



# AIPAH

# STUDENT

# HANDBOOK

Version #4

2011

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## 1.2 Note from the Principal

### Welcome to AIPAH

Welcome to the Australian International Performing Arts High School.

AIPAH functions as a boutique performing arts community where the students are supported and encouraged to explore their individuality and creativity in tangent with their academic study. While students can choose to specialise in performing arts streams: music, dance, drama and art they are still engaged in a rigorous academic curriculum be it in the sciences, languages or arts. Limited extension courses are also encouraged.

At AIPAH we believe in the innate potential of each student. Each student is known and valued for the unique contribution that he/she brings to our community. Our dedicated professional and supportive staff create an academically strong and creatively enriched environment. We provide the resources and expertise to foster pride, excellence and success for each student as we focus on and nurture each individual as a confident, resilient and happy learner.

AIPAH encourages open and positive communication. Students are encouraged to express their thoughts and ideas so that every member of the AIPAH community can support and learn from one another. Students are encouraged to take responsibility for their own learning and discipline and to engage with their peers and broader community in a supportive, tolerant and compassionate manner.

This continues to be an exciting time for AIPAH as we look

forward to welcoming new students and staff, and move toward establishing a new campus in the not too distant future.

We believe that creativity and academic success are infectious and stand ready to watch our students graduate as independent young men and woman, proud of what they have achieved - confident and resolute to move forward to face the challenges and unknowns of the future.

I welcome you to visit and share the experience of AIPAH.

Debra Aarons  
AIPAH Principal

## 2. Introduction

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### 2.1 Vision Statement

At AIPAH we believe that there is a creative capacity in all children that should be fostered and encouraged. AIPAH provides the timetable and dedicated staff to help young artists to flourish. AIPAH provides young artists with the instruction, encouragement and time that they need to develop their passion and skills. Older students are taught a discipline and commitment that enable their talent to be developed. At AIPAH we believe that talent is best nurtured when those who foster the student are themselves worthy of emulation.

AIPAH organizes visiting artists and performers to complement their exemplary permanent staff to enrich the program with master classes and allow Students to play and act and exhibit their work in company with those already contributing to Australian and international performing arts practice.

### 2.2 Mission Statement

Australian International Performing Arts High School seeks to bring together young people of creative ability and provides inspirational tuition and the finest instruction in a trusting and encouraging atmosphere. AIPAH strives to offer an arts rich and rigorous academic education in an international environment that fosters excellence in performance and creativity.

### 3. AIPAH Staff 2011

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**Campus Principal**

**Debra Aarons**

**Head of Performing Arts**

**Pat Wilson**

**English Department**

**Mary Caporal**

**Melinda Tyquin**

**Mathematics Department**

**Ruth Longworth**

**Science Department**

**Purnima Nand**

**PDHPE Department**

**Martin Field**

**Visual Arts Department**

**Jade Maguire**

**HSIE/LOTE Department**

**Alan Rhodes**

**Sue Cuneo**

**Mary Caporal**

**Masa Naito**

**Design and Technology Department**

**Jade Maguire**

**Music Department**

**Reg Barber**

## 4. AIPAH Performing Arts Staff 2011

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### Dance Stream

**Melinda Tyquin**

**Kane Bonke**

**Kyle Rowling**

### Drama Stream

**David Cuthbertson**

### Music Stream

**Matt Ross**

**Mike Chin**

**Veronica Munro**

**Jim Shipstone**

### Visual Arts Stream

**Shane Lucas**

**Jade Maguire**

## 5. Administration Staff 2011

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Business Development Manager

Issac Chung

Reception

Belinda Torpy

Student Services

Jasmine Clarke

Accounts

Mee Ja Yoo

I.T Coordinator

Swagato Bhatta

International Student Services

Jasmine Clarke

Mee Ja Yoo

## 6. Lesson Times

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<b>Period 0</b>	<b>7.50 – 8.40am</b>
<b>Homeroom</b>	<b>8.45 - 8.55 am</b>
<b>Period 1</b>	<b>8:55 - 9:45 am</b>
<b>Period 2</b>	<b>9:50 – 10:40 am</b>
<b>Recess</b>	<b>10:40 - 10:55 am</b>
<b>Period 3</b>	<b>10:55 – 11:45 am</b>
<b>Period 4</b>	<b>11:50 – 12:40 pm</b>
<b>Lunch</b>	<b>12:40 – 1:10 pm</b>
<b>Period 5</b>	<b>1:10 – 2:10 pm</b>
<b>Period 6</b>	<b>2:15 – 3:15 pm</b>
<b>Period 8</b>	<b>3:25 – 4:05 pm</b>
<b>Period 9</b>	<b>4:10 – 4:50 pm</b>

## 7. Welfare Policy

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AIPAH seeks to provide a safe and supportive environment which

- Minimises risk of harm and ensures students feel secure
- Supports the physical, social, academic, spiritual and emotional development of students
- Provides student welfare policies and programs that develop a sense of self-worth and foster personal development
- Develops in students the resilience and self belief to apply their creativity to all aspects of their endeavour
- Promotes a willingness to trust in the collaborative creative process
- Values diversity in creative and cultural expression

Students are expected to conduct themselves with a sense of pride, self-discipline and a strong commitment to AIPAH in all areas of their academic and performance work.

### 7.1 School Rules

#### *Use Courtesy, Consideration and Commonsense*

Students are required to abide by the school rules and to follow the directions of teachers and other people delegated with authority by the school.

#### **Respect other people and property**

- Follow the directions of teachers and other personnel in positions of authority.
- Be polite, considerate and respectful towards one another, members of the staff and members of the community.
- Offensive language and actions, swearing and smoking are not welcome at any time.
- No physical or verbal harassment.

- Consider your audience at all times and take responsibility for your performance

### Value learning

- Maintain a classroom environment that helps everyone learn.
- Be at school on time and attend class as per the timetable.
- Move quickly and quietly to class after breaks and between classes.
- Complete homework as required.

### Respect our school environment

- Maintain the cleanliness of the school.
- Eat or drink away from buildings, classrooms, and performance spaces.
- Treat emergency drills and false alarms evacuations with respect and seriousness.

### Act responsibly

- An “out of class” pass must be obtained from teachers to be out of class.
- Stay in bounds and follow the rules of the area you are in.
- Consider the safety of yourself and others at all times.
- Safeguard your own property. Be responsible for the care of your bag.
- Use toilets sensibly and avoid entering buildings without permission during breaks.
- The following items are not permitted at school: Handheld computer games, Permanent markers, liquid paper, Chewing gum, Cigarettes, tobacco, alcohol, illegal drugs in any form or any item of substance abuse, Aerosol sprays including perfumes and deodorants, any potentially dangerous items, Scooters, skateboards, skates or other small mobility devices

- No jewellery is to be worn while on school premises except watches, small sleepers or studs.
- Mobile phones must be switched off at all times during class time
- CD players, Walkmans and all electronic recording or playback devices can only be used with the express permission of a teacher

### **Maintain our school's good reputation**

- Dress neatly in the school uniform and do not wear make-up without permission.
- Do not swear, behave aggressively, sing loudly or 'show off' in public.
- Follow standard safety procedures and train, bus and road safety rules going to and from school.
- Do not overtly display wealth, make-up and avoid travelling alone

### **Rehearse as you intend to Perform**

- Rehearsals are to be treated with respect
- Avoid "it will be right on the night" attitude
- A commitment to the ensemble is reflected in excellent attendance and thorough preparation between rehearsals.

## 7.2 Unacceptable and Inappropriate Behaviour

### School Detention

School detention takes place every Friday afternoon from 3pm to 5:30pm. When a student is issued a detention slip, this amounts to a 15 minute detention. Students may receive a detention at a teacher's discretion for disobeying school rules, failure to complete class and home work, inappropriate use of language, lateness to class and inappropriate and disruptive behaviour.

Any detentions issued on a Friday will be served the following week, so that parents have a chance to countersign the slip and will therefore know their son/daughter's expected leaving time following their detention.

If a student is unable to attend their detention for any reason, arrangement to reschedule this may be made by the parent directly to the welfare/discipline coordinator, through AIPAH's reception. This may be done via email to [admin@aipah.nsw.edu.au](mailto:admin@aipah.nsw.edu.au) or a phone call through to reception on 9637 0777, prior to Friday afternoon.

### Suspension

Serious disciplinary issues or constant offenders will be dealt with by executive staff in consultation with parents/guardians. When a student continues to express inappropriate behaviour, a parent meeting is scheduled and suspension is put into place. Suspension is a strategy used by schools to give the student time to reflect on his or her behaviour and to encourage the student to take responsibility for improving their behaviour before they rejoin their peers at school.

## **Suspension or Exclusion Policy (28 days +)**

AIPAH may initiate a suspension of studies for a student on the grounds of misbehaviour. Suspension will occur as the result of ongoing unacceptable behaviour displayed on campus. With this in place Students must follow the following guidelines:

- a. Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
- b. If special circumstances exist, the student must abide by the conditions of his suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
- c. Suspensions will be recorded on PRISMS.
- d. The period of suspension will not be included in attendance calculations.

## **Bullying**

The AIPAH community does not tolerate bullying. Bullying repeatedly and/or consciously hurting another individual or group or making them feel uncomfortable is unacceptable behaviour. Rough games which place students at risk of injury are forbidden. Teachers and staff are instructed to address these behaviour problems when they occur. We also encourage parents/caregivers to speak with teachers or the principal if they are concerned that this is happening to their child.

## **Smoking**

Smoking is not permitted on the school premises or at any school function. Furthermore, if a student is caught smoking they will be dealt with severely by the principal.

## Drugs

The possession or use of prohibited drugs or any dealing in such drugs is forbidden. The AIPAH Principal has the right to search the locker, bag or person of any student bringing suspicion upon him or her self. Offenders will be dealt with severely by the Principal.

## Alcohol

Alcohol is not to be consumed on the school premises or at school camps or excursions.

## Disallowed items

Chewing gum is banned from AIPAH as well as dangerous items such as knives, water guns etc. These items cause a risk to others as well as damage property.

## Mobile Phones

An increasing number of students are bringing mobile phones to school. We realise that often parents like their children to have access to a mobile phone for security reasons, particularly on the way to and from school. While we would prefer that students do not bring their mobile phone to school, the decision as to whether or not this happens rests with the family. As a consequence, when a student brings a mobile phone to school, the responsibility for the phone is a matter for the student. **The school will take no responsibility if the phone is lost, damaged or stolen.** The process of tracking down a missing phone is a time consuming one; staff will not be involved in this activity.

**Classrooms and other school activities are not to be interrupted by mobile phones.** Mobile phones must be turned off before entering school buildings and during all organised school activities. If a student makes or takes a call (including Short Message Services) during class-time or a school activity, **the phone will be confiscated by the teacher**

**to be collected at the end of the day from the Principal's office.**  
Phone use will also incur 1 demerit.

Mobile phones that have cameras as a feature are not to be used for taking still or moving images of students or staff without the written permission of all people that will be involved in the photograph/movie image.

There is a telephone available for student emergency use during the school day. Located at the Public Reception Foyer, the phone can be used before school, at recess, lunchtime and after school. Except in case of extreme emergency, and with the permission of both the student's teacher and the office staff, the phone is not available during class time.

### **7.3 Anti Bullying Policy**

AIPAH does not tolerate bullying in any form. All members of the school community are committed to ensuring a safe and caring environment which promotes personal growth and positive self esteem for all.

Bullying and harassment is not acceptable behaviour, and is regarded very seriously by the staff.

It is recognized that parents have a prime responsibility for the behaviour pattern and general attitude development of their children. The influence of the school is of major importance when parents and school work harmoniously together, to develop desirable attitudes and tolerance in the children.

#### **What is Bullying?**

- Bullying is an act of aggression causing embarrassment, pain, fear or discomfort to another person.

- It can take a number of forms: physical, verbal, gesture, extortion and exclusion.
- It is abuse of power.
- It is regular and targeted in its most serious forms.
- It can be planned and organized or it may be unintentional.
- Individuals or groups may be involved.

### **Examples of Bullying include:**

- any form of physical violence such as hitting, pushing or spitting on others, where the action is intentional to do harm;
- interfering with another's property by stealing, hiding, damaging or destroying it;
- using offensive names, teasing or spreading rumours about others or their families;
- using put downs, belittling others' abilities and achievements;
- writing offensive notes or graffiti about others;
- sending offensive SMS messages or emails;
- making suggestive comments or other forms of sexual abuse;
- hurtfully excluding another from a group;
- demanding money;
- ridiculing another's appearance; and
- forcing others to act against their will.

### **If we are bullied:**

- We may feel frightened, unsafe, embarrassed, angry or unfairly treated.
- Our work, sleep and ability to concentrate may suffer.
- Our relationships with family and friends may deteriorate.
- We may feel confused and not know what to do about the problem.

## Procedures

### 1. Staff

- Be observant for signs of distress or suspected incidents of bullying or harassment in class or the playground
- Take steps to help victims
- Report suspected incidents to the executive.

### 2. Students

- Report the incident to a teacher immediately
- Speak out to reduce personal pain and other potential victims
- Take preventative action, if possible (being assertive)

### 3. Parents

- Watch for signs of distress in their child (reluctance to attend school, damaged clothes, bruises, bed-wetting)
- inform the school personally if targeted bullying is suspected
- encourage their child not to retaliate.

## **What do we do to prevent bullying at AIPAH**

- The basis of the Student Welfare and Discipline Policy is to provide an environment that is secure and well managed.
- Identify key social skills and develop plans for all children to acquire them.
- Identify and cater for the individual learning needs of the children.
- Report suspected incidents to the appropriate staff member.
- Provide strategies to cope with bullying through assemblies, peer support, peer mediation, class talks.

## **We promote:**

- The value of each individual and the rights of others.
- Tolerance of all members within the school community.
- Respect and the appreciation of human differences.
- Friendship.
- Cooperation and responsibility.

We do not accept or condone unacceptable behaviour that jeopardizes the safety and well being of the students.

## **How do we encourage socially acceptable behaviour?**

- Clear and consistent school and classroom rules.
- Recognizing student expectations and responsibilities that will fulfill the school rules.
- Involvement of students in school organization e.g. assemblies, monitors, SRC representatives and captains.
- Involvement of students in school decision making e.g. SRC, Buddy Systems.
- Providing an emphasis on discipline methods that promote the positive or, acceptable behaviour through encouragement and merit awards, stickers and praise.
- Commendations at assembly and through the school's newsletter.
- Special class and school activities – dances, showcases, sausage sizzles, excursions, etc.

## **Strategies that may assist students to deal with bullying:**

- Ignoring it, showing that it doesn't upset them.
- Confronting the harasser and stating that the behaviour is unwanted and unjustified.
- Talking it over with others such as a friend, buddy, teacher or parent.

- Taking the matter to the class or SRC and developing strategies to assist.
- Reporting to the class teacher or Principal, personally or through the Anti-Bullying Box, who will deal with it effectively.

### **School Discipline**

Bullying is an anti-social behaviour causing distress to the well-being of other students. A child who consistently exhibits this type of behaviour is removed from the playground or classroom for a period of time. Parents are notified by letter and interview. Permission may be sought for counselling. A behaviour contract is determined between the child/teacher/principal that is monitored throughout the day and may continue for a period of up to 10 days.

### **Policy to Raise Awareness about Bullying**

#### School program:

Talk by Police regarding actions and consequences of bullying of all nature.

#### Classroom program:

To Be Developed and Implemented

### **Policy to Deal with Incidents of Bullying**

- Discipline meeting
- Behaviour Monitoring Book
- Partial or Total In-School Withdrawal
- Withdrawal from special school activities
- Suspension

## 8. AIPAH Organisation

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### 8.1 Daily Routine

1. Students are expected to arrive at 8:40 am every day for their homeroom class at 8:50am. [Unless period 0 has been allocated for which students need to be at school by 7.45am]
2. All students are to be in the homeroom roll call every day.
3. Late students must report to the front office to sign in and obtain a late note. This note must be given to their class teacher upon arrival.
4. It is expected that all students will move quickly to each lesson and be equipped.
5. No student should be absent from any lesson. Failure to attend a lesson without reason will result in a detention.
6. School bags must not be left on stairs or in walkways as this is a safety precaution for all students.
7. It is expected that students will be co-operative and polite in their dealings with teachers.
8. All students are expected to have a student diary to record homework and assignments in all lessons.

### 8.2 Pastoral Care

Students will be made aware of, and have access to, appropriate pastoral care arrangements and access to, and use of, counselling within the School.

The School will take reasonable measures to identify students with special needs and provide them with an appropriate level of support to assist such students with their schooling with minimal disruption, taking into account the resources available.

Students requiring health and/or medical services and support or medication will be assisted to access these in an appropriate manner.

## Counselling

Teachers monitor student progress and may intervene to provide counselling or support as appropriate. Concerns about student behaviour or progress must be raised with the Head of Department. Any student showing signs of distress or discomfort is to be approached by the staff member and offered support. Support may take the form of advice, referral to the Principal, Head of Department, Counsellor or other qualified person, depending on the nature of the problem. All AIPAH community members are required to treat students with courtesy and respect at all times. In the case of student misconduct a student may be referred to the Head of Department.

AIPAH has a school counsellor who is available upon request or by referral. Any student (or teacher) is able to access the school counsellor for any matter related to their welfare.

## 8.3 Attendance

It is the responsibility of parents or caregivers to make sure that their children attend school every day, unless there is sickness or injury, a special religious ceremony or serious family situation. Parents should always try to make children's appointments with people like dentists or doctors before or after school.

For an unavoidable lateness or absence, a student's parent or guardian must send a signed note explaining the reason for the absence on the next day back.

Once children are enrolled parents are legally required to send them to school every day that the school is open for instruction. In cases of absence for more than two days, please notify the school on the second day at the latest. If a student is reported absent and this has not been explained, a text message is sent to parents. When a student reaches below 90% attendance a warning letter is sent to their parents. If a student reaches below 80% attendance in a term a

meeting is scheduled for parents to meet with the principal to acknowledge non compliance with school policy.

## 8.4 Late Policy

All students who arrive after 8:45am must report to front reception to receive a late note. This must be passed on to the teacher upon arrival in class. A note or phone call from a parent/guardian is also essential.

Students who do not report to front reception for a late note will automatically be given a 15 minute detention.

## 8.5 Leave Policy

Leave may be applied for part or whole days where the student is involved in auditions, performance, family and religious commitments and unavoidable appointments. AIPAH asks that every effort is made to make appointments and auditions outside of school hours.

Applications for leave must be presented for approval by a member of Faculty before 9am on or before the day of leave is required. A reason must be given before leave is granted.

Application forms are available at Front Reception and must be signed by a parent/guardian before being submitted for approval.

## Leave Application

Name.....

Year: .....

Date(s) leave  
required: .....

Time: .....

Subject/Classes  
affected: .....

Reason for  
application: .....

.....  
Parent/Guardian Signature

.....  
Approval Signature and Name

## 10. Merit and Demerit System

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### 10.1 The Merit System

The aim of the Merit system is to raise the level of student self esteem in all aspects of school life. Merits are used to reward the motivation and efforts shown by students of all ability levels and thus encourage improvements across the curriculum. Merits are awarded for academic excellence, improvements or special achievements and for consistent contributions to AIPAH

### 10.2 The Demerit System

A demerit is equivalent to a 15 minute Friday afternoon detention. Students may receive a demerit at a teacher's discretion for disobeying school rules, failure to complete class and home work, inappropriate use of language, lateness to class and inappropriate and disruptive behaviour. All demerits are placed in the students school diary for the approval signature of a parent/guardian.

## **11. Student Representative Council**

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The school has a Student Representative Council (SRC). The SRC gives the students the opportunity to contribute to the school community and to gain leadership skills.

The Council has ongoing leadership meetings and manage events and fundraisers of all kinds.

## **12. Parents and Friends Association**

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The Parents and Friends Association fulfils several vital roles in the Australian International Performing Arts High School. AIPAH P & F meet on the first Tuesday of every month at the school to work at ways to support the school environment and provide resources for students and teachers to ensure the best possible platforms are provided through extended efforts.

## 13. Communication

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Parents should be aware that AIPAH communicates with parents in the following manner:

- i. Latest news and events are posted on the AIPAH's website and intranet (ePAL) - available at [www.aipah.nsw.edu.au/ePal](http://www.aipah.nsw.edu.au/ePal)
- ii. The weekly electronic newsletter (AIPAH eUpdate) is sent to families via email and will also be posted on the school website and intranet.
- iii. Text messages and phone calls are made on a daily basis to address urgent issues.
- iv. Emails are sent addressing important issues. This is our preferred method of communication.
- v. Hard copy letters are mailed when
  - a. there is no response from the email
  - b. The email contact is not valid or functioning.
  - c. there is no response to/acknowledgement of the email, if required
  - d. when responses with signatures are required
  - e. to ensure receipt of important information, if and when there is any doubt as to whether the recipient has received the email

Please ensure that any student or parent change of contact details is reported to the school. A Confidential Contact Details Form is available from the front office if any changes to your details are needed to be made.

## Daily Bulletins: Staff and Students

AIPAH have daily bulletins to help keep staff and students informed about general happenings on a daily basis.

- i. The AIPAH bulletin is printed and placed in the Homeroom folder to be read out during Homeroom each morning.
- ii. The AIPAH bulletin copy is also displayed on the notice board (located between the Staff Room and the kitchen).
- iii. The AIPAH bulletin is also emailed to AIPAH & Admin staff as well as placed on to ePal first thing each morning.

Items to be posted in the AIPAH bulletin, must be emailed to the [principal@aipah.nsw.edu.au](mailto:principal@aipah.nsw.edu.au) before 3pm the day prior.

### 13.1 Contact Procedure

AIPAH welcomes inquiries from parents. Contact details are as follows;

Phone: 9637 0777

Fax: 9637 0222

Email: [admin@aipah.nsw.edu.au](mailto:admin@aipah.nsw.edu.au)

For any queries or concerns regarding:

- the performing arts program or events, please contact Ms Pat Wilson
- the academic program, please contact Mrs Debra Aarons

Parents should ring through to the office if they wish to make an appointment to speak with the principal or email the principal on [principal@aipah.nsw.edu.au](mailto:principal@aipah.nsw.edu.au)

Staff members - If urgent please ring and speak with front office, who will pass on a message. Please be patient as teaching staff are likely to be unavailable as a result of teaching duties and other obligations which must be met throughout the day.

## 14. First Aid and Health Care

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AIPAH students who are unwell throughout the day must report to Front Reception with permission from their teacher. The student will then be escorted to the office where first aid will be administered. Parents will be contacted should the student require permission to go home/be collected from school.

If a student is involved in an accident their parent or carer will be notified as soon as possible. A staff member will ensure that the student receives appropriate first aid and will monitor their condition.

### 14.1 Medical History

At the commencement of each year, student's files need to be updated. A medical form will be sent home with students to be completed. It is essential that these forms are completed and returned to the school promptly.

Asthma inhalers are to remain with students. All students with prescribed medication must have a letter from their specialist, with details of the dosage and time of administration. These medications are stored in a secure place and recorded when dispensed.

## 15. Uniform

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### **AIPAH UNIFORM REQUIREMENTS**

Performance T-Shirts are available at front reception for \$18 and AIPAH jumpers \$82.50.

If you have a medical / personal reason that prevents you from wearing correct school uniform, please have a note written which you keep in your diary.

Students will require an Academic Day Uniform, Sports uniform and Performing Arts Rehearsal Wear (plus extra protection for Art, D&T and Science classes).

### **ACADEMIC DAY UNIFORM (Years 7 –12)**

#### **FOR GIRLS**

- White collared, short/long sleeved school shirt
- Black slacks/black knee length skirt (box pleated, A-line or straight)
- Plain black jumper with AIPAH logo
- White/black socks or stockings
- Black leather school shoes
- Plain white t-shirt can be worn under white school shirt for added warmth
- Black tailored jacket/coat can be worn on top of school jumper for added warmth

#### **FOR BOYS**

- White collared, short/long sleeved school shirt
- Black trousers/tailored shorts
- Plain black jumper with AIPAH logo
- White/black socks
- Black leather school shoes
- Plain white t-shirt can be worn under white school shirt for added warmth
- Black tailored jacket/coat can be worn on top of school jumper for added warmth

## **SPORTS UNIFORM (Years 7 – 10)**

*Please note that this uniform is **NOT** to be worn to school, but to be brought to school and changed into prior to, and out of following practical PE lessons.*

### **FOR GIRLS**

- White polo shirt
- Black tracksuit pant/shorts & top
- White socks
- Joggers

### **FOR BOYS**

- White polo shirt
- Black tracksuit pant/shorts & top
- White socks
- Joggers

## **REHEARSAL BLACKS (Years 7 – 12)**

### **FOR GIRLS**

- Black pants/tracksuit/leggings (in which students are able to move freely)
- Passionate about performance AIPAH T-shirt
- Black flat shoes

### **FOR BOYS**

- Black pants/tracksuit/leggings (in which students are able to move freely)
- Passionate about performance AIPAH T-shirt/ plain black t-shirt
- Black flat shoes

## **DANCE REHEARSAL WEAR (Years 7 – 12)**

### **FOR GIRLS**

- Black leotard
- Black 3/4 leggings/tights
- Shoes:  
Jazz – Black Jazz Shoes  
Tap – Black Tap shoes
- Contemporary – Bare feet (optional toe sandal/thongs)
- Hip Hop - Free choice of black appropriate dance wear  
Shoes: Joggers/runners

### **FOR BOYS**

- Black singlet
- Black 3/4 pants
- Shoes:  
Jazz – Black Jazz Shoes  
Tap – Black Tap shoes
- Contemporary – Bare feet (optional toe sandal/thongs)
- Hip Hop - Free choice of black appropriate dance wear  
Shoes: Joggers/runners

## **ART / DESIGN & TECHNOLOGY (Years 7-8 + Art stream)**

- Students are required to bring in a large protective over-shirt / smock.

## **SCIENCE (Years 7-10)**

- Students are required to purchase a lab coat and pair of protective goggles.

## 16. Lockers

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Lockers are available for students for \$10 each. They are located at various locations around the school. Please see front reception for purchase.

## 17. Lost Property

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It is unwise for any student to bring to AIPAH valuable equipment eg. Mp3 players, cameras

AIPAH accepts no responsibility for valuables and musical instruments deposited anywhere in the college.

Lost property of all types is collected regularly and held at Front reception

**Please make sure all belongings are marked with the student's name. It is essential that all students are responsible and take care of their possessions.**

## 18. Lunch Orders

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Students are able to order lunch through the local take-away shop, Arcadia. The menu is filled with healthy choices and is available on a daily basis at AIPAH. The menu is placed around the school and at reception. Students are to place their orders at reception during recess time and will receive their order at the beginning of lunch.

AIPAH offers a Subway lunch program, available every Tuesday. Students are provided with Subway order forms that they are to return to school by the Monday before they require lunch. The sandwiches are delivered to AIPAH for student's to collect at front reception.

## 19. Academic Work

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AIPAH expects all students to complete all academic work to the best of their ability. Teachers provide assistance in helping students reach their potential and fulfil all Board of Studies requirements. Homework is set daily to consolidate the day's learning experience and is an essential basis of all good studies.

**School Diaries** - Students should carry with them at all times a diary to record homework and important schooling events. The diary is a means of communication between teachers, students and parents and parents should be sure to check this diary on a daily or weekly basis.

Academic reports are sent out each semester to ensure parents are aware of the academic progress of their child. Parent teacher interviews are also scheduled after these reports are sent out to allow further communication between teachers and parents.

## Homework

Students will be set specific homework tasks on a regular basis. They will become more independent in their study and will experience different types of homework.

The amount of time that students are expected to spend on homework will depend upon the age, ability, home environment and extracurricular activities of students, including family and cultural obligations. It is important that students of all ages have opportunities for free time, leisure and physical activities outside of school.

## Academic Progress

In line with BOS requirements, students must achieve **satisfactory completion** of courses appropriate to the curriculum at each stage, in order to progress to the next stage.

**School reports** are issued to students twice a year to reflect half yearly progress and final results.

Copies of **Warning letters** of poor academic progress and/or N-Determination Warning Letters are sent to parents/guardians and put in a student's file.

## 20. Computer and Printing Access

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### 20.1 ePal

ePal is the online learning hub for the Australian International Performing Arts High School. It is a main form of communication between parents, students, staff and administration.

The link for ePal is:

<http://www.aipah.nsw.edu.au/ePAL/login/index.php>

Students are administered with an ePal login and can use this to refer to assignment due dates, homework tasks, important dates and latest news topics.

Parents are also encouraged to use ePal by their child's username or by clicking 'Login as a guest' to access the school calendar and Latest News.

### 20.2 Photocopying and printing

When a student is enrolled into AIPAH they must contact the IT department to receive their student card and photocopying/printing privileges. All students are administered with a PAN number which they must use to log in and out of the printing facilities. Students are able to purchase printing and photocopying credit from the front office if they run out on their accounts.

## 21. Rules for the use of the computer lab

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### 1. General

All computer users (staff, students, and others) are expected to be responsible for their own behaviour on the computer system, including the Internet. Users are reminded that their actions can represent the entire school community. This includes materials they choose to access, language they use, ideas they express, and other actions which they take.

### 2. Uncertainty

If you are unsure of what to do, for instance in the case of an error message, a web site offer, a strange email, a hardware malfunction, etc., **ask the IT Manager**. It is better to wait and ask, than to take an action which will endanger yourself, the computer, or the network.

### 3. Administrative

**No Noise** - So that everyone can concentrate, noise must be kept to a minimum. Please do not let your phone ring, have conversations, or listen to music without headphones in the lab.

**No Access During Scheduled Classes** - Students are not allowed in the computer lab when they have scheduled classes.

**Air Conditioning** - Because the labs are air conditioned, doors and windows must be kept closed. This is also to prevent insects which can damage the computers.

**Broken Equipment** - Do *not* try to repair equipment yourself. If you encounter problems with equipment, you should report this to the IT Manager.

**Cleanliness** - Smoking, drinking, or eating are NOT ALLOWED in the lab. Please keep the lab neat; clean up any messes, use

rubbish bins, and leave equipment and furniture properly arranged.

#### **4. Inappropriate Content**

Controversial content (e.g. pornography) is not appropriate in an academic setting. Users should expect that their browsing history will be recorded, and might be examined by system administrators. For more details, see sections below on Web and E-Mail Usage.

#### **5. Account Usage**

Each user must have his or her own account. Accounts are not to be shared. This is for accountability and security. You must log out when you leave.

Users should not access other people's files unless permission has been given by the file's owner.

Programs (e.g. Skype Chat) may **NOT** be downloaded and installed from the internet. If you are unsure whether a web page is downloading a program, please ask the IT Manager. This is for security and uniform lab maintenance.

Personal program files may NOT be installed. This is for licensing and security reasons.

Personal work files, such as documents, may be brought into the lab, but must be scanned for viruses prior to use, to prevent system infection. Ask the IT Manager for details.

Hacking (attempting to gain unauthorised access to secured content, violate system policies and/or permissions, virus creation or propagation, etc.) is prohibited.

#### **6. Web Usage**

Computer users browsing the World Wide Web are expected to avoid offensive materials. Should any user encounter any such material accidentally, they should report the circumstances immediately to a teacher.

Users should expect that their browsing history will be recorded, and might be examined by system administrators.

Users should note that the internet is available to all kinds of people, and that there are many scams and otherwise illegal or immoral activities on the internet. They should be just as cautious of information on the internet as they would be of information heard in the street from someone they don't know.

Bandwidth is a limited resource. When throughput is slow, you may be asked to cease high-bandwidth activity (e.g. music downloading).

## **7. Email Usage**

Computer users should realise that, in their on-line communications, their actions may be interpreted to represent the school community. Therefore, users should not to use any rude language, or communicate any offensive ideas.

Users should again note that the internet is available to all kinds of people, and there are many scams and otherwise illegal activity perpetrated through email. Email from unknown persons should be received very cautiously. You are cautioned against giving out your personal information (such as name, phone, address).

It is forbidden to forward chain letters/emails. These are defined as any e-mail which states that it should be forwarded to others. These especially include warnings of viruses, worms, security warnings, etc. Such warnings will be sent by system administrators only.

## **8. Rules & Updates**

These rules may be updated from time to time. Updates will be posted in the computer lab and on the web site. Users are responsible for being familiar with all rules, including new rules.

## 9. Common Sense

Again, you are responsible for your own behaviour on the computer system. The above rules are not exhaustive, and even if a particular action is not listed above as prohibited, you must use your common sense - if it will reflect poorly on you or the school, if it will disturb others, or if it might damage computers or the network, ***DO NOT DO IT.***

## 22. Administration Services and Costs

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A number of Admin Services are available for students. The table below shows the relevant fees –

### ADMINISTRATIVE FEES

<u>Item</u>	<u>Unit</u>	<u>\$ Fee</u>
Fax: Overseas	1st page	10.00
	additional pages each	4.00
Fax: Local	1st page	4.00
	additional page each	4.00
<hr/>		
Attendance Certificate*	Per copy: 2 working days	15.00
	Per copy: same day	30.00
<hr/>		
Additional Certified		
Academic Transcript ¥ *	Per copy: 5 working days	35.00
<hr/>		
Additional Academic Report copy*		15.00
<hr/>		
Miscellaneous	Per hour – minimum 1/2 hr	40.00
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Replacement Student		
ID card	per card	55.00
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## 23. Complaints and Appeals

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Students who are concerned about a situation, a process, a person or people, a facility or a service of AIPAH are encouraged to attempt to resolve their concerns using this procedure.

Students can only submit a complaint on an individual basis via the appropriate channels.

Students must submit appeals addressing the grounds criteria and provide supporting documentation.

All complaints and appeals will be handled professionally and confidentially in order to achieve a satisfactory resolution with each complainant or appellant having an opportunity to formally present his or her case at minimal or no cost to him or herself.

Students will be provided with details of external authorities they may approach, if required

At any stage in the complaint or appeals process each party may be accompanied and assisted by a support person at any relevant meeting.

A student's enrolment will be maintained throughout the duration of the complaint or appeal process.

The process commences within 10 working days of the formal lodgement of the complaint or appeal and supporting information and all reasonable measures are taken to finalise the process as soon as practicable .

AIPAH will encourage the parties to approach a complaint or appeal with an open view and to attempt to resolve problems through discussion and conciliation with an informal approach. Where a complaint or appeal cannot be resolved through discussion and conciliation, we acknowledge the need for an appropriate external and independent agent to mediate between the parties.

Nothing in this procedure inhibits students' rights to pursue other legal remedies. Students are entitled to resolve any dispute by exercising

their rights to other legal remedies. Students wishing to take this course of action are advised to:-

- Contact a solicitor; or-
- Contact: Law Society of New South Wales, 170 Phillip St, Sydney NSW 2000 Tel 02 9926 0333 for a referral to a solicitor.

For further information about the complaints & appeals guidelines and procedures, please refer to the **AIPAH Complaints & Appeals Policy 2011** which can be found and downloaded from our AIPAH website (<http://www.aipah.nsw.edu.au/Pages/policies.html>).

## 24. Student Withdrawal

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If a parent wishes to withdraw their child from AIPAH, the correct procedure is as follows:

1. Complete a 'Notice of Withdrawal Form'. Located on ePal website and available from reception. An example is provided at the end of this handbook.
2. Student must retrieve the principal's signature on the form and return it to reception.
3. The application for withdrawal will be revised and a letter of confirmation is sent to the parent to confirm the withdrawal.

### 24.1 Deferment Policy

AIPAH will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:

- I. illness, where a medical certificate states the student was unable to attend classes
- II. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- III. major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- IV. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)

## 24.2 Cancellation Policy

AIPAH will cancel the enrolment of a student under the following conditions;

- Failure to pay course fees
- Failure to maintain approved welfare and accommodation arrangements (international students)
- Any behaviour identified as resulting in cancellation in AIPAH's Code of Expectations and Behaviour for Students. These behaviours include:
  - failure to behave in a manner which enhances the student's reputation and the reputation of the School
  - failure to follow the rules and expectations written in the School Handbook
  - disrespect to staff
  - causing harm to others
  - interference with the property of others
  - bringing the School into disrepute
  - involvement with drugs (including cigarettes and alcohol)

## NOTICE OF WITHDRAWAL FORM

STUDENT DETAILS		
Surname	Given Name	
Student Identification Number	Grade	
Street Address		
Suburb	Postcode	State
NOTICE OF PERMANENT WITHDRAWAL		
Date		
Date of Withdrawal		
Reason for Withdrawal		

*I understand that the completion of this form acts as at least one term's notice in writing for the withdrawal of my child from AIPAH. I agree that I will settle any outstanding school fees before the last day of my child's withdrawal. This form must be signed by the Principal before voluntary removal of a student, otherwise fees for one term will be payable in full.*

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_