A useful guide for important dates, instructions and need to know information about school fees, school card and school policies.
WELCOME
Welcome to Port Augusta Secondary School. The Principal, Paul Billows, and staff believe that the school has much to offer. We tailor our courses to meet a diverse range of student needs.

We hope you will enjoy the experience and look forward to your support in the years to come.

LEADERSHIP TEAM
Principal Paul Billows
Deputy Principal Simon Owens
Senior Leaders
Angela Dyer  Yr 8 / Students with Disabilities
Jay Ferrin  Yr 9 / Students with Disabilities
Simon Finch  Yr 10 / Trade Training Centre
Sandy Glamuzina  Yr 11 & 12 / SACE
Karen Wallace  Youth Engagement Strategy
Angela Hancock  Aboriginal Education

Coordinators
Marie Frahm  Counsellor Student Voice
Sue Grunwald  Counsellor Student Wellbeing Policy & Practice
Charlotte Franz  English
Nat Noack  Humanities & Social Sciences
Simon Harding  Information Communication Technology
Aaron Struck  Health & Physical Education
Shane Loader  Mathematics
Alistair Spode  Science
Dani Saffell  Arts

THE SCHOOL
Port Augusta Secondary School (PASS) was established in 1995, through the amalgamation of Augusta Park High School and Port Augusta High School.

MISSION STATEMENT
Port Augusta Secondary School aims to achieve a positive and safe learning environment that promotes success for all students and staff.
We attempt to achieve this through advocating and implementing:
- Relevant and inclusive programs and practices;
- A supportive environment that facilitates innovation;
- Strategies which promote pride, respect and a sense of achievement; and
- Responsibility in students and professionalism in staff.
The School aims to meet the needs of the Port Augusta community by providing an educational environment that promotes and celebrates successful achievement for all students.

VISITORS TO THE SCHOOL
Parents and visitors to the school are asked to report to the Administration area to sign in and collect an Identification Badge.

TERM DATES
Term 1: 29 January to 12 April
Term 2: 29 April to 5 July
Term 3: 22 July to 27 September
Term 4: 14 October to 13 December

DAY TIMETABLE

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday—Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:40 - 8:50 CAREGROUP</td>
<td>8:40 - 8:50 CAREGROUP</td>
<td>8:40 - 8:50 CAREGROUP</td>
</tr>
<tr>
<td>8:50 - 9:30 Lesson 1</td>
<td>8:50 - 9:35 Lesson 1</td>
<td>8:50 - 9:30 Lesson 1</td>
</tr>
<tr>
<td>9:30 - 10:10 Lesson 2</td>
<td>9:35 - 10:20 Lesson 2</td>
<td>9:30 - 10:10 Lesson 2</td>
</tr>
<tr>
<td>10:10 - 10:50 Lesson 3</td>
<td>10:20 - 11:05 Lesson 3</td>
<td>10:10 - 10:50 Lesson 3</td>
</tr>
<tr>
<td>11:25 - 12:05 Lesson 4</td>
<td>11:40 - 12:25 Lesson 4</td>
<td>11:25 - 12:05 Lesson 4</td>
</tr>
<tr>
<td>12:05 - 12:45 Lesson 5</td>
<td>12:25 - 1:10 Lesson 5</td>
<td>12:05 - 12:45 Lesson 5</td>
</tr>
<tr>
<td>12:45 - 1:05 RECESS</td>
<td>1:10 - 1:30 AFTERNOON</td>
<td>12:45 - 1:05 RECESS</td>
</tr>
<tr>
<td>1:05 - 1:45 Lesson 6</td>
<td>1:30 - 2:15 Lesson 6</td>
<td>1:05 - 1:45 Lesson 6</td>
</tr>
<tr>
<td>1:45 - 2:25 Lesson 7</td>
<td>2:15 - 3:00 Lesson 7</td>
<td>1:45 - 2:25 Lesson 7</td>
</tr>
</tbody>
</table>
MATERIALS & SERVICES CHARGE
The Materials and Services Charge is a compulsory payment and must be paid in full. Alternative arrangements can be made to pay the fees by instalment. Non-payment of this amount will result in enforcement of the Debt Recovery Policy, as approved by the Governing Council, a copy of which is enclosed. Students’ starter stationery packs will be available for collection upon payment of the Materials and Services Charge or application for School Card. This will enable books to be covered in readiness for return to school the following week.

The Materials and Services Charge has been set at $284 for 2013. The week prior to school commencing is identified for the payment of fees and for parents to apply for school card. A reminder notice will be published in the “Trans” early in 2013. Payment can be made between Monday 21 to Friday 25 January. All parents are expected to make either full payment, first instalment or apply for school card at this time. If you are planning payment via direct deposit, please arrange these instalments with your financial institution for the first instalment to be made by Friday 27 January, and inform the school of this arrangement. The school bank details are:

Account Name - Port Augusta Secondary School Council Inc  
Bank - Commonwealth Bank  
BSB No - 065 507  
Account No - 10026324

Please ensure that all payments are identified so that we know which student to credit the payment against. The school will be open from 8:00am to 4:00pm on these days.

Due dates for instalments are as follows:

1st Instalment - 25/1/13 - $71.00
2nd Instalment - 15/2/13 - $71.00
3rd Instalment – 8/3/13 - $71.00
4th Instalment – 29/3/13 - $71.00

INTERNET BANKING
EFTPOS facilities are available. Payments can be made online through Bizgate. This application has been developed to provide parents/caregivers with the option to make school payments over the internet, using credit cards (Visa, Bankcard and Mastercard only).

To access Bizgate:
• Log onto the school website – www.pass.sa.edu.au.
• Select the ‘Pay Your School Invoice Online Now’ link.
• Step by Step instructions are available on the website.
• Payment of any invoices issued by the school can be made using Bizgate – e.g. Materials & Services Charge, Excursions, Curriculum Charges.
• Entering the Student’s ED ID and full name is mandatory and the process cannot be completed until this information has been entered. The ED ID is a 10-digit identification code (i.e. 123456789A). This code can be found in the top right hand corner of a student invoice. It is essential that all payments are identified so that we know which student to credit the payment against.

Please ensure that when you have completed your transaction on Bizgate, that a copy of the receipt or transaction number is kept for your records.

SCHOOL CARD
Application for School Card needs to occur the week prior to school commencing – Monday 21 to Friday 25 January.

<table>
<thead>
<tr>
<th>Number of Dependent Children</th>
<th>Gross Annual School Card Income Limit ($)</th>
<th>Gross Weekly School Card Income Limit ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>34,747</td>
<td>669</td>
</tr>
<tr>
<td>2</td>
<td>35,695</td>
<td>688</td>
</tr>
<tr>
<td>3</td>
<td>36,642</td>
<td>707</td>
</tr>
<tr>
<td>4</td>
<td>37,589</td>
<td>726</td>
</tr>
<tr>
<td>5</td>
<td>38,537</td>
<td>745</td>
</tr>
<tr>
<td>Each additional dependent child</td>
<td>948</td>
<td>19</td>
</tr>
</tbody>
</table>

School Card must be applied for each year as family circumstances are continually changing. Depending on the grounds you are applying for School Card, please bring along your pension card, proof of income for 2011/12 financial year, Youth Allowance letters from Centrelink or your health care card.

Eligibility Criteria / Income Limits
Eligibility for School Card assistance is dependent upon family gross income for the 2011/2012 financial year being within the above School Card Income Limits. Gross income does not include any amounts received for Family Tax Benefits Parts A and B and child maintenance payments. If family circumstances have changed since lodgement of your 2011/2012 tax return, application for School Card can be made on the grounds of hardship.

Various Application Forms are available from the School. Applicants will need to bring their current Centrelink Reference Number (CRN) details in order to complete the form, including their partner’s details (if applicable) – eg. Health Care Card, Pensioner Concession Card or Centrelink correspondence. Dependent on circumstances of application, proof of income may be required.
STATIONERY STARTER PACKS

Students receive a supply of stationery to start them off for the year, upon payment of Materials & Services Charge Invoices or organisation of School Card. Students will be required to purchase stationery for subject changes throughout the year, i.e. semester change.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yr 8/9</th>
<th>Yr 10</th>
<th>Yr 11</th>
<th>Yr 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lined Pad (50 pg)</td>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Red Pen</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Blue Pen</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Black Pen</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Pump Pencil</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HB Pencil</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wooden Ruler</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Eraser</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Graph Book (96 pg)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Lined Book (96pg)</td>
<td>4</td>
<td>4</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Lined Book (48 pg)</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coloured Pencils</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharpener</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Scissors</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Spiral Bound Folder</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Glue Stick</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4GB USB (issued via Resource Centre)</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Year 10, 11 & 12 YES Students - all stationery will be distributed through the YES Centre

The following stationery will be distributed to students via Class Teachers in Semester 1 only (where applicable):

- Diary
- A4 Art Sketch Books (Year 8 - 12)
- 48 page Graph Books (Electronics Year 8 - 11)
- Graph Books (Year 12)

CALCULATORS YR 10 11 & 12

SACE (South Australian Certificate of Education) requires students to use graphics or scientific calculators in all Maths courses (dependent on subject choice – see Course Outline booklets for requirements). All students in Years 10, 11 and 12 are required to purchase a scientific calculator. Sets of Graphics Calculators will be made available for use in Classes. Year 12 students are able to borrow Graphics Calculators from the Resource Centre.

WORK READINESS

Parents have a responsibility to ensure their child has the basic equipment to engage in the curriculum at school. Students have a responsibility to ensure they are prepared for their lessons. It is not acceptable in our school for any student to be attending lessons without either bringing basic equipment to engage in the learning or having provision for equipment through prior arrangements.

Process
- Students attending the lesson without basic equipment should be referred to the Focus Room for support.
- Students will be recorded/parents contacted and provided with basic equipment.
- Students will return to class with a note from the Focus Room.
- Continued patterns of behaviour will be actioned through Senior Leaders.

SCHOOL PHOTOS

Academy Photographers will take School Photos on Monday 11 February.

All students will be issued with a personalised envelope. All envelopes must be returned on the day the photos are taken as all students will be photographed and issued a free STA Identification Card.

These cards are also suitable for use on STA provided transport (bus or rail) in the metropolitan area of Adelaide.

If students are not present on this day or do not have their photo taken, they are able to have a digital photo taken at the school but they will be required to pay a cost of $6 (GST free) for the card. Photos can be purchased by parents with money/cheque/credit card details included in the envelopes. Photo packs will be available as follows:

- Pack A = $32 (group and individuals)
- Pack B = $29 (group and individuals)
- Pack C = $27 (group and individuals)
- Pack D = $19 (individual set only)
- Pack E = $22 (group only)

(Packs A & B now include an individual B&W Photo)
CHANGE OF DETAILS & PERMISSION FORM
We have enclosed a ‘Student Personal Data’ print out from our student database. This needs to be thoroughly checked and changes made where required. Also included is a General Permissions Form that needs to be completed and signed. Please return these forms to the school.
If you change address or other personal details (e.g. emergency contacts, family name etc) throughout the year, please ensure that you contact the school as soon as possible. It is important, for the safety and well-being of students that information is kept up to date.

FIRST AID & MEDICAL RECORDS
If your child has been diagnosed with a medical condition it is the responsibility of the parent/caregiver/adult student to inform the school. The appropriate forms will then be supplied for completion in conjunction with your doctor. To enable us to provide a safe service for you and your child, care plans must be completed for all students requiring more than standard first aid for their diagnosed condition.

CURRICULUM 8, 9 & 10 YEAR LEVELS
In Year 8 & 9 students are provided with opportunities to study seven learning areas – English, Mathematics, Science, Society and Environment, The Arts, Design & Technology and Health and Physical Education, through mainstream and Project Based Learning (PBL) classes. Information Communication Technology (ICT) is taught across the Curriculum in all learning areas. Multimedia programs are taught at Year 8 and 9 as a foundation course for Multimedia at senior school level.

ENGLISH
Students study and use English language and literature. It includes speaking and listening, reading, viewing, and writing.

MATHEMATICS
Students develop logical reasoning and the ability to analyse and solve mathematical problems.

HISTORY (YEAR 8) NEW CURRICULUM
Students will undertake a study of three key areas of History as part of the new Australian curriculum. They will gain skills in critical and historical literacy and locating and using a range of information sources.

SOCIETY AND ENVIRONMENT (YEAR 9 & 10)
Students are engaged in learning about relationships between people, about natural and built environments and about the relationships between people and environments in the past and present. Students also gain skills in research, gathering, sorting and presenting information.

SCIENCE
Students learn about the physical, chemical and biological world. They test out scientific ideas and explanations, and develop an understanding that scientific knowledge has been developed by scientists from cultures all over the world. Students also learn that the scientific understanding of the world is constantly changing due to continuing research and new technology.

DESIGN & TECHNOLOGY
Students generate practical ideas and apply their knowledge, experience and available resources to act on their ideas.

THE ARTS
Students are actively involved in learning about drama, music and visual arts.

HEALTH & PHYSICAL EDUCATION
Students are involved in physical activity and applying their knowledge about themselves to their health and the development of a healthy lifestyle.
Students at Year 10 level study seven learning areas for either 1 or 2 semesters. We offer an extensive range of subjects at both Stage 1 and 2 SACE and VET. These programs lead to a wide range of career pathways including University, TAFE and employment. Students select each year, from a range of subject offerings. A Curriculum Guide is published by the school and updated annually. Spare copies can be obtained from Student Services. The range of subjects, vocational orientation, proximity to TAFE and the promotion of appropriate team, life and life-long learning skills are also attractive for re-entry and adult students.

SUBJECT COUNSELLING
Students study each learning area in Year 8 and 9. At Year 10 students are given the opportunity of starting to choose from a range of options. Choosing the correct subjects for senior year levels is important.

Extensive subject counselling is provided to students choosing their subjects or post school options for the following year during Semester 2. Help and advice are given at the school via the School Counsellor. A ‘Counselling Day’ in Term 3 gives students and Parents/Caregivers an opportunity to discuss programs and finalise subject choices.
FOOTBALL PROGRAM
In 2013 the Football Program will continue to run for Year 8, 9, 10 and 11 students, available to both male and female students. Students complete an application process and are then selected for the program which will focus on skills and game play, and as students move to Year 10 and 11 level, it will look to gaining accreditation in coaching, umpiring and sports medicine training. Students will be involved in an annual excursion to Adelaide to watch AFL games and receive tips and motivational speeches from former and current AFL players.

Port Augusta Secondary School is one of only five Football Focus schools in South Australia as recognised by the SANFL.

SOUTH AUSTRALIAN ABORIGINAL SPORTS TRAINING ACADEMY (SAASTA)
The SAASTA Program caters for Aboriginal students, giving them a specific pathway to achieve their SACE certificate via gaining a significant number of their SACE points through guided learning and the medium of sport. Other outcomes of the program includes retention and engagement at school of students involved, maintaining application to their studies, and also giving these students the opportunity to develop a number of workplace practices and leadership skills through the subjects and activities included within the program. Besides their SACE certificates, students involved may also have the opportunity to complete a Certificate II in Sport and Recreation, followed by a Certificate III, or a Certificate II in Community Recreation from the program. Once students are identified they must maintain a high standard regarding their application to school and their studies, including goals for attendance to lessons.

ATHLETICS CARNIVAL
The Athletics Carnival is to be held in Week 5 of Term 1 on Friday 1 March at Chinnery Oval.

This date is yet to be confirmed so please ensure that you keep an eye out for updated information to be sent home with students early in 2013. All students are encouraged to participate in this whole school event. Students of all capabilities are catered for in the offering of the traditional events along with many novelties. Parents and Caregivers are also encouraged to attend to help cheer on the students.

WASSAC & SASSSA
The Western Areas Secondary Schools Athletics Carnival incorporates schools from Port Lincoln, Ceduna, Roxby Downs and Port Augusta. The dates for this event will be published through newsletters and parent notices.

Students who perform well during Sports Day are selected to compete at WASSAC and then may go on to compete at the SASSSA Carnival which is held at SANTOS stadium in Adelaide.

KNOCKOUT SPORT
A variety of sports are available to students throughout the year as an extra-curricular activity. Students are required to complete approved lesson checks with their teachers and pay all monies up front, before they are able to participate on each occasion. Some of the sports include:

- Football
- Cricket
- Netball
- Rugby
- Basketball
- Hockey
- Volleyball
- Tennis
- Table tennis

ENROLMENT PROCEDURES
Student enrolments are made with the Student Counsellor. Anyone considering enrolment should ring the school to make an appointment.

LEAVING PROCEDURES
Students who are considering leaving throughout the school year should make an appointment with the Student Counsellor to discuss options. Students will then be required to bring back all resources borrowed from the school, hand in their School ID card and complete a student clearance check.

Students who are in their final year (eg Year 12) will have to follow the leaving process on completion of their final exam or assignment.

STUDENT CARE / STUDENT MANAGEMENT
- Each student has a Care Group and a Care Group teacher. This helps to promote relationships between student, parents and the teacher. Students meet daily as a Care Group team.
- There are Year Level Managers to ensure proper care and efficient organisation.
- There is a Year 7 to 8 Transition Program to ensure students new to the school are well looked after and settle in with ease.
- Student Counsellors provide extra counselling and care to all students and parents where appropriate.
- Aboriginal students and parents have an Aboriginal Education Team to assist them and provide support in all school matters.
- A safe, caring, orderly environment, in which the rights of all students to learn and all teachers to teach are supported and protected.
- Students who are able to develop an acceptance of responsibility for their own behaviour.
- Students have the support and opportunities to increase their experiences of academic, social and physical success.
- A partnership, between staff, students and their families to establish expectations and consequences related to student behaviour.

VOLUNTEERING IN THE CANTEEN
Our Canteen depends upon voluntary assistance given by parents/caregivers throughout the year. This valuable help enables us to keep our prices as low as possible for the students. Helping in the canteen can be an enjoyable social outing as well as a way to feel involved in your child’s school, while getting to know the teaching and support staff. Profits from the Canteen are utilised within the school for various projects. Any assistance you can offer would be greatly appreciated.
HARASSMENT & ANTI-BULLYING POLICY

The school has a zero tolerance policy relating to Harassment and Bullying.

Reporting Harassment

Student arranges a time to meet with one of the Student Counsellors or the student can complete a “green harassment report form” (available at Reception)

1. The Student Counsellor completes the Port Augusta Secondary School Harassment Notification form.
2. The student identifies the person and type of harassment - sexist, racist, physical, verbal or other.
3. The student is then given an opportunity to tell their story, identifying underlying issues and the history concerning the nature of the harassment and bullying.
4. If possible (low level behaviour) the Counsellor may support the student to resolve the matter with the perpetrator. The Student Counsellor documents the actions taken and any required follow.

If Unresolved at This Point

1. The Student Counsellor notifies the appropriate year level Assistant Principal. The person named is interviewed by the Assistant Principal with support from the Student Counsellor, if required.
   - The person named is reminded of the school policy concerning harassment and violence.
   - The person named is given the opportunity to respond.
   - A Restorative Justice approach is implemented where appropriate.
   - If required consequences are applied depending on the nature of the harassment and bullying.

POSSIBLE CONSEQUENCES FREQUENTLY APPLIED FOR BULLYING INCIDENTS:

- Formal warning — Yard restrictions — Agreed contract of boundaries through mediation — Internal suspension — Suspension — Exclusion
- Interview by the Senior Constable of the Crime Prevention Section — SAPOL — Referral to the Your Space Youth Health Service
- Continual Harassment will result in Exclusion from school

All consequences to harassment are at the discretion of the Administration team.

These actions are designed to protect our school community from behaviours that present a serious risk to our learning environment.

FOCUS ROOM REFERRAL

A student who disrupts the learning or ability of the teacher to teach may be sent to the Focus Room after the Teacher has made reasonable attempts to resolve the situation.

During the process of working with the student to resolve the situation reference should be made to the School and Classroom Expectations. (Displayed in all classrooms)

If behaviour persists the student may be sent to the Focus Room.

PROCESS

1. Take their referral slip and enter their details onto the computer. If the referral is the student’s first for the Term complete the appropriate parent letter and explain the process to them:
   - they are responsible for negotiating the Agreement with the teacher who referred them to the Focus Room before the next lesson with that teacher; this means they need to talk to that teacher and arrange a convenient time for this to happen. They are to be encouraged to complete class work and other assignments during the remainder of their withdrawal. Appropriate worksheets are available in the room.
2. If the referral is the student’s second or third for the Term, complete the appropriate parent letter. The process is the same as for the First Agreement.
3. If the referral is the student’s fourth for the Term, please alert the appropriate Assistant Principal.

Whilst in the Focus Room, students:

- will have their seats assigned
- are expected to abide by classroom and school rules
- are not to use a mobile phone, personal music player or computer game
- are not to eat or drink
- are expected to continue with lesson work/assignments or other appropriate work.

Students causing significant problems in the Focus Room will be organised to be “Taken Home” if possible. This will be organised through contacting an appropriate Leadership staff member.

LITTER

Littering is unacceptable in the general community and the same expectations apply in our school.

PROCESS

- If a student is clearly and directly seen littering in the school the staff member will ask them to put the litter in the nearest bin and inform them that their name will be passed on for a yard clean up for the next day.
- A proforma letter is sent to parents via the front office staff.
- Students will need to report to the Admin supervising yard duty person at the start of lunch and perform a ten minute supervised clean up (bag and gloves will be provided).
- Students who do not attend the clean up will be referred to an Assistant Principal for further action.
**VIOLENT BEHAVIOURS**

Part of the role and responsibility of our school is to supply all students and staff with a safe and healthy learning environment. Our school has a range of support structures through which students can gain support in dealing with conflict situations including:

- Counsellors
- Mentors
- Aboriginal Community Education Officers
- YES staff
- Administration Staff

We also implement proactive approaches through our curriculum including the delivery of Mind Matters at Year 8/9 and a range of targeted programs including Anger Management, Youth Opportunities and YES programs.

**Our school has no tolerance of violent behaviours of any kind including:**

- Actual physical violence
- Threatened physical violence
- Inciting physical violence

The following responses can be actioned following these types of behaviours.

- All responses to violent behaviours are at the discretion of the Administration team.

These actions are designed to protect our school community from behaviours that present a serious risk to our learning environment.

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Response</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students engaged in an unplanned fight</td>
<td>5 day Suspension</td>
<td>Student support structures documented through a Student Development Plan will be provided. Further fighting in the same calendar year will result in an Exclusion of between 4-10 weeks.</td>
</tr>
<tr>
<td>Students engaged in a planned fight or attacking another student unprovoked</td>
<td>Exclusion 4-10 weeks</td>
<td>Student support structures provided through a Student Development Plan. Further violence in the same calendar year will result in Exclusion. Police will be involved in these procedures.</td>
</tr>
<tr>
<td>Students threatening actual physical violence</td>
<td>Five day Suspension</td>
<td>Support provided through a Student Development Plan. Further violence in the same calendar year will result in Exclusion. Police will be involved in these procedures.</td>
</tr>
<tr>
<td>Student inciting violence</td>
<td>Five day Suspension</td>
<td>Support provided through a Student Development Plan. Further violence in the same calendar year will result in Exclusion. Police will be involved in these procedures.</td>
</tr>
</tbody>
</table>

**STUDENT DRIVERS AND PASSENGERS**

Students wanting to drive to school need to have Student Driver/Student Passenger signed consent, which is part of the general permission form included with this pack.

Students under 18 (unless accepted by the School as Independent Students) are not permitted to ride as passengers in the cars of other students, or non-students (apart from family members) unless their parents have notified the school of their consent for this arrangement. Forms are also available from the Front Office throughout the year.

**NO STUDENTS WILL BE PERMITTED TO PARK ON SCHOOL GROUNDS OR IN DESIGNATED STAFF AND VISITOR PARKING.**

**TRAVEL FOR FAMILY HOLIDAYS**

Parents are reminded that students are required to be in full time study between the ages of 6 and 17 years. In situations where families may take extended holidays that fall outside of school holiday periods, there is a requirement to apply for exemption from attendance. An application form is available at the school. Principals can approve exemptions for periods of up to four weeks, and for longer than this, the Minister of Education and Child Development has delegated the authority to the Director, Schools and Child Development. For exemptions of longer than a month, parents are requested to lodge applications at least four weeks in advance of the expected travel date. Applications for exemption for family holidays will always be approved, but are a legislative requirement of the Education Act.

**TRAVEL ALLOWANCE**

To be eligible for a Student Travelling Allowance, the student must reside 5kms or more from the nearest Government School or a school bus service provided by DECD and must regularly attend an approved school. There are various types of allowances, including Private Bus Fare Allowance, Public Passenger Transport Grant, Bicycle Allowance, and Car Allowance. To apply, an ED226M form must be completed. If applications are approved, an ED228M form, quoting the approval number, must be completed at the end of each term or if preferable at the end of the year, to claim the approved allowance from DECD, Adelaide. More information and relevant forms can be obtained from the school.
PARENT & COMMUNITY INVOLVEMENT
- Parents are encouraged to become involved as much as possible in the decision-making of the school and to contribute wherever possible to the improvement of school life.
- There is an active Governing Council consisting of parents, students, staff and community representatives.
- Detailed course booklets are produced for the senior year levels. Meetings are held with parents at various year levels to discuss study options for the following year’s course.

Our school encourages parents to drop in, or phone in, about any area of concern.

NEWSLETTERS
The school’s Newsletter is published in the Transcontinental Newspaper twice per school Term.

HOMEWORK
Students are expected to do homework as set by teachers. Much of the homework set is of the assignment/project type. Homework is recorded in a diary and should be checked regularly by parents. Students should have a copy of their homework timetables in their diaries.

DIARIES
All students are issued with a school diary. They are expected to use these to record homework, messages and communication between home/school and school/home. Parents and caregivers are asked to check these regularly.

STUDENT SUPPORT
Classroom support is provided by Student Support Officers (SSO’s). Aboriginal Community Education Officers (ACEO’s) are available for Aboriginal students requiring assistance or support. LAP workers (parent volunteers) may also be working in classes or with individual students. Small group support is available. A teacher works with a small group of students to improve their literacy and/or numeracy needs through a negotiated program which may be an extension activity.

STUDENT SERVICES
Student Services is open to students every morning before school and at lunch and recess times. Student Services has a range of stationary and Uniforms for sale. It is also the centre for payments due to the school eg. Materials and Services Charge (School Fees), camps, excursions, etc. It is also the location for signing in and out of the school.

SPECIAL EDUCATION
The school has a number of students identified to be in a special class. These students study a combination of special class intensive programs and programs within other classes. Students are able to work in a small, supportive classroom while still participating in general classes.

There are other identified students who receive additional classroom support and who have Negotiated Education Plans developed collaboratively for them.

YEARBOOK
The school has a Yearbook available to purchase towards the end of each year. It is a professionally bound and printed book and ranges in price from $20-$30 depending on the volume of material submitted.

VALUABLES AT SCHOOL
Students are strongly advised not to bring valuables to school – eg. mobile phones, MP3 players, iPods etc.. We are unable to accept responsibility if they are misplaced or stolen.

BIKES
Students who choose to ride their bikes to school are encouraged to do so. Students need to ensure they arrive at school prior to the first bell as the bike rack is locked by 8:30am and unlocked again at the end of the day.

LOCKERS
Lockers are available for student use upon request. They are located in or near classrooms for easy access during the day.

LOST PROPERTY
Lost property is held at the front office and student services for collection by students prior to the end of each term. Unclaimed items will then be passed onto charitable organisations.

EMERGENCY EVACUATION
In case of a fire or other emergencies the siren will sound repeatedly signalling an evacuation of all buildings. All students are to move to the designated assembly area. Emergency evacuation procedures and maps are displayed in all areas of the school.

RESOURCE CENTRE
The Resource Centre is open throughout the day. Books, block books, videos/DVDs and other resource materials for staff and student use are available. There are also computers available for student use with access to the Internet. Students are issued with a borrowing card and number if they wish to borrow items.
SCHOOL NETWORK & INTERNET USE POLICY

All students at PASS are assigned an internet account via the Learnlink system. This includes access to the internet with a monthly quota of 500MB and an email address. Additional downloads can be purchased if a student runs out of quota in a month. If a student has exhausted their quota and is required during class time to access the internet, the subject teacher will be able to provide temporary access.

While our intent is to make Internet access as safe as possible so that students can further their educational goals and objectives, students may find ways to access other inappropriate materials as well. All possible practices are put in place to minimise this and these practices are reviewed constantly.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Users should not expect that files stored on servers would always be private.

If students carry out any of the following inappropriate behaviours, network/internet access will be modified or denied:

- Downloading, storing and using files without teacher permission, for example: movies, music or games.
- Altering the computer or network settings in any way.
- Accessing inappropriate images, using explicit language, chat channel sites, pornographic sites or inappropriate sites.
- Theft and use of any person’s Internet or network password.
- Vandalism or theft of computers (any hardware), as an individual or as a whole class, for example - graffiti.
- Printing excessive amounts.
- Printing of unrelated school work.

The Principal can extend the banning periods, depending on individual incidents.

If you do not want your child to be able to access the Internet please notify the school in writing.

USE OF MOBILE PHONES & IMAGE CAPTURING DEVICES

The school acknowledges that some students and staff may need to carry mobile phones/IPods to and from school. If students or staff members bring mobile phones/IPods to school they do so at their own risk. The school cannot accept responsibility for mobile phones/IPods that go missing nor does it have the resources to conduct investigations into misplaced or stolen mobile phones. All contact between parents and students during school time should be through the Front Office.

In order to maximize the learning opportunities for every student, the following guidelines are to be followed by all staff and students: *All mobile phones/IPods are to be switched off and must remain in students’ bags during lesson time and during any school activity or event. Ear phones are not to be visible and the sending and receiving of text messages is not permitted during lesson time and during any school activity or event.*

It is critical that all students are given the best learning environment in which to learn without interruptions created by mobile phone use in lessons.

If students are using mobile phones/IPods during lesson the following guidelines apply:

1. Students will be given a clear warning
2. Focus Room procedures will apply if the student continues to break the policy after their warning and Parents/Caregivers may be contacted.

Mobile Phones, Photos and Video

- Mobile phones with cameras/video create a new set of privacy issues for schools
- Because of the small size of the phones, images of people can be taken without their knowledge
- These images can be saved and then sent to other people or the internet
- This creates the potential for gross invasion of privacy in areas around the school.
- In cases where there are gross invasions of privacy or where student images are used without permission (eg sent to another person on the Internet) the matter will be referred to Police.

In some cases students could be expected to be suspended from school and in extreme circumstances could be excluded from school and Police may elect to charge offenders.
PORT AUGUSTA SECONDARY SCHOOL

OUR CLASSROOM RESPONSIBILITIES

ARRIVE ON TIME
- Arrive at school before 8.30am
- Attend Care Group
- Move to class on first bell 8:40 am
- Be at each lesson before second bell

BE PREPARED TO LEARN
- Have equipment needed for your classes
- Correct footwear for practical lessons

PUT AWAY ELECTRONIC DEVICES DURING CLASS
- No mobile phones used/visible during class time
- No iPods/earphones used/visible during class time

DO YOUR BEST
- Have a go at the work
- Choose wisely who to sit with
- Seek assistance, ask questions
- Take responsibility for your learning

PORT AUGUSTA SECONDARY SCHOOL

OUR SCHOOL EXPECTATIONS

RESPECT EACH OTHER AND SCHOOL PROPERTY
- Talk to all students and staff how you would like to be talked to
- Our school has a ‘zero tolerance’ to violence

SHOW COURTESY, CARE AND COMPASSION EVERY DAY
- Use your manners
- Follow instructions
- Help others
- Offer assistance

BE ACTIVE IN CREATING A POSITIVE SCHOOL ENVIRONMENT
- Put rubbish in the bin
- Leave classrooms in a clean and organised state
- Look after all school property
- Wear school uniform everyday

USE APPROPRIATE LANGUAGE IN OUR SCHOOL
- No swearing
- No back chatting
- No aggressive responses to students and staff