Appendix 2: Senior Students’ Accountability Program (SSAP)

Charleville State High School
Senior Student Accountability Program (SSAP)

At Charleville State High School our aim is to ensure that students are able to attain their educational goals by the end of Year 12. Each student needs assistance, help, encouragement and above all needs to be challenged in order to fulfil their potential during the senior years of education. Our aim is that all students will graduate from their senior years with at least a minimum of Vocational Certificate, Queensland Certificate of Education or Queensland Certificate of Individual Achievement. Senior Students are the leaders of our school and are looked up to by students in the younger year levels. A condition of enrolment is that our senior students continue to strive to achieve within a safe, caring and positive learning environment.

Commitment to Key Principles
Students must at all times show through their actions and behaviours a commitment to the core rules and values of our school:

<table>
<thead>
<tr>
<th>School Rules</th>
<th>School Values</th>
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</thead>
<tbody>
<tr>
<td>Be a learner</td>
<td>Organisation</td>
</tr>
<tr>
<td>Be safe</td>
<td>Cooperation</td>
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<tr>
<td>Be responsible</td>
<td>Resilience</td>
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<tr>
<td>Be respectful</td>
<td>Integrity</td>
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</tbody>
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Students enrolling at Charleville State High School:
• Will be provided with a copy of the Senior Students’ Accountability Program
• Are required to read and sign the Senior Students’ Accountability Agreement
• Will conduct themselves in a manner that reflects the values, traditions and reputation of Charleville State High School in the community.

What is the Senior Studies Accountability Program?
The SSAP program is aimed at supporting senior students to achieve their personal goals within education in a safe and supportive learning environment. The program enables students to monitor their own behaviour, attendance and completion of required assessment during their post compulsory studies.

How Does SSAP Work?
Each student will start with 0 points at the beginning of each year of Year 11 & 12. Students will gain:
• 2 points for each late arrival (not accompanied by an acceptable reason)
• 4 points for each absence that is not explained within five (5) school days
• 15 points for each piece of assessment that is not submitted or unable to be marked against criteria prior to the assessment due date.

What may Happen?
• Year 12 students may lose entitlements to their Senior Badge once they reach 20 points
• Year 11 Students who have accrued 30 or more points at the end of Yr 11 will have to demonstrate through a meeting with the Senior Secondary Head of Department why they should be entitled to hold a Senior Badge as a Year 12 student the following year.
• When a student reaches 45 points their enrolment may be cancelled as per the Responsible Behaviour Plan for Students.

How will the SSAP points be tracked?
• It is important for students to keep track of their points that they accrue through the year. This can be checked with the Deputy Principal of Senior Schooling.
• Parents will be notified by form of a letter whenever their child reaches 20 points
• When a student reaches 30 points the school will issue the ‘Advice of Non-Compliance letter’. This letter initiates the beginning of the Cancellation of Enrolment process. A meeting will be

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required with the student and his/her parents/caregivers and the Deputy Principal Senior Schooling. This meeting will determine the requirements that the student needs to meet to continue their schooling at Charleville State High School.

- When a student reaches 45 points they may be issued with the Cancellation of enrolment letter.

Cancellation of enrolment- the Education Act (General Provisions) 2006
Based on the Education (General Provisions) Act 2006, Chapter 12, Part 2, Division 8- Cancellation of Enrolment of students above compulsory school age (A student is no longer of compulsory school age if they have completed Year 10 or have turned 16 years of age). The principal has the authority to cancel the enrolment of post compulsory students when the student’s behaviour amounts to a refusal to participate in the program of instruction.

Examples of this may include:
- Poor attendance (<90%)
- Failure to attend lessons with the requirements required for learning
- Failure to complete assessment requirements across subjects
- Failure to actively participate in teacher guided activities
- Failure to follow Charleville State High School’s Responsible Behaviour Plan for Students

Procedures for Cancellation of Enrolment
Step 1: Parent/Caregivers will receive a letter when student reaches 20 points and the student and parent/caregiver will be offered an interview with the Deputy Principal Senior Schooling to discuss what needs to occur for the student to continue to be enrolled at Charleville State High School.

Step 2: When the student’s points total 30, Parents/Caregivers and the student will receive the ‘Advice of Non-Compliance letter advising of the school’s concerns about the student’s enrolment at the school. A meeting will occur between the Senior Secondary Deputy Principal, the student and the parent/caregiver to determine the requirements of the students continued enrolment.

Step 3: When student’s points total 45 the student’s enrolment may be cancelled and they will be notified in writing as will their parents/caregivers if appropriate.

Appeal of Cancellation of enrolment:
A parent/caregiver or student whose enrolment has been cancelled may make a submission against their cancellation to the Regional Director.

How can a student avoid gaining points?
Students, who comply with the Responsible Behaviour Plan for Students, attend school regularly and submit assessment on or before the due date and can be marked against criteria, will not incur points.

Absences
We understand that sometimes absence is unavoidable due to illness or other circumstances beyond a student’s control. The student will need to explain these absences either by a parental note, medical certificate (if the absence is greater than three days and illness related) or a phone call to the school during business hours. This information must be presented within five days of returning from their unexplained absence. If reasons are presented after the five days, points will not be restored.

In order for students to reach their educational potential, students need to attend school regularly. Regular attendance will ensure that they are able to keep up to date with their studies. Unexplained absences are unauthorised by both parents/caregivers and the school. Absences to attend work cannot be authorised unless they are organised through the Careers advisor or Senior School Deputy Principal as Work Experience/Placement or School Based Traineeships/Apprenticeships. Undertaking a leisure activity such as shopping, visiting friends, staying home to finish an assignment/study for an exam or fishing will not be considered a reasonable excuse for an absence from school and will be recorded as unauthorised.
Late Arrival
If a student is late for school they must present a note, at the time of signing in, or have their parent/caregiver ring the school prior to their arrival. Notes and phone calls cannot be made retrospectively.

Assessment Submission
It is a Charleville State High School and Queensland Curriculum and Assessment Authority (QCAA) expectation that students will submit assessment items on or before the due date. Even if students submit assessment they may still receive a ‘Non-submission of assessment’ if the assessment piece is unable to be graded against the syllabus criteria. Students should refer to the assessment policy for further information regarding the processes involved.

Each term (by the end of week 3 at the latest) all students are issued with an Assessment Planner. This document has all assessment for the term outlined and the due date for each piece. Should students require an extension on a piece of assessment they must apply for the extension prior to the due date by completing the following procedure:

- Collect extension form from office
- Speak with class teacher and HOD to determine if extension is support and length of time needed for extension
- Return signed form with supporting documentation to the office

What should students do if they are having difficulties with their studies?
There are a number of approaches that a student or their family can take, they may:

- Speak with the Head of Department responsible for their subject area
- Speak with the Year level coordinator
- Speak with the school Guidance Officer or book an interview time
- Speak with the Career Advisor
- Speak with the Deputy Principal Senior Schooling

Can points be restored?
Points may be restored to a student if they are able to present compelling documented evidence to support such a request. Only the Principal or Deputy Principal Senior Secondary can restore points.