Marian College is a learning community – a welcoming community. ‘Community’ is at the core of our being. All students need to accept that when they enrolled to attend Marian College that they enrolled into a community.

Students are expected to always behave in a manner that works to build up community and ensure that everyone – staff or student- feels welcome here.

We value students as individuals and will strive to meet the individual needs of every student. Students need to understand, though, that for the good of the community, they need to balance their wants as an individual with the needs of the community.

The test for all student behaviour should be ‘does this work to build up, or break down community?’ Ideally, there should not be a need for a whole list of school rules as students should be striving to always work for the common good and to do the right thing.

In recognition that all students are somewhere on the journey to this ideal the following student responsibilities are provided to help students.

John Crowley
PRINCIPAL
General Classroom Work Ethic

Marian College is a learning community and all students have the right to learn and teachers have the right to teach. The class environment must always enable this to take place.

Therefore:

- Students are expected to work in class as directed by staff member/s.
- Students are to follow staff instructions at all times.
- Students are to observe all safety regulations and practices in specialist subject areas. This includes the wearing of all required protective clothing/equipment.
- Students are expected to fully participate to the best of their ability in all class activities.
- Materials and equipment must be brought to all classes as required.
- There should be no unnecessary movement around the classroom/area.
- It is the staff member who dismisses the class, not the students. Students should not leave the class area until dismissed by the staff member.
- Students are expected to set out work as instructed and be as neat as possible in doing the work.
- Students should use the school diary for recording of homework, assessment tasks, etc.
- Homework as set is expected to be completed.
- All work is to be submitted by the due date.
- Computers are to be used for the purpose expected and not used for chatting, downloading inappropriate material, accessing inappropriate sites etc.

Respect for Others

Marian College is a welcoming community.

Therefore:

- Students are to treat staff and fellow students with respect at all times.
- Any form of bullying, harassment or fighting is a denial of the rights of others to feel safe and will not be tolerated.
- Students should listen to others and enable them to make a contribution in class.
- Students should cooperate with their teachers and other staff members.
- Students should not use ‘put downs’ and other inappropriate language.
- The consumption of alcohol, drugs, smoking or the carrying of cigarettes, alcohol, illegal substances or pornographic material whilst at school, in school uniform or at school functions is forbidden.
- The recording of images or voices without the express permission of the person involved is banned.
- Students must not run around the corridors or classrooms.
- Unduly rough play is not permitted.
- Students are expected to take the college newsletter and TSI reports home to parents/guardians.
Minimum Expectations of Students

All teachers at Marian College will insist that the following minimum expectations are followed in every class:

- The classroom ought to be created and maintained in a cognitively stimulating manner
- Students should arrive at class on time
- Students respect school property at all times
- No student is to lean back / rock on their chair or put feet on desks
- Appropriate equipment for all classes
- There should be no graffiti/rubbish in the room before or after the class has finished
- No offensive/put down language permitted within the class
- Hands off rule in all classes
- No food/drink (apart from water) consumed
- No chewing of gum
- No liquid paper for Years 7-10
- Correct uniform worn at all times
- No make-up worn
- No iPods in class except at Years 11 & 12 at the discretion of the Year Level Co-ordinator and subject teacher, and Art classes in the Art Room at the discretion of the Art Teacher.
- No mobile phones in class except at Years 10, 11 & 12 at the discretion of the Year Level Coordinator and subject teacher.
- Students do not leave any books on desks between classes
- No work to be left on blackboards / whiteboards
- Students are to stay in the classroom

Any student who does not meet these minimum expectations can expect to be referred to the Head of School Operations.

Travel

Students are expected to know and observe the regulations for travel to and from school.

Therefore:

- Bus travellers are to be courteous to and cooperate with the drivers and fellow passengers.
- Bus travellers are to travel only on their assigned bus unless parents request alternative arrangements from the school.
- Bike riders are to wear helmets and obey all road rules. Bikes are to be stored in the bike shed. The bike shed is locked during the day.
- Bike riders will enter the school from either end of the laneway.
- Students walking to school should use the recommended safe paths of travel and road crossing points.
- Students with a driver's licence may drive cars to and from school provided:
  - The car is not used during the school day,
  - Passengers are not carried without permission from parents and the Principal.
- Students are to wear seat belts in buses where seat belts are provided.
Punctuality and Attendance

Marian College has a duty of care to all students and we need to know where all students are. Good learning needs regular attendance at school and punctual arrival at class. Permission to leave school grounds will not be automatically granted.

Therefore:

• Students must attend all classes for which they are timetabled.
• A student must bring a note to the Front Office from their parent/guardian on their return after absence from school.
• Students are responsible for catching up on all work missed.
• Teachers should be informed if a student knows in advance that they will be away.
• Students should arrive fully prepared for class so that they won’t have to leave the classroom during the lesson to go to lockers, toilets, get drinks etc.
• Students must not be roaming the school during class times.
• If arriving late to school, students must report immediately to the Front Office and officially register their presence before attending classes.
• Students who arrive to class late will be asked to go to the Front Office to get a late pass.
• All students require written permission to leave school grounds from their parent/guardian. This permission will only be granted for a legitimate and important reason. Students should stay at school for lunch. A note requesting permission must be signed by the Year Level Coordinator or TSI teacher or L Team member.
• In cases where a note has not been brought, permission may be sought from the Year Level Coordinator or the Leadership Team.
• Students are to receive a ‘Leave Pass’ from the office when leaving and present it to the Front Office on returning to the school.

Respect for Property

The school property, buildings and equipment are a shared resource for the good of all. Therefore:

• Students must not damage any school property.
• Because the dropping of litter shows a lack of concern for others and the environment, all litter must be placed in the bins provided.
• All classrooms should be left in a fit state for the next lesson; eg furniture returned to its correct place, whiteboards cleaned, rubbish in bins, etc.
• Students are not to operate lights, heaters, air conditioners, TVs, VCRs, DVDs etc.
• Follow instructions for the care and use of all equipment.
• Look after the furniture - no drawing on tables, no feet on furniture, no rocking back on chairs etc.
• Students should not be in classrooms or internal corridors at recess or lunchtime unless-
  o Attending a meeting
  o Wet weather is declared and you are in your designated room.
• Food and drink are not consumed inside except-
  o On wet weather days
    • For specially organised and supervised functions
  o Bottles of water only can be taken to class.
• Chewing gum is not permitted.
• Students are not permitted in specialist classrooms without permission.
• Students are not to enter any ‘out of bounds’ areas including Staff Offices, Staff Studies, the Staff Dining Room or the corridor adjacent to the office without permission. Students are to seek permission and assistance from a staff member.
• Students in Year 7-10 are not to use correction fluid.
The students of Marian College represent this school and our community, and their appearance should demonstrate respect for and reflect well on our school and its Brigidine values. Therefore:

- The college uniform should be worn correctly by all Marian College students.
- Hair colour for all students must be of a natural shade.
- Exaggerated hairstyles or hair colour, and use of make-up, will be considered a breach of the uniform code. It will be at the discretion of the Head of School Operations to determine whether or not a particular student is in breach of the code.
- Correct PE Uniform, and appropriate footwear, will only be worn on days of PE practical classes or approved college events.
- School hats must be worn when outside throughout Terms 1 and 4.
- Body piercing and items of jewellery can pose a danger of entrapment in practical classes or result in serious injury in the case of rough play or collisions. Therefore only the following is acceptable:
  - Plain sleeper rings and/or small studs (no greater than 4mm) in the ear lobe or further up the ear.
  - A small stud (no greater than 2mm in the nose)
  - A wrist watch
  - Any other form of jewellery is unacceptable unless the Head of School Operation grants special permission.

Please note that eyebrow and lip piercing is not permitted. Students will be asked to remove such piercings if they are seen at school.

- Should students be wearing jewellery that does not comply with the uniform code, the item will be placed in an envelope and will not be returned until the end of the term. We would also like to make it clear that the school will not be held liable for any loss of such pieces of jewellery.
- The only hair accessory to be worn with the school uniform will be a blue ribbon.
- The only scarf and beanie to be worn are Marian College ones with the logo on them, available from Foster’s Mensland.
- The traditional lace-up school shoe or boots will be the only accepted footwear. Shoe laces must be tied up. This does not include T-bars black runners, ballet shoes and the like.
It has been determined that, from the commencement of the school year in 2011, the procedure outlined below will be followed for any student who contravenes the uniform code.

a) If your son or daughter is not wearing the correct uniform we request that you contact the Marian College Office between 8.00 am and 8.40am (phone 53523861), or alternatively, complete the “Out of Uniform” slip in the College diary and send it to school with your child.

b) Should a student arrive to Homeroom and is not in correct uniform, their TSI Homeroom Teacher will send them to the Year Level Coordinator who will take the student to the Student Assistance Centre. Students who turn up to class out of uniform during the day will also be sent immediately to the Student Assistance Centre.

c) Students who have a note or whose parents have contacted the College will still be sent to the Student Assistance Centre as it is the aim of the College to ensure all students are in uniform at all times. (*Special conditions will, however, apply in this instance. Please read these below)

d) Students sent to the Student Assistance Centre without parent notification of the uniform breach will be required to EITHER (in order)

1) Correct the problem with their uniform themselves if possible.
2) Put on the correct laundered uniform from the second hand uniform shop that the College will provide if available
3) If both of the above procedures are unable to fix the uniform breach, contact their parents to bring in the correct uniform to school.

e) Should it not be possible to fix the breach of uniform in the manner described above, the student will be withdrawn from classes for the day, or until the matter has been rectified.

f) Withdrawn students will be supervised and will work on normal class work in the office of the Head of School Operations.

g)*Special conditions for students whose parents have notified the college.
Students who have a note or whose parents have contacted Marian College prior to 8.40am will still be required to correct the uniform breach if possible. This will involve putting on the correct laundered uniform from the second hand uniform shop that the College will provide. If the uniform breach cannot be rectified in this manner, parents will not be contacted and the student will not withdrawn from class. However, parents will receive a note stating that withdrawal from classes may occur for future breaches.

h) Should students be wearing jewellery or accessories that does not comply with the uniform code, the item will be placed in an envelope and will not be returned until the end of the term. We would also like to make it clear that the school will not be held liable for any loss of such pieces of jewellery or any accessories.

i) PE uniform, and appropriate foot wear, will only be worn on days of PE practical classes or approved College events.

j) Exaggerated hairstyles or hair colour and wearing of make-up, will be considered a breach of the uniform code. It will be at the discretion of the Principal or Head of School Operations to determine whether or not a particular student is in breach of the code.

k) The only hair accessory to be worn with the school uniform will be a blue ribbon.

l) The only scarf and beanie to be worn are College ones with the logo on them available from Foster’s Mensland.

m) The traditional lace-up school shoe or boots will be the only accepted footwear. This does not include T-bars black runners, ballet shoes and the like.
Girls Uniform

**Winter**
- Regulation skirt (to be no shorter than knee length) worn with navy tights or regulation navy slacks worn with plain white socks.
- Pale blue short or long sleeved polo shirt or pale blue business shirt. (Fawn versions can also be worn if already owned)
- Ties are optional at Years 10-12
- Years 7-9: Blue polar fleece top with school logo.
- Years 10-12: Woollen jumper or blue polar fleece top with school logo.
- Black, leather, polishable, non-permeable lace up school shoes or boots.
- A Marian College scarf and beanie are available from Foster’s Mensland and are the only acceptable versions of these items.

**Summer**
- Regulation dress or Regulation navy shorts worn with a pale blue short or long sleeved polo top (Fawn versions can also be worn if already owned)
- Black, leather, polishable, non-permeable lace up school shoes worn with plain white socks. No T-bars or flat fashion shoes are to be worn.

**Sports**
- Regulation blue short or long sleeved polo shirt with school logo (Fawn versions can also be worn if already owned)
- Royal blue pleated skirt with matching pants and/or navy shorts.
- Plain navy blue track pants.
- College Rugby Top.
- Plain white sports socks, athletic shoes.

Boys Uniform

**Winter**
- Grey regulation trousers or shorts.
- Pale blue short or long sleeved polo shirt or pale blue business shirt. (Fawn versions can also be worn if already owned)
- Years 7-9: Blue polar fleece top with school logo.
- Years 10-12: Woollen jumper or blue polar fleece top with school logo.
- Plain white or grey socks with shorts and trousers.
- Black, leather, polishable, non-permeable lace up school shoes or boots.
- A Marian College scarf and beanie are available from Foster’s Mensland and are the only acceptable versions of these items.

**Summer**
- Grey regulation trousers or shorts.
- Pale blue short or long sleeved polo shirt or a pale blue business shirt (Fawn versions can also be worn if already owned)
- Plain white or grey socks with shorts or trousers.
- Black, leather, polishable, non-permeable lace up school shoes or boots.

**Sports**
- Regulation blue short or long sleeved polo shirt with school logo (Fawn versions can also be worn if already owned)
- Plain navy blue shorts
- Plain navy blue track pants.
- College Rugby Top.
- Plain white sports socks, athletics shoes.

Special Uniform Arrangements for Senior Students

**Uniform at Years 10 – 12**
- Senior students (Years 10 – 12 only) are able to purchase a navy blue woollen v-neck jumper with the Marian College logo embossed on it.
- For boys, the woollen jumper is to be worn with a pale blue or fawn business shirt only. For girls, the woollen jumper can be worn over the summer dress, and in winter must be worn with a pale blue or fawn business shirt only.
- Ties are optional at Years 10-12. If students opt to wear a tie, it must be worn with the woolen V-neck jumper and/or business shirt.

**Uniform options for students:**
- College Blazer must be worn with pale blue business shirt and Marian College tie.
- For girls, only blue headbands and ribbons are permitted.

(Please note that the sole supplier for Marian College uniforms is Foster’s Mensland in Ararat and Stawell. Some second hand items may be available from the St Vincent de Paul shop in Ararat and from the Marian College canteen).
Personal Electronic Devices including Mobile Phones, all MP players

Such devices are a source of distraction to students and classes. They can encourage anti-social behaviour and they are at risk of damage or theft.

Students are urged to leave such devices at home but if they bring them, the devices must be switched off before entering the school grounds and handed to your Year Level Coordinator or at the Front Office

- Mobile phones must not be used at school or taken into classes. (with the exception of Years 10, 11 & 12 at the discretion of the Year Level Coordinator or the subject teachers for educational purposes)
- Personal electronic devices may only be used at school at the discretion of the subject teacher for educational purposes.
- Marian College will not accept any responsibility for the damage or loss of Personal Electronic Devices while at school unless students hand in these items to staff prior to homeroom and collect them just before leaving school or if they are confiscated.
- Personal laptops may only be used with express permission of the Head of Curriculum.

**Procedures for the use of personal laptops by students at Marian College Ararat.**

Senior students (VCE) have the optional privilege of using a private laptop for the studies at Marian College.

They may do so with the following provisions:

1. Only with the permission of the subject teacher.
2. It is used for study purposes during any study periods.
3. Personal laptops will not be taken to Computer Labs.

Any breach of these three conditions will result in the privilege being withdrawn.

**Procedures for the use of the internet by students on personal laptops at Marian College Ararat.**

Senior students (VCE) have the optional privilege of using the school’s internet on their personal laptop.

They may do so with the following provisions:

1. The internet use via wireless internet is only through the school’s wireless system. This is available in the VCE area.
2. No student brings their own wireless broadband internet access for the purpose of using it at school.
3. No personal laptop will be taken to a Computer Lab.
4. All personal computers must be given access via Computer Technician.

Nb: If the wireless internet is unavailable for technical reasons there is one socket point in each VCE classroom available for internet use via a blue cord.

Any breach of these three conditions will result in the privilege being withdrawn.

**Procedures for the use of school computers and laptops and the internet provided by the school.**

- As per student agreement signed by all students at the commencement of the school year.