

Student Code of Conduct

CONTEXT

As a Catholic boys boarding school in the Jesuit tradition, Saint Ignatius' College Riverview seeks to promote the spiritual, academic, social, physical and experiential growth of members of the community.

The educational program at the College is dedicated to the integral formation of the human person. It aims to enable all to reach their full potential, immersed in an environment that aspires to Human Excellence and the promotion of a faith that does justice.

The purpose of the College policies and procedures is to provide a framework which ensures that the safety, individual care (*cura personalis*) and wellbeing of each person is paramount.

PRINCIPLES

Cura Personalis (concern for the individual person) is a basic characteristic of Jesuit education which underpins all aspects of life at Saint Ignatius' College Riverview. The College is committed to being a child safe organisation. Protecting the welfare and promoting wellbeing of all students are the highest priorities of the College. Child safety is a shared responsibility across the College community. As members of this community, students are expected to uphold the highest standards of care and concern for each other, the staff and visitors to the College. This Student Code of Conduct, like the Community Code and the Staff Code of Conduct set clear expectations and behavioural standards.

The College rests on the traditional lands of the Cammeraygal people, who lived in harmony with their environment for thousands of years. Current and future generations must acknowledge and respect this tradition and must do all that they can to protect the local environment and live in a sustainable manner.

The 'Student Code of Conduct' contains explicit directions for students to follow as well as consequences for deliberately breaching the Code. These consequences exist to;

- / assist in the formation of young people as they grow in maturity,
- / maintain safe order and efficiency on a site with a large community of people.

However, the discipline of greatest significance is that which the individual imposes on himself. Therefore, the Code places an obligation on all students to take responsibility for their own conduct and to work with staff and other students cooperatively. Such self-discipline

can be measured against our values of; justice, service, discernment, conscience and courage.

Student Code of Ethics

The following set of foundational values, informed by Jesuit spirituality, underpin how students are expected to study and engage in school life together.

Justice

A commitment to justice for all, and a heart for vulnerable individuals and those with less opportunity than ourselves

Service

A commitment to selflessly work towards a better world for all

Discernment

Being moved by reflection from a knowledge of facts to enacting a faith-filled understanding

Conscience

Steadfastly holding to truth, based on that discernment

Courage

A commitment to dare to act with a faith that does justice

Student Responsibilities under the Code of Conduct

Based on these values Saint Ignatius' College students are expected to:

- / conduct themselves in a manner that upholds the standards, culture and reputation of the College;
- / communicate with and about all members of the community with respect and courtesy, both in person and online (including email, text and social media);
- / respond positively and cooperatively to any lawful or reasonable instruction given by a College staff member;
- / present themselves and their uniform fully in accord with College expectations;
- / be respectful and mindful of others when in public, including following public transport rules;
- / act ethically, inclusively and responsibly;

	<ul style="list-style-type: none"> / take responsibility and be accountable for their actions and decisions; / proactively respect the property of others, including the College environment and property; / comply with this Code of Conduct and other College policies and procedures. <p>Saint Ignatius' College students do not act in a manner that is:</p> <ul style="list-style-type: none"> / discriminatory, intimidating, abusive, threatening or insulting, including verbal and non-verbal aggression. / psychologically, interpersonally, physically, sexually or verbally violent or abusive towards others including, students, parents, staff members, contractors, volunteers or the general community. <p>Any student found to be engaging in such behaviour will incur serious sanctions, including the student's enrolment at the College being placed in jeopardy.</p> <p>Refer to the College's Student Bullying, Harassment and Discrimination Policy for further details.</p>
<p>Student Duty of Care</p>	<p>Just as the College and staff have a duty of care to students for their safety, students also have legal duty of care requirement. Each student has a duty to:</p> <ul style="list-style-type: none"> / take reasonable care of their own health and safety by making good choices and acting in responsible ways during the school day, and when they are involved in school activities. / take reasonable care that their conduct does not adversely affect others. Students also have a responsibility to not harm or negatively affect another student or College staff member, physically, emotionally or psychologically. / comply with instructions, so far as they are reasonably able, given by teachers, coaches, staff and the College.

	<p>Students must be aware they are accountable for their choices and actions, and there are consequences.</p>
<p>Students and the Code of Conduct</p>	<p>This Code of Conduct applies to all students of the College:</p> <ul style="list-style-type: none"> / in the College environment, including outside normal study hours; / while undertaking school related activities including interaction with parents or other third parties and while travelling away from the College (e.g. College trips or sport activities); / at school-related events e.g. sport, overnight excursions and social functions; and / when online or otherwise identifiable as a student of the College.
<p>Student Breaches</p>	<p>The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach. Factors the College may consider when deciding what action to take may include:</p> <ul style="list-style-type: none"> / the seriousness of the breach; / the likelihood of the breach occurring again; / whether the student has committed the breach more than once; / the risk the breach poses to the reputation of the College; and / the risk the breach poses to employees, students and others. <p>Actions that may be required by the College in response to a student breach include righting the wrong, a written reflection, restorative justice processes and disciplinary action. For further details please refer to the Pastoral Care and Behaviour Management Policy.</p> <p>The College reserves the right to determine in its entirety the response to any breach of this Code. Any student who is aggrieved by the application of this Code of Conduct may raise a complaint under the Complaints Handling Policy.</p>

<p>In Community</p>	<p>Students' daily interactions with others reflect on their personal and the wider College's reputation. Therefore, all students are expected to be approachable, courteous and prompt in dealing with other people, including staff, parents, other employees and members of the community.</p> <p>All students, particularly senior students, have a responsibility in presenting themselves as appropriate role models for other students. Modelling effective leadership and respect in student interactions with staff as well as peers can have a profoundly positive influence on other student's personal and social development.</p> <p>In particular, students should be aware of the distinction between "community building activities" and "pack behaviour".</p> <p>Community building activities encourage individual thought and action in the pursuit of creating a heartfelt sense of place within the College. Pack behaviour encourages individuals to ignore their values/ethics or moral compass and acquiesce to the decisions or actions of the group.</p> <p>Pack behaviour is harmful to individuals and community building and will not be tolerated. Students are expected to take individual action at all times and be cognisant of the values and ethics of the College community in all of their actions.</p>
<p>Respect for Property</p>	<p>Students should demonstrate respect for their own personal property, in addition to the property of others. Students are expected to use the College property, resources, facilities and environment responsibly and sustainably.</p> <p>Similarly, students are required to acknowledge the authorship or intellectual property belonging to someone other than themselves in their academic work.</p> <p>Student property should be named to facilitate return if lost. If a student finds any lost property it should be given to Licona.</p>
<p>SAFETY AT THE COLLEGE</p>	

<p>Your Safety First</p>	<p>The College has adopted the <i>Your Safety First</i> approach to child safety - a copy of the <i>Your Safety First</i> poster outlining student expectations relating to child safety is attached as Appendix 1 at the end of this document.</p> <p>Students should expect to feel accepted, comfortable and respected while at school both in relationships and interactions with other students as well as with staff.</p> <p>Should a student feel unsafe, uncomfortable at the College or they experience bullying, harassment or discrimination this needs to be reported to the College. Likewise, any witnessed bullying, harassment or discrimination at the College must be reported.</p>
<p>Reporting Concerns</p>	<p>Report any bullying, harassment or discrimination, or student safety issues at the College by speaking to the student's:</p> <ul style="list-style-type: none"> / Head of House (HoH) / Assistant Head of House (AHOH) / Mentor <p>or to:</p> <ul style="list-style-type: none"> / College Counsellor / a trusted teacher / Dean of Pastoral Care / Deputy Principal Students <p>Students may also report bullying, harassment or discrimination incidents or concerns for themselves or another student by lodging an Incident Report on Inside View or making a complaint as outlined in the Student Complaints section of the Complaints Handling Procedures.</p> <p>For further detail please refer to the Student Bullying, Harassment and Discrimination Policy and Procedures located on the College Policies page of Inside View.</p>
<p>Contact Sports</p>	<p>Games involving unnecessary roughness must be avoided on the playground. For clarity, full contact sports are prohibited on any playground and ball games are limited before school, at recess and lunch to Third Yard, Therry Court and Gorman Field.</p>

<p>Student Use of Bathrooms</p>	<p>Students may only use bathrooms that are designated for student use. Students must not use bathrooms designated for staff/adult use.</p> <p>Student bathrooms are to be used only for their intended purpose. Any misuse of the student bathrooms will be taken seriously and any action or behaviour considered inappropriate will be dealt with accordingly.</p>
<p>Prohibited Items</p>	<p>The College seeks to provide a safe and supportive school environment and as such, is committed to being a smoke and drug free environment. Students are prohibited from the consumption, possession or supply (whether or not for profit) of unsanctioned substances, including, but not limited to:</p> <ul style="list-style-type: none"> / alcohol / vaping and vaping paraphernalia / nicotine or nicotine-based products / illicit drugs / misusing legal medication, inhalants or solvents, and from the supply of these substances and/or associated paraphernalia. <p>Further details can be found in the Student Alcohol and Drugs Policy located on the College Policies page of Inside View.</p> <p>Students are not permitted to carry or have in their possession a weapon or any item that could be construed or used as a weapon whilst at the College, travelling to and from the College, or attending any College sanctioned event.</p>
<p>Bounds</p>	<p>When the College is open students will be supervised in, and may use the following spaces:</p>

<p>Before School</p>	<p>At Recess and Lunch</p>
<p>From 7:30am</p> <ul style="list-style-type: none"> • Regis Basketball courts • Third Yard <p>From 8:00am:</p>	<p>Students will be supervised in and may use the following spaces:</p> <ul style="list-style-type: none"> • Therry Garden • Third Yard • Therry Courts

<ul style="list-style-type: none"> • Therry Building • Therry Courts • Gorman Field • House areas only when supervised 	<ul style="list-style-type: none"> • Canteen Steps • Gorman Field • Chapel Quadrangle <p>At Lunch Only: Students may also use Second Field (excluding the cricket nets)</p>
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<p>Out of Bounds</p>	<p>Unless directly supervised by a staff member, the following areas are out of bounds:</p> <ul style="list-style-type: none"> / the Arrupe, Doyle, O'Neil, Wallace, Vaughan and Therry Buildings, the Gartlan Centre (including Gartlan carpark), St Michael's House or the Christopher Brennan Library / The Rose Garden and surrounds / Boatshed and surrounds / Cova Cottage and surrounds / Fourth Field and surrounds / Second Field and surrounds / First Field and surrounds (including the Father Mac Pavilion and visitor's grandstand) / Boarding Houses and other residences on the College grounds / Regis Sixth Field, Hall and outside the Regis Drama Room / Any other space
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DRESS CODE

<p>College Uniform</p>	<p>The College Uniform should be worn during school days (except during sport training or as otherwise directed by a member of College staff) and other College events (including when viewing a College debate, drama production or sport).</p> <p>At all times, students are expected to take care and pride in their personal appearance when wearing the College Uniform. College clothing items should be worn neatly and modestly, and should be well-fitting, clean, regularly pressed and in good repair.</p>
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	<p>Shirts should be tucked in with the top button fastened. Ties should be appropriately tied and drawn to the collar. Socks should be an appropriate length, pulled up and supported with garters if necessary.</p> <p>The College <i>drizabone</i> and spray jacket should only be worn in case of inclement weather.</p> <p>Hair should be modest in terms of cut (not covering the eyes, not over the ears or collar) and colour (no artificial colour). Extreme variance in hair length should be avoided (for example undercuts and mullets). Completely shaven hair should be no shorter than a number 3.</p>
<p>Sports Uniform</p>	<p>Sport uniform should be College branded and appropriate for the activity that is being conducted. During games, only proper College sport uniform may be worn (for example, no sublimated rugby training jerseys are permitted during games). Non-College clothing should not be worn to, from or at College sports activities.</p> <p>Student spectators to AAGPS events such as the Head of the River, Athletics Carnival, Swimming Carnival, Basketball, Football and Cricket matches should wear their full College uniform (including blazer during terms 2 and 3).</p> <p>The College may at its discretion require students to modify any dress or appearance deemed to be unacceptable. Parents and students are asked to support the College in this regard and to consult with the College if in doubt.</p>
<p>Hats</p>	<p>Students are encouraged to be sun safe whilst participating in College activities. College hats (cap or bucket) may be worn during recess and lunch but should be removed when indoors.</p>
<p>Casual Clothes</p>	<p>On occasions when uniform is not required and on designated non-uniform days, students should remember the College's general expectations of propriety and modesty and should observe the following guidelines:</p> <ul style="list-style-type: none"> / Casual and uniform items should not be mixed

	<ul style="list-style-type: none"> / Singlet tops, torn, ragged, very tight or revealing clothing is not appropriate / Clothing that carries offensive language or images, or that promote the use of drugs, alcohol or tobacco are not permitted / Shoes must have an enclosed toe, and / Clothing should be sun safe.
<p>Jewellery, Piercings and Tattoos</p>	<p>Generally, jewellery, piercing and tattoos are to be avoided. Specific religious or cultural adornments may be permitted with express permission of Deputy Principal Students and/or Director of Boarding for Boarders.</p>
<p>LEARNING</p>	
<p>Senior School Learning in the College</p>	<p>In the Senior School students are expected to:</p> <ul style="list-style-type: none"> / Display empathy to the views of others / Empower peers and staff / Display enthusiasm and application of expertise / Engage in the pursuit of personal excellence <p>These priorities are represented in the Senior School merit and demerit system (refer to the Pastoral Care and Behaviour Management Policy).</p> <p>Students must arrive for class punctually and wait outside the classroom until their classroom teacher directs them into the room. Students should not be in a classroom unless supervised by a teacher.</p> <p>Students should be prepared for each class by bringing with them any equipment or clothing needed for the lesson.</p> <p>Students should carry out their work in accordance with the principles and practices of good scholarship. This includes understanding, valuing and using ethical practices when locating and using information.</p>
<p>Regis Campus</p>	<p>Regis students are men for others. Students are encouraged and expected to make a conscious commitment to show respect,</p>

<p>Learning in the College</p>	<p>compassion and competence to achieve by respecting themselves and others in the way they:</p> <ul style="list-style-type: none"> / conduct themselves / consider and value their peers and College staff, / engage with the learning environment and; / seek to grow in knowledge and character.
<p>Class Routines</p>	<p>Students can help create a respectful and considerate learning environment by:</p> <ol style="list-style-type: none"> 1. Wearing the correct uniform to each class. 2. Waiting outside the learning space in a quiet and orderly manner until directed by a teacher to enter. 3. Bringing the correct materials to each lesson and leaving food in bags. 4. Standing behind the desk and waiting to be greeted by the teacher. 5. Keeping laptops closed until directed by the teacher to use them for learning. 6. Waiting to be dismissed by the teacher at the conclusion of the lesson. 7. Leaving the learning space clean and tidy.
<p>Learning at Home</p>	<p>Students are expected to:</p> <ul style="list-style-type: none"> / Seek the highest standards in learning at home / Complete homework punctually to the best of their ability / Respect the intellectual property of others and not plagiarise / Follow up with teachers for any missed classwork in order to complete this at home / Be respectful when requesting feedback from teachers <p>Should a Senior School student fail to complete their homework the teacher may award a Homework ERA as outlined in the Pastoral Care and Behaviour Management Policy.</p>
<p>Co-curricular Activities</p>	<p>When participating in College co-curricular activities, students should:</p> <ul style="list-style-type: none"> / Make their best effort / Use respectful language

	<ul style="list-style-type: none"> / Show courtesy to staff, officials and participants both when participating or supporting / Be a welcoming host to visiting students, staff and supporters, including being humble when successful and dignified when unsuccessful / Respect other schools' environment and property / Be punctual to all co-curricular activities, including training and rehearsals / Act with fairness and respect College rules and AAGPS rules <p>Students are expected to participate in the College's sports program during both the Summer and Winter seasons. An exception to this is in Year 12 where students can elect to only participate in one season.</p>
<h2 style="color: #0056b3; margin: 0;">TECHNOLOGY AND SOCIAL NETWORKING</h2>	
<p>Student Safety and Responsibility</p>	<p>Students are expected to be safe, responsible and respectful users of digital devices and online services and support their peers to be the same.</p> <p>Students are personally responsible at all times for actions and interactions carried out on their devices, including their school issued laptop and any other device (including a mobile phone) when connected to the College System. Student use of the College System must be in support of, and consistent with, the values of the College.</p>
<p>Mobile Phones and Laptops</p>	<p>Students are not to use a mobile phone during the school day, upon arrival and until 3.30pm. Any student seen with a mobile phone on their person will receive an afternoon ERA. Regis students may use the student phone in the Regis Admin Office to contact their parents during the day.</p> <p>Laptops are not to be used out of class time. Should a student wish to use their laptop for study purposes this may only be done in the library or otherwise under the direct supervision of a staff member.</p>
<p>Social Media</p>	<p>When using any Social Media, students are responsible for their words and actions.</p>

	<p>Students should always exercise responsibility and judgment before texting or posting any material on Social Media sites. Once information is published online, it is essentially part of a permanent record, even if it is 'removed/deleted' later or attempts to make it anonymous.</p> <p>Students must not invite College staff to join their personal electronic social networking site/s nor follow staff on any social networking sites. Similarly, College staff should not have contact with a student via social media, text messages, non-College email or other electronic means. The only exception to this is –</p> <ul style="list-style-type: none"> / the College Online ICT Support Chat, which uses an encrypted messaging system where all interactions are stored within the ICT Ticket system. / mobile communications when students are participating in identified excursions and immersions. Where this is required, staff and students are to use Microsoft Teams setup and configured by ICT with all communication on these platforms becoming part of College ICT backup procedures. <p>Communication and content shared between teachers and students should directly relate to an agreed educational purpose and not be personal in nature.</p> <p>Students must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in any discrimination, harassment or bullying.</p> <p>Student obligations in this regard are detailed in the Student Acceptable Use of Technology Policy located on the College Policies page on Inside View.</p>
<p>Absences</p>	<p>All College students must attend school every day, and for the duration of the school day, when the College is open for attendance. Students are required to attend every activity that the school determines to be compulsory.</p>

<p>Senior School</p>	<p>All students must register their attendance at their House area before 8.35am each school day. Students arriving after 8.35am on a day that the College is open for attendance should report to the Student Office before attending class.</p> <p>The class roll will be taken every lesson.</p> <p>Absence from school should be only for sickness or other important reasons.</p> <p>Refer to the Attendance and Roll Marking Policy for details on acceptable reasons for absence and procedures for notifying absence.</p>
<p>Regis Campus</p>	<p>All Regis students must register their attendance before 8.50am with their supervising teacher. A child is considered late if they arrive after 8:50am.</p> <p>All Regis students who are late to school must register their attendance and explain their lateness via the Regis Admin office before entering their classroom. Rolls will be checked by Regis Admin by 9:15am each day.</p> <p>Families seeking approval for extended leave are required to write to the Principal and/or Head of Regis.</p>
<p>Environmental Sustainability</p>	<p>The College actively promotes the importance of environmental sustainability and responsible ecological stewardship. Students should seek to encourage ecologically sensitive and sustainable practices across the College by:</p> <ul style="list-style-type: none"> / reducing waste and, if waste is generated, placing any waste in an appropriate waste receptacle; / working towards minimising the school's ecological footprint including through the use of reusable containers, cutlery and crockery; / striving for 'best practice' in the sustainable management of College buildings and natural environs, including ensuring waste is placed in the appropriate receptacle to promote recycling;

	<p>/ protecting and regenerating local flora and fauna where possible.</p>
<p>Responsibilities</p>	<p>Staff are reasonably required to ensure that students behave in accordance with this Code of Conduct and represent the College appropriately when identifiable as a College student.</p> <p>Parents and caregivers are responsible for supporting students to abide by this Code of Conduct.</p>

APPENDIX 1.



Your Safety First

YOU SHOULD ALWAYS FEEL AND BE:

			
COMFORTABLE	PROTECTED	CARED FOR	RESPECTED
			
ACCEPTED Feel positive, happy and welcome	LISTENED TO Be able to ask questions and be taken seriously	INFORMED Know what to expect and understand why	UNDERSTOOD Know what works best for you and your learning

YOU SHOULD NEVER BE:

			
YELLED AT Raised voices in anger or bad language	HIT OR PUSHED Inappropriate physical contact	MADE FUN OF Being picked on or used as a bad example	MADE TO FEEL UNSAFE Privacy and boundaries should always be respected

IF YOU FEEL UNSAFE OR UNCOMFORTABLE, YOU SHOULD TELL SOMEONE YOU TRUST

WE WILL ALWAYS LISTEN, AND TAKE ACTION

			
ADULT Mum, Dad, teacher, mentor, HOH, HOD, counsellor, coach	PEERS Friends or mates	LISTEN Take you seriously	ACTION Help and support you

WHERE TO GO FOR HELP AND SUPPORT

 Saint Ignatius' College Counsellors Senior and Regis Campus	 Kids Helpline - 1800 551 800 Free 24 Hours Counselling	 http://headspace.org.au	 http://www.blackdoginstitute.org.au
 http://au.reachout.com	 Lifeline - 13 1114 Free 24 Hours Counselling	 http://www.beyondblue.org.au	 http://thebutterflyfoundation.org.au

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Accountabilities	
Responsible Officer	Principal
Contact Officer	Deputy Principal Students Head of Regis (Regis Campus)
Supporting Information	
Relevant Legislation	<p>This Policy supports the College's compliance with the following legislation and instruments:</p> <ul style="list-style-type: none"> / Children's Guardian Act 2019 / Children's Guardian Amendment (Child Safe Scheme) Bill 2021 / Disability Discrimination Act 1992 / Equal Opportunities Act 1987 / Human Rights Act / Privacy Act 1988 / Work Health and Safety Act 2011
Relevant Documents	<ul style="list-style-type: none"> / Department of Premier and Cabinet – <i>Keep Them Safe</i> www.keepthemsafe.nsw.gov.au / National Principles for Child Safe Organisations (National Principles) / United Nations Convention on the Rights of the Child (1990)
Relevant College Policies	<p>The following policies of the College must be considered in relation to:</p> <ul style="list-style-type: none"> / Attendance and Roll Marking Policy / Child Safeguarding Policy / Complaints Handling Policy / Complaints Handling Procedures / Equity, Diversity and Inclusion Policy / Pastoral Care and Behaviour Management Policy / Student Alcohol and Drug Policy and Procedures / Student Acceptable Use of Technology Policy / Student Bullying, Harassment and Discrimination Policy

Superseded Documents	Nil			
Definitions and Acronyms				
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
4.0	Compliance Officer	27 January 2023	27 January 2023	<ul style="list-style-type: none"> • Edit to Principles section p.1 • Edit to Your Safety First section pp. 5-6 • Added reference to the Complaints Handling Procedures p. 6 • Riverview Class Routines added p.11
3.1	Compliance Officer	February 2022		Bounds area p. 7
2.0	Compliance Officer	March 2021	March 2021	Safety at School reporting procedures