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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.

St. Mark's College Boarders Handbook

The Terrace Extension,
Port Pirie SA 5540

SALESIAN HOUSE

The Terrace Extn, Port Pirie

Postal Address:
PO Box 796
Port Pirie SA 5540

OFFICE

St. Mark's College Administration: Telephone (08) 8632 2800

St. Mark's College Fax: (08) 8633 0104

Salesian House Fax: (08) 8633 0104

SALESIAN HOUSE

Telephones: (08) 8632 4680
Coordinator: 0488 584 768

Email: salesianhouse@stmarks.pp.catholic.edu.au

*During school hours, the first point of contact is
St. Mark's College Bosco Office*

PERSONNEL

Principal:	Kerron Gillen
Coordinator:	Denise Arbon
House Parents:	David & Denise Arbon
Supervisor:	Pauline Broekx

House Parents are responsible for ensuring that all policies and procedures are adhered to, along with maintaining reporting procedures to the Principal. House Parents are responsible for lines of communication between students and students' parents.

HISTORY OF SALESIAN HOUSE

Sacred Heart Home, Crystal Brook, began as a co-educational boarding complex for secondary school students attending Saint Mark's College, Port Pirie.

The Home 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 board 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 (formerly the home of the Salesian priests) on the St Mark's College site.

PHILOSOPHY OF SALESIAN HOUSE

The aim of the Home is to build a community which is based on clear religious, moral and academic principles. Students are accepted into the Boarding House insofar as they are prepared to help and be part of such an enterprise.

We believe that where young adults have lived in a community where a solid faith, real learning and helpful relationships are acknowledged and valued, they are more likely to commit themselves to these.

The Catholic ethos of Salesian House is not negotiable. The charter from the Church is specifically to promote Catholic values and to build a Catholic community. We will continue also to welcome non-Catholics who wish to explore their religious tradition within a Catholic framework.

Each member of the Boarding House is important and each is responsible for contributing to the edification of the community.

Salesian House endeavours to establish a strong environment which highlights the religious, academic and social elements of student life.

All students are expected to participate in any religious function organised by the Boarding House.

STRUCTURE OF A TYPICAL TERM DAY

7.00 am	Rising
7.30 am	Lunch preparation and Breakfast
8.15 am	Lunch preparation & Breakfast closes
8.35 am	Leave the Boarding House for school
3.20 pm	Return to Boarding House
3.30-4.00pm	Afternoon tea
4.00 pm	Optional recreation time
5.30 pm	Compulsory study time in rooms
6.30 pm	Evening meal (dress – good civvies)
7.30 pm	Prayer & House meeting followed by resumption of compulsory study
8.30 pm	Supper
9.25 pm	Mobile phones handed in
9.30 pm	Students return to dorms
10.00 pm	Lights out for Yrs 8-11
10.30 pm	Lights out for Yr 12

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. Infringement of this right will be treated as a serious breach of expectations.

Headphones are to be used if listening to music after lights out.

STUDY TIME REGULATIONS

One of the main reasons for many boarders coming to Salesian House is for the purpose of achieving results which will enable them to follow their chosen career or study path after school. To help boarders achieve their goals, the study routine is prescribed and non-negotiable.

- Study times are as follows:

5.30 pm - 6.30 pm

7.30 pm - 8.30 pm

Later study may be arranged by negotiation with House-parents.

There is to be no movement at all during study. If a student needs to work with another student then this must be approved by a House Parent or Supervisor. Study must be prepared for and this means that all necessary books, equipment etc are ready before study.

All students must remain in their own rooms during study times, except when help is required, should they need to use the resource area or where permission has been granted for group study.

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

Headphones must be used during study. Music that is too loud may result in this privilege being withdrawn. A common sense approach to their use is needed to prevent hearing damage.

At all times consideration shall 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 AND MOBILE PHONES

Telephone Calls

To facilitate telephone calls, all students must have an unrestricted telecard available to them (these are issued free of charge by Telstra), or have purchased a "Phone Away" card (not a Phone Card).

No phone calls may be made or received after 9.30 pm.

All phone calls are limited to 10 minutes duration or to the House Parents' discretion.

Mobile Phones

Boarders bring mobile phones to the Home at their own risk. The school accepts no liability in the event of loss or damage to the mobile phone. Parents should organise their own insurance policy.

Phones cannot be used before and during school, during homework times and after lights out.

Inappropriate use of a mobile will result in the withdrawal of permission to use the mobile phone for a defined period of time.

Boarders phones are to be returned to the House Parents by 9.25pm each evening.

Please ensure that the student's mobile phone number is noted on the student particulars form.

RECREATIONAL OPTIONS

Recreation

Available on campus: Oval
Basketball and netball court
Gym
Pool table
Hockey

Available in town area: Tennis courts
Swimming pool
Golf course

Students are permitted to visit the shops on Wednesdays after school. Visits to the shops at any other time will be for emergencies only, and at the discretion of the House Parents.

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

PERSONAL HYGIENE AND GROOMING

Students are required to maintain a high level of health and personal hygiene.

Students must shower at least once a day. Showering is not permitted during homework/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.

Any non-conforming hair designs or cuts or colours will not be tolerated. Shaving will be required as no facial hair is allowed. Boarders may be asked to attend to a hairdresser at their own expense if their hair does not conform.

CLOTHING AND UNIFORMS

A tidy, clean and full uniform is expected to be worn by all students to school and back to the Boarding House each day.

Students are to change out of school uniform into appropriate casual clothing after they return to the Boarding House and before afternoon tea. School uniforms are to be hung on a chair or in the wardrobe and not thrown on the floor. If they are not to be re-worn, they are to be put in a laundry bag for washing.

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

BEDROOMS

In consultation with the Principal, rooms will be allocated by House Parents.

Students must respect each others property and privacy and stay out of other students rooms unless invited.

The following tasks will be completed each morning before students leave for school:

- nothing to be left on the floor
- beds made
- shoes/clothes placed in wardrobes and drawers provided
- desktops left in an orderly fashion
- wastepaper bins emptied when full
- lights and heaters turned off.

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. Nothing is to be left on the floor.

At the end of the final term, students must remove all their belongings from their room.

ARRIVAL / DEPARTURE TIMES (These times are to be strictly adhered to)

Sunday / Public Holidays

Arrival time 7.30 pm - 8.30 pm

On arrival Sunday night, all students must report to House Parents.

Friday

Departure time 3.30 pm - 4.00 pm

Parents and visitors must first make themselves known to the House Parents. Students must gain House Parents permission before inviting friends to the Boarding House.

LEAVE PROCEDURES

We recognise the right of access by parents to their children at any time. However, prior notification by parents would be appreciated.

For all other leave, boarders must have written permission from their parents 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 with the parent for verbal (or preferably faxed) permission is necessary and essential.

Students must obtain permission from the House Parents each time they leave the Boarding House, and then fill in details of their destination, time of departure and expected time of return in the 'Sign Out Book'. Students must indicate if tea is to be saved.

If there is any change to leave arrangements it is essential that the House Parent and/or Supervisor is informed. If a boarder is not returned at the arranged time action will need to be taken.

GENERAL HOUSE SAFETY

1. Students will not run inside the buildings.
2. Footwear must be worn in the dining/kitchen area at all times.
3. Personal rooms/study areas are to be clear of articles on the floor.
4. Physical activities in dormitories and bathrooms that could lead to an accident are inappropriate.
5. Physical and verbal harassment between students is not permitted in Salesian House.
6. Students will be required to pay for the replacement or repair of any damage not considered normal wear and tear.
7. All personal electrical appliances, ie computer, hairdryer, etc must have been tested by an authorised person and the required tags fitted to the leads. Should there be a fault with any electrical item, the boarding houses are protected with Residual Current Devices (RCDs).

FIRE SAFETY

1. Under no circumstances shall fire detectors or sprinklers be interfered with. This could endanger others and would be considered a serious breach of expectations.
2. In case of fire, students must immediately vacate 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 vacating premises students should walk quickly and as calmly as possible, ensuring that other students are aware of the evacuation.
Students must not attempt to fight a fire.
3. One fire drill per term will be carried out to ensure that students are aware of the correct procedures.

BOARDING REQUIREMENTS

Bedding/Linen

Mattress protector
Continental quilt and cover or blankets
Pillow(s)
Sheets and pillow-cases

Flannelette sheets may be used for winter (electric blankets not permitted)
2 bath towels, average size (avoid pale, plain colours)
1 beach towel

Personal/Clothing

School uniform as required, marked with name-tags or laundry pen to avoid mix-ups.
Casual wear for use outside of school hours.
Track-suit to be worn over pyjamas outside of dormitory area.
Sufficient coathangers/skirthangers for clothes/uniforms.
Toiletries.
Personal laundry bag.

General

Telecard or "Phoneaway Card".
Lunch box and drink bottle.
Alarm clock.
Students must have their own stationery, eg glue-stick, stapler, sticky-tape, textas, scissors, etc.
Small pin-boards are provided, and posters/pictures may be attached only to these pin-boards with drawing pins. Blu-tack is not permitted to be used anywhere.
Sticky-tape must not be used on furniture or walls.

Walkman, Discman and radio/cassette/CD players are permitted. Headphones must be used during study/homework and after lights out.

It is suggested that a small amount of money may be left with House Parents to cover any emergency which may arise. This money will be kept in the student's file in the Office and used whenever applicable.

Suggested amount: \$20.00

HEALTH ISSUES

Parents must ensure House Parents are fully informed of any current and/or past medical problems or illnesses and medicines being used by a student (see Section 2 : Student Medical Information).

Students who are feeling ill or have been injured must advise their House Parents immediately or as soon as is practical, no matter what time of day or night.

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

Asthma

For asthmatics, a Medical Plan (Section 2 : 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 Catholic Education Office Policy, First Aid and Health Management for Schools and St. Mark's College Drug Policy, staff of Salesian House are unable to dispense analgesics such as Panadol to any student unless it is deemed absolutely necessary to help alleviate a student's pain from an injury or illness occurring at the Boarding House.

It is essential that students have their health monitored by their parents or care givers and if medication is required, this is to be brought from home

All medication must be handed to the House Parent with the necessary details pertaining to its administration. The House Parent will monitor the medication. For Year 11 and 12 students medication will be self administered by the student, but the respective House Parent is to be informed of such medication usage.

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, the following will be observed:

1. A record will be kept of the name of the student who is given any analgesic, and the reason for giving them.
2. A record will be kept of the type, number and frequency of analgesics given.

The student's parents will be advised immediately if the House Parent has any concerns.

When boarders are unable to attend school through illness, parents will be asked to come and collect their child at the earliest convenience, as the boarding house is unattended during school hours. While other arrangements may be negotiated, if the student's condition has not improved parents are required to collect their child at the end of school time or as soon as possible after.

STUDENTS PERSONAL RESPONSIBILITIES

MEDIA

Music and Videos

Some CDs, DVDs and music cassettes that are available today contain language and messages that do not conform to the Catholic ethos of Salesian House. The following guidelines clearly state our expectations in this regard.

- CDs, DVDs and cassette tapes that are released with a sticker which states that lyrics/words contain explicit language, or any other warning that may cause offence, are banned at Salesian House.
- Home made copies of any part of the above tapes, CDs and DVDs are also banned.
- There are also a number of CDs and DVDs that have offensive titles and/or covers with pictures on them that are not in keeping with the philosophy of Salesian House and are therefore unacceptable.

The banning of this material is at the discretion of the Principal.

Internet

The boarding area has a number of computers, which are linked to the School computer network. This provides boarders with access to the Internet. These computers are designed primarily for educational purposes and should be used in accordance with the College guidelines, as set out in the Internet Contract in the Student Diary.

Use of MSN is not permitted.

Magazines

Magazines, books, novels, posters, music, DVDs, computer games and clothing brought into the Boarding House should conform to those acceptable within the parameters of Catholic morality.

At the House Parents discretion, undesirable items will be confiscated.

Staff at Salesian House are proud of our Catholic heritage. To maintain our excellent reputation and standards, we request the support of all parents and students in these and other matters.

BEHAVIOUR

The Boarding House charter from the Church is specifically to promote Catholic values within a caring, loving and positive Christian environment.

It is our policy to provide an atmosphere of learning, which will enable students to prepare themselves for their future lives as responsible members of our community.

This environment is one where it is impressed upon the students that every person is responsible for their own actions.

It is also an environment of discipline aimed at clearly preparing students for being responsible for the consequences of their own actions.

Positive Behaviours

Salesian House aims to develop responsible, self-disciplined young adults by guiding them towards self-control and self-direction. This will be carried out within an atmosphere of compassion.

Our foremost task is not so much to curb misbehaviour but to promote constructive and positive behaviour by acknowledging, encouraging and rewarding positive contributions to life at the Boarding House.

Salesian House endeavours to provide an atmosphere where Christian values are upheld. Students are asked to contribute to this life by way of *giving of themselves* rather than *demanding or taking from others*.

A loving, caring and committed outlook towards the aims and objectives of the Boarding House, House Parents, other boarders, home property, and the community of St Mark's will help to lead students to become responsible, moral members of our community.

When students knowingly make decisions and choices that take themselves outside the aims of Salesian House, consistently show themselves out of sympathy with the Catholic ideals of the Home, have been careless about Home discipline or have shown a lack of positive co-operation with Home staff then their actions will dictate the consequences outlined in Sections 1, 2 and 3 of this document.

The consequences will be determined by the House Parents and, when deemed to be of a serious nature, in consultation with the Principal.

Through the House Parents, parents will be regularly informed of their child's progress and in matters of a serious nature they will be notified at the earliest possible moment.

It is to be clearly understood by parents and students that certain levels of behaviours, as outlined in Section 1, are not negotiable and may result in immediate expulsion from Salesian House.

SECTION 1
ACTIONS WHICH MAY RESULT IN EXPULSION

1. Being in breach of the St. Mark's College Drug Policy, namely possession, consumption or selling of inappropriate, prohibited or illegal drugs by students. Similarly students are not allowed to possess drug related objects such as syringes, pipes, bongs, etc.
2. Being involved in a sexual activity with another student on the premises.
(Students who are involved in a relationship of a romantic nature are not to make physical contact of that kind).
3. Leaving the confines of allocated dormitory area during 'lights out period' outlined as being between 10.00 pm and 7.00 am.
4. Repeatedly breaching the rules in Section 2 and 3 below and repeatedly failing to respond to counselling or suggestions to improve/modify unacceptable behaviour.

PROCEDURE FOR IMPLEMENTATION OF *SECTION 1*

The policy of Salesian House is to endeavour to affirm positive behaviour at all times. Consideration will be given to ongoing counselling and education aimed at bringing about a change in behaviour and/or attitude.

However, where students have shown a continued disregard and there is confirmation of behaviour outlined in Section 1, parents will be notified of the incident and the student will be suspended until a meeting at the earliest convenient time can be arranged with the Principal, House Parents, the parents and the student.

SECTION 2
SERIOUS BEHAVIOUR BREACHES WHICH MAY RESULT IN SUSPENSION

- Use of tobacco and alcohol.
- Behaviour that is disrespectful of the rights of other students.
- Bullying, be it physical, psychological or verbal.
- Being out of sympathy with Catholic ideals of the Boarding House.
- Wilful damage of Boarding House or property of others.
- Interference with security or fire alarm systems.
- Being in a prohibited or unauthorised area within the Boarding House, its grounds or inappropriate areas in the town (such as hotels).
- Unauthorised use of motor vehicles.
- Any actions or behaviour that are deemed to bring Salesian House into disrepute.
- Consistent inappropriate behaviour.

PROCEDURE FOR IMPLEMENTATION OF *SECTION 2*

On confirmation of behaviour outlined in Section 2 of this policy, the House Parents should inform the Principal, and if necessary a meeting will be held between the Principal and/or the House Parents, the Parents and the student.

SECTION 3

AREAS IN WHICH DISCIPLINARY ACTION MAY NEED TO BE TAKEN

Non-cooperation and breaches of policies and/or procedures related to:

- Homework
- Headphones
- Mobile phones
- Clothing
- Magazines / posters / music
- Entering another student's room without permission
- Running indoors
- Unacceptable language
- Table manners
- Personal appearance (uniforms & grooming)
- Cleanliness and tidiness of rooms
- Behaviour on bus
- Use of telephone without Card or payment
- Blasphemy which is either visual or verbal
- Horseplay, practical jokes, water balloons and water fights frequently lead to serious accidents and therefore for safety of students and staff these behaviours are not permitted
- Insolence, arguing, back answering.
- Silence after lights out is essential for each person's right to adequate rest. Infringement of this right will be treated as serious.

PROCEDURE FOR IMPLEMENTATION OF SECTION 3

Behaviours contained in Section 3 will be dealt with by the House Parents in a manner designed to assist students to positively choose to change their behaviour and attitude.

If necessary the Principal will be notified.

Parents will be notified if a student is consistently in breach of behaviour outlined in Section 3. If necessary a meeting will be held to discuss action needed to be taken.

Repeated breaches of Section 3 may result in suspension or expulsion.

STUDENT MOTOR VEHICLE POLICY

It is to be clearly understood by both parents and students that the use of motor vehicles by students is a privilege, not a right. Salesian House reserves the right to rescind this privilege at any time without prior notice to either parent or student.

Permission will not be given, and should not be asked for, to use a motor vehicle outside of the guidelines.

We request that parents and students enter this agreement with a view of co-operation as we endeavour to administer this policy.

We ask you to support our endeavours to provide a safe and secure environment for all students.

Section 2 of the Student Information Booklet, Permission to drive to and from Salesian House, must be completed and signed by Parents.

It is essential that students name everybody they may carry as a passenger at any time and also name everybody who they may travel with.

CONDITIONS FOR USE OF MOTOR VEHICLES BY STUDENTS

1. Students are permitted to use their motor vehicle to travel from their homes to Salesian House and return. Written, signed confirmation from parents is required.
2. Consent for travel in private vehicles (Section 2: of Student Information) must be completed and signed by parents if their child is to be a passenger in a vehicle driven by another St. Mark's student.
3. 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 the House Parents.
4. Students may be granted permission to drive a motor vehicle home in order to train for home-town based sport. Written confirmation from parents is required. Other students may travel as passengers to these activities only after parents have contacted House Parents and provided written confirmation. (Section 2: Travelling and Excursions).

Students are to park their vehicles in the allocated area only. Student vehicles are not permitted in front of the Boarding House under any circumstances.

SALESIAN HOUSE COUNCIL

The Salesian House Council will provide consultation, information and recommendations where necessary about the operation of the Boarding House.

Composition of the Salesian House Council

- The Principal of St Mark's College or his delegate.
- A nominated member of the St Mark's College Board.
- The Boarders' Coordinator.
- At least two parents of boarders.
- A House Parent.
- SRC by invitation or by request.

The Salesian House Council will:

- Be an avenue of communication for all stakeholders regarding Salesian House operational procedures.
- Be a sounding board for the College Leadership and the College Board on matters pertaining to the operation of Salesian House and vice versa.
- Participate in the formulation and review of policy pertaining to the operation of Salesian House.
- Provide parent representation on selection panels related to Salesian House Staff.
- Provide a forum and opportunity to raise concerns about current policy and practices.
- Where appropriate, matters to be kept in confidence will be identified.
- Provide an opportunity to discuss emerging issues and concerns and to acknowledge the successes of the Boarding House. (Where appropriate, matters to be kept in confidence will be identified).
- The Salesian House Council will meet on one occasion each school term with the provision that special meetings can be called under special circumstances. The common goal will be to ensure the viability of Salesian House in its education, safety, welfare and mentoring of students/boarders.

COMMUNICATION STRUCTURES

Salesian House Newsletter

To aid communication from Salesian House to Boarding Parents a Newsletter will be produced once per term.

The Boarders' Coordinator will be responsible for its production and editing.

Contributions to the Newsletter are to be invited from the Boarders' Coordinator, House Parents, the SRC, individual students, the Salesian House Council and from parents through letters to the editor.

Communication between the College and parents of boarders

Through the Boarders' Coordinator St Mark's College staff will ensure that parents of Boarders are given adequate consideration concerning communication that has deadlines attached to it.

Communication to House Parents and Boarders' Parents about incidents at the College site

St Mark's College staff is committed to informing both House Parents and the boarders' parents as early as possible, using the most appropriate medium of communication when an incident at the College site warrants such action.

Student input

Boarding students are able to have input into decision-making through the SRC. This group is elected in week 3 of term 1 and comprises a female and male captain. The SRC meets regularly and has access to make presentations at the regular boarding house staff meetings. The students, through the SRC can raise funds and expend these to enhance the quality of life and amenities at the home

GRIEVANCE PROCEDURES – RESOLVING CONCERNS

From time to time, parents will have concerns about their child and the Home. When this happens, a process exists so that your concerns are heard and responded to.

Your concerns may relate to staff, policies, procedures or any other issues.

Grievance Procedure for Boarding Parents:

Parents are encouraged to develop effective patterns of communication with the staff of Salesian House.

In the first instance an attempt to resolve any issue should be undertaken with the appropriate House Parent/Supervisor.

If the matter requires further support then the Boarders' Coordinator should be contacted.

If both of the above steps are unsuccessful in resolving the matter then support or action should be sought from the Principal or the Principal's delegate.

Parents are also able to contact members of the Salesian House Council as an avenue for discussion, expression of concerns etc.

Grievance Procedures for Boarders

Attached is a schematic of the procedure Boarders should follow if they have a grievance.

GRIEVANCE PROCEDURE TO BE USED BY STUDENTS

