



COLLEGE STUDENT RULES AND CODE OF CONDUCT

1. Rationale

As a Catholic school in the Edmund Rice tradition, St. Patrick's College provides a provides an educationally supportive community for its students. It is expected that students and parents will uphold and support practices which ensure the effective running and operation of this environment.

2. Application

All Students and their parents

3. Policy Statement

The College Student Rules and Code of Conduct outlines the expectations for all College students. Students and parents are expected to support the application of the guidelines as written.

3.1.1 GENERAL

The bearing and decorum befitting a Christian gentleman should characterise a St Patrick's College student at all times.

1. This will be manifest as a respect for all people as shown:
 - in language, behaviour and decorum which is a reflection of home, College and Christian values;
 - in courteous, kindly and friendly greetings between adults and fellow students;
 - in dealing with each other within or away from the College; and
 - in normal courtesies, expected when dealing with the public, parents assisting in the tuckshop and other adults associated with St Patrick's College.
2. Students are encouraged to visit the College Chapel and actively participate in class, House and whole school masses.

3.1.2 UNIFORM

1. The normal College uniform consists of:
 - grey shirt, college tie (Years 5-10 Terms Two and Three, Years 11-12 (all year)
 - grey trousers or grey dress shorts and long college socks
 - long grey trousers worn by Years Ten, Eleven and Twelve in Terms Two and Three
 - plain black leather belt

- black, shiny, lace-up leather shoes (formal hard leather, cleaned and polished)
- a white shirt for Year Twelve students instead of a grey shirt
- a College Blazer for Year Ten, Eleven and Twelve students. Year Ten, Eleven and Twelve students must have their blazer for Special events and wear their blazers to and from school in Terms Two and Three. The blazer may also be worn at any stage of the school year.
- the College Bag must be used by all students in Years Five to Twelve.
- College spray jacket.
- Broad brim hat.
- T-shirts are not to be worn under the school shirt as it detracts from the appearance of the College uniform.

2. The Physical Education uniform consists of:
 - House T-shirt
 - green sports shorts with yellow stripes
 - St Patrick's bucket hat
 - College sports socks
 - sport shoes (no slip on shoes).
3. The Physical Education uniform must only be worn during Physical Education lessons or designated Sports day.
4. Correct St Patrick's College sporting uniform is to be worn by all participating in representative College teams. Attendance at College and inter-college sporting fixtures requires the full College uniform or the College sports uniform to be worn as directed.
5. The College sports uniform is to be worn for all House events and at other times during the school year as directed e.g. sports training.

3.1.3 TRAVEL

6. Full College uniform is to be worn to and from the College.
7. All movement to and from the College is to be direct. Once on school grounds students must not leave without permission.
8. Students may travel home from sports training in their training gear.
9. In public, students' behaviour and language should be exemplary. The use of public transport is usually at reduced fare and the normal courtesies such as offering seats, standing back for other passengers and ensuring clear passageways must be observed.
10. When crossing roads, students must be aware of all courtesies and traffic regulations involved. Lights and marked pedestrian crossings (where available) must be utilized. Students (where possible) should cross in groups to minimize disruption to vehicle traffic. When travelling to and from the train stations students are to travel via the designated route with no deviations.
11. Students travelling to and from the College on bicycles must adhere to traffic regulations. In particular students must wear a helmet correctly buckled up.
12. Students (Year 12 only) may seek permission from the Dean of Students to drive to school. Accompanying passengers must also seek written permission from the Dean of Students to travel in vehicles.

3.1.4 ON CAMPUS

13. Students are to be in attendance at the College by 8.25am. Any lateness must be explained by a note / email from parents/guardians. This note must go to three locations House Dean/Group Tutor/ College office.
14. Permission to leave a class must be obtained in writing from the class teacher.
15. Permission to leave the College grounds between the time students arrive at the College and 3.00pm must be sought from the Student's House Dean or the Dean of Students.
16. Without teacher supervision, students are not allowed in College buildings outside of class times. This includes corridors, stairwells and other internal areas.
17. The library is open for students before and after school and during lunch. Students booked into the library for lessons are to assemble in the area outside the library. All bags are to be placed in the racks provided for them.
18. Running games are not allowed in and around the College buildings.
19. Food/drink must not be consumed in College buildings. However the consumption of water is permitted in the College buildings during the school day.
20. Care of the environment is important. All rubbish is to be placed in bins. Students are also asked to use the recycling bins provided around the college grounds.
21. Students may not bring implements that could be used as weapons to school; these may include butter knives, fruit knives or craft knives or chisels.
22. Chewing gum, smoking, the use of skateboards, jewellery and electronic devices are not permitted at the College or College functions. The consumption of prohibited substances by students at College functions is expressly forbidden.
23. Any item of value must be secured in the Student Office or no responsibility can be taken.
24. If mobile phones or any electronic devices are seen or heard during the school day they will be confiscated by teachers. All such gear must be placed in the Student Office or locked in the student's locker.
25. School bags are not to be carried around the College during school hours. Only drawstring bags are permitted.
26. All students in Years 8 to 12 are issued with a locker and lock which are expected to be used on a daily basis.

3.1.5 STUDY

27. Each student has his timetable for the day. He must adhere to this and be punctual. A spirit of dedication should be part of every student's attitude to his studies.
28. Homework is set daily and is to be completed with due care and attention. All homework should be recorded in the Student Planner.

ABSENCE FROM SCHOOL

Students may be absent from school for a variety of reasons. The information given below will help students and parents to do the right thing.

3.1.6 *Illness*

1. Parents should notify the Student Office of their son's absence, by telephone on 3631 9077 or by emailing absentee@stpatricks.qld.edu.au. If a student is marked absent and the school has not received notification, a SMS message will be sent to parents on their mobile phone regarding their sons' absence.
2. On returning to school students must have a note or have provided an email from their parents, addressed to the Group Tutor, confirming the reason for their absence.
3. If a student's absence is likely to be of a long duration (a week or more) permission must be sought from the relevant House Dean and College Principal. A conversation must also occur with the House Dean so that work may be organised.
4. Work may be collected from the Student Office or alternative arrangements may be made. On return to school, check with the House Dean, Group Tutor and teachers, who will help students to organise work that has been covered or missed during your absence. Try to ensure that it is completed for the next lesson, or as soon as possible.

3.2 Doctor, Dental, Hospital Appointments

Where possible, these should be organised out of school time. If this is not possible students should:

1. **Bring a note from his parents** . If a last minute appointment has to be made the Student Office will require at least **2 hours** notice so a message can be passed onto the student. Staff are **NOT PERMITTED** to get students out of class at short notice.
2. Students will need to report to the Student Office to sign out on departure and again on return.

3.3 A Day's Absence

Permission for this is granted only for such reasons as a family funeral or a full day's hospital appointment etc. Parents should write to the House Dean for permission to excuse students from school, stating the reason.

3.4 Longer Absences - Holidays

If family circumstances necessitate a longer absence, then formal permission must be sought from the Principal well in advance. Do be aware that permission is not granted automatically, especially if students are going to miss Examinations. Work will be set for students to do in their absence. On returning, students will be expected to check again with their teachers about work which was covered while students were away and expected to complete any work set in their absence. The practice of extending school holidays by leaving a day before or returning the day after is NOT encouraged.

SPECIAL EVENT DAYS

29. Special Event Days are nominated as days which every student is expected to attend unless they have a medical certificate. Full commitment to College events is expected of all students. Special Event Days include:

House and AIC Swimming Carnival

All Camps and Retreats

St Patrick's Day Mass/Great Morven Race

College Inter-House Cross Country

College Inter-House Athletics

House and AIC Athletics Carnival

Notification of a student's absence on any of these days is by the normal procedures (absentee line or email) on the morning of the absence, to be followed by a medical certificate or Student Absence Declaration Form (obtained from the College Website) being provided to the student's Group Tutor upon return to school.

Responsible Officer	Dean of Students		
Review	December 2019		
Associated Documents	Student Diary		
Version	Authorisation	Approval Date	Effective Date
1.5	College Principal	January 2014	January 2014