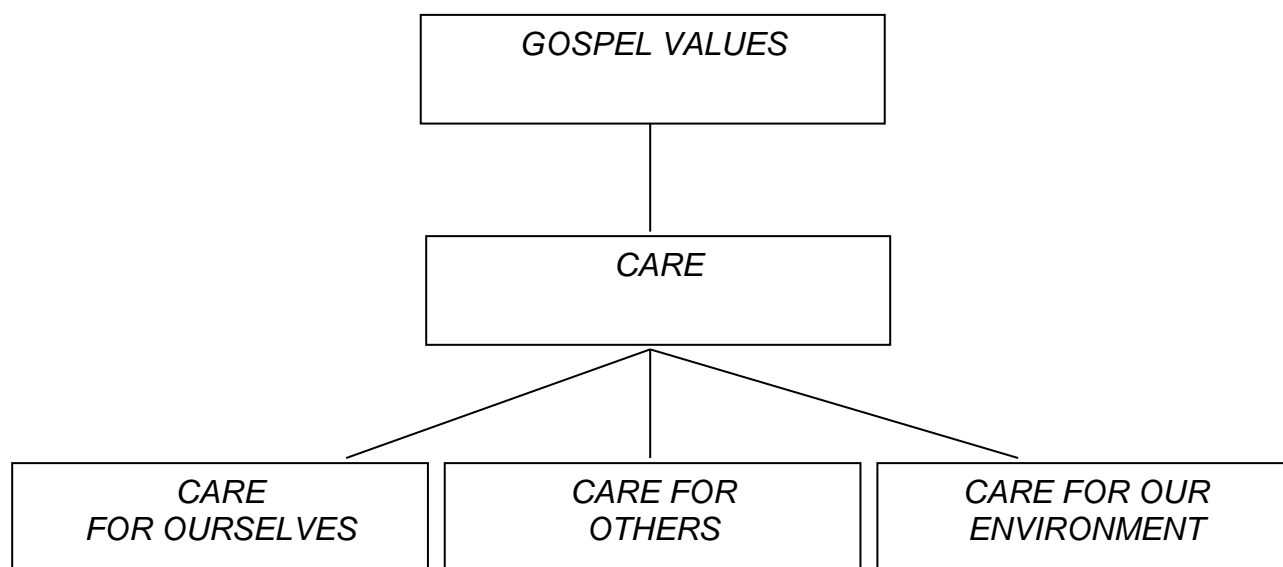
Rights	Responsibilities
To work or teach without distraction.	To provide or assist in the delivery of an educational program which meets the needs of the students.
To be treated freely and safely around the school without fear of intimidation.	To work to ensure that others are safe and free from intimidation.
For personal property to be safe, respected and free from interference.	To respect the property of others.
To have a private life.	To respect the privacy of colleagues, students and parents.
To receive appropriate support from school and the school community.	To give appropriate support to the community.
To be shown courtesy and spoken to politely.	To be courteous and well mannered.
To have a clean and tidy College.	To maintain and improve the school environment both inside and outside the classroom.

For Parents this means:

Rights	Responsibilities
To be aware of the educational programs of the College.	To support the educational programs of the College and their implementation.
For their children to receive a quality education.	To support the College community.
To be fully informed of the behaviour and progress of their children.	To attend Parent/Teacher interviews and to keep the College informed of matters which may affect the education of their children.
To be shown courtesy and spoken to politely.	To be courteous and well mannered.
For their children to be safe in the College environment.	To act in a responsible and safe manner when delivering and collecting children from the College.
For personal property to be safe and free from interference.	To respect the property of others.
To be involved in all College activities.	To support College activities. For example, Parent Information nights, sporting teams, Committees, Fairs etc.

MOUNT CARMEL COLLEGE

BEHAVIOUR GUIDELINES



We nurture, we challenge, we care are at the heart of the way we behave at Mount Carmel College. Each student must recognise that individual actions not only reflect on the individuals themselves but also on the College as a whole and therefore each person should endeavour to make any contribution to our College a positive one.

At all times we must endeavour to demonstrate *Care of Ourselves, Others and Our Environment*. We do this by:

- ✓ *Being courteous, polite, cooperative and responsible.*
- ✓ *Always endeavouring to do our best.*
- ✓ *Greeting each other in a welcoming and cheerful manner. Using appropriate and respectful language.*
- ✓ *Participating in the prayer and liturgical life of the College.*
- ✓ *Following our negotiated class rules and/or College rules.*
- ✓ *Being organised, having necessary books and equipment to enable me to learn.*
- ✓ *Completing all assigned learning tasks.*
- ✓ *Taking pride in our personal appearance by:*
 - *Neatly wearing our complete College uniform. This includes wearing our blazer, to and from the College and at all school functions (unless otherwise directed).*
 - *Refraining from wearing make-up or jewellery. (With the exception of a watch and one pair of plain studs or simple sleepers).*
 - *Keeping our hair well groomed with no extreme hair colour, tied back if shoulder length, in a style appropriate to the College uniform.*

- ✓ Acting in a safe manner by:
 - Remaining on the school grounds within school hours unless under the supervision of a teacher or unless formal permission is given.
 - Going to and from home via the most direct route (**unless a note from home is provided**).
 - Using the designated crossings wherever possible.
 - Being patient, while standing at the canteen and when waiting for buses. (Secondary students must allow the Primary students to board buses first).
 - Carrying our bag correctly.
 - Wearing our College hat during school hours whilst outside.
 - Using sunscreen.
 - Not using or possessing cigarettes, alcohol or any illicit drugs. (Students and parents should familiarise themselves with **the College Drug Use and Management Policy**).
 - Not throwing objects inappropriately.
 - Ensuring that fire escapes are kept clear and that fire safety equipment is not tampered with.
 - Refrain from spitting, sharing drink bottles or other unhygienic practices.
 - Not running through corridors, around corners etc.
 - Using recreational areas as directed.
- ✓ Not interfering with the property of others and taking proper care of all property, books and equipment. (Money, watches and other valuables are the sole responsibility of the owner). If it is necessary to bring a mobile phone or other items of value to school, it is to be clearly named and left in the College administration office during school hours.
- ✓ Refraining from eating and drinking in classrooms, corridors or buses unless otherwise directed.
- ✓ Being punctual to the College in the morning and to all classes throughout the day. Secondary students are to be in class by **8.35 a.m.** and Primary students by **8.45 a.m.**
- ✓ Ensuring that all rubbish is placed in the bins provided.
- ✓ Ensuring classrooms remain neat and tidy.
- ✓ Refraining from bringing to the College items that can be harmful or distracting to persons, property or to teaching and learning. These include such things as, correcting fluid, permanent marker pens, cigarette lighters, matches, knives, CD players, mobile phones, chewing gum, aerosol deodorants etc.