



MARCELLIN COLLEGE RANDWICK

Student Code of Conduct

To be read in conjunction with the SCS Pastoral Care & Wellbeing policy. The College also seeks to develop in students an understanding and a need for mutually respectful relationships. Marcellin College promotes a high degree of respect for self and others in the College community.

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 Assistant Principal and it is an expectation that these are followed regardless of whether they are documented or not.

Behaviour Management Guidelines

A key feature of the Behaviour Management guidelines is to enable the maintenance of high standards regarding learning, behaviour, interpersonal relationships, uniform and College facilities. Although all teachers come to the classroom with varying experiences and philosophies about Behaviour Management, here at Marcellin we believe:

- that critical to the maintenance of high standards are well planned, interesting, challenging student-centred lessons
- in encouraging students to “do the right thing”
- in recognising, affirming and encouraging positive behaviour
- that there need to be consequences for inappropriate behaviour which provide the student with an incentive to change
- that all teachers share the responsibility for maintaining standards
- that staff and students should be treated fairly, justly and with respect
- in modelling the behaviour we want students to adopt
- that all students must be offered procedural fairness in all aspects of Behaviour Management strategies.

Attendance

The College Roll is a legal document which must be accurately kept as evidence of attendance. If a student is absent then parents/ guardians are required to phone the College absentee line on 9398 8009 on the morning(s) of absence before 8.30am **OR** email the College on mcr-absences-lates@syd.catholic.edu.au. 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.

School Commences at 8.45am and Classes finish at 3.00pm, however, students may be required to remain until 3.15pm without notice.

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 Student Services. 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 College detention and all subsequent occasions will also incur a Saturday detention. Any student who arrives at the College after 9am, without written consent, will be issued with a College 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 Student Services and present the Leave Pass. Permission will only be given if the request for leave is in writing.

Where leave is sought (other than un-anticipated sickness) an Application for Leave form must be obtained from the Year Coordinator or downloaded from the College website, completed and returned to the Year Coordinator at least four 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 Assistant Principal and emailed to parents. Leave requests for travel during school term time is not recommended.

(Link to MCR attendance policy)

Behaviour

The following behaviour is expected of the students at Marcellin College:

- Students are not to enter any room without permission.
- Students are not allowed to leave a class without the teacher's direction.
- Students 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, knives, liquid paper and marker pens (unless specifically required in Art classes) are prohibited at the College.

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

- Students are not to walk on the grass area in the courtyard.
- The courtyard is for senior students (Years 11 and 12)
- The main yard is for Year 8, 9 and 10 students.
- The rooftop 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 or in classrooms during recess or lunch times
- Students are to use the litter bins provided
- Students are allowed to use The Marist Centre during breaks if they are wearing their sneakers

Morning supervision begins at 8.15am. 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.

College Diary

The College Diary is the first point of contact with parents. Diaries are signed each week by parents and the Homeroom teacher and as such comments both positive and negative need to be recorded. Therefore, it is critical that the diary is brought to class each day and be displayed during homeroom. If a pattern of poor behaviour develops the class teacher or Homeroom teacher is to contact the parents

and explore strategies to rectify the problem. If the problem persists, the matter is referred to the KLA Coordinator and/or Year Coordinator for intervention.

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 Principal.

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.

Travelling and School Activities

Students are expected to act with the highest standards of behaviour while travelling and representing the College. All College expectations will apply at all times while students are travelling to and from the College, at sport, on excursions, on camp, on retreat and 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 school. With the exception of Year 12 students during lunch, no student is permitted in Royal Randwick Shopping Centre whilst in College uniform unless accompanied by a parent.

Driving to School

No student is to drive to school, accept or arrange a lift from another student without the prior approval of the Principal.

'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 day 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 8-12 diaries weekly.

Items prohibited at the College

Under no circumstances are students to bring to school 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. A letter explaining the reason is also required from the parent/ guardian. This is a matter of courtesy and it is not satisfactory to send someone else on your behalf.

Wellbeing/ 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 Director of Wellbeing and Assistant Principal 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.

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.

Students involved in the following, 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

Suspension

A student may be suspended from the College by the Principal or Assistant Principal. 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 Assistant Principal.

Detention

The following types of detentions may be issued to a student who is not adhering to the student expectations:

Type of Detention	Reason/Incident	Scheduled Time
Academic Detention	Incomplete classwork, homework or assessment tasks	Wednesday 3:15pm – 4:15pm
College Detention	Misdemeanours, failure to adhere to College regulations	Friday 3:15pm – 4:15pm
Saturday Detention	Serious misdemeanours, excessive lateness, truancy, inappropriate use of technology, also at the discretion of the Director of Wellbeing or Assistant Principal.	Saturday 8:30am – 11:30am

Parents/Guardians will be given 24 hour notice by phone or letter for any of the above detentions. All detentions are logged on Compass by the relevant Year Coordinator who is also responsible for delivering the notification of detention form to the student and ensuring parents are notified.

Transfers

There are occasions where the Principal 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 Regional Consultant will give final approval for such transfers. 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 Principal, under the authority of the Regional Director reserves the right to terminate the enrolment of the student in line with the guidelines of the Sydney Catholic Schools.

Consideration for exclusion will generally only be given after the procedures for suspension and transfer have been exhausted and the Principal has consulted with the Regional Consultant.

In serious situations immediate exclusion is required, in order to assure community safety and wellbeing.

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.

Staff are advised annually of their obligations under the Child Protection Act 1998 and subsequent legislative changes in respect to Child Protection.

Procedural Fairness

All students engaged in Behaviour Management Strategies are offered procedural fairness. That is, in the process of all investigations, 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 decision maker, adding to the fairness and unbiasedness of the process.

College Counsellor

Mr Carl Beattie
College Counsellor
Provisional Psychologist
Ph: 9398 6355
counsellor.01422@sydstu.catholic.edu.au

Key Rules and Expectations Guidelines

Technology	
<p style="text-align: center;">Expectations</p> <p>Mobile Phones Only to be used at recess and lunch in the designated year group phone zone areas outside the Year Coordinator office. Mobile phones must be in lockers and/or bags. Mobile phones are not to be kept in pockets.</p> <p>Headphones</p> <ul style="list-style-type: none"> ● Must be put away once a student enters the College. ● Can be used after the 3.00pm bell goes. ● Not to be used at school unless they are part of the lesson under the directions of a teacher. ● <p>Laptops</p> <ul style="list-style-type: none"> ● Laptops must not be used in the playground. ● Laptops may be used in the library for educational purposes at lunchtime. ● Students are not permitted to wear smartwatches in an exam or formal assessment. 	<p style="text-align: center;">Consequences</p> <ul style="list-style-type: none"> ● A College detention (Friday/Saturday) to be given to students using their phone without permission. Teachers are to send the names of students to the relevant Year Coordinator. ● Laptop must be put away by the student. ● Email the name of the student to the Year Coordinator. ● A College detention will be issued as determined by the Year Coordinator.
Public Transport	
<p style="text-align: center;">Expectations</p> <ul style="list-style-type: none"> ● Students must catch the designated school special buses to and from school. If there is a valid reason that a student must catch a public bus, their parent must complete a request form available from their Year Coordinator. Once the form has been reviewed then the Year Coordinator will issue the student with a bus exemption pass (to be carried at all times). ● Students with an exemption pass may catch a bus from Cook St. ● No Marcellin student is to catch a bus (heading south) from Belmore Rd. ● Once student have entered the College grounds in the morning, they cannot leave until dismissed. 	<p style="text-align: center;">Consequences</p> <ul style="list-style-type: none"> ● A College detention will be issued to any student who is seen at any Belmore Rd bus stop.

Royal Randwick Shopping Centre (RRSS)	
<p style="text-align: center;">Expectations</p> <ul style="list-style-type: none"> ● RRSS is out of bounds for all students before and after school. Students must walk around not through the shopping centre. ● Any student who needs to enter RRSS (meet family or go to work) must get permission from their Year Coordinator who will make a note in their diary. ● Yr 12 may enter RRSS at lunchtimes only to purchase food and return to school. ● No eating at external venues. 	<p style="text-align: center;">Consequences</p> <ul style="list-style-type: none"> ● A College detention will be issued to any student who enters RRSS, apart from Year 12 who may enter at lunchtimes only.
Uniform	
<p style="text-align: center;">Expectations</p> <p>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:</p> <ul style="list-style-type: none"> ● Black, leather, polishable shoes (not boots). ● Black belt. ● Black or navy socks (not ankle height). ● Blazers are to be worn to and from the College (terms 2 & 3 only or at formal College events). ● 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. <p>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.</p> <ul style="list-style-type: none"> ● Shirt: Only the official white sports shirt with College crest is to be worn. ● Shorts: College sports shorts - blue with cerise piping. ● Socks: College sport socks only. ● Shoes: are to be lace up sports joggers. ● College Tracksuit can be worn in cooler weather and includes a tracksuit top and tracksuit pants. The College jumper is not to be worn with tracksuit pants. ● 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 unable to wear the correct sports uniform on sports days, then the formal College uniform is to be worn instead. 	<p style="text-align: center;">Consequences</p> <ul style="list-style-type: none"> ● Teachers to email the Year Coordinator the name of any students who are not wearing the correct uniform and they will be issued a College detention.

Grooming	
<p style="text-align: center;">Expectations</p> <p>The following hairstyles are not permitted:</p> <ul style="list-style-type: none"> ● 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. ● 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. ● Tattoos are not part of the College uniform and are not allowed to be displayed at any time. <p>Shaving Students must be cleanly shaven at all times.</p>	<p style="text-align: center;">Consequences</p> <p>Hair</p> <ul style="list-style-type: none"> ● Parents contacted and asked to collect student and fix hair immediately. ● Return to College when hair is deemed appropriate by the Year Coordinator. ● Students may also be suspended from school until hair is fixed. ● College detention may also be issued.
<p style="text-align: center;">Expectations</p> <p>Late to class Students must be punctual to all lessons, If students are delayed with a teacher a note must be written in their diary.</p>	<p style="text-align: center;">Consequences</p> <ul style="list-style-type: none"> ● Class teacher to arrange for student to make up time.
<p style="text-align: center;">Expectations</p> <p>Rubbish No student is to litter the College grounds or classroom.</p>	<p style="text-align: center;">Consequences</p> <ul style="list-style-type: none"> ● College Detention given.
<p style="text-align: center;">Expectations</p> <p>Student absences and lateness</p> <ul style="list-style-type: none"> ● There will be a warning bell at 8.40am signalling for the students to move to Homeroom. Students who arrive after the second bell at 8.45am must have a printed slip from Student Services. ● Classes finish at 3.00pm, however, students may be required to remain until 3.15pm without notice. ● Students must have a note from their parents/guardians if they need to leave school early. ● Parents will receive a text notifying them of their son's absence; parents are to then ring the College to explain the absence. <ul style="list-style-type: none"> ○ If no contact has been made, the Homeroom teacher will request a note on the day of return. ○ The homeroom teacher will follow up unexplained student absences. If a student has not brought a note in from their parents after 3 days since their return to school, the Year Coordinator will be notified. A College detention will be issued. 	<p style="text-align: center;">Consequences</p> <ul style="list-style-type: none"> ● When a student is late 3 times in a term without a note of explanation, a College detention will be issued by the Director of Wellbeing. Repeated incidents of lateness will result in a Saturday detention, a letter home or interview with parents.

<ul style="list-style-type: none">○ The homeroom teacher (in conjunction with the Year Coordinator) will contact the parents/guardians of students who are continually late.○ The homeroom teacher (in conjunction with the Year Coordinator) is responsible for contacting those students who have fallen below 90% attendance.● There should be no unexplained absences in any homeroom after 7 days. Year Coordinators will check regularly.	
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