




Student Handbook

- 1 Earning Phoenix Points**
- 2 Logging in to Compass**
- 3 Checking your balance**
- 4 Accessing the Phoenix Points Catalogue**
- 5 Redeeming Phoenix Points rewards**
- 6 Collecting a Phoenix Points reward**

1.0 Earning Phoenix Points

Phoenix Points is Merrimac State High School’s reward system designed to recognise students who consistently demonstrate our core values of respect, responsibility, and reliability. Students can earn points throughout the year for positive behaviours and contributions to the school community, and redeem them for rewards of their choice.

This initiative supports a positive, inclusive culture and encourages all students to take pride in their actions and achievements.

 PBL BEHAVIOUR MATRIX			
	RESPECT	RESPONSIBILITY	RELIABILITY
ALL ENVIRONMENTS	<ul style="list-style-type: none"> I follow staff instructions the first time without debate I am openminded and treat everyone with kindness during conversations and interactions I value diverse perspectives and contribute to a positive, inclusive school environment where everyone feels safe and valued I make conscious choices and take accountability for my behaviours and the manner in which I conduct myself I show patience and kindness by being considerate and supportive toward others in all situations I demonstrate respect by using school-appropriate language I respect others' privacy by refraining from filming students and teachers without permission 	<ul style="list-style-type: none"> I take responsibility for my wellbeing by making positive choices that support my physical and mental health and reach out for support if I need it I respect others' personal space by being mindful of boundaries I wear the school uniform with pride as per the uniform policy I am an upstander, not a bystander by actively supporting others I take responsibility for caring for my own belongings, as well as the property of the school and my peers I keep my phone and electronic devices away for the day unless otherwise instructed by a staff member 	<ul style="list-style-type: none"> I use facilities appropriately and for their intended purpose only I immediately report any damage to staff I use ICT appropriately, respectfully & lawfully and for school purposes only I take initiative when issues arise, managing conflict constructively and seeking solutions to resolve problems effectively
CLASSROOM ENVIRONMENT	<ul style="list-style-type: none"> I respect the learning space and the people within it to create a safe and cooperative environment I am a curious and active learner who engages in all learning tasks I consistently follow class routines, helping to maintain an organised and focused learning environment I allow others' their right to learn and teachers the right to teach 	<ul style="list-style-type: none"> I adhere to the academic integrity policy I arrive to class organised for learning by bringing school required equipment I attend every lesson punctually, ensuring I am present and prepared to engage in the learning process I submit assessment and learning tasks on time I complete all set tasks as instructed by my teacher to the best of my ability, and encourage others to do so I actively participate and contribute within the learning environment I take ownership of my learning and actions I honestly think about my strengths and challenges and takes steps to achieve my goals I ask questions to clarify and extend my learning I use strategies to help me manage my behaviour and emotions and reach my personal and learning goals 	<ul style="list-style-type: none"> I demonstrate reliability by keeping the learning environment clean and organised I seek permission before using equipment, ensuring that it is used responsibly and appropriately I put in consistent effort across all subjects and assignments, even when the work gets challenging I contribute my fair share to group projects, and my peers can count on me to follow through on my responsibilities I manage my time effectively by staying organised, prioritising tasks, and meeting deadlines I take accountability for my behaviour and the work I complete I take responsibility for knowing when assessments and learning tasks are due I regularly assess my own performance and progress in the class, identifying areas where I need to improve and taking action to do so
OUTSIDE ENVIRONMENTS	<ul style="list-style-type: none"> I transition promptly and quietly between classes, before school, after school and at lunch time I walk my personal transportation devices (scooters, bikes) in and out of school I show respect on social media by being mindful of my words, treating others with kindness, and promoting a positive online environment 	<ul style="list-style-type: none"> I travel safely to and from school by following traffic rules and laws and being mindful of your surroundings I behave appropriately while wearing my uniform outside of school grounds, knowing that I am still representing the school 	<ul style="list-style-type: none"> I follow a set routine and schedule for completing homework tasks, assignments and revision I remain in school grounds during school hours and follow procedures through The Hub if I need to leave early or arrive late I maintain a clean and tidy area during lunch breaks and dispose of any rubbish in the bin

2.0 Logging Into Compass

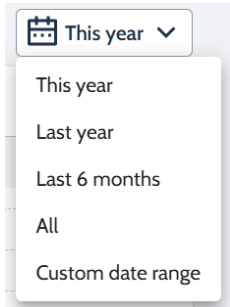
Go to <https://merrimac-qld.compass.education> and login to your account using your school email and password.

If you do not have these details, email your Dean to have your password reset, or visit the IT Help Desk in N-Block.

3.0 Check your Balance

When you login to Compass, view your ‘Student Chronicle’ on the right-hand side of the page.

The graph on your dashboard will show how many Phoenix Points you have earned.



Please ensure that the filter is left on ‘this year’.

Your Chronicle will also show the staff who have awarded you Phoenix Points and the reason why.

When you redeem points your balance will not drop automatically. Points will be deducted once your prize has been packaged. Students will automatically receive email from Compass that their order has

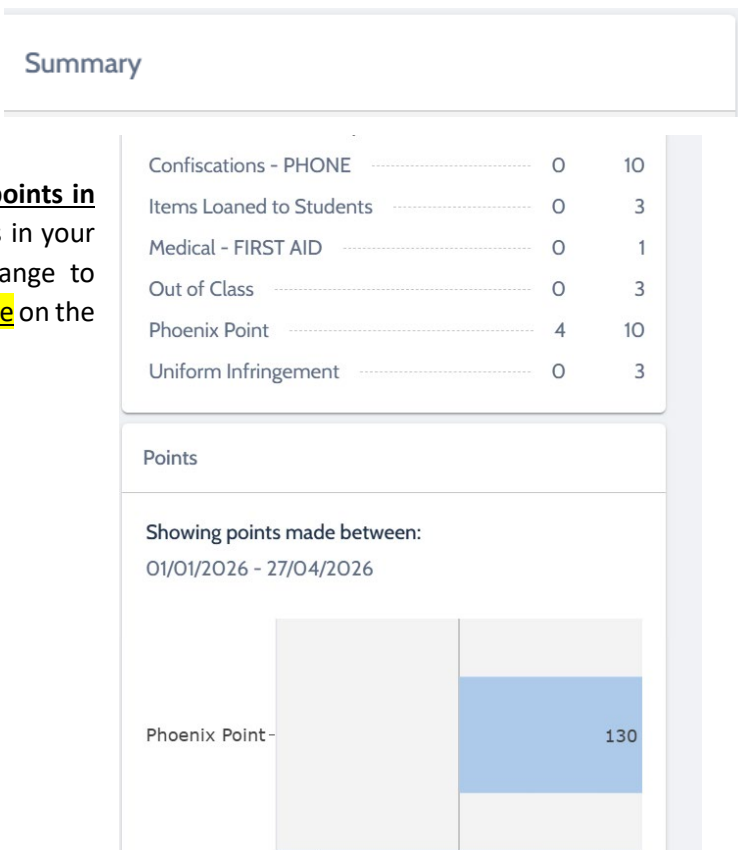
been processed.

Below graph shows a student receives **Phoenix Point Total** from the teachers (**Visible in Compass App and Desktop**).

To access your **total points** you must **access this in desktop**. **You must know your Total Points to be able to redeem through Phoenix Points catalogue.**

Please DO NOT LOOK at your points in “SUMMARY” if you want to know your total points. Points in summary is counted by frequency on how many times you are given point.

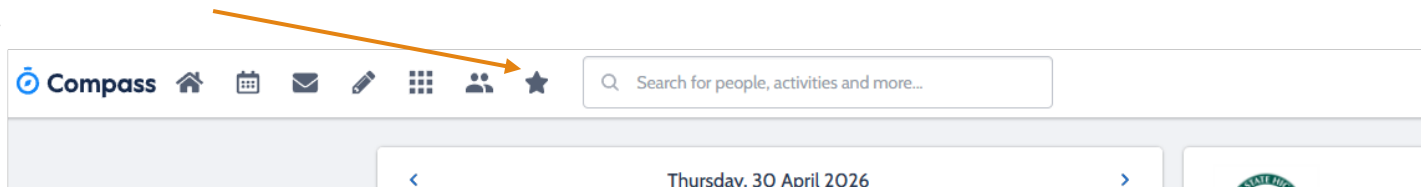
Your **total points are shown in the diagram above (130 points in this exam)** – unfortunately you can’t see your total points in your compass app on your mobile devices. You need to change to desktop version if you want to see your total points. **Example** on the above picture, the student’s total point is 130 points.



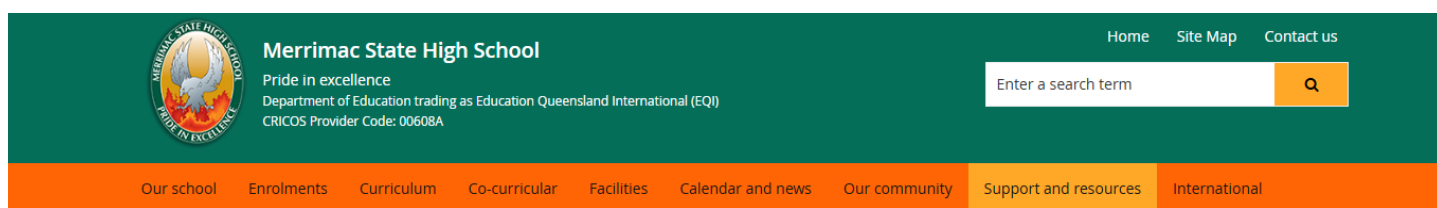
4.0 Accessing the Phoenix Points Catalogue

Once you have logged into Compass and know how many points you have to spend, you can view all of the prizes on offer in the Phoenix Points Rewards Catalogue.

Click the star icon on the dashboard in Compass and click the link to view the catalogue.



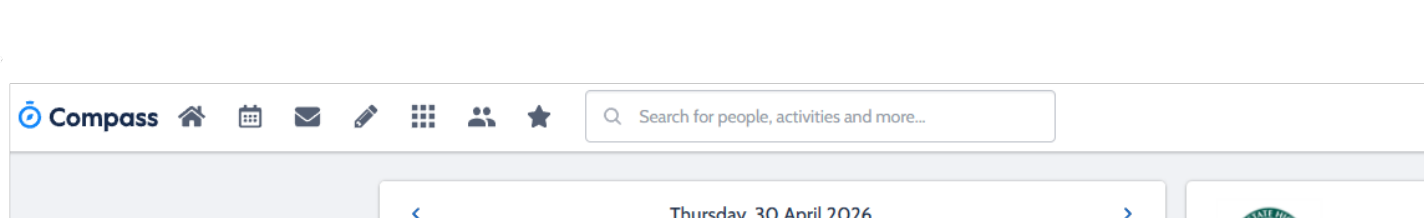
You can also access the Phoenix Points catalogue by visiting the Merrimac SHS website, clicking on support and resources and then the forms and documents tab.



5.0 Redeeming Phoenix Points Rewards

Check that you have **sufficient points** available for each of the prizes you want to order.

Click the star icon on the dashboard in Compass and click the link to view the order form.



Complete the order form with all necessary, fill in the details then click 'submit'.

6.0 Collecting a Phoenix Point Reward

Your order will be processed within a week. You will receive an email from Compass when your order has been processed. For any inquiry regarding Phoenix Points Rewards, you can go to the HUB and speak with Miss Annie or your Dean – only, during 1st or 2nd break.

Phoenix Points Rewards will be distributed by Deans in assemblies or via a visit to your class. You will receive an automatic email when your order has been processed. If your order is a raffle ticket, you are automatically entered in the raffle, you should again, receive an email that your order has been processed.

Please allow up to a week turn around for prizes to be packaged for your collection. If you have questions about your order, please contact your Dean, their office is in the HUB.