**College Bell Times**

<table>
<thead>
<tr>
<th>Monday, Tuesday, Friday</th>
<th>Wednesday (Sport)</th>
<th>Thursday (Assembly)</th>
</tr>
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<tbody>
<tr>
<td>8.35am 1st Bell</td>
<td>8.35am 1st Bell</td>
<td>8.35am 1st Bell</td>
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<tr>
<td>8.40am 2nd Bell—Homeroom</td>
<td>8.40am 2nd Bell—Homeroom</td>
<td>8.40am 2nd Bell—Homeroom</td>
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<tr>
<td>8.50am Period 1</td>
<td>8.50am Period 1</td>
<td>8.50am Period 1</td>
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<tr>
<td>9.55am Period 2</td>
<td>9.50am Period 2</td>
<td>9.50am Assembly</td>
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<tr>
<td>11.00am Recess</td>
<td>10.50am Recess</td>
<td>11.00am Recess</td>
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<tr>
<td>11.25am 1st Bell</td>
<td>11.10am 1st Bell</td>
<td>11.25am 1st Bell</td>
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<tr>
<td>11.30am 2nd Bell—Period 3</td>
<td>11.15am 2nd Bell—Period 3</td>
<td>11.30am 2nd Bell—Period 3</td>
</tr>
<tr>
<td>12.30pm Period 4</td>
<td>12.15pm Lunch</td>
<td>12.30pm Period 4</td>
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<tr>
<td>1.15pm Lunch</td>
<td>12.40pm 1st Bell</td>
<td>1.15pm Lunch</td>
</tr>
<tr>
<td>1.30pm Supervision Change</td>
<td>12.45pm 2nd Bell—Sport</td>
<td>1.30pm Supervision Change</td>
</tr>
<tr>
<td>1.45pm 1st Bell</td>
<td>2.30pm Dismissal</td>
<td>1.45pm 1st Bell</td>
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<tr>
<td>1.50pm 2nd Bell—Period 5</td>
<td></td>
<td>1.50pm 2nd Bell—Period 5</td>
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<tr>
<td>2.35pm Period 6</td>
<td></td>
<td>2.35pm Period 6</td>
</tr>
<tr>
<td>3.20pm Dismissal</td>
<td></td>
<td>3.20pm Dismissal</td>
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</tbody>
</table>

**Student Details**

Student Name: ____________________________________________
Homeroom: ______________________  Homeroom Teacher: ______________________
House: ______________________    Locker No.: ______________________

**Using the Student Diary**

Take this diary to every lesson to record set homework, assignments, exams, etc.

Keep this diary in good order with no graffiti, stickers or pictures. Students who lose their diary or those whose dairy contains inappropriate material will be required to purchase a new one.
St Augustine’s College was established by the Marist Brothers on 9 February 1930 and is one of Queensland’s oldest and best known secondary schools. Its Draper Street campus has been home since the beginning other than a transfer to Lake Barrine during World War II.

‘Saints’ ex-students are found in all walks of life, not only in Far North Queensland but all around Australia and the world.

The College is a Foundation Member of the Association of Marist Schools of Australia and has links with Marist schools around the world.

What is Marist education?

Marist education is a world-wide movement found in over 79 countries around the globe. It is dedicated to a distinctive way of educating in the Catholic tradition. It follows the pedagogical principles developed by its 19th century founder, St Marcellin Champagnat, who believed that all young people could become ‘good Christians’ and ‘good citizens’. He looked to educate young men who would be ‘strong in mind’ and ‘gentle of heart’.

Marist education is faith-centred, holistic, consolidated, achievement-oriented, based on enhancement of self-esteem, and is undertaken in schools marked by their ‘family spirit’, warmth, extensive adult mentoring of students, lack of pretence, and where the Gospel is the guide for all that happens.
School Calendar – Key Dates

TERM 1 (10 weeks)
Office Opens
Staff Days
Year 7 & 8 Boarders in Residence 4.30pm
Australia Day Public Holiday
Classes commence – Year 7 & 8
Years 9–12 Boarders in Residence 4.30pm
Classes commence – Years 9–12
Classes finish Term 1
Staff finish Term 1
Good Friday
Mid-Semester Break (2 Weeks) – includes Easter

TERM 2 (10 Weeks)
Staff Day Year 11 & 12 PTI
Boarders in Residence
Classes Resume
Queen’s Birthday Holiday
Classes finish Term 2
Staff finish Term 2
End-Semester Break (2 Weeks)

TERM 3 (10 Weeks)
Staff Day College PTI
Boarders in Residence 8.00pm
Classes Resume
Cairns Show Day Public Holiday
Classes finish Term 3
Staff finish Term 3
Mid-Semester Break (2 Weeks)

TERM 4 (8 Weeks)
Labour Day Public Holiday
Boarders in Residence 8.00pm
Classes Resume Term 4
Panel Verification/ Student Free Day
Year 12 Graduation Day
Classes finish – Year 11
Classes finish - Years 8–10
Staff finish Term 4

Hooley Pop (Saints War Cry)
Leader: Saints are you ready?
All Together: Are we ever! Hooley Pop, YA , Here we are
Grey, White Cerise and Blue Oompa, Oompa, Yak, Yak, Sue
Who are? Who are? Who are we?
We are Saints as you can see
S A I N T S
Saints
## College Staff – Key Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Brother Darren Burge</td>
</tr>
<tr>
<td>Deputy Principal – Pastoral Care &amp; Administration</td>
<td>Mr David Harris</td>
</tr>
<tr>
<td>Deputy Principal – Academic</td>
<td>Mr John Doolan</td>
</tr>
<tr>
<td>Deputy Principal – Staff</td>
<td>Mr Chris Chapman</td>
</tr>
<tr>
<td>Director of Mission</td>
<td>Mr Brett Toombs</td>
</tr>
<tr>
<td>Director of Boarding</td>
<td></td>
</tr>
<tr>
<td>Year 12 Head of Year</td>
<td>Mr Andrew Dorahy</td>
</tr>
<tr>
<td>Year 11 Head of Year</td>
<td>Mr Terry McDonough</td>
</tr>
<tr>
<td>Year 10 Head of Year</td>
<td>Mr Neil Gregory</td>
</tr>
<tr>
<td>Year 9 Head of Year</td>
<td>Mr Shawn Moote</td>
</tr>
<tr>
<td>Year 8 Head of Year</td>
<td>Mr Shane McMenamin</td>
</tr>
<tr>
<td>Year 7 Head of Year</td>
<td>Mr Aaron Hume</td>
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<tr>
<td>Head of Religious Studies</td>
<td></td>
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<tr>
<td>Head of English</td>
<td>Ms Kate Darling</td>
</tr>
<tr>
<td>Head of Mathematics</td>
<td>Mr Richard Rellis</td>
</tr>
<tr>
<td>Head of Science</td>
<td>Mrs Kastelle Gane</td>
</tr>
<tr>
<td>Head of Social Science</td>
<td>Mr Frazer Rigby</td>
</tr>
<tr>
<td>Head of Technology &amp; Design</td>
<td>Mr Stan Johnson</td>
</tr>
<tr>
<td>Head of Health &amp; Physical Ed.</td>
<td>Mr John Brimstone</td>
</tr>
<tr>
<td>Director of Arts</td>
<td>Mr Malcolm Cole</td>
</tr>
<tr>
<td>Director of Sport</td>
<td>Mr Matt Walsh</td>
</tr>
<tr>
<td>Director of E-Learning and Resources</td>
<td>Mr Chris Wright</td>
</tr>
<tr>
<td>Director of Teaching and Learning</td>
<td>Mrs Silvia Dimarco</td>
</tr>
<tr>
<td>Principal’s Secretary</td>
<td>Mrs Lesley Willis</td>
</tr>
<tr>
<td>Boarding Services Manager</td>
<td>Mr Glenn McKenzie</td>
</tr>
<tr>
<td>Accountant/Bursar</td>
<td>Mr Nick Campitelli</td>
</tr>
<tr>
<td>College Nurse</td>
<td>Sr Cheryl McEwan</td>
</tr>
<tr>
<td>College Counsellor</td>
<td>Ms Jenny Jensen</td>
</tr>
<tr>
<td>College Receptionist</td>
<td>Mrs Maree McCormack</td>
</tr>
<tr>
<td>Student Office Receptionist</td>
<td>Mrs Maylene Rudan</td>
</tr>
</tbody>
</table>
Sub Tuum
Sub tuum praeidium
confugimus, confugimus,
Sancta Dei Genitrix,
Sancta Dei Genitrix.

Nostras deprecationes
ne despicias, ne despicias,
in necessitatibus nostris,
shed a periculis cunctis,
libera nos semper.
Virgo gloriosa et benedicta.

Sub Tuum (English)
We fly to your patronage,
O holy Mother of God.
Despise not our prayers
in our necessities,
but deliver us from all dangers,
O glorious and blessed Virgin.

Great Man of God
1. Great Man of God,
Champagnat shone with zeal,
Strove through his life, his Master to reveal;
With him for guide, may we o’er sin prevail.
Praise to Jesus, and to His Mother.

2. Inflamed with love of Mary, First Resource,
Living in God, who gave his life its force,
To Crib and Cross he ever had recourse.
Praise be to Jesus, and to His Mother.

3. For Mary’s Son, this son of Lyons’ soil,
Gave of himself for youth to pray and toil,
To work for Christ and to his Church be loyal.
Praise be to Jesus, and to His Mother.

4. “Be of one heart,” he urged in life and death,
“Give all to God, through our Good Mother blest.”
“Love one another, take care of the least.”
Praise be to Jesus, and to His Mother.

5. So let these words of great Champagnat ring.
As with one voice we praise our God and King.
Marist sons and daughters let us sing.
Praise be to Jesus, and to His Mother.

Words Ancient Renew Us
1. Saint Augustine’s stand as one,
and join now to sing!
Fore to mind all that binds us,
true hearts gathering.
Forced deep here a spirit,
one to face every test,
A power, strong and noble,
that brings forth the best.
Strong in mind, with gentle hearts,
Champagnat’s sons are we,
Men of men, marked sure to love,
to serve and to lead.

Refrain
All within us sound it out now,
here our strength and our way
Words ancient renew us,
sing tolle lege. (repeat)

2. Not for us the vict’ry empty,
vain glory of the proud;
Here a prize above all others,
not for fool, thief or coward.
Heroes we have known here,
deeds excellent to see,
Saints worthy of naming;
may we their pupils be.
Their path lies cast before us,
our choice where to go.
Be we faithful to the good way,
with joy of heart to know.

Refrain

3. Share we a common purpose,
pledged once again today;
Hearts open, hands ready,
we go upon our way.
Fear has no grip among us,
ignorance has no power.
Hope sown bears its fruit now,
reveals its golden flower.
The goodness of all people,
the beauty of the earth,
All in our Maker’s image,
rich far beyond all worth.

Refrain
Prayers

Our Father
Our Father who art in heaven;
hallowed be thy name.
Thy kingdom come.
Thy will be done on earth, as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses
as we forgive those who trespass against us.
And lead us not into temptation:
but deliver us from evil. Amen.

Hail Mary
Hail Mary, full of grace, the Lord is with you.
Blessed are you among women,
and blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God,
pray for us sinners, now,
and at the hour of our death. Amen.

A Prayer Before Study
(St Thomas Aquinas, 1225–1274)
Creator of all things, true light and wisdom,
heavenly source of all being, kindly let a ray of
your brilliance penetrate into the darkness of my
understanding, and take from me the double
darkness of sin and ignorance. Give me a sharp
sense of understanding, a retentive memory,
and the ability to grasp things correctly and
fundamentally. Grant me the talent of being
exact in my explanations and the ability to
express myself with thoroughness and charm.
Point out the beginning, direct the progress, and
help in the completion, through Christ, Our Lord.
Amen.

A Prayer for Confidence
O God, some things today will suit me; other
things will be unpleasant. I accept from you all
that this day will bring.
Help me to be patient in the face of difficulty,
but not idle when presented with opportunity.
Let me realise that by doing my best today, I am
doing as you will me to do.
Amen.

A Prayer for Concentration
O God, help me today to concentrate with my
whole attention on whatever I am doing, and
keep my thoughts from wandering and my mind
from straying. When I am studying, help me to
study with my whole mind. When I am playing,
help me to play with my whole heart. Help me to
do one thing at a time, and to do it well. This I
ask for in Jesus’ name. Amen.

A Prayer for Cheerfulness
Whatever happens today, Jesus, help me to keep
cheerful. Help me not to grumble when things
go wrong, not to be discouraged when things
are difficult, not to get annoyed when I don’t get
my own way, not to sulk when I am
corrected. Help me to keep smiling, so that I may
be what you want - a light to the world. Amen.

A Prayer for Concentration
(St Ignatius Loyola, 1491–1556)
Lord Jesus, teach me to be generous;
teach me to serve you as you deserve;
to give and not to count the cost;
to fight and not to heed the wounds;
to toil and not to seek for rest;
to labour and not to seek reward,
except that of knowing that I do your will. Amen.

A Prayer for Peace
(St Francis of Assisi, 1181–1226)
Lord, make me an instrument of your peace:
where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy.
O Divine Master, grant that I may not so much
seek to be consoled as to console, to be
understood as to understand, to be loved as to
love.
For it is in giving that we receive, it is in
pardoning that we are pardoned, and it is in
dying that we are born to eternal life. Amen.
In the classroom
The classroom is a place of learning. Every student has the right to expect this and the responsibility to ensure it.
Before entering the room, classes are to line up quietly in two rows and await teacher instructions. The lesson will normally start with a greeting and prayer. During the lesson every student should engage himself purposefully in the task at hand. He should maximise his own opportunity to learn and respect the same right of everyone else.
As a mark of respect, all should stand when the teacher enters.
At the end of the lesson, all should remain seated until the teacher formally dismisses the class. The rooms should be left neat and tidy.

Courtesy and Respect: a Family Spirit
Relationships among the members of the St Augustine’s College family should be characterised by courtesy and concern for each other. Students should show this by always being ready with a friendly greeting when passing a member of staff. Movement in the buildings, games in the grounds, lining up and purchasing at Tolle’s, should all be marked by politeness and respect. Fighting or quarrelling have no place at St Augustine’s.
Respect for property is also regarded as very important. Theft, vandalism or graffiti will not be tolerated.

Travelling to and from school
When coming to and from school, students should be aware of the uniform they wear and act accordingly. First of all, the uniform should be worn correctly. Whether at the College or at ordinary bus stops students should line up to get on their bus and do so in an orderly fashion. Embarking and disembarking of public buses should be done with all due courtesy to other students and other passengers. Students travelling on buses should remain quietly in their seats, avoiding all loud and rowdy behaviour. On regular bus routes, members of the public should be offered seating preference. Prefects and senior students have a particular responsibility to monitor the conduct of all Saints students. Normally students should travel directly to and from school. They should not be waiting at places such as Cairns Central unless they have business there.

Year 12 students who wish to drive a car or ride a motorcycle need the permission of their parents and the Principal. This permission may be withdrawn if a student is found to be careless about the responsibility that goes with driving a motor vehicle. Permission forms may be collected from your Head of Year.

Uniform and Appearance
The uniform should be neat, clean, complete and worn with pride while at school, travelling to and from school, and at other times. Only official College issued bags are to be brought to school. The College hat or cap are the only acceptable forms of head wear.
Jewellery: No form of earring, stud or visible body piercing is permitted. These will be confiscated if worn. Chains and necklaces (including religious symbols) should not be visible outside the uniform.
Badges, apart from College Badges, are not to be worn. A single finger ring is permitted. Visible tattoos are not permitted.
Hair is to be clean and neatly cut, off the collar, of its natural colour, of even grade and extremes of style avoided. Examples of unacceptable styles include what are known as undercuts, steps, lines, No.1 or No.2 grades, pony tails, tips, marked contrasts of length or shape, long fringes, excessive gel, excessively long or thick styles. Sideburns are to be at or above ear level. Students who have begun to shave need to be clean shaven. Moustaches and beards are not permitted. This list is not exhaustive. If there is any doubt, the Deputy’s judgement is final.

Uniform and Diary Passes
When a student does not have his Diary with him or when an item of uniform is incorrect he must report to his Head of Year upon arrival to the College for a pass. The Uniform Pass is worn outside the top pocket of the shirt so it is visible.

In the buildings
Movement between classes should be brisk, courteous and without running. Students should carry books for both classes between breaks. No food or drink should be consumed in the buildings. Rooms are not available before school, unless specifically excepted by a teacher. During recess and lunch, buildings and verandas should be vacated.
College Rules and Expectations

In the grounds
All students should observe a hands off rule at all times. The Champagnat Quad, the Arts Quad and the Chapel Quad are reserved for passive recreation. Active games are permitted on the courts and on the grassed playing areas.
The following areas are out of bounds, except for teacher-supervised activities: anywhere outside the College property; the car park near the Church; the Swimming Pool area; the Student Residences; all roofs.
Students must cross Scott Street at the traffic lights when moving to and from technology classes.
Bikes should be parked and secured in the designated area. They should not be ridden in the grounds.
Ample bins are provided around the grounds. Students should make a special effort to keep the College tidy.

Items banned at St Augustine’s
The following items are not to be brought to school: illegal substances, chewing gum, correction fluid, permanent markers or similar pens, steel rulers, skateboards, large sums of money, laser pointers, water pistols, lighters, matches, knives or other implements which may be dangerous, any pornographic or offensive material.

Punctuality and Attendance
Please notify the Student Office prior to 8:30am if your son is to be absent or late.

All school days are important and regarded as compulsory. Students are expected on the campus by 8.35am and in Homeroom before 8.40am.
A student who arrives after 8.40am reports to the Student Office. A student who is late to school may be required to make up that time after school. A student who deliberately misses all or part of day should expect to make up lost time on a Saturday.
Any absence from school needs to be explained by a note from parents. This is written or emailed to the Homeroom Teacher. A student who is frequently absent may be required to make up that time after school.
A student who is absent from a formal assessment task because of sickness requires a medical certificate which is given to the Deputy Principal (Academic). A student who is absent from a sports carnival or College camp requires a medical certificate.

Daily Leave Pass
If a student needs to leave the school grounds during the day they must have a written note from parent(s). They are to present this note to their Head of Year in the morning and be issued with a Leave Pass. The student must then be signed out by parents at Reception when leaving.

Requests for Leave
Parents are asked to adhere to the College term dates and wherever possible restrict holidays or other periods of leave to the gazetted holiday periods.
Requests for leave must be made in writing to the Principal prior to leave arrangements being made.

First Aid
If a student feels ill or suffers an accident while at the College, he is to bring this to the attention of his Head of Year or the nearest teacher, as appropriate. This teacher will arrange for him to be brought to the Health & Well-being Centre where appropriate attention will be decided.
Where a student requires outside medical treatment or needs to go home, attempts will be made to contact parents.
Students are covered for ambulance travel to hospital, but require their own accident and/or medical insurance.

Homework
All students are expected to draw up a homework and study timetable. Each night they should do their set homework as well as other study and reading. Recommended times are:
- Year 7 and 8: 45 – 90 minutes
- Year 9 and 10: 90 – 120 minutes
- Year 11 and 12: 2 ½ hours (up to 6 hours on weekends during peak assessment periods).

Daily Report and Monthly Report Cards
A student who is failing to meet normal expectations may be put on Daily Report and/or Monthly Report. A Daily Report is mostly used in the junior years and Monthly Report in the senior years. When on Daily Report a student
## College Rules and Expectations

is required to report to his Head of Year each morning to receive his form and hand in the one from the previous day. He is required to carry it in his top pocket and show it to each teacher and his parents for signing. A student is placed on Monthly Report when his future enrolment is under review. He needs to attain a C-grade average as a minimum in the areas of conduct and application.

**Detentions**

For failing to meet normal expectations, students may be detained at lunchtime by a teacher or after-school, normally a Thursday, by a Head of Year or Head of Department.

Students may be given written work, cleaning duties, or some other activity appropriate to the situation. Students are required to bring their Diaries to Detention Class.

Sport and Saturday detention may be given by the Deputy Principal for serious offences (e.g. truancy, fighting). Students should arrive at school in school uniform and bring a change of clothes for work. The detention runs for three hours.

**Serious Misconduct**

Serious misconduct may incur suspension or termination of enrolment and may include one or more of the following:

- Deliberate breach of conditions under which a student has been enrolled, or allowed to continue enrolment after previous misconduct;
- Assault, harassment, bullying or gross rudeness towards a member of staff, another student, or a member of the public;
- Persistent or serious disruption of the learning of other students;
- Providing an ongoing risk to the moral or physical safety of others;
- Possession of a weapon or use of an item which causes distress or harm to another person.

Stealing at the College, while in College uniform or on a College activity;

- Serious vandalism to College or public property, or that of staff or another student;
- Persistent non-compliance of College expectations regarding study, conduct or participation;
- Bringing the name of the College into public disrepute;
- Smoking or possession of cigarettes;
- Drinking or possessing alcohol;

A student who uses, possesses or is knowingly involved with illegal or non-prescribed drugs, and/or implements for drug use or literature promoting drug use, while at the College, in College uniform and/or on any College-related activity, may forfeit their position at the College.

**Participation in co-curricular activities**

All students are expected to be involved in the sports program. Students who cannot participate in sport on a particular sports day should bring a note; they will be given another appropriate activity. Parents are discouraged from arranging medical or other appointments on sports afternoons. These matters should be arranged outside school hours.

Students are expected to seek representation in any school representative team for which they have talent. Once selected, they are expected to be regular and punctual to all training sessions. All students are expected to take part in retreats and camps. They are an integral and mandatory aspect of the educational program of the College.

St Augustine’s College 2015
College Facilities

Book Hire
The College provides a generous and efficient book hire service for most texts. When issued with books, students should make a note of the number of each. Every student is responsible for the care of the books lent to him. If a book is lost or damaged, he will be expected to meet the cost of a replacement.

Chapel
The Chapel is open each school day for private prayer and reflection, as well as for class use.

The Gildas Centre
All students should make extensive use of the Gildas Centre, both for class-based research and private use of resources. During the day the Gildas Centre should be a place of quiet, active and purposeful study and learning. Unless otherwise told by a teacher, it is a place of silence.

Bags are not to be left at the entrance so as not to obstruct access and movement of people.

Food, drink, glue, scissors and ink are not permitted in the Gildas Centre.

Students must abide by borrowing regulations and follow other directions of the Librarians and teachers.

College Pool and Gym
Students may only use the pool or gym when a supervising member of staff is present. Safety measures, suitable clothing and all rules of use must be adhered to. These facilities are not normally available to students at weekends and during holidays.

Technology Building
No student is to enter the workshops without the specific permission of a teacher. Suitable clothing and footwear is to be worn. Safety rules regarding tool and machinery usage must be observed. For some machinery students are required to pass competency tests.

Computer Rooms
Students are allowed into the computer rooms only in the presence of a teacher. All guidelines for the use of the computers are to be followed. Students who attempt to gain access to files or systems not available to them will be treated as being guilty of theft, of cheating, or of vandalism—as appropriate.

Music, Media and Art Rooms and McLaughlin Theatre
Students may not use these areas without the permission of the appropriate teacher. Times for practice and use should be planned well in advance.

Lennon Hall
Students are not to use Lennon Hall without supervision of teaching, boarding or sports staff.

“Tolle’s” Cafeteria
Tolle’s is open for breakfast, morning recess, lunch and until 4pm on most school days.

Conduct in and around Tolle’s should be courteous and orderly. Students are to sit eight to a table. Before leaving a table, students must ensure that all rubbish is put in the bins, and tables are cleared. A student who does not meet these expectations may be banned from Tolle’s for a period of time.

College Lockers
Student lockers are allocated for each student from Year 7 – 10. Year 11 and Year 12 students may request a locker from their Head of Year. The College will issue locks for each locker.

Students are to keep any valuables that they must bring to the College in their locker.

Students from Year 7-10 will keep their class materials and College bags in the lockers and carry with them only the requirements for the following two periods.
**General Information for Parents and Students**

If your son is absent from school please ring the College office prior to 8:30am to advise of the reason for his absence. Absences due to illness for more than two consecutive days require a medical certificate.

If you are late to school, arriving after 8:40, you must report to the student office and sign in.

If you feel sick or are injured at school see your Head of Year or closest teacher, as appropriate. Your Head of Year will arrange for you to be taken to the Health & Well-Being Centre where appropriate attention will be decided.

If you are unable to wear the full school uniform you should bring a note from your parent/guardian to explain the situation and give it to your Head of Year before Homeroom and you will be given a Uniform Pass.

Lost property. Report the loss to your Homeroom Teacher or Head of Year immediately and inquire at the Student Office, and with the Deputy Principal (Pastoral) to check if the item has been handed in to “Lost Property”. To help prevent loss, label all equipment and clothing carefully.

Found property. Take it to the Student Office immediately.

Change of address or contact details. Please notify the College Office in writing as soon as possible. Parents can also update contact details using the parent information portal “Parent Lounge”.

Require help with organisation or study skills. Talk with your Homeroom Teacher, Head of Year or the College Counsellor.

Need assistance with a personal matter. See your Homeroom Teacher, Head of Year, the College Counsellor or College Chaplain. Appointments with the College Counsellor can be made either directly or through your Head of Year.

You have money to hand in. This money must be placed in a sealed envelope with the amount, purpose and your name. The envelope should be handed in at the Front Office as soon as you arrive at school.

You miss a test or are unable to complete an assessment on time. See the teacher involved as soon as possible and preferably before the due date.

You lose your lock. Each student is issued with a combination lock for his locker. If lost students should see their Homeroom Teacher.

Lose your ID card. Each student receives a photo ID card. Replacement cards can be organised at a cost to the student. This is done at the Front Office.

Parents picking up students. In the interest of safety, parents are to use the STOP DROP GO zone on Scott Street. Please do not double park on Draper Street.

You ride a bike to school. A lock-up bicycle facility is provided. However, student bicycles should also be secured with a strong lock. Helmets are to be worn when riding.

Please visit the School Links section of Parent Lounge for detailed school policies.

**www.sac.qld.edu.au**

See page 16 for further details.
Students are entitled to enjoy their education free from humiliation, oppression and abuse. Saint Augustine’s College has a school-wide response to bullying that is predicated on the Marist values of “family spirit” and respect. St Augustine’s College is committed to the prevention of bullying by and of students in our College, and the implementation of appropriate response strategies which address school bullying.

Bullying affects everyone - not just the bullies and their victims. It also affects those other boys who may witness violence, intimidation and the distress of the victim. It can damage the atmosphere of a class and even the climate of a school.

**Definitions**

Bullying can be defined as a systematic and repeated abuse of power. In general bullying may be defined as:
- Dominating or hurting someone;
- Unfair action by the perpetrator and an imbalance of power;
- A lack of adequate defence by the target and feelings of oppression and humiliation.

**Types of bullying**

1. **Physical Bullying**
   - When a person (or group of people) uses actions to bully, such as hitting, poking, tripping or pushing.
   - Repeatedly and intentionally damaging someone’s belongings is also physical bullying.

2. **Verbal Bullying**
   - Repeated or systematic name calling, insults, homophobic or racist remarks and verbal abuse.

3. **Covert Bullying**
   - Such as lying about someone, spreading rumours, playing a nasty joke that makes the person feel humiliated or powerless, mimicking or deliberately excluding someone.

4. **Psychological Bullying**
   - Examples include threatening, manipulating or stalking someone.

5. **Cyber Bullying**
   - Using technology, such as email, mobile phones, chat rooms, social networking sites to bully verbally, socially or psychologically.

**Procedures to address bullying**

The first priority in any response to incidents of bullying behaviour is always the wellbeing and on-going protection of those who have or may have been affected by the behaviour. Students and parents are advised to report suspected cases of bullying to the Head of Year, Deputy Principal or Principal.

The College Child Protection Officers are:
- Br Darren Burge
- Mr David Harris
- Mr Brett Toombs

Please visit the School Links section of Parent Lounge for detailed school policies on Student Protection and Anti-bullying.
College Assignment Policy

An assignment is typically an extended piece of work usually characterised by a series of stages or distinct processes; almost entirely the responsibility of the student. Detailed instructions are given to students on a task sheet, stating specific guidelines and criteria required. This task sheet may include particular phases for support and monitoring checkpoints which may need to be signed or sighted by the teacher.

Items which contribute to summative assessment must satisfy the following criteria:

a) They must be the student's own work (evidence should be supplied in the form of notes, drafts, written declaration, etc).

b) They must be presented by the due date (they may be submitted early, the due date being the last day the item can be submitted without any form of penalty), unless there are exceptional circumstances which are covered by the following provisions:

i) The College should be notified of extended absence (more than two days) due to illness up to, and including, the deadline. In this case the student should contact his teacher and advise how and when the assignment will be submitted. In most circumstances the assignment can be emailed and/or delivered to the College. A Medical Certificate must be handed in to the Student Office on the first day back at school.

ii) Absence due to illness on the day of the deadline: Students should email or have the assignment delivered to the College OR a parent should phone the Deputy Principal Academic with an explanation for the absence on the due date.

iii) Absence due to special circumstances, e.g. sporting commitment, bereavement. A parent should speak personally with the Deputy Principal or Head of Department to discuss the circumstances.

In the case of an incomplete assignment, the work in progress thus far completed should be submitted in its entirety, including notes, drafts and plans.

If a student is guilty of cheating, plagiarising or otherwise gaining an unfair advantage he may face a forfeit of marks for the part of the assessment in question, re-sit another assessment and/or other disciplinary consequences.

For further detail please refer to the College Academic Integrity Policy which is available on the College website from the “Links” area in both the Student Cafe and Parent Lounge.

Merit Award Incentives

In Years 7, 8 and 9 students are eligible to earn awards in the College Merit Award Scheme. Teachers have two kinds of cards to award: a Merit Card and an Achievement Card.

You can earn Merit Cards by demonstrating outstanding effort—for example: by putting in a great deal of time to a particular assignment; by improving significantly since your last test; by completing your homework very well over a particular period; by achieving a personal goal for improvement in a particular class.

You can earn Achievement Cards by demonstrating outstanding achievement in a particular piece of work or for a set period of time. For example: for a topic test, for reaching a particular standard or outcome, for being student of the week, etc.

You start collecting cards and then qualify for these higher awards:

Bronze Awards: Awards are presented by Heads of Year when you have collected five Merit or five Achievement cards within a single semester.

Silver Awards: Certificates are presented by the Deputy Principal Academic when you have collected three Merit Awards or three Achievement Awards over the course of a single year.

Gold Awards: Special Principal’s commendation for excellence. This is the ultimate award, reserved only for a student who can earn either three Certificates of Merit or three Certificates of Excellence in a year. This award will be presented to you by the Principal at a full College Assembly and will also include a prize.
**Digital Network User Agreement**

St Augustine’s College provides students with the opportunity to use computers and other digital devices, and gives students rights to use and access services on the College’s digital network. The College expects students to act responsibly and respectfully.

It is essential that all computers and other digital devices are kept in good working order at all times. Students are expected to take care and full responsibility of computers and digital equipment made available for their use. Students should immediately report any damage to College computers to their classroom teacher. Students who damage computers may incur the cost of repairs as well as disciplinary action.

When brought on campus mobile phones are to be free from inappropriate or offensive content. Mobile phones must be switched to silent or discreet settings and out of sight during class, moving to class, in private study and research times, in exams, and at assemblies unless instructed otherwise by the teacher. If a phone rings, receives a message or is seen by a teacher or supervisor and is being used inappropriately or without permission during the above times, the phone will be confiscated by the teacher and handed to the student’s Head of Year or Head of Residence clearly marked with the student’s name. Students will be required to explain to their parents what has occurred. The phone will be returned when the student’s parents have contacted the College and discussed the College’s policy with the relevant Head of Year or Head of Residence.

Students are advised to have a USB memory stick or similar device available for their use at the College. When brought on campus laptop computers are to be free from inappropriate or offensive content.

All communication that a student makes over the network should be in keeping with the College expectations. When a student uses digital communications such as email, their behaviour should be in keeping with acceptable College behaviour. Students are responsible for the security of their own devices. The College takes no responsibility for damage or theft of students’ devices.

Heads of Year, Boarding Supervisors and/or the Deputy Principal will investigate any suspected inappropriate use of digital technology.

This may include accessing files and records on student devices.

**The owner of a network account is responsible for any actions that occur while the account is being used.** St Augustine’s College expects all students to adhere to this policy but cannot accept responsibility for individual behaviour. Any student found breaching these rules will have his network account disabled and may be subject to further disciplinary action. Financial compensation for any damage caused to the College computers will be the responsibility of the student’s parents.

The full text of the College’s Digital Network Acceptable Use Policy is available on the College website or from the “Links” area in both the Student Cafe and Parent Lounge.
# Digital Network User Agreement

<table>
<thead>
<tr>
<th>Students should accept responsibility for their own decisions and actions</th>
<th>Students are expected to:</th>
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<tbody>
<tr>
<td></td>
<td>• Use the network for educational purposes only;</td>
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<td></td>
<td>• Be polite and use appropriate language in on-line communication;</td>
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<td></td>
<td>• Exercise good judgment in visiting sites which are relevant to the topic being researched;</td>
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<td>• Always report any misuse of the Internet or network to the supervising teacher.</td>
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<tr>
<th>Students may not:</th>
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<tr>
<td>• Knowingly pass to other persons inappropriate or copyrighted material, including web addresses (URLs) or material on storage devices, downloaded from the Internet;</td>
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<td>• Visit sites containing objectionable material;</td>
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<tr>
<td>• Use College email accounts to send bulk emails to College staff and students;</td>
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<tr>
<td>• Publish information, in any form, which is abusive, impolite, offensive, defamatory, inaccurate or illegal;</td>
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<td>• Copy and pass on software supplied by the College;</td>
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<td>• Store any software on the College computing systems;</td>
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<td>• Store data that is not directly related to College assessment tasks;</td>
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<td>• Interfere with the normal operation of computing facilities;</td>
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<td>• Knowingly introduce a virus.</td>
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<th>Students should respect the rights and property of others</th>
<th>Students are expected to:</th>
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<td>• Ensure the personal privacy of others.</td>
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<td>• Be careful not to make statements that might offend people.</td>
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<tr>
<th>Students may not:</th>
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<tr>
<td>• Send or receive copyrighted material without the permission of others;</td>
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<td>• Plagiarise the work of others;</td>
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<td>• Publish information, that violates or infringes the rights of any other person. This includes text documents, pictures, webpages, email communications, interactive presentations, etc;</td>
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<tr>
<td>• Reveal personal details, such as addresses or phone numbers of themselves or others when using the Internet;</td>
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<td>• Change any application or file belonging to another person or the College;</td>
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<tr>
<td>• Try to learn another person’s password or to access their files.</td>
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**Parent Lounge**

Parent Lounge is the College’s information portal for parents. This portal is regularly updated to inform parents of upcoming events, assessments, College details as well as your contact details. The family “username” and “password” are the “Account Number” and “BPay Reference Number” respectively as published on the St Augustine’s College “Statement of Account”. Parents that are new to the College will receive these details with their first College Fees invoice. Please see the sample below.

Access to the Parent Lounge is from the dropdown menu located at the top right hand side of the College web site: http://www.sac.qld.edu.au/.

Please log into Parent Lounge and browse its offerings. Whilst there please check that the contact details that we have registered are still current. To update details or for further information please contact the College Reception on 4051 5555.

Parents please visit the School Links section of Parent Lounge for detailed school policies.

Students may visit Student Café via the College internet and intranet using their normal College logon details.
College Sporting Codes of Behaviour

St Augustine’s College is justifiably proud of its tradition and success in sport.

But what is equally important to us all is the way the game is played and the manner in which our sportsmen conduct themselves.

These Codes will ensure that St Augustine’s students develop good sporting behaviours and have an enjoyable experience of sport, which will encourage them to remain involved throughout the years.

Players Code of Behaviour

- Play by the rules.
- Never argue with an official.
- Control your temper.
- Work hard for yourself and your team.
- Be a good sport. Applaud all good plays.
- Cooperate with your coach, team mates and opponents.
- Participate for your enjoyment not just to please parents and coaches.
- Respect the rights, dignity and work of all participants regardless of their gender, ability, cultural background or religion.

Parents Code of Behaviour

- Remember that children participate in sport for enjoyment.
- Encourage children to participate.
- Focus on the effort rather than performance.
- Encourage students to play according to the rules.
- Never ridicule or yell at a child for making a mistake.
- Remember that children learn best by example.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials’ decisions and teach children to do likewise.
- Show appreciation for volunteer coaches and officials.

The College requires that every student wear a hat or cap when outdoors. This must be an approved Saints hat or cap. A “no-hat no-play” directive is enforced by staff when supervising students in the yard and at outdoor College activities, and by HPE staff during classes. Boys are encouraged to apply sunscreen before leaving home for the day and to bring sunscreen to school for application during the day. High-protection sunscreen is to be applied when in the sun for longer periods, and sunglasses are encouraged.

College Community Service Program

Service forms an integral part of the Marist ethos and exemplifies the virtues of Marist education. St Augustine’s has a long history of serving others, particularly to those at the margins whether it is in our College, local community or further afield.

Service at Saints

The Service at Saints program provides a comprehensive community service program across all year levels at Saints. It is designed to:

- Increase service opportunities to all year levels at the College.
- Increase the number of students involved in the Saints service program.
- Develop and implement a service model, based on performance tiers, internal and external service programs, specific criteria and a reward system.
- Teach students about compassion, empathy, service, solidarity, justice and peace.

The Service at Saints program recognises students who actively participate in both College provided opportunities and self-initiated service. Students aim to complete various levels of service that predicted on hours of service.

Service Levels

- Platinum – 30+ hours of service in the Academic year
- Gold – 20 hours of service
- Silver – 10 hours service
- Bronze – 5 hours of service

Levels of service will be recognised by certificates and/or badges and presented at various College events throughout the year.

Students must keep a record of their service by completing the log sheet and submitting it to Mr Toombs. Service Log Vouchers are also to be completed.

St Augustine’s College 2015

17
# Service at Saints

Your first goal is to complete 5 hours of service to others. However, you should aim to complete more.

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<th>Date(s)</th>
<th>Activity and Duration</th>
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Good luck, enjoy the challenge and feel satisfied that you have made a difference in the life of another person.

You will be required to submit your Saints Service Log Book to Mr Toombs once you have completed the relevant hours.