



Good Standing Policy

Rational

The core work of Maroochydore High is learning. When students choose to enter year 11 and 12, they commit themselves to active participation in their course of study. This focus on learning is essential for individuals to achieve their best and for classes and activities to run effectively for all.

Queensland legislation emphasises that students need to be in attendance, participating and not disrupting the learning of others. The world of work is placing higher demands on our young people, with employers looking for qualities such as teamwork, punctuality and a willingness to develop new skills.

The need to have a genuine focus on learning is what Maroochydore High's Good Standing Policy is all about. All students will commence their courses with "Good Standing" in all their subjects.

Policy Guidelines

- Satisfactory attendance and punctuality.
- Genuine participation in the subject - including behaviour, classwork, homework, on-time submission of assignments, drafts and other assessment pieces.
- Completing to a satisfactory standard, all work for classes missed due to absence for any reason.
- Meeting all senior subject assessment timelines. The school (and QSA) policy on late/non submission for assignments, non-attendance for exams, and non-attempted exams, means that student are likely to lose credit for a semester, or for that entire subject. In short: If a student does not complete the course and the assessment, on time, as per the work program then they are not given credit for the semester.
- Loss of good standing may lead to withdrawal from a subject. Loss of good standing in two or more subjects concurrently may lead to cancellation of enrolment from school.

Procedures

1. MINIMUM REQUIREMENTS

- To effectively complete a subject, a student needs to attend and participate in the full course of study and assessment in that subject, including all classwork, homework and assignments, without their behaviour disrupting the learning of others.
- A student must not be absent from classes or fail to complete work in more than 9 periods in a given subject without doing the catch-up work.

If a student is absent or 'non-participant' (NP) 9 times, they need to show cause why Good Standing should not be withdrawn for that subject. Should year 11 and 12 students lose good standing, their enrolment in that subject will be reviewed and possibly withdrawn.

2. NON-PARTICIPATION (NP)

A student is recorded as non-participant (NP) for one period if they:

- are absent
- fail to complete an adequate amount of work during a lesson
- disrupt the lesson so that they and/or others fail to complete adequate work

An absence is a failure to attend a lesson for any reason. For instance, a student is absent when they are

- legitimately absent due to illness
- absent and doing traineeships
- on an excursion or camp (unless the whole year level participates)
- representing the school at some function or sporting event
- suspended
- truanting class

Students will receive multiple NPs for not adhering to assessment timelines as outlined in Levels 1 – 3. Students will be warned during a lesson if they are at risk of NP. The class teacher will inform the student of the NP at the end of the lesson when it applies.

3. ASSIGNMENTS

As a general rule, each teacher will allocate a certain number of class lessons for work on assignments. Failure to submit the assignment means that these lessons will be recorded as non-participation lessons (NP's). Failure to submit a rough draft has a minimum of 3 NPs. Failure to submit a final draft has a minimum of 3NPs.

4. EXAMS

Failure to sit or attend an exam moves a student to level 2 (6NPs).

5. "REVERSING NP'S "

NPs stay with a student across all semesters that the subject is studied, unless the NP is reversed. It is not possible for a student to reverse an NP for:

- late or non-submission of assignments
- failing to sit or not attempting an exam
- failure to complete an adequate amount of work during the lesson
- disrupting the lesson to a degree that they and or others fail to complete adequate work
- truancy

However, the work will still need to be completed and submitted to the teacher. NPs associated with absences other than truancy can be reversed by completing the work to a satisfactory standard. This should be undertaken immediately on return to school. It is the responsibility of the student to organise to complete and submit the work with the class teacher. This is to be completed within a reasonable time, as per the class teacher's decision, taking the length and circumstances of absence/s into consideration.

6. SUPPORT

Students should monitor their own Good Standing for each subject. If prolonged illness or some other extenuating circumstance occurs, then the student should inform the Head of Department (HOD) immediately so that a determination can be made in the student's favour and good standing can be maintained.

The Good Standing Policy is implemented in levels so that the student and parents are kept informed at all times. At each level the student will be given an opportunity to address the situation.

Level 1: Subject Non-participation First Warning (3 NPs)

Consequence: The class teacher advises the student and the Head of Department for that subject and enters the information on the Behaviour Management database (including that the student is at level 1). The year level Deputy is advised that the student is at Level 1. The student should arrange to complete any missed work.

The HOD will issue the student with a Level 1 letter countersigned by the Year Level Deputy Principal. The HOD/GO organises a meeting with the student at which an individual improvement plan is developed and entered on the BM database. (Senior assignment draft due date not met = Level 1)

Level 2: Subject Non-participation Final Warning (6 NPs)

Consequence: Again, the class teacher advises both the student and the HOD for that subject and enters the information on the Behaviour Management database (including that the student is at level 2). The HOD issues the student with a Level 2 letter countersigned by the Year Level Deputy Principal. The Level 2 letter outlines the

situation and the consequences if non-participation continues.

The HOD/GO organises an interview with the parent, student and the Year Level Deputy Principal to negotiate an individual improvement plan. An outline of the re-negotiated improvement plan is entered on the BM database. Parents may also meet with the Guidance Officer. (Senior assignment final due date not met or exam missed = Level 2)

Level 3: Subject Non-participation Show Cause (9 NPs)

Consequence: If a student attains 9 NPs, they risk losing their Good Standing in that subject. The HOD issues the student with a Level 3 letter countersigned by the Year Level Deputy Principal. The teacher will enter on the Behaviour Management database that the student is at Level 3 in that subject.

a) Students should check records and prepare documentation in support of their case. They should still attend classes and their attendance and participation will continue to be monitored.

b) The HOD arranges a meeting with student, parents and Year Level Deputy Principal to review the matter.

Loss of Good Standing

The school reserves the right to cancel the student's enrolment in that subject at school. Should a year 11 or 12 student lose Good Standing in a subject the school will consider several options:

- An alternate pathway e.g. undertaking a Job Pathways Program / TAFE course
- Changing to a new subject

7. THE APPEAL PROCESS

If they wish to appeal the decision of an NP or loss of Good Standing, students must submit their application to the Year Level Deputy Principal within five (5) school days of written notification of loss of Good Standing. A meeting will be held to review the case. Good Standing may be reinstated if the student is able to provide documentary evidence to substantiate legitimate absences or if extenuating circumstances have been a major contributor to absences/non-participation. Students may continue to attend the subject during the appeals process.

8. GOOD STANDING POLICY & TRAINEESHIPS

Students should not be penalised by participation in a traineeship program. Students must however be accountable for any days missed by completing work which was covered by the class during their absence.

9. LOSS OF GOOD STANDING IN MORE THAN ONE SUBJECT CONCURRENTLY

Should a student lose Good Standing in two subjects concurrently, they will be subject to the process outlined below in Data Monitoring.

10. DATA MONITORING

As a part of Good Standing, post compulsory students' overall progress is also monitored at point in time through overall data collection and review. Each year, a special collection of data about under performing students five weeks into Term 1 and term reporting data is used to identify students who are performing at D or E standard in effort or conduct in two subjects or more. At any time that a student is identified through this data monitoring, the following process applies

Relevant Good Standing data and attendance data is also considered and will contribute to the data collected and influence decisions made.

First Alert	Interview with HOY, letter home and plan for improvement.
Reviewed approx. 4-5 weeks later	No improvement →Next stage Issues resolved – exit process
Notification of Non Compliance	Interview with Year Level Deputy Principal, parent contact/interview, letter home and revised plan for improvement.
Reviewed approx. 4-5 weeks later	No improvement →Next stage Issues resolved – exit process
Show Cause	Interview with Year Level Deputy Principal/Principal and also parent, Show Cause notice exit plan established.

11. CANCELLATION OF ENROLMENT

The Principal has the authority under the Education (General Provisions) Act 2006 (s.316) to cancel the enrolment of any post compulsory age student whose behaviour amounts to a refusal to participate in the educational program provided at Maroochydore State High School. The Good Standing Policy and Data Monitoring Policy facilitate the monitoring of students’ participation in their school program.

12. SUMMARY FLOWCHART FOR GOOD STANDING

Data Collection:

Class teacher collects NP data for lessons where student:

- Is absent without catching up work
- Fails to do adequate classwork
- Disrupts causing others to fail to do adequate classwork
- Fails to do/submit assessment on time



3 NP's



Level 1 First Warning:

- Parental contact via letter and phone by HOD
- Interview with student , parent, HOD / GO, DP informed
- Student Improvement Plan developed by student HOD / GO
- Enter on BM database



Data Collection - as per above



3 MORE NP's



Level 2 Final Warning:

- Warning letter sent to parents and student
- Interview with student, parent, DP, HOD / GO
- Student Improvement Plan re-negotiated at interview
- Enter on BM database



Data Collection as per above



3 MORE NP's



Level 3 Show Cause:

- Letter sent to parents, student
- Meeting arranged with student, parent, DP, HOD/GO to show cause why enrolment in subject should not be Cancelled



If show cause not successful

Cancellation of enrolment in subject – change subjects.



If show cause successful

Revert back to relevant level of flowchart

Support

Students undergo the Senior Education and Training Planning process during Year 10 to assist them with making appropriate choices for their senior pathway. Our Guidance Officers are available for students and parents wishing to discuss career pathways, tertiary entrance requirements in relation to subject choices. For students wishing to peruse a vocational pathway our Vocation Education Liaison Officer can offer assistance in setting up traineeships and apprenticeships.

Students are activity encouraged to regularly seek assistance and feedback from their subject teachers on their progress in order to keep up with requirements, as well as relevant Heads of Departments.