6. ON-GOING RESPONSIBILITY OF STUDENTS

To take responsibility for their own attendance / non-participation and make increased use of the 'Client Services' facilities such as Year Coordinators, Guidance Officers and HOD Senior Phase.

To keep documentation for all absences and NP periods. This includes sickness, medical certificates, excursion forms etc. in the event that they are needed for an appeal.

To maintain satisfactory progress including catching up with work that has been missed during absences. Presenting this work to the teacher to gain credit for an absence.

In case of an absence period, on return to school, to approach the teacher concerned to negotiate what they need to do to make up work missed.

To maintain lines of communication by attending parades, roll group and reading the school newsletter.

In the case of a non-participation lesson being marked against their name be aware that these cannot be erased under any circumstances.

7. COMMUNICATION

To ensure that they are kept fully and effectively informed at school, students are required to:

- attend Roll Group on time each day where Student Notices will be read
- attend year level parades and School Assemblies and read the school Newsletter.

8. CANCELLATION OF ENROLMENT

The Principal has the power, under the regulations contained in the Education Act, to cancel the enrolment of any post compulsory student who does not meet minimum requirements in respect of attendance, behaviour and participation. The cancellation of enrolment process will coincide with progression through the Good Standing Policy.

9. SUMMARY

The Good Standing Policy is designed to reinforce two essential elements necessary for success at school and beyond.

Regular attendance and punctuality.

Genuine participation in, and a focus on, learning.

The **Good Standing Policy** has been introduced to assist individual students in making the most of their opportunities at school and maximising learning outcomes.

It also supports the right of all students to experience a safe and tolerant, disciplined learning environment.
Rationale

The core work of Noosa District State High School is education. When Senior Phase students enrol, 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. Our students, parents/guardians and community support high educational standards taught within a safe, tolerant learning environment. Queensland legislation emphasises that students need to be attending, participating and not disrupting the learning of others. After school, 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 and commit to further education and training. The need to have a genuine focus on learning is what Noosa District State High School’s Good Standing Policy is all about.

What does it mean?

All students in Years 11 and 12 will commence their courses with “Good Standing” in all their subjects.

Maintaining “GOOD STANDING” requires:
- Satisfactory attendance and punctuality.
- Genuine participation in the subjects chosen. This includes acceptable behaviour, application to work and submission of assessment.
- Completing all set homework.
- Completing work for classes missed due to absence for any reason.
- Acting in compliance with the behaviour & uniform requirements of senior students.

Loss of “good standing” can lead to withdrawal from subjects and ultimately, to a review of enrolment with recommendations for alternative education/training programmes.

1. MINIMUM REQUIREMENTS

Every student must maintain a commitment to their academic program. To effectively complete a subject, a student needs to:
- Attend and participate in at least 80% of lessons.
- Act as a non-participant in more than 9 lessons per subject per semester.
- Be aware that disciplinary absences impact on work rate and participation.

If a student is absent or a “non-participant” in 9 lessons within a semester, they need to show cause why “Good Standing” should not be withdrawn for that subject. Should they lose “Good Standing” in two or more subjects, their enrolment will be reviewed.

2. ABSENCE & PARTICIPATION REQUIREMENTS

Absence
An absence is a failure to attend a lesson for any reason. For instance, a student is absent when they are:
- legitimately ill
- on an excursion or camp for another subject
- participating in a traineeship/apprenticeship representing the school at a function or sporting event

Following 10 unexplained absences students will be referred for loss of Good Standing.

Redeeming Absences
It is an expectation that a student redeems the absence by completing the work that should have been done in class immediately on return to school. This is the responsibility of the student to organise in negotiation with the class teacher.

Participation
A student is recorded as non-participant (NP) for one lesson for:
- failing to complete an adequate amount of work during the lesson
- failing to complete homework on 3 occasions

Students referred from H Block to the DP for repeated infringements will automatically go to stage 1 of GSP and further referrals will result in progression through the GSP.

Loss of OCA Time
Teachers and HODs can refer students to the Senior School HOD for loss of OCA time and supervision of student time at school to catch up on missed work and required hours to meet QSA requirements.

Non-participation for a full semester is demonstrated when a student receives an N and has credit for that semester withdrawn.

It is not possible for a student to regain credit for a lesson recorded as “non-participation”. Work will still need to be completed.

3. SAFETY NET

Students should monitor their own “Good Standing” for each Semester. If prolonged illness or some other extenuating circumstance occurs, then the student should inform the Guidance Officer 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 stages so that the student and parents are kept informed at all times during the progress of the semester. At each stage the student will be given an opportunity to address the situation.

Stage 1: Absence / Non participation of 3 lessons per semester
Consequence: The class teacher advises the student and HOD Senior Phase. The student should check with the teacher that absences and NPs have been correctly recorded and arrange to complete any missing work. The HOD Senior Phase will send a Stage 1 letter to Parents/caregivers outlining specific concerns.

Stage 2: Absence / Non-participation of 6 lessons per semester
Consequence: The class teacher advises the student and HOD Senior Phase and a Stage 2 letter is sent to Parents/Caregivers outlining specific concerns and that the Off Campus Afternoon arrangements have been cancelled until the work is completed. Students will be supervised at school.

The HOD Senior Phase will collate data from all subjects to provide an overview, will contact Parents/Caregivers to discuss concerns and will interview the student.

Stage 3: Absence / Non-participation of 9 lessons per semester
Consequence: The class teacher advises the student and HOD Senior Phase and a Stage 3 letter is sent to Parents/Caregivers advising that “Good Standing” may be withdrawn subject to an appeals process. The Off Campus Afternoon arrangements will be cancelled until the work is completed. Students will be supervised at school.

The student 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.

The HOD Senior Phase arranges a meeting with the student, Parents/ Caregivers, Head of Senior School and/or Guidance Officer to review the matter including options such as:
- changing to a new subject (under specific guidelines)
- deferring or cancelling enrolment.

4. LOSS OF GOOD STANDING

Should a student lose Good Standing in a subject this will result in a loss of credit in that subject for that semester. This may have an impact on the students OP and QCE eligibility.

Options to consider will be:
- deferring or cancelling enrolment.
- referral to outside agencies for alternative education/training programs.

5. THE APPEALS PROCESS

If a student wishes to appeal the decision, they must submit their application to the HOD Senior Phase within five (5) school days of written notification of loss of “Good Standing”. A meeting will be held to review the case. “Good Standing” will be reinstated if the student is able to provide satisfactory proof to substantiate 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.