



GOOD STANDING POLICY

The Good Standing Policy provides a system that assists in ensuring that students maintain a satisfactory level of attendance, punctuality, course participation and behaviour. It also aims to help our students take responsibility for their actions and encourages behaviour to help students succeed in further education training or employment.

The Good Standing Policy provides a specific framework or standard of behaviour expected in our students in order to maintain their good standing status.

WHAT IS GOOD STANDING?

All students commence their courses with Good Standing status. Maintaining Good Standing requires:

- **Satisfactory attendance and punctuality** – Satisfactory attendance is deemed to be regular school attendance (i.e. above 90% attendance rate). In the event of an absence, a satisfactory explanation of the absence is required. Medical Certificates are required if an absence occurs during assessment tasks, tests, exams or when an assignment is due.
- **Completion of all course work and assessments** – Students must complete all assessments and course work for each subject within the specified course outlines and Assessment Policy Guidelines. Students who do not submit work at the specified time are deemed “at risk” unless they have made prior arrangements, using the application for extension process with their subject teachers.
- **Satisfactory behaviour** – Students must adhere to the school’s Positive Behaviour Matrix (including Dress Code requirements).

CONSEQUENCES FOR LOSS OF GOOD STANDING

The student:

- Is ineligible to attend **extra-curricular activities** and **events**, including school social events.
- Is ineligible to be **school representative**.
- Is ineligible to **attend the Year 12 leaving ceremony**
- May have their **enrolment reviewed**
- Is ineligible to **use the Year 12 Common Room**.

STAGES OF GOOD STANDING

1 Good Standing – all students start with this and retain it as described above.

2 Early Warning – prior to loss of Good Standing.

If a student has early signs of unsatisfactory attendance, behaviour or academic progress, this will be communicated to the student and parent.

Actions:

- Subject teacher will inform the student and parent via telephone of the Early Warning status. Phone call to be recorded in SIS by classroom teacher.

If the situation is not remedied at the classroom teacher level, the classroom teacher is to refer the student to HOLA/TIC.

Actions:

- HOLA/TIC to inform the student that the student is at risk of losing their Good Standing.
- If the area of concern is behaviour or attendance HOLA/TIC is to discuss improvement required and assign appropriate consequences and support.
- If the area of concern is non submission or substandard completion of work, HOLA/TIC negotiates a new submission date and works through possible solutions (alternate assessment/organising additional help/assignment extension/referral to care team) with the teacher and student.

- If the HOLA/TIC believes student is unable to complete the work and the HOLA/TIC believes completion unlikely, the HOLA refers to the Dean of Studies for a course review.
If the student completes the work or changes behaviour/improves attendance to the negotiated level, the Dean of Studies/Positive Behaviour Coordinator is notified by the teacher/HOLA/TIC and the student maintains their Good Standing.

Non Compliance – Loss of Good Standing

If a student does not have a genuine reason for non submission of work, substandard behaviour or lack of attendance, they will be placed on detention.

- If the work is not completed by the new submission date and HOLA/TIC believes the student is able but unwilling to complete the work then the student is referred to the Dean of Studies and the student loses their Good Standing.
- If the level of improvement in behaviour or attendance is below the discussed level then the HOLA/TIC will refer the student to the Positive Behaviour Coordinator.

3 Probation

If the issue of attendance, behaviour or academic progress becomes more evident and the student is deemed “at risk”, the Dean of Studies or Positive Behaviour Coordinator will place the student on probation. The probation stage is an intervention that highlights area/s of risk and a plan is drawn up with the student and parents to address the area/s of concern.

Actions:

- If the area of concern is task related the and it becomes likely that the student will receive a D/E in the reporting period then the teacher should send an academic review referral to Dean of Studies as per Assessment Policy Guidelines.
- If the area of concern is attendance a meeting is held with the student and parent and an attendance plan is formulated by PB Coordinator.
- If the area of concern is behaviour a IBMP is put in place by PB Coordinator.

At the designated review date if the issue has been resolved the student will be granted their Good Standing status.

4 Poor Performance Review – decision time

The student’s status can escalate to Poor Performance Review at any stage during the probationary period if the situation worsens OR if at the review date the problem persists.

If the student reaches Poor Performance level a case conference is held with the student, parent/guardian and a member of the administration team. At this time an Individual Education Plan, Attendance Plan and/or and Individual Behaviour Plan will be modified to support students to regain Good Standing. Generally a progress review will be called for in preparation for this meeting to look at attendance, behaviour and academic progress.

Actions:

- Referred to Deputy Principal for required case conference. Relevant parties e.g. school psychologist, Participation team, parent, student, Dean of Studies, Positive Behaviour Coordinator and other support services as required.
- Student/parent option to re-engage or seek alternate educational program
- A referral to Youth Pathways and /or School Psychologists is made at this time.

At the designated review date if the issue has been resolved the student will be granted their Good Standing Status back and all privileges are restored.

5 Disengaged – Alternative Education Options

This stage is reached when the student is disengaged from the school program in regards to attendance, behaviour or academic progress. The situation has become untenable and is no longer a viable education option for the student or the school.

At this point a further case conference will be held to look at viable educational pathways including alternative programs that the student is more likely to succeed in.



GIRRAWHEEN SENIOR HIGH SCHOOL

LOSS OF GOOD STANDING NOTIFICATION AND CONTRACT

Please read in conjunction with the Good Standing Policy issued at the start of the academic year.

Students Name: _____ Incident Date: ___/___/___

Referring Person: _____

Details of incident/issues in brief:

CONTRACT

Period of Loss of Good Standing: ___/___/___ to ___/___/___ Review Date: _____

I accept that I am now at the **Probationary stage** of the Good Standing Policy. I recognise that I must:

- ❖ Follow reasonable staff instructions at all times.
- ❖ Behave in a way that does not impede other students' learning.
- ❖ Take responsibility for my own learning.
- ❖ Avoid issues with students and teachers that could escalate into conflict.
- ❖ Come prepared for lessons.
- ❖ Arrive to school and classes on time.
- ❖ Adhere to Girrawheen Senior High School Code of Dress.
- ❖ Complete overdue assessment task work.

The following additional conditions also apply to me during my period of Loss of Good Standing:

If this contract is broken, I accept that I will move directly to the **Poor Performance Review** stage of the Good Standing Policy. Parents/Guardians will be contacted and will be required to attend a meeting at Girrawheen SHS to discuss your future enrolment at the school. Further consequences will also result.

Student Signature _____

Date: ___/___/___

DEPUTY PRINCIPAL/TEAM LEADER HOLA: _____

Date: ___/___/___

DEAN OF STUDIES: _____

Office use only:

Copy posted home Copy to Form Team Leader Deputy Principal File copy Teacher

Years 11 and 12
Detention Process and Loss of Good Standing Status

TEACHER:
CLASS:

STUDENT NAME:

Date: _____ Assessment Given: _____ Assessment Due: _____

I have spoken to the student about the assessment and their response was:

I have given the student detention on _____ and an extension of _____ days and the assessment has still not been submitted.

I have made best efforts to contact the parent *verbally* and the parent response was:

I believe the student has the information required and ability to complete this assessment. Student has been given an early warning (prior to loss of good standing). Refer to HOLA if not completed at end of process.

Teacher Signature: _____ Date: _____

Head of Learning Area

I have spoken to the student and discussed the issue regarding the assessment. The negotiated outcome was:

I have notified the student that they have been placed on 5 days detention (or until completed) and provided this form to the Dean of Studies.

HOLA Signature: _____ Date: _____

Dean of Studies (Probation and Loss of Good Standing)

(Place detention dates in boxes below and cross out when done)

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Loss of Good standing review: _____ or until work is complete.

Parent Called: _____

Meeting organised: _____

Notes:

Referred to Deputy: _____ (Poor Performance review)

Date HOLA / TIC advised: ____ / ____ / ____



Good Standing Procedures 2016

