

Students' Responsibilities

Attendance

Out of courtesy to lecturers and other students, it is requested that you be on time for your classes and contact the administration office if you are to be absent from, or late for a class. The message will be passed on to the lecturer concerned.

Attendance Policy

- Adelaide Central School of Art students are expected to attend all prescribed sessions.
- To be eligible for a pass or higher grade in each unit of study students must attend a minimum of 66% of the prescribed sessions for each unit. (eg. 12 out of 18 sessions per semester unit; 6 out of 9 sessions per term).
- Students are only entitled to attend sessions in the subject units for which they are formally enrolled.
- Students may attend alternative classes in the same subject unit to make up for absence only with the permission of the lecturer in charge. Missed classes can only be made up within the same term.
- Students must notify the Administration of any changes to their attendance including change of classes, prior knowledge of lateness and absence.

Absenteeism

- Non-attendance of a class does not constitute withdrawal.
- Non-attendance or failure to complete a unit of study or course does not cancel a student's obligation to pay the fees set by the School for the unit or course.
- Refunds are not given for absenteeism.

Lateness

- Students are marked *late* on the attendance sheet if they arrive 10 minutes or more after the scheduled starting time of the class.
- Students are marked *absent* on the attendance sheet if they arrive 1 hour or more after the scheduled starting time of the class.
- Lecturers are *not* required to repeat themselves for students who are late or absent.
- It is the student's responsibility to catch-up on course material and information missed through absence or lateness.

Procedures - Absenteeism

1. If a student misses 3 of the prescribed sessions for any course unit, administration will issue a formal letter to the student reminding them of the attendance policy and the risk of failure.
2. If a student misses 4 of the prescribed sessions for any study unit the administration will issue a formal letter to the student reminding them of the attendance policy and advising them to contact the Academic Administrator to discuss their situation.

Procedures - Lateness

1. If a student is occasionally late for class the lecturer will speak to them and note the late attendance on the class list unless prior notification was provided.
2. If a student is late 3 times in the prescribed sessions for any course unit the administration will issue a formal letter to remind the student of their responsibilities and the risk to their studies..

If a number of students are frequently late it may indicate that there is a problem with the delivery of the course or unit of study and the lecturer responsible should seek advice from the Head of Department.

Classroom Etiquette

Since various lecturers use classrooms for different subjects, it is necessary to clean the classroom at the end of each class and return the space to its original condition ready for the next class.

Students are therefore required to:

- Clean and hang easels on racks
- Stack drawing boards in the corner of the room
- Put your name on all your work
- Pack up equipment and belongings including turps
- Return cups etc. to the common room, wash and put them away
- Turn off extractor fans, air conditioners or heaters
- Close and lock all windows that are open.
- Refrain from moving any items in a still life set up

Mobile Phones

Students shall not use a mobile phone in the classrooms without the permission of the lecturer in charge.

Staff are authorised to ensure that students are not disturbed by the use of mobile phones in the classes.

Staff have the right to ask people who are using a mobile phone during a class to turn off the phone.

If students are not willing to comply with turning off a mobile phone, Staff have the authority to request that the student leave the class after one warning.

School staff and external contractors are requested to have phones turned to silent mode when in a class.

If there is an urgent reason for keeping your mobile phone turned on, you should notify your lecturer prior to the class of the possible disturbance.

Behaviour

Students and staff should have the right to work and study in an environment free from harassment, discrimination or threatening behaviour. We therefore expect you to:

- Respect differences and diversity
- Respect people's rights to privacy and confidentiality
- Behave in a manner that does not interfere with the learning of others
- Observe any school rules and requests set by your lecturers.

Disruptive Behaviour

Disruptive and abusive behaviour as well as any form of misconduct by students is not accepted at Adelaide Central School of Art. Unacceptable behaviour includes:

- Offensive language including swearing and yelling
- Aggressive and threatening behaviour of any form including bullying and intimidation
- Stealing, vandalising or causing wilful damage to school or student property
- Noisy behaviour which interrupts the class
- Disobeying a lecturer's instructions
- Discrimination, harassment and victimisation
- Attending class under the influence of the alcohol or illegal drugs

All students are expected to follow the instructions given by the lecturer and complete any tasks set in an orderly manner. Students who disobey the lecturer and disrupt class will be asked to leave the room.

Complaints Concerning Disruptive Students

A complaint about the conduct of a student is to be lodged with the Head of School. The Head of School may initiate an investigation on the basis of an oral or written complaint, or may decide not to proceed with the investigation on the grounds that the complaint is trivial or vexatious.

The following procedure will be taken:

1. The Head of School will inform the student in person about his or her alleged conduct and will issue a verbal warning. Counselling for the student may be recommended.
2. If the behaviour of the students continues after a verbal warning, the Head of School will issue a second warning in writing indicating that the student will be suspended if such behaviour continues.
3. If the behaviour continues, the Head of School will suspend the student.
4. Upon return, if the behaviour continues, the student will be permanently expelled from School. Tuition fees will be refunded as at the date of expulsion.
5. If the student has any objection, he/she may invoke the student grievances procedure.

Bullying

Bullying is when someone, or a group of people, deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion.

There are three broad categories of bullying:

1. Direct physical bullying
 - hitting, tripping, pushing, damaging property
2. Direct verbal bullying
 - abusive, insulting or offensive language,
 - language that frightens, humiliates, belittles or degrades, including criticism that is delivered with a raised voice,
 - intimidating a person through inappropriate personal comments,
 - belittling opinions or unjustified criticism,
 - mimicking, teasing, name calling, homophobic or racist remarks
3. Indirect bullying
 - spreading gossip, rumours and innuendo of a malicious nature,
 - deliberately excluding, isolating or marginalising a person from normal school activities, - intruding on a person's space by pestering, spying or tampering with their personal effects or work equipment,
 - ignoring or isolating a person,
 - encouraging others to socially exclude someone
 - deliberately denying access to information, consultation or resources,
 - displaying material that is degrading or offending,
 - damaging someone's social reputation and social acceptance,
 - Cyber-bullying such as the use of email, text messages or chat rooms to humiliate and distress

What Bullying is not:

There are three socially unpleasant situations that are often confused with bullying:

Mutual conflict - eg. an argument or disagreement between people but not an imbalance of power

Social rejection or dislike - unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying

Single episode acts of nastiness or meanness or random acts of aggression or intimidation - single episodes are not the same as bullying.

Effects of Bullying

A victim of bullying may experience some of the following effects:

- stress, anxiety or sleep disturbance,
- panic attacks or impaired ability to make decisions
- incapacity to work, concentration problems, loss of self-confidence and self-esteem or reduced output and performance
- depression or a sense of isolation
- physical injury
- reduced quality of home and family life
- suicide

Procedure

1. Keep a Record
Make a detailed record of what happened place, date, time, persons (both those involved and those present) and what was said or done.
2. Seek advice from the Contact Officer or Grievance Officer
Allegations of bullying and/or harassment should not be made to people who are not involved in the handling of such complaints. The alleged bully is protected by confidentiality provisions in law and may be able to take action if the complaint is not handled properly.
3. Informal Resolution: approach the bully
If the victim feels safe and comfortable in doing so, they may approach the bully and make it clear that the behaviour is unwanted and unacceptable. Alternatively an official third party person such as the Contact Officer or Grievance Officer may approach the bully on the victim's behalf or mediate or facilitate face-to-face discussions and find a resolution that is acceptable to everyone involved. A written complaint is not required when making an informal complaint, however a record of what is happening should be kept.
4. Formal Resolution
A formal approach may be required if the informal procedures are not successful or in situations where the allegations are more serious and there has been less favourable treatment or actual physical or psychological harm. In this case, a formal written complaint will be required to initiate the "Non-Academic Grievance Procedures"