Salesian Boarding House Handbook
**Crest**

The St Mark’s College crest is based on one of the dreams of St John Bosco. He interpreted the dream as instruction from God to support the Pope, as head of the Catholic Church (represented by the boat), in steering it through tumultuous waters.

On either side of the boat are two columns, one signifying the importance of the Blessed Sacrament (represented by the letters IHS) and the other signifying a devotion to Our Lady (represented by the letter M). The two columns present stability for the faithful through participation in the Eucharist and devotion to Our Lady.

Just like the founder of the Salesian Order, the staff of St Mark’s College believes they too are guiding the students in their care by providing opportunities for the celebration of the Eucharist and learning about the devotion and guidance of Our Lady, Jesus’ first disciple.

Within the College crest is the image of a lion, on the sail of the boat. The lion was not a part of St John Bosco’s dream but it is a representation of St Mark, the evangelist, Patron Saint of the Parish in which St Mark’s College is located.

The Southern Cross also features in the College crest. It reminds us that we are guided by the stars of the Southern Cross which stands in the Australian heavens. It is also a symbol of the Good Samaritan Sisters who were instrumental in establishing Catholic education in Port Pirie, and a significant part of the College history.

The College motto, Lucere et Ardere, ‘to enlighten and inspire’ is a clear invitation to use good example, based on knowledge of the Truth, to inspire all to live in imitation of Christ.
# General Information

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*It is important that you read through this information with your child so that you are both fully aware of how the Boarding House operates.*

*Updated December 2015*
Contact Details

Salesian Boarding House
The Terrace, Port Pirie

Telephone: (08) 8632 4680
Boarding House Coordinator: 0488 584 768

Email: salesianhouse@stmarkspirie.catholic.edu.au

Postal Address:
PO Box 796
Port Pirie SA 5540

St Mark’s College

St Mark’s College Administration: Telephone (08) 8632 2800
St Mark’s College Fax: (08) 8633 0104

*During school hours, the first point of contact is St Mark’s College Administration*
Personnel

Principal: Mr Greg Hay
Deputy Principal: Ms Kate Kilpatrick
Boarding House Coordinator: Mrs Denise Arbon
House Parents: Mr David Arbon and Mrs Denise Arbon
Supervisor: Mrs Pauline Broekx

House Parents are responsible for:
- Implementation of Catholic Education SA (CESA) and St Mark’s College policies, procedures and guidelines
- Communication with the Principal, students and parents
- Communication between students and parents.

History of Salesian House

Sacred Heart Home, Crystal Brook, began as a co-educational boarding complex for secondary school students attending St Mark’s College, Port Pirie. The boarding house was established in Victory House in 1986 by the Catholic Diocese of Port Pirie, to enable country students to receive a Catholic education.

It was originally established to take five-day boarders. However, increasing demand for seven-day boarders prompted the need for another building which was opened in January, 1992. In recognition of the support given to Sacred Heart Home by Bishop DeCampo, the seven-day facility was named DeCampo House and the other facility opened in 1993 was named Trinity House.

In 2007, after twenty years at Crystal Brook, the boarding facility moved to Salesian House, which had been the home of the Salesian priests, on the St Mark’s College site.

Privacy Policy

The SACCS Privacy Policy outlines how your personal information is used and managed. This policy can be accessed on the CESA On-line website

Vision Statement

Salesian House strives to be a homely communal living environment based in the Catholic tradition that promotes excellence in all areas of learning.

We strive to be a community that values individual personal relationships with God. We will strive to foster a love of learning and commitment to respectful relationships with each other to build a happy and safe learning community.

While the community is essentially a Catholic faith community, all faith traditions are respected and are welcome to develop their spirituality within our Catholic community.

We strive in all that we do to treat boarders as individuals, with dignity and respect, while they share a communal living environment.

We will work in partnership with parents in meeting legislative requirements and moral imperatives of our duty of care for boarders.
**Rights and Responsibilities**

As a boarder of the College, I accept that there must be a respect for the role of authority, willingness to co-operate, and the exercise of self-discipline. As a consequence, I am able to contribute to my own development and the welfare of others.

As a boarder at this College I accept that the following rights and responsibilities are important:-

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<th>I have responsibilities</th>
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| Each person has the right to be treated with dignity and respect, understanding and tolerance. | Therefore, I have the responsibility to conduct myself in such a manner as not to offend others physically or by using language and behaviour in a way that is teasing, obscene, blasphemous, degrading, or discriminating (race, sexuality, religion, disabilities or other). I should be open to those holding different views from my own. If I disagree with another person, I should do so respectfully and without being offensive. | • Physical (e.g. fighting, pushing);
  • Verbal (e.g. name calling, offensive language);
  • Psychological (e.g. threats of reprisal, belittling comments);
  • Victimisation (e.g. Exclusion, stand-over tactics, hiding or damaging property);
  • Racial (e.g. can include comments about a person’s body, cultural and family background)
  • Sexual (e.g. using rude names, sexually orientated jokes, drawings);
  • Technological (e.g. using the internet, mobile phones or email). |
| I need to recognise the need for boundaries to enable a stable and safe environment. | I will recognise these boundaries so our living environment will be stable, safe and happy.                  | • Disregard for mobile phone and internet policies
  • Entering the dormitory of the opposite sex
  • Leaving the Boarding House without permission
  • Interference with fire or security systems. |
| The staff have the right to exercise leadership in their roles as members of the College community. | Therefore as a boarder I have the responsibility to respect this authority at all times.                     | • Lack of courtesy
  • Lying
  • Deceit |
| I have the right to learn without disruption from others. Other boarders should not deprive me of this right by any behaviour which interferes with the process of learning and the guidelines of the House Parent or Supervisor. | Therefore, I have the responsibility to co-operate with House Parents and supervisors and fellow boarders to ensure that study may proceed in such a manner as not to interfere with any boarder's right to learn or complete study tasks. | • Disruptive behaviour
  • Being unprepared for study
  • Wasting time. |
| I have the right to expect that my property will be safe. | Therefore, I have the responsibility to ensure that I do not put my property at risk through carelessness. I also have the responsibility to respect College property and the belongings of other boarders and staff. | • Vandalism  
• Stealing  
• Interfering with another person’s property  
• Keeping items that have been found. |
|---|---|---|
| I have the right to live in a healthy environment. | I have the responsibility not to smoke, consume alcohol or non-prescribed drugs, and I must not encourage other boarders to do so. | • Smoking  
• Drinking alcohol  
• Using drugs |
| The College community has the right to expect boarders to maintain high standards of personal appearance and hygiene. | I, therefore, have the responsibility to abide by the College’s regulations regarding correct uniform, grooming and hygiene. | • Incomplete or untidy uniform  
• Not showering daily  
• Clothing with inappropriate slogans  
• Unkempt hair |
| Each person has the right to their privacy. | I should respect the designated private areas throughout the College Boarding House. | Entering the room of another boarder without their permission. |

### Personal Responsibility, Misbehaviours and Consequences

All boarders have a right to feel safe in Salesian House. They also have other rights such as to hold personal property and to live in a secure and responsible environment. There is therefore an obligation for Staff and fellow boarders to ensure that these rights are protected and respected by all. Consequently, certain behaviours are not acceptable in Salesian House and will attract appropriate consequences.

When boarders do not behave as they are expected, or when the rights of others have been infringed, they must accept that there will be consequences and appropriate penalties applied. Each infringement is separately considered and the welfare of the boarder and the Salesian House community is carefully considered.

The following behaviours will not be tolerated in Salesian House:

- Stealing
- Bullying
- Alcohol or Drug use
- Breaking bounds and trust
- Continued disobedience.

This list is not exhaustive. Misdemeanours mentioned above may lead to a range of consequences ranging from a simple warning and extra duties to suspension from Salesian House and ultimately, expulsion from boarding.
Respect for Others
The College has a clear Bullying and Harassment Policy, as set out in the College diary, and all students should be familiar with it.

- Harassment of any form: physical, verbal, cyber-bullying, racial or sexual is unacceptable behaviour and considered to be a serious breach of the College’s expectations.
- Bullying or any form of violence is not acceptable behaviour and these expressions of frustration and anger are considered serious infringements of the College expectations.

Exclusive Relationships
Exclusive relationships are strongly discouraged in the boarding Home and in the event of it occurring students are reminded that there is to be no physical contact or activity between the students concerned.

Unacceptable behavior of this nature will be considered a breach of the College’s expectations, and will be dealt with accordingly.

Daily Timetable
7.15 – 8.15am Lunch preparation and Breakfast
8.15 – 8.30am Rostered student attends to designated duties
Beds made, rooms tidied before leaving for school
8.30 – 8.35am Leave the Boarding House for school, via the transportable
3.20pm Return to Boarding House, via the transportable and change into casual clothes
3.30-4.00pm Afternoon tea
4.00pm Optional recreation time
4.00 – 4.15pm Rostered student attends to duties
5.25pm Mobile phones handed in
5.30pm Compulsory study time in rooms – During this study period the Supervisor will check on students’ homework.
6.20pm Prayer and House meeting
6.30pm Evening meal
6.45 – 7.15pm Students attend to rostered duties, as designated
7.30pm Resumption of compulsory study
8.30pm Supper
9.30pm Students hand in mobile phones and return to dorms
10.00pm Lights out for Years 8-11
10.30 pm Lights out for Year 12

On nights when liturgy is held, tea will be at 6pm.
Students are required to participate in kitchen duties on a roster system. Silence after lights out is essential for each person’s right to adequate rest. Headphones are to be used if listening to music after lights out.
Study Guidelines

Most boarders come to Salesian House to assist them in achieving results which will enable them to access their chosen career or further study. The study routine has been developed to assist students in attaining their learning goals.

Study times are as follows:
- 5.30 pm to 6.20 pm
- 7.30 pm to 8.30 pm

Later study may be arranged by negotiation with a House Parent or Supervisor.

Students must sit at their desks for the first study period each day.

Study must be prepared for and this means that all necessary books, equipment etc are ready before study time. All students must remain in their own rooms during study times, except when help is required; should they need to use the computer room or where permission has been granted for group study.

Any group study must be negotiated with a House Parent or Supervisor before study time. Group study sessions must be limited in duration and have a very specific purpose.

Tutoring with teaching staff will be offered during the week. Students will be notified when this is to occur and all Year 8-10 students are expected to attend and Year 11’s when asked to do so.

Diaries are signed once a week by Boarding House staff and counter- signed by parents/caregivers on the weekend.

Headphones must be used when listening to music during study. At all times consideration must be given to those who are studying.

As staff members of St Mark’s College, House Parents receive a copy of all students’ reports to help monitor progress and provide ongoing support to students.

Telephone Calls

No phone calls may be made or received from the landline after 10pm. All phone calls from the landline are limited to 10 minutes duration or to the House Parent’s discretion.

Mobile Phones

The following rules must be adhered to if a student has a mobile phone:
- Each boarder may bring only one mobile phone to Salesian House
- Boarders bring mobile phones to Salesian House at their own risk. The school accepts no liability in the event of loss or damage to mobile phones. Parents should organise their own insurance on these items.
- Year 8 – 11 students are to hand phones in during study times and by 9.30 pm each night. Year 12 students do not have to hand their phones in.
- Phones cannot be used before and during school times, during homework times and after 9.30pm.
- NO phones to be used while meals are being served in the Dining Room.
- The student’s mobile phone number must be noted in the Student Information Booklet.
- Dishonesty in respect of the mobile phone policy and any serious breach in the way of bullying or harassment will result in the withdrawal of permission to use the mobile phone for a period of time at the House Parent’s discretion. This applies to all students.
Laptops and IPads
The Boarding House has wireless internet connection, so students are able to access the internet and intranet. The internet is switched off at 10pm each night. Computer use is monitored by IT personnel and students are expected to act responsibly and respectfully when using these facilities. Personnel in the College, including the Boarding House, reserve the right to check students' computers from time to time for inappropriate and/or illegal content. Inappropriate use may result in the laptop or iPad being confiscated for a period of time and returned after discussion with the student and his or her parents.

Insurance
All students at St Mark’s College are covered under a school accident policy with the Catholic Church Insurances, CCI. Any student suffering an accident or injury during school or school related activities is to be reported to the Salesian House Coordinator who will document the incident details. All medical receipts can be kept and claimed by phoning CCI within 30 days, to notify them of an intention to lodge a claim. The accounts can then be forwarded. The Salesian House Coordinator will issue the family with a claim form to facilitate this.

The College does not accept liability for damage or loss of any personal possessions of students. The insurance for students’ personal possessions is the responsibility of the parent or caregiver.

Security, Valuables and Money
All external doors to the Boarding House are alarmed in order to maintain a safe environment for all students.

All students are required to sign out when they leave the Boarding House and sign in on their return. It is the role of Boarding House staff to ensure the safety of all students, therefore when students are not in the boarding house it is important that we know where they can be located.

Students are encouraged to leave money and valuables with boarding staff, who will hold them in lockable storage in the office. Alternatively students may wish to bring a metal lock-up tool box which can be purchased from hardware and variety stores. Money in particular should be kept under lock and key at all times. Please ensure that students do not have an excessive amount of cash in the boarding house. Possession of another boarder’s goods without their permission is stealing, and will be dealt with as such.

The golden rule is to respect each other’s property and privacy and stay out of other students rooms unless invited.
Recreation Options

Available on Campus
- Oval
- Basketball and netball court
- Gym
- Pool table Hockey Tennis courts

Available in town area
- Tennis courts
- Swimming pool
- Golf course
- Netball courts
- Basketball stadium

Students are permitted to visit the shops on one afternoon per week, after school. Visits to the shops at any other times will be at the discretion of the House Parents.

Students are able to attend training for netball, football, hockey and basketball with the local teams. Students need to make arrangements with the appropriate clubs and coaches. Boarding House staff will transport students to and from the appropriate venue.

Students are permitted to walk or run around the golf course. Boarders will only be granted permission to do so in daylight hours and it is recommended that they are in the company of another boarder.

Personal Hygiene and Grooming

Students are expected to maintain a high standard of personal hygiene. Students must shower at least once a day. Showering is not permitted during homework or study times, meal times or after 9.30pm. Showering time should be kept to a minimum to conserve water and in consideration of other students wishing to shower.

Hair styles or colours should be consistent with the college uniform expectations and fit within the natural human colour range. Male students will be expected to shave daily as no facial hair is allowed. Boarders may be asked to attend a hairdresser at their own expense if their hair does not conform to College expectations.

Evening Meal

The evening meal is served in the Dining Room. It is a place where boarders gather to share a meal as a community, where healthy eating habits and social graces are developed.

- Boarders must dress appropriately (i.e. footwear, no singlet tops or pyjamas).
- Follow the guidelines for behaviour, etiquette and manners and display courtesy to each other and staff at all times.
- Grace will be said before the meal is served. All students are to remain seated at the table until all students have finished their meal.
- At the conclusion of the meal, the dishes, etc. are to be returned to the area indicated.
- The table area is left neat and tidy, with chairs pushed in etc.
- Student on duty attends to rostered duties.
**Clothing and Uniforms**
A tidy, clean and full uniform is expected to be worn by all students to school and back to Salesian House each day. Students are to change out of school uniform into appropriate casual clothing after they return to Salesian House and before afternoon tea.

Clothing with inappropriate slogans or images will not be permitted in Salesian House.

**Bedrooms**
Students must respect each other’s property and privacy. Boarders are not permitted to enter dormitory areas of the opposite sex. There is to be no gathering outside windows and doorways of students’ rooms.

Before leaving for school it is an expectation that rooms will be left neat and tidy, with beds made and desktops left in an orderly fashion.

Food is not to be eaten in rooms. It may only be stored there in sealed containers.

Students are not permitted to have their afternoon tea or supper in their rooms. At those particular times the students must sit at the dining table.

All students must change their sheets and pillowcases at least every two weeks.

At the end of each term students are required to take their linen home to be washed and ensure their rooms are clean and tidy.

At the end of the final term, students must remove all their belongings from their room.
Arrival and Departure
All students, parents and visitors must enter and exit Salesian Boarding House via the ramp to the transportable building.

Parents and visitors must first make themselves known to a House Parent or Supervisor. Students must gain permission from a House Parent or Supervisor before inviting friends to Salesian House.

Sundays and Public Holidays
Arrival time
Terms 1 and 4 7.30pm – 9.00pm
Terms 2 and 3 7.00pm – 9.00pm.
If for any reason a student is not returning within these times please notify the House Parent by phone.

Sunday Night
On arrival Sunday night, all students must report to the House Parents and sign in.

Friday
Departure time Between 3.20 pm and 4.00 pm
If a student is departing with someone other than those listed on his or her ‘Permission to travel as a passenger’, Section 8, Student Information, then written, signed parental permission is required. If necessary this may be emailed to salesianhouse@stmarkspirie.catholic.edu.au

It is important for security reasons that the person collecting your son or daughter is sighted by a House Parent or Supervisor.

On departure, students must sign out

Leave Procedures
We recognise the right of parents and caregivers to access their children at any time. However, prior notification by parents/caregivers would be appreciated. For all other leave, boarders must have written permission from their parents/caregivers with details of destination, time of return, the name, address and phone number of the host. If an unusual or new circumstance arises, a phone call to the parent for verbal permission is necessary. When verbal permission is given it must be followed by written permission prior to the student’s departure. This can be by way of fax to (08) 8632 4680 or email to salesianhouse@stmarkspirie.catholic.edu.au

Students must obtain permission from a House Parent or Supervisor each time they leave the Boarding House. Details of their destination, time of departure and expected time of return must be written in the ‘Sign Out Book’. Students must indicate if the evening meal is to be saved.
Child Protection
All staff are required to have completed training for Responding to Abuse and Neglect – Education and Care - to ensure that the students are protected from all forms of abuse and neglect, according to The SACCS Policy for the Care, Wellbeing and Protection of Young People and Duty of Care policies. A copy of these policies is available from the College upon request.

All children and boarders have the right to feel happy and safe in the boarding house and in the college at all times.

If you have any questions or concerns please speak to the Salesian House Coordinator or the Principal at your earliest opportunity.

General House Safety
Students must not run inside the buildings.
- Footwear must be worn in the dining area and kitchen area at all times.
- Physical activities in dormitories and bathrooms should always ensure individual and group safety.
- Any form of harassment is not permitted.
- Students will be required to pay for the replacement or repair of any damage not considered normal wear and tear.
- All personal electrical appliances, such as computers, hairdryers, must be tested by an authorised person and the required tags fitted to the leads. The boarding house is protected with Residual Current Devices (RCDs).

Fire Safety
Smoke detectors and sprinklers are installed for our safety and must not be interfered with. This could endanger others and would have legal implications for the individual causing such damage.

In case of fire, students must immediately evacuate the premises via the exit doors to which they have been assigned and assemble in the designated areas at the front of the buildings. All students must familiarise themselves with Salesian House Evacuation Procedures. When evacuating the building students should walk quickly and calmly, ensuring that other students are aware of the evacuation.

Students must not attempt to extinguish a fire.

Each term a fire drill and lock-in drill will be carried out to ensure that students are aware of the correct procedures.

Drug Policy
Being in breach of the St Mark’s College Drug Policy, namely possession, consumption or selling illegal drugs will result in automatic suspension and a consequent appointment to discuss enrolment with the Principal. The police may also be contacted.

A copy of this policy is available upon request.
Boarding Requirements

Bedding and Linen
- Mattress protector
- Continental quilt and cover or blankets
- Pillow(s)
- Sheets and pillowcases
- Flannelette sheets may be used for winter but electric blankets are not permitted
- 2 bath towels

Personal Clothing
- School uniform marked with name-tags or laundry pen to avoid loss. Casual clothes for use outside of school hours
- Sleep wear
- Sufficient coat hangers and skirt hangers for clothes
- Toiletries
- Personal laundry bag

General
- Lunch box and drink bottle
- Alarm clock
- Students must have their own stationery, e.g. glue-stick, stapler, sticky-tape, markers, scissors, etc.
- Small pin-boards are provided, and posters and pictures may be attached to pin-boards with drawing pins.
- Blu-Tack may be used on laminated surfaces only, not on walls.
- Sticky-tape must not be used on furniture or walls.
- Audio and CD players are permitted. Headphones must be used during study time and after lights out.
- It is suggested that a small amount of money, we suggest $20, may be left with Salesian House Coordinator to cover any emergency which may arise. This money will be kept in the student’s file in the Office and used whenever applicable.

Health Issues
For duty of care purposes parents/caregivers must ensure the Salesian House Coordinator is fully informed of any current and/or past medical problems or illnesses as well as any medication being used by a student. These details are to be provided in Section 2: Student Medical Information in the Student Information Booklet.

Students who are ill or have been injured must advise a House Parent or Supervisor immediately or as soon as is practical, no matter what time of day or night. This is a fundamental aspect of the supervisor’s role. When unsure it is better to have let the duty supervisor know of such changes in student health and wellbeing.

In emergencies, or for illnesses or injuries requiring acute medical attention, a House Parent or Supervisor will take the student to the Port Pirie Hospital. Please refer to the consent section of Student Medical Information.

Asthma
For asthmatics, a Medical Plan (Section 1: Student Information) needs to be completed by the parents. Students, however, can be responsible for administering their asthma medication.
Medication Dispensing Guidelines
In accord with the CESA Policy, First Aid and Health Management for Schools and St Mark’s College Drug Policy, staff are unable to dispense analgesics such as Panadol to any student unless it is deemed necessary to help alleviate a student’s pain from an injury or illness.

It is essential that students have their health monitored by their parents or caregivers and if medication is required, this is to be brought from home or organised through a doctor.

For the safety and welfare of all students, all medication must be handed to the House Parent with the necessary details pertaining to its administration. The House Parent will monitor the medication.

Medication brought to the Boarding House must be for personal use only. No student is to supply any medication to another student, to do so would be a breach of the College’s Drug Policy and treated as such.

If analgesics are administered by a House Parent, a record will be kept of the name of the student who is given an analgesic, the reason for giving them as well as the type, number and frequency of analgesics given.

Parents/caregivers will be advised immediately if the House Parent has any concerns.

When boarders are unable to attend school through illness, parents/caregivers will be notified as soon as possible. If the boarding house is unattended during school hours sick students will be accommodated in the Rest Area in the Administration Block. If the student’s condition has not improved by the end of the day parents/caregivers will be required to collect their child that evening or early next morning. In consideration of others, a student who is unwell should not return to the Boarding House until they are well enough to attend school.

Communication and Publication
Publication of photographs and works of boarders will be subject to signed consent in Section 6 of the Student Information Booklet.

Film, Computer Games, Media and Social Networking

Music, DVDs and Computer Games
Some music, DVDs and computer games that are available today contain language and themes that do not conform to the Catholic ethos of St Mark’s College. The following guidelines clearly state our expectations in this regard.

Music, DVDs and/or computer games released with classification markings that state the item(s) contains explicit language, or any other warning which may cause offence, are strictly banned at Salesian House. There are a number of songs, DVDs and/or computer games that have offensive titles and/or covers that are not in keeping with the philosophy of Salesian House and are therefore unacceptable. The banning and/or confiscation of this material is at the discretion of both the House Parents and the Principal.

Every song you hear on the radio, movie you see in a cinema or show you watch on TV is protected by intellectual property. Music, movie and TV series downloading (or piracy, or file sharing, depending on how you look at it) is illegal according to Australian law. St Mark’s College complies with Federal legislation in this regard, therefore students are not permitted to bring, download or file share illegally downloaded/sourced material at Salesian House.
Classifications (Film, TV and Computer Games)

In line with the College policy, the following will be enforced.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Consent Requirements</th>
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<tbody>
<tr>
<td>G</td>
<td>No consent required</td>
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</table>
| PG              | Parental consent required if under 15  
|                 | – see Student Information booklet – Section 7  
|                 | No consent required if over 15 years of age  |
| M               | Recommended for students aged 15 and over  
|                 | Parental consent required for all students  
|                 | -written, “blanket” consent acceptable for students over 15 years of age –  
|                 | see Student Information booklet – Section 7  |
| MA15+           | Legally restricted to students aged 15 and over – viewing at the discretion of  
|                 | the House Parent  
|                 | -written, “blanket” consent acceptable for students over 15 years of age –  
|                 | see Student Information booklet - Section 7  |
| R               | Strictly forbidden under any circumstances  |

Internet and Email
Salesian House has a number of computers which are linked to the College network. The computers provide boarders with access to both the internet and email. They are provided for educational purposes and are to be used in accordance with College guidelines, as set out in the Internet Contract in the Student Diary.

Each boarder is provided with an email account through the Catholic Education domain. Students are advised that this is not their own private account and should take extreme care when sending emails and attachments. When in doubt follow this simple rule...if you wouldn’t display the email and its contents on the church notice board on a Sunday morning, then don’t send it.

Social Networking
Salesian House recognises that technology now plays an important role in the social development of young adults. Students must take care to insure they do not undermine or damage the good reputation of St Mark’s College, especially Salesian House. The posting of any electronic communication (such as text, video, photos, instant messaging, email, blog, Facebook etc.) that has the potential to cause embarrassment, unwanted media attention or bring liability to the College will be dealt with most severely.

Digital and Hardcopy material
Magazines, books, novels, posters and any other material brought into Salesian House should conform to the Catholic ethos of the College. Material deemed to be unsuitable will be confiscated at the discretion of the House Parents.

Student Use of Motor Vehicles
St Mark’s College and Salesian House has a duty of care for students that extends beyond the house itself. Staff are responsible for students travelling to and from the boarding house.

If students are to drive or be a passenger in another licensed driver’s car, parents/caregivers must complete and sign the required documentation to be found in Section 8 of the Student Information Booklet before this can occur.

It is important that students and parents understand the college’s duty of care responsibilities in this matter. Salesian House reserves the right to withdraw permission at any time without prior notice.
Permitted use of motor vehicles by students
Students are permitted to use their motor vehicle to travel from their homes to Salesian House and return. Written, signed confirmation from parents/caregivers is required.

Consent for travel in private vehicles must be completed and signed by parents/caregivers if their child is to be a passenger in a vehicle driven by another St Mark’s student.

Students should arrive at the allotted time on the Sunday or the allotted time prior to the commencement of the school term. Arrival times outside these guidelines must be negotiated with a House Parent or Supervisor.

Permission for a student to drive to appointments during or after school hours must be written and signed by a parent.

Students may be granted permission to drive or travel as a passenger in order to train for home-town based sport. Written confirmation from the parents/caregivers of both the driver and the passenger is required.

The use of motorcycles to and from the Boarding House is not permitted under any circumstances.

Salesian House Council
The Salesian House Council is a consultative body comprised of staff and parents that contributes suggestions, information and recommendations about the operation of the Boarding House. The role of the Council is to ensure the ongoing performance of Salesian House in providing for the education, wellbeing and mentoring of boarders.

Composition of the Salesian House Council
- The Principal of St Mark’s College or delegate
- St Mark’s College Board member
- Salesian House Coordinator
- Two or more parents of current boarders.

The Salesian House Council will:
- Provide for communication between all stakeholders regarding operational procedures
- Enable consultation between the College Leadership and the College Board regarding the operation of Salesian House
- Formulate and review Salesian House policies
- Provide parent representation on selection of boarding house staff
- Provide a forum and opportunity to raise concerns about current policy and practices.

Council matters to be kept in confidence will be identified as required.

The Salesian House Council will meet on one occasion each term with the provision that additional meetings can be called under special circumstances.

Communication
Salesian House Newsletter
The Salesian House Bulletin is emailed to parents of boarders each term. The Salesian House Coordinator will be responsible for its production and editing. Contributions to the newsletter are welcome from all members of the boarding community and can be sent to the coordinator by email or hard copy.
Communication between the Boarders Parents and College staff
The Salesian House Coordinator will ensure that parents/caregivers of boarders are considered when the
college staff set calendar dates and deadlines.

Incidents at the College
St Mark’s College staff will inform both boarding staff and the boarders’ parents as early as possible
when an incident occurs at the College. However in such instances the right of those involved to privacy
will be respected.

Student Involvement in Decision Making
Boarders are able to contribute to decision making through the House Leader. Students have the
opportunity to elect the House Leader who listens to the ideas from the other students and raises them
with the Boarding Coordinator who may or may not act upon them according to the circumstances in
Salesian House at the time.

Grievance Procedures – Resolving Concerns
If at any time a boarder, parent or caregiver has a grievance, all attempts will be made to address the
grievance and resolve the matter promptly. Both boarders and parents/caregivers are encouraged in the
first instance to contact the Boarding Coordinator who will investigate the matter thoroughly and take
appropriate action. The Boarding Coordinator will inform the Principal of any serious grievances or
unacceptable behaviour.

Student Leadership
The Salesian House Boarding community appoints a student as Boarding House Captain. This Captain is the
official ambassador, a mentor and confidante to new boarders, is the public voice when needed,
represents the concerns of the boarders and liaises in a special way with the Boarding Staff. Developing
our students’ leadership capabilities is a key part of our community. This is a position of distinction and is a
formal member of school leadership structure.

Salesian House Awards
There are two Salesian House Awards:

Every year a student is awarded with the Salesian House Award. This is a recognition of outstanding
contribution to the life of Salesian House. The winner of this award is nominated because of their
application to studies and community life, their contribution to community and the manner in which they
have lived fully the values of the Boarding House: welcome, hospitality, community, reverence and
respect.

Students who have lived in the Salesian Boarding community for five years are formally recognised at the
End of Year liturgy.

Compulsory Attendance
All members of the Boarding House are required to attend:

The Opening of the Year Boarders’ Banquet (first night of the year)
The End of Year Liturgy (the first Sunday after Week I in Term 4)
Parents will receive an official invitation and are expected to be in attendance at these two events.
For further Information contact:

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