

THE STUDENT CODE OF CONDUCT

1. Students have a right to learn.

- (i) Sound teaching and learning depends on students co-operating with their teachers. Students have a right to learn without being disrupted by the misconduct of others.
- (ii) Students are expected to fulfil the various tasks set by teachers and to attend prescribed classes. Absence without leave from class or the College during school time is a serious breach of trust.
- (iii) Students are expected to involve themselves in class work and homework to the best of their abilities.
- (iv) Good manners and respect are expected of all students in their relationships with fellow students and teachers.

2. Students have a right to be proud of the good name of their College.

- (i) In travelling to and from school, on excursions or when representing the College in any way students should be polite and considerate towards all and aware that the College is judged by their conduct.
- (ii) Possession or use of cigarettes, drugs or alcohol either at the College or when representing or supporting the College or attending an activity promoted by the College will be viewed as a very serious offence.
- (iii) The College has various prescribed uniform requirements and students are expected to comply with these regulations and at all times be well groomed in their appearance.

3. Students have a right to be respected. Their personal property is also to be respected.

- (i) All forms of stealing or vandalism are offences against the whole school community. A student's personal belongings are not to be interfered with at any time by other students.
- (ii) A student should not be in possession of any article that could cause harm to others.
- (iii) Students are not to engage in any form of verbal, physical or psychological bullying.

4. Students have a right to a pleasant and safe place in which to work and play.

- (i) Students must take proper care when using school property; vandalism of school property is viewed as a serious offence.
- (ii) Students are expected to make every effort to keep their surroundings clean and tidy.
- (iii) The school yard should be a safe place for all students and rough or wild games in the yard are not permitted. A hands-off policy applies at all times.
- (iv) Students must not be in 'out of bounds' locations unless approved and/or supervised by teachers.

Positive behaviour will bring about positive consequences (Merit Awards in any one year):

5 Yellow Merit Cards	=	1 Blue Merit Award
3 Blue Merit Awards	=	1 Principal's Award
3 Principal's Awards	=	Edmund Rice Award

Possible consequences for breaching Student Code of Conduct:

- verbal and non-verbal warnings given during class,
- student moved within class or seated outside of room (ref. School Policy),
- student given extra work, lines to complete or to accompany a teacher on duty (recess or lunch, picking up papers, etc.),
- students placed on behaviour contract or daily monitoring card,
- parents contacted (by either class teacher or Guidance Co-ordinator),
- lunch detention or a before/after school detention (ref. School Policy), Guidance Co-ordinator detention – Friday afternoon,
- interview with Guidance Co-ordinator/Deputy,
- referral to College Counsellor,
- internal/external suspension.

GUIDELINES FOR MUFTI DAY CLOTHING/FOOTWEAR AND ‘NON SCHOOL UNIFORM’ EXCURSIONS

- OHS/travel requirement – closed-toed shoes with socks (excluding canvas slip-on/moccasin styles)
- Weather/climate appropriate clothing/equipment: hat, rain/wind gear, boots (fieldtrips), sunscreen, drink bottle – as necessary.
- Collared shirt with sleeves (eg. polo style) or crew-neck T-Shirt (not singlet, hooded, frayed or “distressed”) and neat, casual shorts or pants.
- Minimal logos, slogans and advertising. Nothing that could cause offence.
- College sports bag/backpack required if nothing else specifically mandated. Bag/backpack to match uniform requirement, e.g. School Uniform = Official College Bag (Backpack).
- Normal College Expectations regarding No visible jewellery, keepers, piercings, wrist bands etc.

Sanctions:

1. If uniform is an issue you **MAY** still be allowed on excursion but a detention will follow.
2. If footwear is an issue you **WILL** be excluded from the excursion.

ANTI-BULLYING POLICY

Bullying is:

Intentional – Unprovoked - Repetitive behaviour meant to hurt, exclude, or ‘put down’ someone, individually or in a group.

Bullying can be in looks, actions or words.

Bullying is not a joke. **It is unacceptable.**

Bullying could include: Name calling - Put downs – Teasing – Intimidation - Intentional exclusion – Swearing - Humiliating and ridiculing - Stand-over tactics - Spreading rumours - Hitting/punching - Misuse/vandalism of property

You are encouraging and co-operating in bullying by: Providing an audience; Not reporting; Not supporting someone who is being bullied; Passing on harassing notes or otherwise supporting ‘bully’ actions.

Remember: if you see bullying and you do not do anything about it you are guilty also.

If you are being bullied you can do something about it!

Here’s what you can do:

Positive strategies to help counter bullying

- Be assertive: let the bully know how you feel firmly and honestly
- Avoid situations which lead to bullying
- Consider your behaviour
- Control/overcome fear
- Seek help from a trusted adult: parent, teacher, school counsellor

REMEMBER: IT IS OK TO TELL!

How the College can help:

If you are being bullied, the College:

- Provides ways for you to report and talk about what is happening
- Provides counselling
- Gives advice on how to handle the situation
- Maintains confidentiality
- Listens sympathetically and carefully and takes you seriously
- Supports you
- Investigates reported incidents of bullying
- Brings victim and bully together to work the situation through

The message for bullies:

Consequences for bullies

- Interviewed by Year Co-ordinator and/or Deputy Principal
- Your parents/guardians are contacted
- Behaviour contract
- Counselling
- You will be involved with the victim in a ‘work it through’ process – you will have to listen to your victim’s hurt
- Loss of privileges
- Detentions
- Suspension
- You might be asked to leave the school

If you are the bully, the College

- Provides counselling
- Helps you change your pattern of behaviour
- Supports you in your efforts to stop the bullying

IMPORTANT NOTES on some official COLLEGE POLICIES and PROCEDURES* as they apply to students.

1. GROOMING

- a) Students are to wear regulation College uniform – all items and complete details available from the Uniform Shop. A Blazer is to be worn during terms Two and Three and at designated formal, whole school functions. Three significant elements are: black leather shoes that take a shine; shirts that can be done up at the collar and shorts or trousers (in season) that sit at the waist with a plain dark belt.
- b) Hair must be clean, tidy, gel-less, of natural colour, even grade and of a style and length unlikely to cause comment. Students who cannot respond will be sent home until they remedy the problem or may be asked to wear alternate collar and tie.
- c) Visible jewellery (including piercing keepers), piercings and tattoos are prohibited.

2. TRAVEL

- a) Students are to come straight to school and go straight home.
- b) If wishing to access the Chatswood CBD on leave or business they must obtain an EXIT PASS supported by a parental letter of permission/request.
- c) Students must check the preconditions (on the back) upon which bus and rail passes are issued. Breaches of some or any of these conditions may result in the withdrawal of the free travel pass by the College and/or the issuing agency.
- d) Common courtesy and Christian values dictate behaviour whilst traveling, e.g. giving up a seat for an adult etc. Students are our ambassadors in public and behaviour is checked by Senior Transport Monitors.
- e) Current policy is upon completion and lodgement of appropriate documents, Year 12s are permitted to drive (or in a legally limited number per vehicle be a regular passenger) in vehicles driven to and from school **ONLY**, **NOT** to excursions and similar College activities.

3. MEDICATION

The College clinic will **not** dispense non-prescribed/over the counter medications. Prescribed medications or self medication can be monitored. Parents must contact the Clinic Supervisor and relevant Guidance Co-ordinator in the first instance.

4. MOBILE PHONES and LIKE ELECTRONIC APPARATUS

Such items may be brought to school but must **not** be used or visible during school hours. For all years they must be secured in the OFF mode in lockers during school hours. For Years 5, 6 and 12 they must be secured in the OFF mode on the person. The same applies to ipods, digital cameras, MP3 players and the like. The College accepts no responsibility for their loss or damage.

5. YARD SUPERVISION

The College advises that formal before-school supervision begins at 8.30am in the College yard. Earlier arrivals must remain in the main yard. The College Office and switchboard remain open till 4.00pm (9411 4733).

6. ADMISSION/PROGRESSION

Progression from year to year is not automatic and depends upon a student being of good standing and making sound academic progress. Students desirous of moving to Years 11 and 12 will be required to apply and re-enrol towards the end of Year 10. The College reserves the rights to review admission, progression and enrolment status of any student at ANY time when/if circumstances warrant.

*These can be checked in full detail by visiting the College website or contacting the relevant staff member responsible at the College.