

# Career Ready Standards: Class Code of Conduct

## Learner

- Take personal responsibility for own punctuality and arrive on time.
- If you are late, knock, wait and remain outside of the classroom until teacher invites you in.
- If you are late, record lateness on class sign in sheets (name, reason for lateness, arrival time). Explain lateness when challenged by teacher at an appropriate break in learning or at the end of the session.
- Arrive ready and prepared to learn by bringing all required equipment to class every day.
- Do not bring any food or drink in to class, except bottled water.
- Do not use or charge your phones in class unless instructed by the teacher.
- Co-operate with your teachers in your learning.
- Always be polite and professional in your behaviour towards teachers, all staff, and other learners.
- Respect the views of others and refrain from using abusive or aggressive language.
- Do not call out. Put up your hand to answer questions.
- Record all homework set and complete your homework on time.
- At the end of the lesson, wait for the teacher to instruct you to pack.
- Leave all classrooms clean and tidy, with chairs under desks. Leave in an orderly manner.
- Do not wear hats, hoods or outdoor coats in the classroom.
- Display college ID badges at all times.

## Teacher

- Ensure classrooms are set up ready for all classes in advance.
- Be punctual and start all sessions on time.
- Mark registers at the start of each session.
- Allow entry of learners who are late as soon as their entry is not detrimental to whole class learning.
- Ensure learners record the details of their lateness upon entry.
- Challenge learner to explain why they were late at appropriate break in learning or at the end of the session.
- Ensure health and safety rules are applied in every session.
- Always be polite and professional in your behaviour towards all learners.
- Display college ID badges at all times.