

Leaving School Grounds

- Students are to remain on the school grounds during school hours. Students may not leave unless they have written permission.
- Students given written permission to leave the school during the day must sign out at Student Services before leaving and obtain a Department of Education Official Leave Pass.
- Students arriving late to school are required to sign in at Student Services.

Mobile Telephones, Electronic Games and Portable Music Players

- Electronic communication devices may only be used in class for educational purposes under the direction of the individual classroom teacher. (For such activities as diary entries, research, and class-specific Apps.) They are not to be used for social media or personal calls and should be switched off or in flight mode during class.
- The camera function of mobile phones is not to be used at any time on the school grounds, unless directed by a teacher
- Electronic games and portable music players are not to be used at school unless part of a specific lesson as determined by a teacher. Students are advised to leave all such items at home.

Late to School

Students Arriving after 8.50am

Students arriving after 8.50am must report to Student Services to obtain a Late Note.

Sign In / Sign Out

- Students who need to leave the school during the day (for doctor's appointments, etc.) must sign out at Student Services with a note provided by a parent. On their return to school from their appointment, students must sign back in at Student Services.

Out of Bounds

There are certain areas of the school which are out of bounds to students unless approved by a teacher.

These include:

- beyond the public footpath across the front of the school
- the Thomas Street side of the PAT
- beyond the eastern building line of the D&T / Home Ec / Business buildings
- the back of the school oval
- the school oval, except during the designated time during lunch
- the Youth Centre
- bike racks, car parks
- staff offices, school staffroom, staff toilets
- on any building roof
- behind the Science blocks or gymnasium.

Good Standing

All students commence each term with Good Standing. When a student has Good Standing they:

- demonstrate pride by wearing school uniform
- achieve to their potential by handing in all work and meeting deadlines
- respect themselves and others through appropriate behaviour, including mobile phone use, appropriate use of ICT and language towards others
- attend school regularly and *on time* (90% or higher).

Good Standing entitles you to:

- attend Country Week
- attend the Ball
- attend socials
- attend Beach Days
- attend Activity Day events held offsite
- attend any designated Good Standing events
- represent ASHS in sporting, cultural or academic activities
- participate in rewards that your student leaders choose
- participate in the Year 12 Activity Day
- be entered in Good Standing raffles
- receive a certificate at the end of the year for students who maintain good standing throughout the year.

Student leaders and prefects are expected to maintain Good Standing, each term.

Student leadership responsibilities are subject to review if Good Standing is not maintained.

You will lose Good Standing during the term, and for the remainder of the term, once you have five negative behaviours recorded.

This may include recorded inappropriate phone use, uniform infringement, a late assignment without explanation, and your attendance dropping below 90% without medical certificates. Blueys also count towards losing good standing. It could be any combination of those events. Most students do the right thing all the time; a few need to be reminded of the standards that we expect at ASHS.

Suspension will result in an immediate loss of Good Standing for the remainder of the term.

Good standing will be reinstated for each student at the beginning of each term.



Connect

Connect is our online sharing platform which enables our students to access school material 24/7.



Log into connect.det.wa.edu.au to access Connect classes containing notices, resources, learning content, assessment data, feedback and a calendar of events and class activities.

Communicate easily with teachers and other students.

Communicate easily with teachers and other students.

Learn anywhere, anytime.

Access assessment data, marks and teacher feedback.

Engage with quality digital learning resources.

Student Print Credit

Printing cost per page for all students is 10c.

Printing costs for ASHS students are managed through the PaperCut software. Student PaperCut accounts are credited with \$2 at the beginning of each school year or on enrolment throughout the year. This cost is included in student contributions.

Students can check the balance and add more credit to their account by logging onto PaperCut using their school username and password. PaperCut

is accessed through a shortcut on the student's desktop.

Extra print credit can be purchased from the Accounts Office in increments of \$2 or \$5. Students will receive a small card with a code, which is redeemed through their PaperCut account.

SmartRider Cards

All new ASHS students are issued with a SmartRider card when they first attend the school. SmartRider cards are issued in the student's legal name and with a photograph. The first card is issued free of charge. If the card is lost or broken, a new card must be purchased from the Accounts Office at ASHS at the cost of \$5.

The card is used at ASHS as a library card and must be produced when a student borrows books or equipment from the library.

The card is also required by bus students. Cardholders receive 50% concession on bus fares. Without the card, a student must pay full fare.

Uniform Range

Students must abide by the School Uniform policy at all times. Physical Education uniform must be worn during all practical activities involved with Physical Education. Appropriate sporting footwear must be worn, where required when participating in physical activities. Students must change before and after engaging in physical activity.





2018

Albany Senior High School

“KEEP TROTH”

1 Campbell Road
MT CLARENCE WA 6330

Telephone: 9841 0444

Absences: 9841 0419

Absentee SMS:

0400 204 440

Email: albany.shs.enquiries@
education.wa.edu.au

www.albanyshs.com.au



ASHS Charter

At Albany Senior High School it is expected that:

- we will seek knowledge with a willingness to learn from experiences and opportunities in order to understand ourselves, the wider community and the world around us
- we will acknowledge our own uniqueness and develop self-respect and dignity
- we will have care and compassion for others, respectfully recognising that each person has equal worth and basic rights
- we will work together for the common good as a reflection of our Australian democracy; we will speak up to protect the rights of other people and take individual responsibility for making our school a safe and vibrant place
- we will have respect and concern for our natural and human environment and recognise the need to care for our surroundings.

KEEP TROTH			
	TRADITION	OPPORTUNITY	SUCCESS
	We have PRIDE In our community and environment	We are RESPONSIBLE for ourselves	We are RESPECTFUL of others
	We will ACHIEVE our potential		
Values	Social and civic responsibility	Self-Acceptance and respect of self	Respect and concern for others and their rights
	Environmental responsibility	Cooperation Creativity Flexibility Honesty Humility Integrity Loyalty Orderliness Reliability Responsibility Trustworthiness Truthfulness	Care Compassion Consideration Courtesy Forgiveness Generosity Gentleness Helpfulness Justice Kindness Patience Respect Tact Tolerance Trust
	Cleanliness Enthusiasm Friendliness Honour Joyfulness Moderation Service Thankfulness Unity Idealism		A Pursuit of knowledge and a commitment to achievement of potential
Expectations	We wear school uniform	We are on time	We listen attentively
	We clean up after ourselves	We come prepared to classes with appropriate equipment	We use appropriate and respectful language
	We look after equipment	We are honest	We accept differences
	We care for school and community resources	We take responsibility for our own actions	We contribute positively to the learning environment
	We welcome others	We follow school procedures	We help and care for others
	We positively represent ASHS in the community	We make safe choices	We follow staff instructions
	We acknowledge achievement	We use technology appropriately	We respect our own privacy and the privacy of others
			We attend all classes
			We set goals and work towards them
			We hand in our work on time
			We Collaborate effectively in groups
			We perform to the best of our ability
			We seek feedback and accept help

Study Tips

1. Set up your study space

Everyone has their idea about the best place to study. Here are a few things to consider before you set up:

- Do you prefer to study in silence or listen to music?
- Do you like to study at home alone or with other people?

2. Be organised

Make sure you have all the materials you need in your study space before you start studying. Getting up to look for a calculator or pen will break your concentration, make you frustrated and waste your time.

3. Clear your mind – feel the flow, feel the energy

If you've got a lot on your mind, take a moment to write yourself some notes about what you're thinking about and put them to the side. This will help to clear your mind and focus on studying. You can come back to what you were thinking about during a study break.

4. Set yourself goals and get motivated

Set yourself clear goals such as what you want to achieve. This will help motivate you to study as you want to achieve what you have set yourself. Consider what goals would be appropriate to set yourself; it may be getting into a particular course or a particular university you want to go to. You should think about how you will feel if you achieve the mark you wanted. Keep your goals and the result in mind it will help you stay motivated.

5. Plan your time (and stick to it...)

It helps to plan when you will study and how you can make the most of your study time. Use a calendar or a diary to help you keep track of exam dates and plan ahead. Be sure to space out your study time for the term or lead up to exams. Don't try to cram it all in the night before! Do the hardest work when you're feeling your best. Save the easy stuff for when you're tired. After you have studied with your notes, set yourself a time limit and practice on past exams to answer questions under practice exam conditions. This will help improve your memory recall by sitting in similar conditions to the exams.

6. Know your learning style

Most of us have a preferred way of learning. Get to know your learning style and study in the ways you learn best.

- Auditory learners – learn by listening. If you're an auditory learner, you could try reading your notes aloud and discuss them with other people. You might like to record key points and play them back.
- Visual learners – learn by seeing. If you're a visual learner you could use colours in your notes and draw diagrams to help represent key points. You could try to remember some ideas as images.
- Tactile/Kinesthetic learners – learn by doing. If you're a tactile/kinesthetic learner, you could use methods like role-playing or building models to revise key points.

7. Use your notes

Taking detailed notes in class will save you lots of time later on. Re-writing and adding to your notes is a great way to revise what you've learned.

8. Make your own study materials

Create your own flashcards to help you study or check out some past exams. This way you'll be able to apply what you have studied to practice questions which may have appeared in previous exams. If you prepare your own study material, you'll learn what you have studied twice: once when you make the study materials and again when you use them to revise.

9. Test yourself

Don't wait for an exam to test your knowledge. Get a friend or family member to quiz you on key concepts of help other students with their work. It's a great way to get confident with what you do know and find out what you still need to learn.

10. Take time out and reward yourself

You study better when you're feeling good, so make sure you eat well, stay hydrated, exercise and get enough sleep. Make sure you achieve a balance between studying, catching up with friends, eating well and exercise. Allow yourself some breaks when you study. It's good to have a break every 45 to 60 minutes when you're studying as this will help you study more effectively. You'll study better if you take care of yourself.

Reward yourself for studying. This will keep you motivated to continue studying to achieve your personal goals.

Netiquette

The 'granny rule'

Online actions have real-life consequences. If you wouldn't do it in real life, don't do it online. Use the 'granny rule' – if you wouldn't want your grandmother to know about it, don't put it online! Your potential future employers, friends, and partners can and probably will trace your cyber-trail.

Be a responsible user

Do your study before you go online. Be honest with yourself. Computer games and fast-paced online interactions reduce dopamine. This means it is hard to get motivated to do anything else once you have been online for a while.

Take a STAND against cyberbullying

Silence

Do not respond to abusive messages. The number one rule for dealing with cyberbullying is: don't respond, don't interact and don't engage.

Take a copy of all abusive messages

These may be useful legally later on. Create a new folder, called 'Abuse,' and move hate mail and messages into this folder.

Accept that bullies don't think like you do

Trying to sort it out with them or asking them to stop won't work. Recognise that you are not dealing with a person who thinks as you do. Cyberbullies are cowards who try to hide their identity and behave in nasty ways to build themselves up and to put other people down.

Cyberbullying is a pathetic act.

Don't try to deal with this problem alone

Get help! No one can cope with this alone.

Don't be provoked

Some cyberbullies 'troll' or play the 'baiting game.' A provocative comment is made, and those who respond in irritation are encouraged to engage in conflict with those who respond assertively. The provoker watches, waits and stirs the pot.

Become a watcher. Although you may be the target of the bully's anger, you can train yourself to act as a watcher. This takes you out of harm's way and enables you to watch the bully and collect evidence.

Know that people take cyberbullying seriously and that you will be taken seriously

If you are bullied online, let the school know and let the police know. There are legal avenues that can be taken to stop cyberbullying.

Online do's and don't's

- Don't bully or be mean to others on-line
- Let people know that cyberbullying is a weak and cowardly act
- Don't harass or stalk people online
- Don't pass on embarrassing photos or posts about others
- Know that circulating some photos means that you risk being charged with child pornography
- Only add friends that you know and do not add 'friends of friends'
- If someone online wants to meet you in person, get an adult to accompany you.