



# MARCELLIN COLLEGE RANDWICK

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## Student Code of Conduct

Marcellin College promotes a high degree of respect for self and others in the College community.

The College also seeks to develop in students an understanding and a need for mutually respectful relationships.

This is outlined in our Code of Conduct:

### **Respect for our faith**

Acknowledge the faith journey of each person and share positively in the faith life of our school

### **Respect for others**

Value differences in other people and respect all who work in the Marcellin community

### **Respect for self**

Value the talents we have and achieve to the best of our ability

### **Respect for learning**

Contribute to a safe, orderly and productive learning environment. Interact respectfully with teachers and peers

### **Respect for the College**

Be proud of the College and show consideration for the property of others and the College

The following guidelines ensure high standards are achieved regarding learning, behaviour, interpersonal relationships, uniform and College facilities. While these rules are comprehensive of College expectations, it is not possible or practical to include every rule of the College. The rule of common sense must be applied at all times and an understanding that at times it is necessary to update and modify these expectations. Any changes will be explained to students by their Year Coordinator or Deputy Head and it is an expectation that these are followed regardless of whether they are documented or not.

## **Attendance**

The College Roll is a legal document which must be accurately kept as evidence of attendance. If a student is absent then parents are required to phone the College on 9398 8009 on the morning(s) of absence before 8.30am. A note is to be provided to the Homeroom Teacher upon return to the College. An SMS message will be sent to the student's parent if a student is absent without prior notification. Parents must respond to this SMS by calling the College immediately.

Parents are asked, where possible, to arrange necessary medical and dental appointments after school. This also includes sport time. Some situations may require the provision of medical certificates.

Any student arriving late to the College must report immediately to the College Office. The student needs to swipe his Student ID card and take his late slip which must be shown to the teacher of the first class attended. Any student who is late on three occasions in any one Semester, without notes of explanation will be issued with a Wednesday detention and all subsequent occasions will also incur Saturday detention. Any student who arrives at the College after 9am, without written consent, will be issued with a Wednesday detention. Continual lateness may result in suspension.

For a student to leave the College for the remainder of the day, or part thereof, permission must be sought from the Year Coordinator. The Year Coordinator will then issue a 'Leave Pass' which is retained by the student. The student must swipe-out at the College Office and present the Leave Pass. Permission will only be given if the request for leave is in writing.

Where leave is sought (other than unanticipated sickness) an Application for Exemption from Attendance at School form must be obtained from the Year Coordinator or downloaded from the College website, completed and returned to the Year Coordinator at least two weeks before the intended leave. The application should clearly state the reasons for such leave and needs to establish that all reasonable alternative arrangements regarding the student's class and assessment responsibilities will be met. A decision regarding approval will be made by the Deputy Head and emailed to parents.

## **Behaviour**

The following behaviour is expected of boys in the **classroom**:

- Students are not to enter any room without permission.
- Students are not allowed to leave a class without the teacher's direction.
- Students in Years 7, 8, 9 and 10 are to wait in two lines prior to the commencement of class.
- Students must be present and on time for all classes. Any unauthorised absence from class has significant consequences.
- Metal rulers, liquid paper and marker pens (unless specifically required in Art classes) are prohibited at the College.

The following behaviour is expected of boys in the **playground**:

- Students are not to walk on the grassed assembly area.
- The top quadrangle is for senior students (Years 11 and 12)
- The main yard is for Year 8, 9 and 10 students.
- The roof top is for Year 7 students only.
- Rough ball games are not to be played
- Only tennis balls and basketballs may be used
- Students are not to be on verandahs, in corridors, in classrooms or in the Marist Centre during recess or lunch times
- Students are to use the litter bins provided

Morning supervision begins at 8.20am. Legally students should not be in attendance before official supervision begins. Those who arrive before this time must sit in the courtyard and participate in no games until supervision begins.

Students are expected to act with the highest standards of behaviour while travelling and representing the College. Full College expectations will apply at all times while students are travelling to and from the College, at sport, on excursions, on camp, on retreat or any other College organised activity. Any behaviour that brings the good name of the College into disrepute will have significant consequences.

Students are to take a direct route to and from the College. With the exception of Year 12 during lunch, no student is permitted in Randwick Village whilst in College uniform unless accompanied by a parent.

## **Buying and Selling**

Students are not to engage in any kind of commercial activity while on College property, while at a College function, or while wearing the College uniform. Legitimate sale requests must be made to the Headmaster.

## **Compulsory Activities**

Several events occur outside the normal College program during the year which the students must attend. These include religious, academic, extra-curricular and sporting activities. The attendance of students at these events is in accordance with the signed Conditions of Enrolment Form.

## **'Hands Off' and Anti-Bullying policy**

Marcellin College upholds a 'hands off' and anti-bullying policy at all times. For the safety of all, students are not to manhandle each other. Any form of physical violence is in serious breach of this policy. Boys who experience violence or any form of bullying MUST report the incident to a parent or teacher.

## **Homework, Organisation and Work Skills**

Students are required to fill out their diary each week with the subject per period per day. Students are required to enter their homework into their diary near the end of each lesson. Parents are asked to monitor that all homework is completed and to assist students develop regular and appropriate study habits. Parents are asked to sign Year 7 diaries daily and Year 8-10 diaries weekly.

## **Items prohibited at the College**

Under no circumstances are students to bring any item that could be used as an offensive weapon. Furthermore, items such as mobile phones and Ipods are not to be used during school hours or on school premises including sporting fields. If an extraordinary reason exists for a student to use a mobile phone, then permission must be sought from the Year Coordinator and the student will use the phone in the designated phone zone.

## Notifying Teachers

There may be occasions when students are unable to attend some pre-arranged College activity, eg; sports training, a meeting, musical practice, etc. In these cases students are to personally notify the teacher in advance. This is a matter of courtesy and it is not satisfactory to send someone else on your behalf.

## Pastoral Care/ Counselling

Homeroom teachers are responsible for the general overview of pastoral progress and should be the first contact point for parents and students. Homeroom teachers will refer important matters to Year Coordinators. Year Coordinators oversee student progress and can offer support, advice and guidance where appropriate. Year Coordinators in conjunction with the Student Wellbeing Coordinator and Deputy Head can organise counselling should a student require further support.

## Sport

It is the expectation that all students participate in the College sporting program. Thursday afternoons are not a time to make medical or other appointments. If a student, due to illness or injury, is unable to participate in sport then he is to have a letter from his parents signed by the Sports Coordinator prior to seeking a leave pass from the relevant Year Coordinator.

## Uniform

The correct **College uniform** is to be worn at all times at the College, and while travelling to and from the College. The following guidelines need to be adhered to:

- All items of clothing are to conform with the College colours.
- Black, leather, polishable shoes (not boots)
- Black belts
- Black or navy socks (not ankle height)
- Blazer is to be worn to and from the College (terms 2&3 only for the juniors)
- Ties are to be correctly worn with the top button done up.
- Shirts must be tucked in at all times
- Articles of clothing should be clearly labelled.
- College Wind/Rain jacket during periods of rain.

The **sports uniform** is only permitted to be worn on sports day or as otherwise directed. With written permission it may be worn on non-sports days in cases of severe injury only.

- Shirt: Only the official white sports shirt with College crest is to be worn.
- Shorts: blue with cerise piping.
- Socks: these are to be white and short, but are to cover the ankles.
- Shoes: are to be lace up sports joggers.
- Tracksuits: when wearing tracksuits the above items must be worn underneath. If the weather requires it, students are to wear either the complete tracksuit (top and bottom) or tracksuit pants with the navy College jumper.

- The only clothing that is acceptable underneath the College shirt is a plain white, short sleeved T-shirt without any writing – however, it must not be visible under the shirt.
- The only acceptable cap is the College cap.
- If students are either unable or unwilling to wear the sports uniform on sports days, then the formal College uniform is to be worn instead.

The following **hairstyles** are not permitted;

- Shaved, stepped, ringed, undercut or layered styles.
- Short cuts less than a Number 2.
- Streaking, colouring or dyes.
- Long hair that covers the collar, the ears, or the eyes when brushed forward.
- Students are also expected to comply with the following;
- Hair is to be neatly groomed at all times.
- Cuts are to be evenly graded from the base of the neck.
- Gels and styling products may be used sparingly to keep hair neat and tidy.

Students are to be cleanly shaven at all times.

Tattoos are not part of the College uniform and are not allowed to be displayed at any time.

## **Serious Infringements of the College Rules**

The following rules are firmly upheld by Marcellin College and have been instituted for the wellbeing of all students. They enable effective education to occur and their violation will normally incur a period of suspension from the College.

- No fighting
- No smoking
- Truancy
- No bullying
- Not being involved in the possession or knowledge of offensive material
- Not being absent from a Saturday Detention

Smoking, alcohol and drugs are prohibited at all times. They are not to be brought to the College, consumed prior to school, consumed on the way to the College or on the way home from the College. The same applies to any College function that may be conducted outside the normal College hours. A very strict line will be taken with any student who breaches this regulation.

If students involved in the following, they may forfeit their right to a position at the College.

- Use, possession of or selling illegal drugs
- Use or possession of illegal weapons
- Damaging College property
- Stealing

# Behaviour Management and Consequences

Students are given much opportunity to manage and change their behaviour. This involves negotiating outcomes that are beneficial to both students and the College. The following practices are used as consequences for student failure to meet the code of conduct.

**Procedural Fairness** - All students are dealt with fairly and justly. Students have the right to:

- know the allegations related to the complaint or grievance and any other information which will be taken into account in considering the matter
- know the process by which the case will be considered
- respond to the allegations
- know how to seek a review of the decision made in response to the allegations

In most cases the person conducting the investigation will not be the only decision maker, adding to the fairness and unbiasedness of the process.

**College Diary** – Students will have comments made by classroom teachers to notify parents of breaches of the code of conduct. Teachers may follow up continual concerns with an email or phone call to the student's parents.

**Class Based Detentions** - Teachers are responsible for the management of their own classroom issues and as such will hold detentions focusing on working on the inappropriate behavior. Students may be detained at recess, lunch or afterschool.

**Wednesday Detentions** - The College detention system operates on Wednesday afternoons from 3.30pm to 4.45pm and is supervised by teachers. Students are issued with these detentions for more serious infringements. When a student is issued with a Detention Form, he is to present this to his parents/guardian for a signature and return it to the teacher supervising detention.

Failure to attend a Wednesday Detention, without authorisation, is a serious infringement and will incur a Saturday Detention.

**Saturday Detentions** - Saturday Detentions are issued for serious issues at the College or persistent problems such as lateness. Saturday Detentions are held two or three times per term from 8.30 am to 11.30 am. Students are to attend in full College uniform, with their College diary and writing material. The only acceptable reason for being absent from this detention is a medical condition that requires professional treatment and explained by a medical certificate which is presented to the Deputy Head on return to the College.

Failure to attend a Saturday Detention will result in an automatic suspension from the College until an interview can be arranged with the Deputy Head.

**Suspension** - A student may be suspended from the College by the Headmaster or Deputy Head. Suspension is a most serious level of Behaviour Management. The length of suspension will vary in accordance to the seriousness of the offence. It is the student's responsibility to make satisfactory arrangements to submit an assessment task to the KLA Coordinator if assessment tasks are missed during a period of suspension.

Whilst on suspension students are required to complete one full booklet of study/ revision notes for each day suspended. These booklets must be completed when the student presents for an interview, normally with the Deputy Head.

**Transfer** - There are occasions where the Headmaster will consider it in the best interests of the parties involved, to collaborate with a colleague Principal and the Regional Consultant, to arrange for the transfer of a student from Marcellin College to another systemic Catholic school in the Archdiocese of Sydney. The transfer of a student will generally only be considered where the level of unacceptable behaviour has risen to the level where the continued enrolment of that student is not in his educational interests, or the interest of others in the school community.

**Exclusion** - In the event of a serious breach of College rules and regulations, the Headmaster reserves the right to terminate the enrolment of the student in line with the guidelines of the Sydney Catholic Schools.

**Corporal Punishment** - Marcellin College expressly prohibits the use of corporal punishment by any staff member, or member of the wider Marcellin community including parents, to enforce discipline at the College.