

ALEXANDRA HILLS
STATE HIGH SCHOOL

KEY TO SUCCESS



Senior Secondary Policy

May 2013

SENIOR ACHIEVEMENT POLICY

In order to assist students in maintaining priorities which will lead to success, we have placed guidelines around three critical issues:

- 1. ATTENDANCE**
- 2. ASSESSMENT TASKS**
- 3. PARTICIPATION**

1. ATTENDANCE

- Unless a student has a chronic illness, it is expected that an absence rate of no more than three days per term is reasonable; more absences will affect student progress.
- If a student has more than five (5) absences in one term - a Doctor's Certificate will be required for subsequent absences. (If this is not supplied action will be taken which will include considering the cancellation of enrolment).
- Students in receipt of Youth Allowance are advised that absence beyond five (5) days in any term must be accounted for by a Doctor's Certificate; otherwise these days will be treated as unauthorised and could incur financial penalties.

2. ASSESSMENT TASKS

Student Responsibilities

- Complete all course work
- Hand in Assignments by the due date (including outlines and drafts)
- Attend Exam/Tests on the dates set

EXAM ABSENCE PROCEDURE

- If absent from school on the day of an Exam, the AHSHS Exam Policy must be followed.
- A Medical Certificate must be presented to the HOD Senior Schooling on the first day you return to school. A form is issued which is taken directly to the subject teacher.
- Students are to negotiate with the teacher to take the Exam at another time.

In all stages of this process support personnel may and will be involved through consultation and/or action.

Failure to follow Exam Procedure

Stage 1

If a student fails to complete an Exam and does not follow AHSHS procedure:

1. The result of 'FS' (Failure to Submit) will be recorded as the Level of Achievement for this piece of assessment.
2. The student will be referred to the Subject HOD for consultation.
3. The student will be referred to the Senior Schooling HOD via a Key to Success entry.
4. A letter will be sent to parents/guardians by the Subject HOD to highlight the issue.

Stage 2

If a student fails to complete any Exam and does not follow AHSHS procedure on a second occasion, across all subjects, during a single school year:

1. The result of 'FS' (Failure to Submit) will be recorded as the Level of Achievement for this piece of assessment.
2. The student will be referred to the HOD Senior Schooling for consultation and action.

3. The HOD Senior Schooling will evaluate the situation and make a recommendation to the Principal concerning cancellation of enrolment or loss of credit for that subject for that semester.
4. A letter will be sent home to parents/guardians informing them of the recommendation.

ASSIGNMENTS

All students are expected to complete all required drafts/outlines of assignments to a satisfactory standard and follow required dates and deadlines given on assignment/task sheets.

- At each of the designated checking dates (included on assignment sheet) the teacher may require the student to attend a tutorial session if the work required/presented is not of a satisfactory standard.
- This will include being available Periods 7 & 8 Wednesdays for Year 12 students - so students are not to organise employment or appointments which cannot be cancelled for Wednesdays. Alternatively "spares" will be used.

Extensions for Assignments (Rough drafts and evidence of class work must be provided)

- Extensions will only be granted for:
 - ☞ Illness - Doctor's Certificate must be provided
 - ☞ Extreme personal problems (parent contact/documentation must be supplied)
 - ☞ Reasonable extenuating circumstances (parent contact/documentation must be supplied)
- Extensions must be done **prior** to the due date.
- An extension proforma must be collected from the general Office to which a letter from a parent/guardian and/or a medical certificate providing details is attached.
- The extension proforma is to be given to the Attendance Clerk who will verify the student's attendance details relating to the extension application.
- The proforma is to be taken to the appropriate Subject HOD who will determine the length (if any) of the extension.
- Students on suspension must hand assignments to the School Office by 3:55pm on the due date.

Failure to Submit Assignment

Stage 1

When a student fails to complete an Assessment Task by the due date and has not received an extension:

1. The student will be given a lesson to complete the assignment which will be collected and marked.
2. A Key to Success entry will be made.
3. A letter will be sent to parents/guardians to highlight the issue.
4. The student will be referred to the Subject HOD for consultation.
5. The student will be referred to the Senior Schooling HOD via a Key to Success entry.

Stage 2

If a second Assignment Task has not been completed and handed to the subject teacher OR assignments have not been completed and handed in across a number of subjects:

1. The student will be given a lesson to complete the assignment which will be collected and marked.
2. The student will be referred to the HOD Senior Schooling for consultation and action.
3. The HOD Senior Schooling will interview the student and then make a recommendation to the Principal for either cancellation of enrolment or loss of credit for that subject for that semester.
4. A letter will be sent home to parents/guardians by the Senior School HOD informing them of the recommendation.

3. PARTICIPATION

Student Responsibilities of Participation

It is the responsibility of every Senior student to participate fully in the learning processes within the classroom. Participation is:

- Active participation in class activities
- Completion of homework to a satisfactory standard
- Provision of all correct/required equipment to class
- Regular class attendance.

Students who consistently fail to actively participate in class will be placed on a supportive program. If a student on this program fails to sufficiently improve his/her participation the student will be referred for further action.

Failure to Participate fully in the Program of Learning

Stage 1 (at least **5** class non-participations)

1. An entry will be made onto the Key to Success data base by recording the five participation breaches on the proforma.
2. A letter will be sent to parents/guardians to highlight the issue and outline the course of action undertaken with the student.
3. The student will be referred to the Subject HOD who will discuss the situation with the student and determine a course of action.

Stage 2 (at least **8** class non-participations)

If a student is referred a second time after three additional non-participations from Stage 1:

1. The student will be referred to the HOD Senior Schooling.
2. The HOD Senior Schooling will interview the student, gather information from other subject teachers and relevant support areas and a course of action will be determined. If the student does not show sufficient improvement in two weeks, the HOD Senior Schooling will refer the student to Administration for further action, which may include cancellation of enrolment.
3. A letter will be sent home to parents/guardians by the HOD Senior Schooling informing them of the recommendation.

CANCELLATION OF ENROLMENT PROCEDURES

1. **“Non-compliance”** letter sent to student and parents and meeting requested to discuss strategies to facilitate compliance. Response required within 7 days.
2. **“Show cause”** notice sent to student, with copy to parents/guardians, if there is further non-compliance or student fails to comply with actions agreed to at initial meeting. Response required within 7 days.
3. **“Cancellation”** notice issued to student, with copy to parents/guardians, if the student fails to respond or inadequately responds to “show cause” notice and/or there is continued non-compliance.