Important Information for Students

Student Diary
All students have access to Daymap as their school electronic homework diary but you may also use one you have purchased yourself.

Passouts
Passouts are only issued to students in exceptional circumstances. Notes from parents requesting passouts are to be handed into the student counter at the office before school. Students then return at first break to collect their passout to show their class teacher.

Lost Property
Students are to identify and collect lost property from the school library.

Sick Bay
Students who become ill or have an accident during the day are to report to the Sick Bay in the Administration Block for treatment. Students reporting during or between lessons must have a note from their teacher. Students who become ill are not to contact parents directly. All phone calls to parents/carers regarding accident or illness are to be made by the school.

Behaviour
Cleveland District State High School is a large community and requires procedures and rules in order to ensure orderly conduct. As the school’s prime function is education, its rules are designed to create a positive learning environment through the cooperative effort of staff, students and parents. Students attend school to learn and it is expected that they will comply with the Responsible Behaviour Plan for students. Disciplinary consequences may result when students fail to meet behaviour expectations.

Attendance
• Students must attend all timetabled classes including parades and assemblies.
• Students are not to leave the school grounds during the school day without permission from the school.
• Students who are late to school need to report immediately to the Administration Office with a note from their parents. Late arrival may result in a lunch detention.

School Tone
• School uniform as outlined in the School Dress Code is to be worn every day.
• Detentions will be given to students who are out of uniform. This will be a lunchtime litter duty in the first instance and afterschool detentions for students who do not complete their lunchtime detentions or are persistently out of uniform.

Prohibited Items
The following items are not to be brought to school:
• Skateboards and Scooters – these will be confiscated if brought to school.
• Chewing gum or bubble gum – consequences will be put in place for students who persistently bring gum to school.
• Aerosol deodorant – these will be confiscated. Roll-on or pump deodorants are acceptable.
• Aerosol paint/permanent markers - these items will be confiscated if brought to school and serious consequences will be put in place for any student who vandalises school property.
• Cutters/Stanley knives/pen knives etc – these will be supplied to students if they are needed for school activities such as craft. Serious consequences will be put in place for any student who brings these items to school.
• Laser lights – serious consequences will be put in place for any student who brings a laser light to school.
• Cigarettes/lighters/matches – serious consequences will be put in place for students who smoke or bring these items to school. Students who have a smoking problem will be referred to the School Nurse.
• Alcohol/Drugs – this will be reported immediately to the police and very serious consequences (which may include exclusion) will be put in place for all students involved.

**Transport**
• If walking to school, students are to use zebra crossings wherever possible.
• Students must wear a bike helmet when riding a bike.
• Bikes must be walked into the school grounds and left in the bike enclosure.
• Bikes are to be secured with a good quality bike chain and lock.
• Student cars and motorbikes are not to be parked in the school grounds. Students who wish to drive cars to school or ride in another student’s car must present written authority from their parent/carer to the Deputy Principal.
• Student cars are not to be used during school hours (including at lunchtime) without permission.
• The bike enclosure and the car parking areas are out of bounds.
• Responsible behaviour is expected when travelling on school buses and consequences will be put in place for students who misbehave on buses.

**Safety**
• Students are not to sit on rails or port racks.
• Students should take special care in the vicinity of buildings.
• Broken property must be reported to the office immediately. Students may be subject to costs incurred and possible penalties.
• Rooms and verandas are out of bounds before school and during breaks.
• Students may access their lockers before school and during recess breaks only.
• In order to abide by Workplace Health and Safety Requirements, students are not to wear jewellery, hair must be tied back and leather shoes must be worn at all times. Students studying Manual Arts will also be subject to additional safety requirements.
• Students are to wear their school hat or cap when in the sun.