CODE OF CONDUCT - STUDENTS

1. FORMAL COLLEGE UNIFORM
The correct College uniform is to be worn at all times at the College, and while travelling to and from the College.
1.1 All items of clothing are to conform with the College colours.
1.2 Black, leather, polishable shoes (not boots) are to be worn.
1.3 Black belts are to be worn.
1.4 Black or navy socks are to be worn.
1.5 Ties are to be correctly worn with the top button done up.
1.6 Articles of clothing should be clearly labelled.
1.7 College Wind/Rain jacket during periods of rain.

2. COLLEGE SPORTS UNIFORM
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.
2.1 Shirt: Only the official white sports shirt with College crest is to be worn.
2.2 Shorts: blue with cerise pinstripes.
2.3 Socks: these are to be white and short, but are to cover the ankles.
2.4 Shoes: are to be lace up sports joggers.
2.5 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.
2.6 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.
2.7 The only acceptable cap is the College cap.
2.8 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.

3. HAIRSTYLES
The following hairstyles are not permitted;
3.1 Shaved, stepped, ringed, undercut or layered styles.
3.2 Short cuts less than a Number 2.
3.3 Streaking, colouring or dyes.
3.4 Long hair that covers the collar, the ears, or the eyes when brushed forward.
3.5 Students are also expected to comply with the following;
3.6 Hair is to be neatly groomed at all times.
3.7 Cuts are to be evenly graded from the base of the neck.
3.8 Gels and styling products may be used sparingly to keep hair neat and tidy.

4. ABSENCE FROM THE COLLEGE FOR A WHOLE DAY
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 – if a phone call to the school was not made.
5. **ABSENCE FOR PART OF THE DAY**

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.

5.1 Lateyness to the College: Any student arriving late to the College must report immediately to the Student Welfare Coordinator. 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 a Saturday detention. Any student who arrives at the College after 9am, without written consent, will be issued with a Wednesday detention.

5.2 Leave during the day: 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 Reception and present the Leave Pass. Permission will only be given if the request for leave is in writing.

6. **HOMEWORK, ORGANISATION & WORK SKILLS POLICY**

Parents are asked to supervise all homework to assist students develop regular and appropriate study habits (please see attached policy)

7. **CLASSROOM BEHAVIOUR**

7.1 Students are not to enter any room without permission.

7.2 Students are not allowed to leave a class without the teacher’s direction.

7.3 Students in Years 7, 8, 9 and 10 are to wait in two lines prior to the commencement of class.

7.4 Students must be present and on time for all classes. Any unauthorised absence from class has significant consequences.

7.5 Metal rulers, liquid paper and marker pens (unless specifically required in Art classes) are prohibited at the College.

8. **PLAYGROUND BEHAVIOUR**

8.1 Students are not to walk on the grassed assembly area.

8.2 The top quadrangle is for senior students (Years 11 and 12)

8.3 The main yard and roof are for junior students.

8.4 Rough ball games are not to be played

8.5 Only tennis balls and basketballs may be used

8.6 Students are not to be on verandahs, in corridors, in classrooms or in the Marist Centre during recess or lunch times

8.7 Students are to use the litter bins provided

9. **WHILE TRAVELLING AND WHILE ON COLLEGE ACTIVITIES**

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.
10. ‘HANDS OFF’ AND BULLYING POLICY
Marcellin College upholds a ‘hands off’ and 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.

11. 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.

12. SMOKING, ALCOHOL, DRUGS
These substances 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.

13. MORNING SUPERVISION
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.

14. 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 or courts). If an extraordinary reason exists for a student to use a mobile phone, then permission must be sought from the Year Coordinator.

15. 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.

16. 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 Sportsmaster prior to seeking a leave pass from the relevant Year Coordinator.

17. 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.

18. PASTORAL CARE/ COUNSELLING
The first level of care resides with the class teacher to ensure that an orderly challenging and stimulating environment exists within the classroom. 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 Welfare Coordinator and Deputy Headmaster can organise counselling should a student require further support.
19. DRIVING TO THE COLLEGE
No student is to drive to the College without the explicit written approval of the Headmaster. Furthermore, no student is to accept or arrange a lift from another student. Failure to comply will result in suspension and losing the right to drive to school.

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