



# Academic Good Standing Policy

Fostering a focus on learning essential for individual students to achieve to their ability level and for classes to run effectively for all students

The core work of Hervey Bay State High School is teaching and 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. Hervey Bay State High School's Academic Good Standing Policy (AGS) is all about the need for students to have a genuine focus on learning. All students will commence their courses with "Good Standing" in all their subjects.

## Maintaining "Good Standing" requires:

- 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 QCAA) policy on late or non-submission for assignments, non-attendance for exams, and exams not attempted, means that students 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 can lead to withdrawal from subjects and / or ultimately to cancellation of enrolment.***

### 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If a student is absent or 'non-participant' (NP) 9 times, they need to show cause why Good Standing should not be withdrawn for that subject.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 will be reviewed and possibly cancelled.

### 2. Non-participation (NP)

A student is recorded as non-participant (NP) for one session 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 regarded as 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
- on suspension or other disciplinary absence
- truanting class

*Non-participation* is regarded as failure to complete set work designated by the classroom teacher. The Teacher will inform the student during the lesson that they are in breach of the Academic Good Standing Policy and are at risk of receiving a “NP” (non-participation) for the lesson. This must be communicated to the student in the lesson and if the NP is enforced, the student will be informed at the end of the lesson that they have been “NP’ed” for the lesson. Students will receive multiple NPs for not adhering to assessment timelines.

### 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 3xNPs. Failure to submit a final draft has a minimum of 3xNPs
- Assignments in Senior often include **checkpoints** – a schedule for teachers to check student progress as an additional support measure. Failure of students to meet checkpoint stages may result in the allocation on an NP for each checkpoint missed.

### 4. Exams

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

### 5. Reversing NPs

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 their **Teacher** and Head of Department (HoD) immediately so that a determination can be made in the student’s favour and *good standing* can be maintained.

Students should be encouraged to see the HoD Senior Schooling or Deputy Principal Senior Schooling for “Special Provision” status.

***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.***



**AGS 1: Non-participation (3 NPs first warning)**

- The class teacher advises the student and the Head of Department for that subject and enters the information on OneSchool (including that the student is at level 1).
- The student should arrange to complete any missed work.
- The teacher will issue the student with a Level 1 letter signed by HoD and classroom teacher.
- The teacher contacts the parent to organise an AGS 1 meeting, at which an Academic Improvement Plan is developed and entered on OneSchool (in the Support and Intervention tab).
- Senior assignment draft due date not met = AGS 1

**AGS 2: Non-participation (6 NPs final warning)**

- The class teacher advises both the student and the HoD for that subject and enters the information on OneSchool (including that the student is at level 2).
- The teacher issues the student with a Level 2 letter countersigned by the HoD. The Level 2 letter outlines the situation and the consequences if non-participation continues.
- The teacher organises an interview with the parent, student and classroom teacher to re-negotiate the Academic Improvement Plan. The re-negotiated improvement plan is entered on OneSchool (in the Support and Intervention tab).
- Parents may meet with the Guidance Officer or Deputy Principal Senior Schooling for further support.
- Senior assignment final due date not met or exam missed = AGS 2

**AGS3: Non-participation (9 NPs show cause)**

- If a student attains 9 NPs, they risk losing their Good Standing in that subject.
- Evidence of Loss of Good Standing is to be collected and attached to the Level 3 letter
- The HOD issues the student with a Level 3 letter countersigned by the Deputy Principal Senior Schooling.
- The teacher will enter on OneSchool that the student is at Level 3 in that subject.
- 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.
- The HOD arranges a meeting with student, parents, Deputy Principal Senior Schooling to review the matter.

**Loss of Good Standing**

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

- Cancelling enrolment
- Undertaking an alternative educational program (which may include TAFE, and/or other vocational courses)
- 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 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 and Traineeships**

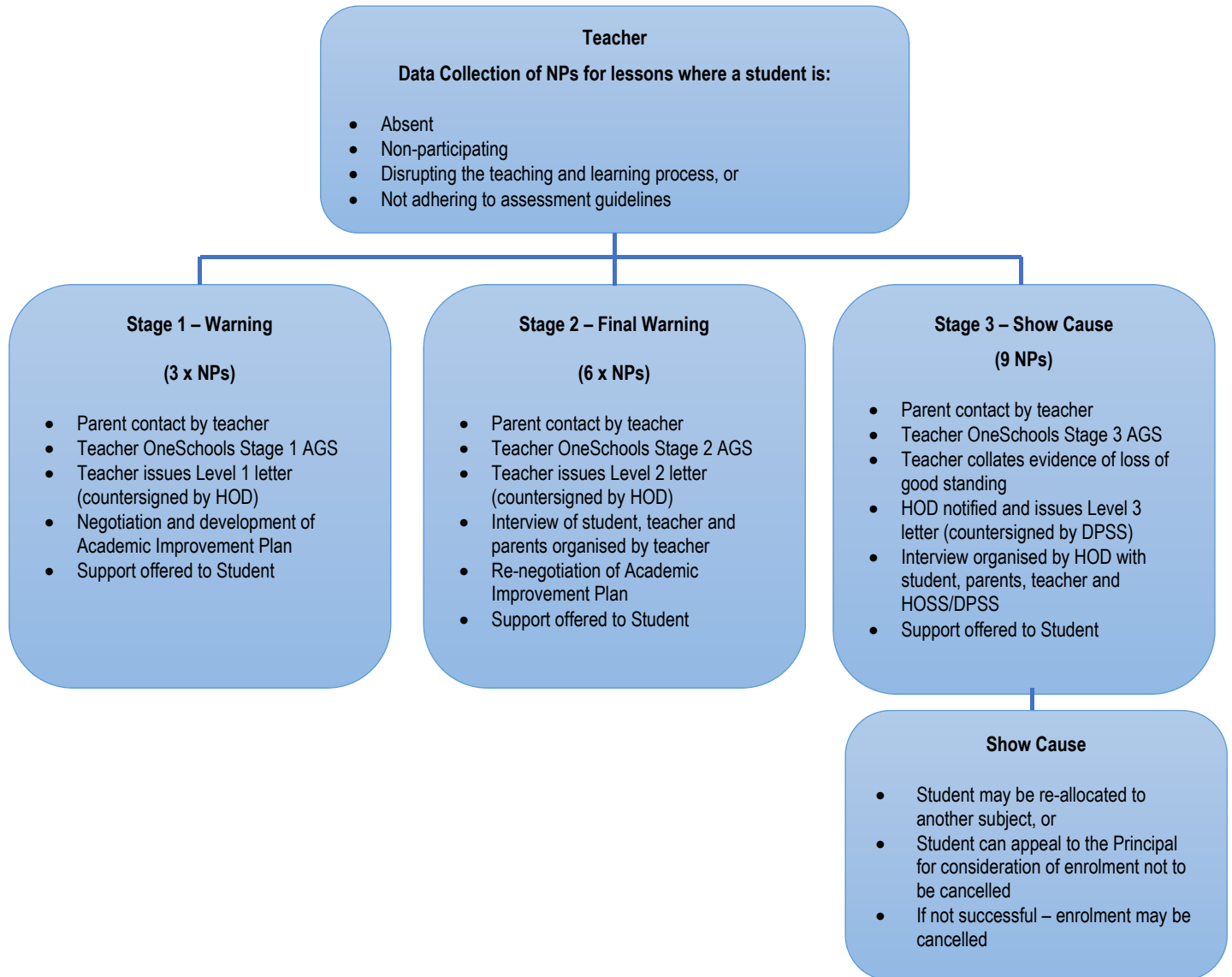
Students should not be penalised by participation in a traineeship program. Students must however be accountable for these days missed by completing work which was covered by the class during their absence. Students in traineeship programs must make regular contact with their class teachers to see what work was covered in their absence. Students should use part of the time allocated in their timetable as traineeship to undertake this catch up program.



Students who fail to maintain Good Standing in any subject risk having their enrolment cancelled and therefore their traineeship also. Students taking part in the traineeship program have an obligation to their academic studies that cannot be ignored.

### 9. 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 and/or low attendance amounts to a refusal to participate in the educational program provided at Hervey Bay State High School. The Good Standing Policy facilitates the monitoring of students' participation in their school program and students may have their enrolment cancelled should they lose Good Standing.



**Acknowledgement of AGS Policy:**

*(signed at student SET Plan, copy provided to parent/carer)*

*We acknowledge that the requirements of the AGS Policy and Senior Schooling have been discussed at this meeting, and intend on meeting good standing requirements for senior school, or have the consequences listed applied.*

Student Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent Name: \_\_\_\_\_ Signed: \_\_\_\_\_

