



STUDENT RIGHTS AND RESPONSIBILITIES

St Gregory’s College is a Catholic school in the Marist tradition, where I am valued as a unique person within a loving faith community. As a student I have rights, but I can only have those rights if I support the rights of others. The rules and regulations of the College community are founded upon these rights and responsibilities.

As a student I have the following rights	Values	My rights come with the following responsibilities; I need to:
To feel I am in a safe, happy school community where I am treated with respect and understanding and where difference is valued	Respect Understanding Love Acceptance Resilience Harmony Tolerance Inclusion Freedom	<ul style="list-style-type: none"> • Ensure that I act in a way that keeps myself and others safe • Care for the physical and emotional wellbeing of others • Be inclusive • Treat others with courtesy • Follow teacher instructions <p><i>Examples:</i> Observe the “hands off” policy Comply with safety rules in and outside classrooms Remain in supervised areas. Line up for teachers at the classroom door and greet them at the beginning of a lesson.</p>
To learn from my teachers and to develop and nurture a lifelong love of learning	Respect Commitment Persistence Responsibility	<ul style="list-style-type: none"> • Listen attentively and respectfully in class • Follow teacher instructions • Actively participate in the range of learning activities made available to me • Give my best effort • Complete homework, assignments and assessment tasks • Enable others to learn without distraction • Obtain and maintain all resources for each subject. <p><i>Examples:</i> Submit tasks by due dates Arrive to class on time. Be prepared with all work and resources. Avoid moving about the classroom or creating noise unless instructed to do so.</p>
To share a vision for a just and honest environment	Integrity Faith Justice Courage Service Honesty Trustworthiness	<ul style="list-style-type: none"> • Try to be Christ-like, by imitating the actions of Jesus we find in the Gospels • Give others a “Fair Go” • Take responsibility for the consequences of my actions • Care for the person and property of others • Speak and act with integrity and courage • Through my words and actions, help to develop a sense of unity of purpose in our Christian Community • Be responsible for the security of my property

STUDENT RIGHTS AND RESPONSIBILITIES

CONTINUED

As a student I have the following rights	Values	My rights come with the following responsibilities; I need to:
To receive open and regular communication regarding events and issues in the College	Diligence Responsibility Integrity Honesty	<ul style="list-style-type: none"> • Listen carefully to messages • Ensure all correspondence between the school and my parents is delivered • Use my diary to record information • Attend meetings and information nights as required <p><i>Examples: Give my parents all notes sent from school Return any correspondence promptly to teachers Read information on notice boards and on the College website Listen attentively to daily notices and to messages at assemblies.</i></p>
To enjoy a clean and attractive College environment	Respect Responsibility Stewardship	<ul style="list-style-type: none"> • Care for the College resources and environment • Make sure all litter goes into bins • Do my part in keeping the property of others free of defacing marks • Leave chewing gum and marking textas at home • Maintain the best appearance of textbooks, computers and other resources
To enjoy safe travel to and from the College	Safety Respect Responsibility	<ul style="list-style-type: none"> • Follow community rules of safety • Follow the instructions of those responsible for my safety • Be aware of the comfort and safety of those around me • Obtain necessary travel passes <p><i>Examples: Be a good role model Uphold the College reputation</i></p>
To have access to College resources and opportunities	Commitment Pride Generosity	<ul style="list-style-type: none"> • Maintain the good image of the College when representing the College in the community • Participate fully in College Masses, Liturgies, sporting events, fundraising activities and other special events <p><i>Examples: Wear the College uniform correctly and neatly (see Student Diary) Present neatly groomed</i></p>
To be a member of a loving faith community	Love Charity Acceptance Grace Compassion	<ul style="list-style-type: none"> • Respect the Catholic Marist traditions of St Gregory's College • Participate eagerly and appropriately in the various forms of prayer and liturgical life of the College • Nurture my own faith development by engaging properly in the Religious Education Curriculum • Respect the range of expressions of Faith in our Community • Contribute to the lived expression of our Faith Community through participation in a variety of Social Justice initiatives. <p><i>Examples: Participates in Daily Prayer, College and Class Liturgies, Retreats and Reflection days Support a range of Social Justice Initiatives e.g. Lenten appeal, door knock appeals Approach Religious Education classes as an opportunity to grow both academically and spiritually through an enhanced understanding of faith.</i></p>

COLLEGE REGULATIONS

Student Acceptable Use Guidelines

Overview

St Gregory's College provides students with the opportunity to use personal computers, and gives students rights to use and access services on the College data network. Before students are given access rights, they will need to agree to a number of conditions, which are outlined on the following pages.

Information and Communication Technology Facilities Use

The College provides students with personal computer and network access to further develop their learning. It is essential that all personal computers are kept in good working order at all times. Students are expected to take care of and be fully responsible for computers and IT equipment made available for their use. This includes all cables and attachments such as mice and keyboards.

Network Use

A. Security



For security reasons we expect students to keep passwords and network login details private. Students must respect the rights and privacy of others and on no occasion access or attempt to access another person's network account through their password and login, or through unacceptable or illegal means: e.g. hacking.

Students must never pass on their login code or password to any other person. Likewise, students must never allow another student user to use their account.

B. Storage

Students are responsible for managing files and data on their network drive. Each student will be allocated a set amount of data storage. They must take care storing work and information on the network, and use this only for the storage of educational material. Under no circumstances are students allowed to download, introduce or store any software applications on the network.



C. Internet

Access to the internet via the College's facilities may not be used to browse, download or distribute material which is of an anti-social nature, pornographic, violent, illegal, racist, destructive, demeaning or denigrating of others or which encourages this.

Students must respect laws and other people's rights, including copyright laws and antidiscrimination laws. All use of the internet is recorded and the IT Manager regularly monitors all internet sites visited by students. Should there be cause for concern with any of this activity, disciplinary action may be taken. If students take part in bullying and slanderous behaviour on the internet they will be excluded from the College.

D. Downloading files

While the College has a large capacity connection to the internet, downloading large files or browsing many unnecessary sites will quickly use the data allocation. Abuse of the internet allocation will result in suspension of use of the internet. Students are to speak with the IT Manager about this if they are in doubt.

E. Copyright

Students are expected to use the software the College has provided for them, and not to make or use illegal copies of software programs. Any information retrieved from the internet or other network sources and included in work submitted by a student, should be acknowledged or cited in the work and, where necessary, the author's permission obtained for usage. Students should refer to their student diaries for further information related to plagiarism and the College policy on this issue.

COLLEGE REGULATIONS CONTINUED

F. Network printing

The College has provided network printers for student use. If there is too much private, non-educational or excessive use of these printing resources, the ability to print at school will be suspended. All documents or other material printed at the College network printers is recorded and can be reviewed by the IT Manager or other authorised staff.

Communications

A. Code of conduct

All communications that a student makes over the facilities should be in keeping with the College code of conduct as set out in the College diary. When a student uses electronic communication including email, their behaviour should be in keeping with acceptable College behaviour. Undesirable behaviour includes denigration of others, swearing and harassment.

B. Chat/Email

Email is provided at the College solely for educational purposes. This does not include using email for socialising with others. Email is neither private nor secret and can easily be misinterpreted or accidentally sent to the wrong person. An email is a formal communication and carries the same legal status as a written message or memo. All student email will have a disclaimer automatically attached as it is sent from the College – this disclaimer will have a return email address for a reply if the email is inappropriate or sent to the wrong person. This will be monitored by staff at the College.

Video Cameras

The College has in place security cameras inside all computer rooms and in the Library bag area. The College has them in place for the security of College property as well as student property. The College reserves the right to install security cameras in any learning space in order to increase the protection of College assets.

Consequences for breach of contract

The owner of a network account is responsible for any actions that occur while that account is being used. St Gregory's College expects all students to adhere to this policy but cannot accept responsibility for individual behaviour. Violations of this policy will result in disciplinary action. The course of action taken will be determined by the relevant Year Coordinator and the College's Professional Assistant to the Deputy. For a student who has had their network account disabled, this may result in failure or being voided in some courses of study. Financial compensation for any damage caused to the College computers or systems by students will be the responsibility of the student's parent/carer.

I have read the Student Acceptable Use Guidelines and understand them.

I agree to abide by these guidelines.

Signatures:

Student: _____ **Parent:** _____



COLLEGE REGULATIONS

BULLYING AND HARASSMENT GUIDELINES

The College takes a strong stance against bullying and harassment. These Bullying and Harassment Guidelines are reviewed regularly and are to be signed by boys and parents early in the school year. It is a 'lived' document. A Bullying Action Committee (BAC) made of committed members of staff meets to review policy, share ideas and discuss management procedures.

St Gregory's College aims to be a place which fosters learning and positive social interaction in the context of its commitment to Christian principles. As part of the fulfilment of these objectives the College sets its face against all forms of discrimination, bullying or harassment. The College will not tolerate behaviours towards others which could be deemed offensive, intimidating, humiliating or which create a hostile environment. We take the position that it does not matter that the person behaving in such a manner thinks that such actions were "not serious". What matters is the way in which such behaviour could reasonably be expected to impact on an individual or group of students.

Bullying is a pattern of repeated physical, verbal, psychological or social aggression that is directed towards a specific student by someone with more power and is intended to cause harm, distress and/or create fear. Bullying may be carried out overtly (e.g. Face-to-face) or covertly (e.g. through repeated social exclusion or via technology). It is a sub-category of aggression and is different to, but also related to, harassment and violence. It is not the same as conflict or social dislike even though, in some cases, the outcome of both can be bullying.

The different types of bullying include

Face-to-face (sometimes referred to as direct bullying) involves physical actions such as punching or kicking or overt verbal actions such as name-calling and insulting

Covert bullying (sometimes referred to as indirect bullying) is a subtle type of non-physical bullying which isn't exactly seen by others and is conducted out of sight, and often unacknowledged by adults.

Cyberbullying occurs through the use of information or communication technologies such as Instant Messaging, text messages, email and social networking sites. It has many similarities with offline bullying but it differs in that the student(s) who is/are bullying can be anonymous, it can reach a wide audience and the sent or uploaded material can be difficult to remove.

Most students who cyberbully also bully offline. It is not recognised that many forms of covert bullying appear to have significant potential for serious harm.

Definition of Levels regarding Bullying and Harassment:

Level 1 - Minor Acts

- Verbal comments which are hurtful and/or intimidating.
- Pushing or shoving which can be construed to be harassment.
- Ignoring or ostracising another student.

COLLEGE REGULATIONS CONTINUED

BULLYING AND HARASSMENT GUIDELINES (cont'd)

Level 2 - Repeated Minor Acts

- Hurtful verbal comments which continue after a warning has been given.
- Continued physical harassment of a minor nature.
- Spreading rumours and continued psychological harassment.

Level 3 - Major Acts

- Major physical assault such as punching or fighting.
- Racial or intimidating comments of a personal nature
- Sending SMS, email messages or any form of cyberbullying.

Continued bullying behaviour by a student on a Level 3 classification will then be taken to the Headmaster for discussion. The student's enrolment will be in jeopardy. Boys who are found to be involved in bullying behaviours will be managed by Year Coordinators, and the Professional Assistant to the Deputy or Deputy Headmaster using the following procedures:

1. Student interviews;
2. Mediation conference (restorative justice model);
3. Bullying Level classification (1, 2, or 3);
4. Bullying notification form sent to parents and carers;
5. Counselling opportunities for bullies and boys subject to bullying behaviour;
6. Communication with parents – parent interviews in Level 2 situations;
7. After school detention, suspension or community service;
8. Resilience strategies provided for boys who have been subject to bullying and harassment.

The College's bullying management procedure is underpinned by the belief in dealing with the bullying behaviours in three different dimensions:

- Education of boys concerned;
- Clear, rigorous consequences;
- Mediation between boys involved.

Research indicates that bullying behaviours are less likely to continue when each of these dimensions is addressed. Bullying situations present opportunities to educate boys about empathy and forgiveness. Boys are placed on a bullying level for a fixed contract period, after which time the situation will be reviewed.

Key considerations:

- No one has the right to make another feel worthless and unhappy at school.
- St Gregory's College will not tolerate harassment of any kind.
- Two key words that characterise bullying behaviour are: **persistent** and **unfair**.

I have read the Bullying and Harassment Guidelines and understand them.

I agree to abide by these guidelines.

Signatures:

Student: _____ **Parent:** _____



COLLEGE REGULATIONS

CYBERSAFETY

With the spreading impact of the internet, mobile telephones and other technologies, electronic and cyber-bullying now provide new ways to injure either physically, psychologically or emotionally.

Cyber-bullying refers to bullying through information and communication technologies, mediums such as mobile phone text messages, emails, phone calls, internet chat rooms, instant messaging – and the latest trend – social networking websites such as Twitter, Facebook, YouTube and other social networking sites. Cyber-bullying is a fast growing trend that experts believe is more harmful than typical schoolyard bullying. Nearly all of us can be contacted 24/7 via the internet or our mobile phones.

It also is the case that inappropriate use of the internet and other forms of electronic harassment can occur at home or many other places. Parents are encouraged to monitor the responsible use of computers and other forms of electronic communication by their children, and inform the College if their sons are the target of cyber-bullying at home.

The College has clear policies and procedures in place with specific regard to the use of computers, mobile telephones and other equipment at school. Any breaches of these policies and procedures will be treated with appropriate sanctions. The College guidelines regarding cybersafety are listed below.

Important terms used in these guidelines

- (a) The abbreviation 'ICT' in these guidelines refers to the term "Information and Communication Technologies"
- (b) '**Cybersafety**' refers to the school's guidelines about responsible and safe use of ICT. These guidelines are in place to protect students from cyber-bullying.
- (c) '**School ICT**' refers to the school's computer network, internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in these guidelines, includes but is not limited to mobile phones, computers (such as desktops, laptops, PDAs, floppy disks, iPods, MP3 players) and any other, similar, technologies as they come into use
- (e) '**Objectionable**' in these guidelines means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

Guidelines

1. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
2. I understand that I must not at any time use ICT (on or off campus) to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
3. While at school, I will not:
 - Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - Download, save or distribute such material by copying, storing, printing or showing it to other people
 - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.

CYBERSAFETY GUIDELINES (cont'd)

4. If I accidentally access inappropriate material, I will:
 1. **Not show others**
 2. **Turn off the screen or minimise the window and**
 3. **Report the incident to a teacher immediately.**
5. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
6. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
7. **I understand that if I break these rules, the school may inform my parent(s)/ carer(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.**

I have read the Cybersafety Guidelines and understand them. I agree to abide by these guidelines.

Signatures:

Student: _____ **Parent:** _____



COLLEGE REGULATIONS

Mobile Phone and other Electronic Device Guidelines

Purpose To allow students to bring mobile phones and other electronic devices to school in such a way that they do not interrupt the academic and daily routine of St Gregory's College.

Rationale The College does not encourage boys to bring mobile phones and other electronic devices to school, but we do understand that in some circumstances this is a necessity. By allowing students to carry a mobile phone or other electronic device we assist in creating easier communication between parents and boys during travel to and from school. Boarding students have no reason to bring a mobile phone or other electronic device to school; phones and other electronic devices should be left in the boarding house during the school day.

Conditions Students may bring a mobile phone or electronic device to school under the following conditions:

- The phone or electronic device is not to be turned on at any time during the school day from 8.00am to 3.15pm.
- The phone or electronic device is not to be handled or used at any time;
- Phones or electronic devices are not to be taken into exam or assessment rooms.
- Students are not permitted to sell or purchase a mobile phone or electronic device at school
- Phones or electronic devices are not to be used as a clock
- Permission should be sought from staff on duty to use phones while students are waiting for buses or at student pick up.
- Note: there are additional conditions for mobile phone or electronic device use in the boarding school

College Laptops

- College laptops are to be used as an educational resource in class time only.
- Students are not permitted to use the device travelling to and from school and at Recess and Lunch.
- Students are not permitted to take photos of staff or students without their express permission.
- Any repairs need to be forwarded to the IT staff as soon as possible.

Security

- The College does not accept responsibility for mobile phones or electronic devices which are lost, damaged or stolen.
- Boys may choose to store their mobile phone or electronic device with the Professional Assistant to the Deputy during the school day for safe keeping.



Consequences for misuse of mobile phones or electronic devices

- **First occasion:** Students breaching the above conditions will have their phone or electronic device confiscated by their Year Coordinator and a Friday afternoon detention will be issued.
- **Next occasion:** The phone or electronic device will be stored until it can be collected by a parent. The student will be issued with 2 hours of afternoon detention time.
- Subsequent misuse will see the mobile phone or electronic device confiscated and stored with the Professional Assistant to the Deputy until it can be collected by a parent or carer. A boy in such circumstances would need to attend an interview with the Professional Assistant to the Deputy before returning to the school program.

Privacy and Security There are significant privacy and security challenges associated with the use of mobile phones and electronic devices that have image, video and sound recording capabilities. **Students using a camera phone or electronic device to record and/or share material that could be considered intrusive and a form of harassment will face suspension from school. In some cases this may lead to the termination of enrolment.**

I have read the Mobile Phone and Other Electronic Devices Guidelines and understand them. I agree to abide by these guidelines.

Signatures:

Student: _____ **Parent:** _____



COLLEGE REGULATIONS CONTINUED

CLASSROOM ROUTINE

The following is the typical classroom routine which is to be followed at St Gregory's College. There will always be some variations to this pattern, particularly in the area of practical subjects and specialist rooms – students should familiarise themselves with any variations as quickly as possible.

- Students should stand in two neat, silent lines outside the classroom.
- Stand and greet the teacher at the beginning of the lesson. The same courtesy is extended to any teacher or adult visitor who arrives during the lesson.
- Lessons should commence with a prayer or blessing.
- Students should have relevant materials ready at the beginning of the lesson. The following books should be open at the homework or page reached during the previous lesson: student workbook, textbook and homework diary.
- Students should have the homework diary on their desk for each lesson.
- Students should have with them the specialist requirements for the particular subject – whether it be protective clothing, Bible, atlas, etc.
- Students should attend class with the following set of basic equipment:
All objects listed above as well as pencil case containing wooden or plastic ruler, blue or black pens (2), red pen, lead pencil (2), highlighting pen, glue stick, pencil sharpener and a basic collection of at least six coloured pencils.
- The lesson concludes with the teacher dismissing the class. Students are to move quickly and directly to their next class. Food and drink are not to be consumed between classes (nor during classes) and the vending machines near the canteen are out of bounds at these times.

HAIRCUTS

Read carefully: Students are required to wear their hair in a neat and tidy manner. Haircuts should be of an even grade. Hair should be well brushed and combed and it is assumed that hair will not be in such a condition as to invite comment.

Be aware of the following

- Extreme styles, bleaching, colouring or dyeing of hair are not permitted.
- Gel, mousse and hair spray or other similar substances should not be used.
- There will be no undercuts or steps.
- Nothing shorter than a number 4 comb is acceptable.
- Hair should not extend below the eye brows or touch the shirt collar.
- Boys should be clean shaven at all times.
- Long sideburns are not permitted.
- Students who do not abide by the haircut requirements will be asked to fix the identified problem and not return to school until the issue is resolved.
- Regular hair blitzes will be conducted to enforce these expectations.
- The ultimate decision as to whether or not a hairstyle is appropriate for the College will come from the Professional Assistant to the Deputy.





COLLEGE REGULATIONS

CONTRABAND GOODS

The following are not permitted for students on the College property:

- Chewing or bubble gum
- Metal rulers
- Aerosol cans of any type – roll on or pump packs are required.
- Tobacco or tobacco derivatives, matches, lighters, alcohol
- Any illegal substance such as marijuana will incur immediate exclusion
- Electronic devices unless for approved academic application
- Skateboards, roller blades, scooters or skates
- Knives, sharp implements, weapons of any kind
- Any dangerous substance
- Large sums of money or valuable items
- Jewellery which does not meet the guidelines stated elsewhere
- Permanent marker textas.

To ensure the safety of all members of the College community, it may be necessary, on occasions, for boys to empty the contents of their bags or locker in the presence of a member of staff. The College reserves the right to search bags in the best interests of all boys enrolled at the College.

These items will be confiscated as they are either dangerous, liable to be stolen or are capable of causing disruption at the school. Arrangements can then be made with either student or parents to organise the return of the confiscated items at some later, mutually convenient time. In some cases the police will be called for illegal substances (as required by law)

Smoking tobacco, the drinking of alcohol and the possession or use of unlawful substances are prohibited at St Gregory's College. This includes travelling to and from the College and while attending any type of College function either as a spectator or participant.

Severe penalties, up to and including exclusion from the school could result for students who breach these rules.

Your attention is also drawn to the Board of Studies Regulations relating to Examinations as these will apply to all school Examinations. They state that "You must not take a mobile phone or any other electronic device into a test room unless approved by the Board of Studies. Penalties for such actions could include being removed from the test room and/or cancellation of that particular test result." Calculators supplied are Approved Devices.

COLLEGE REGULATIONS CONTINUED

Recreation

- 1) The following areas are designated for student recreation on school days:
Area 2 – Top Quad – passive area and handball
Area 3 – Lower Quad – passive area only
Areas 4 & 5 – Grassed area & basketball courts – touch football on grassed area, and handball and basketball on courts.
The corridors and verandahs outside classrooms are generally out of bounds, except during wet weather.
Area 6 – St Gregory’s Rugby League No 1 – touch football and other ball games if needed or if Area 4 is needing repair.
- 2) Verandahs, stairwells and classrooms are out of bounds except during class time.
- 3) There should be no running anywhere other than in ‘active’ play areas. Most accidents will be avoided if this simple rule is followed.
- 4) The swimming pool, gymnasium, computer laboratories, industrial arts rooms and any other specialist rooms are only available when a teacher is present.
- 5) The Staff car park is out of bounds to all students. Students may be dropped off and picked up only from the loop road at the front of the College.

Attendance and Travel

- 6) Daily travel to and from the College is considered part of your school day and all College regulations must apply.
- 7) Attendance on every school day is compulsory. Leave may be granted in special circumstances. All requests for leave of one week or more are to be addressed to the Headmaster.
- 8) Students arriving at school after 8.25am must obtain a “Late Pass” from Student Services – it is to be given to your Year Coordinator when you arrive and your homeroom teacher before the day concludes. All partial absences, including lateness to homeroom should be explained by a note from home.
- 9) If you are not attending school on any given day, your parent/carer must ring Student Services to advise the school of the reason for your absence. Legally, absences from school require a dated note of explanation on your return. Your Year Coordinator should be informed by telephone if the absence is likely to exceed two days. The law requires that a note with the signature of your parent or carer should be sent to the school and kept with the Roll for a significant period of time.
- 10) Except in the case of obvious emergency, no student is to attend Sick Bay without first obtaining written permission from the appropriate Year Coordinator. This applies to all students, day and boarding, from 8.00am to 3.05pm.

COLLEGE REGULATIONS

OTHER REGULATIONS

Attendance and Travel

- 11) Driving Privileges: Only Year 12 students may regularly drive a vehicle to school and then only after the appropriate documentation has been processed.
- 12) Students travelling to and from College activities under the supervision of College staff must supply written documentation in advance to support any request to alter their travel arrangements. The organisation of any form of alternative transport arrangements may only be undertaken with the approval of the supervising staff.

Other

- 13) Detention classes are normally held on Friday between 3.15pm – 4.15pm. Attendance on the specified day is compulsory. Twenty-four hours notice will be given to parents of day students. Other days may sometimes be used.
- 14) Weekend detention may be required for serious or repeat offences.
- 15) Students found throwing items, including tennis balls, food and fruit will be dealt with appropriately – damage or injury are easily caused by this activity.
- 16) No food or drink is to be consumed in classrooms at any time – particularly during lessons. Food and drink are not to be consumed on buses.
- 17) No energy drinks are to be brought onto the College grounds nor are these to be consumed by students whilst in College uniform.
- 18) No student has permission to use any telephone from the time of his arrival at the College until the dismissal bell.
- 19) Senior Examinations: Students who are in an examination period will attend examinations in their complete and correct school uniform. Students will be clean shaven and will be subject to all normal school rules.

The main rule of the College, as far as student behaviour is concerned, is hands off. This means that no body contact is to occur. If this simple rule is followed, many distressing situations will be avoided. If you have a problem with something that is said or done to you then either report it to the appropriate authority or ignore it. Should you choose to take matters into your own hands you will be held responsible for your actions and any repercussions arising as a result of those actions.

COLLEGE REGULATIONS **CONTINUED**

UNIFORMS

The College has a uniform standard which each boy is expected to maintain well. The uniform is not optional. It must be worn completely by all boys enrolled at the College. There are three uniforms: Summer, Winter and Sports. It is recommended that all clothing be marked with name tags or permanent marker. The expectation of the College is that no jewellery other than a watch or a single small religious medallion or crucifix on a small, slim chain will be worn by students. Rings, earrings, bracelets and other decorative items do not form part of the uniform and are not to be worn.

The College uniform must be purchased from the College Uniform Shop including the black leather belt. The only exceptions to this policy would be the black lace up shoes and the predominately white running shoes.

- Orders can also be placed on-line through the FlexiSchools website, www.flexischools.com.au
- The Uniform Shop sells the complete range of school uniform (excluding shoes) and accepts payment by cash, cheque, credit card (Mastercard, Visa & Amex only) and EFTPOS.
- The College also operates a Second Hand Clothing Pool for pre-owned uniforms.

Trading Hours During School Term:

Uniform Shop

Tuesday, Thursday: 10.00am to 12.30pm and 1.00pm to 4pm

Second Hand Clothing Pool

Second and fourth Thursday of the month: 12.30pm to 3.30pm

- The Uniform Shop and Second Hand Clothing Pool also trade on additional days across the year. For further information, please check the College website, www.stgregs.nsw.edu.au

To contact the Uniform Shop or Clothing Pool, please phone (02) 4629 4270 or email uniformshop@stgregs.nsw.edu.au or clothingpool@stgregs.nsw.edu.au

SUMMER UNIFORM

- College shirt with monogrammed pocket.
- Tailored grey shorts or College grey long trousers – not using jeans or “King Gee” type material. The standard issue available at the Uniform Shop represents what is required.
- Black leather belt to be purchased from the Uniform Shop.
- School socks, purchased from the Uniform Shop, to be worn with shorts, plain black socks to be worn with long trousers. School socks are to be kept pulled up at all times
- Black leather dress shoes, with black, tied laces. Elastic sided boots and shoes or boots without laces are not suitable.
- A baseball style cap with the College crest – other hats may not be worn.

COLLEGE REGULATIONS

SUMMER UNIFORM (cont'd)

PLEASE NOTE:

Warm Clothing. Some boys ask if it is permissible to wear other clothing during the winter. There is no problem with this as long as the extra clothing is not visible. This applies equally to both the Sports and ordinary uniform. T shirts should not be worn under shirts when the T shirt can be seen. Other items are available which do not protrude above the shirt. Scarves and gloves (black only) can be worn whilst travelling to school during the winter months, but must be taken off upon arrival in morning homeroom and must not be worn with the sports uniform.

WINTER UNIFORM

- College blazer to be worn by all students to and from school in Terms 2 and 3. In these Terms it is also required to be worn at Morning Administration, the Headmaster's Assembly and at the Monday Morning Assembly.
- College blue shirt with top button (long or short sleeves).
- College tie with crest to be worn with top button always done up.
- College grey long trousers.
- Maroon jumper.
- Black leather belt to be purchased from the Uniform shop
- Plain black socks.
- Black leather dress shoes with black laces, intact and tied.

SPORTS UNIFORM

PLEASE NOTE:

If a student is unable to wear the entire correct sports uniform, then he is required to wear the complete normal uniform instead. Combinations or variations of sport uniform are not permitted. Any student who wears his sports uniform incorrectly will be required to wear full College uniform on the following Thursday sports day. This is a simple rule – notes explaining incorrect portions of uniform are not required if the above rule is followed.

- a) Tracksuit: only the College maroon and blue tracksuit is to be worn. It should be clean and tidy and kept in a good state of repair. It is to be worn to and from school on Thursdays in Terms 2 and 3, and in cooler weather during Terms 1 and 4. The College's maroon jumper is not to be worn on Thursdays.
- b) Shorts: maroon and pale blue shorts should be worn to and from school on Thursdays only.
- c) Sports shirts: the College sports shirt (with house colour on collar) is to be worn to and from school on Thursdays. Houses are allocated and advised to new students on Orientation Day (November), with students who are accepted after Orientation Day having their house allocated in the first week of school.
- d) For PE lessons during the week (not Thursdays) boys will wear normal uniform to and from school but will be required to bring their sports uniform.
- e) Sports Shoes: these should be white or predominantly (at least 90%) white and are to be of the 'sneaker' or 'sandshoe' variety. The laces should be white. The laces should be in place and done up. Slip-on shoes, basketball boots and shoes with fluorescent colours are not permitted.

COLLEGE REGULATIONS **CONTINUED**

SPORTS UNIFORM (cont'd)

- f) Hats: only the official College hat may be worn. These are available from the Uniform Shop.
- g) Sports Socks: these should be plain white with one blue and one maroon bar (available from the Uniform Shop). Other colours, including fluorescent, insignia and brand names do not form part of the uniform. Socks will be of the 'standard' height normally associated with school wear – this would mean that socks would sit clearly and visibly above the ankle. Ankle socks, cut off socks or long socks are not part of the uniform.
- h) Premiership or souvenir material, including jackets and shirts do not form part of any College uniform and are not to be worn as such. The exception is that Year 12 may wear their form jersey on sport day.

The Standard is:

- College tracksuit;
- College penguin type shirt (blue with College crest);
- College maroon and pale blue shorts;
- College sports socks – white socks with blue & maroon stripes;
- Predominantly (90%) white sports shoes;
- All students are to wear blue shorts for PE lessons during the week (where applicable);
- College football socks are to be worn only with football gear in season.

NOTE: Where an item of uniform does not have an embroidered pocket, it mostly has “St Gregory’s College” embroidered on it.

Clothing Pool: The College operates a clothing pool where second hand College uniforms may be purchased. Please check website for days and times of opening.

Bags: In all years, students must use the official College bag, available from the Uniform Shop. Bags should be completely free, both internally and externally of all graffiti, writing, stickers or other material as should student diaries, books and folders. In 2014 all students will be issued with a College sports bag that will be used for extra equipment and sports gear. These two bags should be the only two bags used by students.

TRANSPORT

Transport Arrangements

Individual bus times and routes should be sought from the bus company involved. All boys will be placed on their buses each afternoon and the final bus leaves the College by approximately 4.30p.m. This bus is suitable for boys remaining for Sports practice or Detention and will drop the students at Campbelltown Station.

All students are expected to travel to and from school by the most direct means available to them. Behaviour and uniform while travelling on public transport are expected to be of the highest standard. Those students who fail to comply with these standards may be stood down from classes and face the real possibility of having to find an alternative form of transport. At Campbelltown Station students are required to catch the first available bus to the College. Students are to move promptly to the College side of the station to join the bus queue. It is expected that St Gregory’s students will offer their seat to those in need while travelling on buses and trains.

COLLEGE REGULATIONS

CANTEEN

- Recess and lunch orders can be placed *on-line* before **9.30am** through the *FlexiSchools* website, www.flexischools.com.au
- For information on the products sold in the Canteen, please check the College website, www.stgregs.nsw.edu.au
- To contact the Canteen, please phone (02) 4629 4201 or email lynette.bristow@stgregs.nsw.edu.au

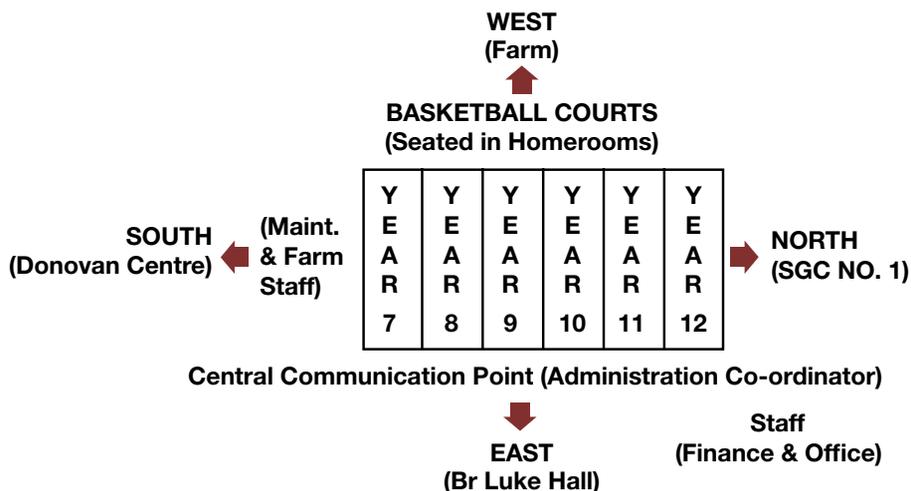
STUDENT PRINTING & PHOTOCOPYING

All Day students will be provided with a printing and photocopying quota of \$2 each year. Boarding students will receive \$5 each year. This is included in the annual fee charges with any prior year balances being carried forward. Students can use this quota on the Library photocopier and the printers in the ICT laboratories only. The usage charges are: 2 cents an impression for black and white and 10 cents an impression for colour. The same charge applies to either A4 or A3 paper. Once the quota is used, students will need to pay for any additional printing rights at the Finance Office. The College reserves the right to increase the usage charges in line with movements in commercial rates.

EVACUATION PROCEDURE

On hearing the evacuation siren or being given instructions to evacuate:

1. Remain calm. Cease work immediately.
2. Staff will ensure all students are aware that they must evacuate
3. Leave everything (i.e. books, bags and other belongings) in the classroom
4. Under the teacher's instruction and if it is safe to do so
 - leave a curtain open
 - switch off air conditioning, fans and lights
 - close all doors and windows but do not lock them



COLLEGE REGULATIONS **CONTINUED**

EVACUATION PROCEDURE (cont'd)

5. When the teacher instructs, students stand and follow the teacher's directions to the safe designated assembly area (i.e. the basketball courts), moving out in an orderly manner. Stay together as a class. Do not run.
6. On arrival at the assembly area (i.e. the basketball courts):
 - Students line up in homerooms in Year group areas.
 - Teachers take a roll call and report absentees.
 - Teachers supervise students
7. All remain at the assembly area until otherwise directed by the Chief Warden

LOCKDOWN GUIDELINES

On hearing the lockdown bell (the school bell ringing continuously) or being given instructions to lockdown the school:

1. Students should quickly move into safe areas
2. Visitors to the College will automatically become part of the lockdown procedure and will not be permitted to leave the College
3. Staff ensure that all students are aware that a lockdown is in progress
4. Staff will secure all doors and move students out of line of sight of doors and windows.
5. If it is safe to do so:
 - Staff should check corridors outside their classrooms for nearby students and direct any students in the immediate vicinity into their classroom.
 - Staff should not leave the classroom to get students.
 - The door should then be closed and locked.
6. Staff should ensure all students remain calm and quiet.
7. If students have mobile phones, they should be switched off. No calls should be made during the lockdown.
8. No student should access the internet during the lockdown.
9. Staff should record the names of students who are in the room. Any missing and/or extra students should be noted.
10. If possible, staff should provide these details to the Chief Warden or Deputy Warden
11. Staff should maintain room security until official notification is provided by a Member of the Leadership Team or an identified police officer that the lockdown is over.
12. A full evacuation of all staff and students will then take place as part of the roll checking. The evacuation siren will sound to indicate this.

NOTE: The Evacuation signal is a siren that sounds and is not the same as the school bell.