



P-12

Student Recognition College Guidelines

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COLLABORATION
COURAGE
COURTESY
COMPASSION



Meridan State College

Student Recognition Guidelines

P-12

Rationale

At Meridan State College, we encourage students to continuously strive towards excellence and to develop themselves as lifelong creative learners. In order to promote this development in our students we seek to celebrate excellence and implement a consistent approach to positively re-enforce the behaviours we work to develop in our students, in line with our College Vision and Values.



The journey as a student through schooling at Meridan State College is about taking personal responsibility, setting and working towards achieving goals, seeking and taking the opportunities to learn, diversifying, finding a passion, and in doing so achieving personal excellence standards. Navigating the way through the primary, junior and senior phases of learning requires effort and active involvement. We endeavour to equip students for life-long learning and encourage students to learn together to achieve their best.

Aim

We seek to celebrate excellence and implement a consistent approach to positively re-enforce the behaviours we work to develop in our students, in line with our College Vision and Values.

As such staff are committed to encouraging all students to achieve high standards, continuously improve and have the skills to be independent and resilient lifelong learners.

Providing opportunities for every student to access and engage in learning experiences focussed on the core curriculum is an essential part of supporting all students to achieve to their potential. In line with the [DETE P-12 Curriculum, Assessment and Reporting Framework](#), Meridan State College adopts a whole college approach to supporting student learning (*A whole school approach to support student learning*). Through this, we seek to:

- promote a strategic and cohesive response to diverse learning needs
- promote consistent practices in a culture of ongoing improvement
- set and maintain high expectations for every student
- monitor student progress with multi-layered analysis and discussion of student achievement data and
- support student learning with quality teaching focused on improving the achievement of every student.



Guidelines

The core focus of this student recognition framework is on promoting engagement and ownership of learning. Staff, parents/carers and students at Meridan State College have developed a set of key protocols and recognition strategies targeted at promoting excellence and supportive environments.

The student recognition awards integral to these guidelines are:

- **Positive behaviour and effort** recognition
- **Academic** excellence awards
- **Attendance and uniform** rewards

The following pages outline the criteria, levels, roles and responsibilities and time frames for each category.

In addition to the incentives listed above that are presented throughout the school year, we also hold a formal celebration of excellence evening at the end of each year. The awards included on this evening are listed below and the criteria are outlined in [Appendix 1 - Celebration Evening Awards](#).

Effort & Behaviour

The Meridan Postcards

Recognised across the college P-12

Behaviours and Achievements Recognised

The Meridan Postcards reflect and reinforce the 4 college core values of Collaboration, Compassion, Courage, and Courtesy.

Criteria

Every student who displays aspects of the College Core Values and /or excels in any way can be sent a postcard.

All staff members are all encouraged to write individual postcards as a concrete, visual way of communicating with families and community regarding the great things that students are doing at our college. The postcard can open the communication between parents and their children. They are often displayed on fridges etc and this then opens positive communication about the child and their school with family and friends.

Teacher Role and Responsibility

The teacher completes the postcard and enters address from One School.

On OneSchool, select Behaviour Support tab. Scroll down to 'Positive Behaviour'. Select 'College Core Values' or 'Leadership Responsibilities' or other choice then 'Postcard' Positive Behaviour Details → Type in reason for postcard in Positive Behaviour Summary → click 'Finish'.

The teacher forwards the postcard to Client Services for postage home.

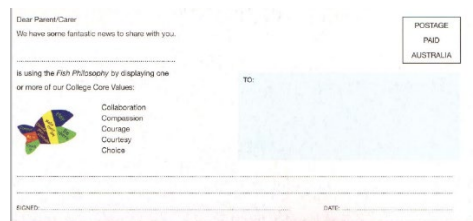
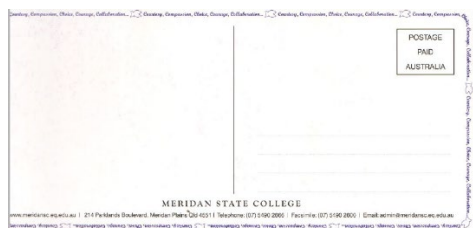
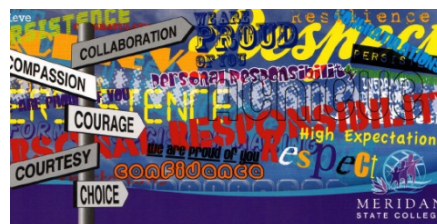
Other's Roles and Responsibilities

Teacher Aides to assist in the mailing process.

Timing

Every student deserves a postcard each time a staff member feels that it is warranted.

What does it look like?





STAR Pass & Assembly STAR Pass draw

Recognised in primary school

Achievements Recognised	STAR pass tickets are issued to students to acknowledge positive behaviour in both classroom and non-classroom settings.
Criteria	Student displays behaviour that demonstrates one of the Primary Campus Behaviour Expectations: Be Safe, Be Respectful, Be a Responsible Learner
Teacher Role and Responsibility	The teacher completes the STAR pass and hands to student, ticking the box that best describes the expectation the student has demonstrated.
Other's Roles and Responsibilities	<p>The student fills in their name and places their star pass in the collection box in their classroom so that they are entered into the fortnightly assembly Star Pass Draw.</p> <p>Student takes signed STAR pass to S.E.T. room for tangible award.</p> <p>Student Engagement Teacher purchase tangible rewards and manages collection of these during break times at S.E.T. room</p>
Timing	Daily STAR passes can be given. Assembly drawn once per fortnight.

What does it look like?

	
Name: _____	
Class: _____	
<input type="checkbox"/>	I was Respectful
<input type="checkbox"/>	I was a Responsible Learner
<input type="checkbox"/>	I was Safe
Signature: _____	
<hr/>	
	

STAR of the week

Recognised in primary school

Achievements Recognised	Students issued with STAR of the week behaviour certificate that is linked to expectations for learning or behaviour.
Criteria	Student displays demonstrates one of our 4 core values (Courage, Compassion, Courtesy, and Collaboration) or the Primary Campus Behaviour Expectations (Be Safe, Be Respectful, Be a Responsible Learner) through their learning or behaviour.
Teacher Role and Responsibility	<p>Teacher selects one student in the class to be given the nomination of STAR of the week for each assembly. Teachers obtain certificates through client services and complete certificate. Certificates are given to key staff member for presentation on assembly by student leaders.</p> <p>Where possible, teacher notifies parent of award prior to assembly.</p>
Other's roles and responsibilities	Client services staff order commercially produced certificates annually and manage supply of certificates to teachers.
Timing	Weekly on assembly.

What does it look like?



Morning tea with the STARS

Recognised in primary school

Achievements Recognised	These awards are presented to students who demonstrate the core value focus for each term (Courage, Compassion, Courtesy, and Collaboration).
Criteria	Student displays demonstrates core value focus for the nominated school term (Courage, Compassion, Courtesy, and Collaboration) through their learning and behaviour in the classroom.
Teacher Role and Responsibility	Teacher selects one student in the class to be given the nomination of Morning Tea with the Stars and emails designated Client Services staff member before the end of each term.
Other's Roles and Responsibilities	Award recipients attend Morning Tea with the Stars with the Primary Campus Principal in the final week of the term. Client services staff coordinate catering through the Rainforest Cafe, print certificates, order and wrap student gifts and record the award as a positive behaviour entry on One School.
Timing	Once per term
What does it look like?	



Term STAR Pass Reward Day

Recognised in primary school

Achievements Recognised	STAR pass reward days acknowledge the collective efforts of all students from Prep to Year 6 in demonstrating the Primary Campus Expectations (Be Safe, Be Respectful, Be a Responsible Learner).
Criteria	Students display behaviour that demonstrates one of the Primary Campus Behaviour Expectations: Be Safe, Be Respectful, Be a Responsible Learner in order to receive star passes. The collective student population must meet or exceed a set numeric goal for the number of star passes received each term in order to earn the Star Pass Reward Day (goal and reward is set at the beginning of each term by Student Engagement Teacher in consultation with class teachers and announced on assembly). If students do not meet star pass goal, star pass reward day is carried over to the following term.
Teacher Role and Responsibility	Teachers complete STAR passes and hand to students, ticking the box that best describes the expectation the student has demonstrated. Teachers keep a record of the number of star passes collected by their class and provide this to student leaders at assembly for collation for S.E.T. Teachers schedule star pass reward with their year level and organise any resources or location requests, if required.
Other's Roles and Responsibilities	<p>S.E.T. consults with staff and sets star pass goal and reward for each term and communicates this to staff at the beginning of each term. S.E.T. collates numbers and announces to staff and students when star pass goal has been achieved. S.E.T. consults with Primary Campus Principal to determine timing of Star Pass Reward Day in the last week of term (afternoon session only). S.E.T. assists with resource requests, if required and arranges purchase of ice-blocks (one ice block reward day per year).</p> <p>Student leaders collect star pass totals from class teachers and deliver to S.E.T. room after each assembly.</p>
Timing	Afternoon session, once per term, in the final week of term
What does it look like?	

End of Semester SUPER STAR Behaviour Award

Recognised in primary school

Achievements Recognised	These awards are presented to students who consistently demonstrate the Primary Campus behaviour expectations (Be Safe, Be Respectful, Be a Responsible Learner) throughout the semester.
Criteria	These students receive an 'A' or equivalent on their school report card for behaviour.
Teacher Role and Responsibility	Monitor and report on student behaviour as part of school reporting process.
Other's Roles and Responsibilities	Designated staff member from client services collates list of students that have met criteria. Client services staff create and print certificates and provide to year level Deputy Principals.
Timing	Year level Deputy Principals present awards to students in classrooms at the beginning of Term 3 and at the end of Term 4.
What does it look like?	<INSERT NEW FORMAT/CLIENT SERVICES>

Gold and Silver Behaviour & Effort Awards

Recognised in Junior and Senior Secondary

Achievements Recognised	Behaviour and effort excellence awards are presented to students who consistently demonstrate an outstanding standard of behaviour and effort in the full range of their curriculum subjects for the semester.	
Criteria	Gold BPA/EPA Award	GPA of 4.8 across all subjects in a semester (ie all As).
	Silver BPA/EPA Award	GPA of 4.5 across all subjects in a semester
	To calculate GPA:	EX=5, VG=4, S=3, NA=2, UA=1, NA=0
Teacher Role and Responsibility	Enter student BPA/EPA results for OneSchool during the reporting period. Moderate assessment and ensure validity and reliability.	
Other's Roles and Responsibilities	Year level Heads of Departments to analyse semester reporting data and organise certificates and presentation assembly.	
Timing	Every semester Gold BPA/EPA Award: Certificates to be issued on year level assembly to recognise behaviour and effort excellence from the previous semester. Silver BPA/EPA Award: Certificates to be issued on year level assembly to recognise behaviour and effort excellence from the previous semester.	

What does it look like?

Students are also awarded with a Gold or Silver Meridan State College pen.



4C Merit Awards

Recognised across the college P-12

Achievements Recognised	These awards are presented to students who demonstrate the 4 College Core Values of Collaboration, Compassion, Courage, and Courtesy
Criteria	Class teacher to determine and judge when students demonstrate the 4Cs
Teacher Role and Responsibility	<p><i>Primary School</i> - teachers given class sets of 4C value stickers and hand out to students when they observe students demonstrating core values.</p> <p><i>Junior Secondary</i> - teachers can allocate a Merit Point via IDAttend when student/class showing a 4C value. These merit points are converted in to JCE points.</p> <p><i>Senior Secondary</i> - Teachers allocate Merit Points via IDAttend. Students receiving more than 10 Merit Points in the awarding period (normally monthly), receive a FAST PASS to be able to jump the queue at the school café.</p>
Other's Roles and Responsibilities	<p>TA to distribute teachers with new set of stickers at the start of each term via pigeon holes.</p> <p>Reminders made by key staff to be issuing 4C Merit awards on IDAttend.</p>
Timing	Students are able to accumulate Merit Points each lesson.

What does it look like?



ADD PHOTO of FAST PASS



Academic Excellence

Academic Excellence Awards

Recognised in Junior and Senior Secondary

Achievements Recognised	These awards are presented to students who consistently demonstrate an excellent academic standard in the full range of their curriculum subjects.	
Criteria	Gold Academic Award	GPA of 4.8 across all subjects in a semester (i.e. all As).
	Silver Academic Award	GPA of 4.5 across all subjects in a semester
	To calculate GPA:	A=5, B=4, C=3, D=2, E=1, N=0
Teacher Role and Responsibility	Enter student academic results for OneSchool during the reporting period. Moderate assessment and ensure validity and reliability.	
Other's Roles and Responsibilities	Year level Heads of Departments to analyse semester reporting data and organise certificates and presentation assembly.	
Timing	Every semester Gold Academic Award: Certificates to be issued on year level assembly to recognise behaviour and effort excellence from the previous semester. Silver Academic Award: Certificates to be issued on year level assembly to recognise behaviour and effort excellence from the previous semester.	

What does it look like?

Students are also awarded with a Gold or Silver Meridan State College pen.



5 STAR Awards (VET)

Recognised in Senior Secondary

Achievements Recognised

These awards are presented to students who consistently demonstrate a level of competency in excess of the standard expected by industry.

Criteria

Students are awarded a 5/5 for all vocational assessment required. Students must complete all assessment as required by their program.

Teacher Role and Responsibility

Enter student vocational results onto the VET Excel Markbook during the reporting period. Consideration must be given to the principles of assessment and the rules of evidence.

Other's Roles and Responsibilities

VET HOD to collate information and forward to Correspondence for printing, Year Level HODs to distribute to students on assembly

Timing

Every semester

What does it look like?

ADD PHOTO of certificate



Attendance & Uniform

Assembly Class Awards

Recognised in Junior and Senior Secondary

Achievements Recognised	These awards are awarded to mentor classes who maintain a consistently high uniform standard, and engagement on assemblies.
Criteria	Top performing class for uniform and engagement are identified during a year level assembly.
Teacher Role and Responsibility	Mentor teachers to be actively encouraging class uniform and focus during assemblies.
Other's Roles and Responsibilities	Year Level HOD to award the mentor class with a shareable reward.
Timing	Weekly/Fortnightly on year level assemblies.
What does it look like?	The winning mentor class is awarded with a treat to share. E.g. a bag of Zooper Doopers, shareable pack of chocolates



Attendance Excellence Awards

Recognised in Junior and Senior Secondary

**Behaviours and
Achievements
Recognised**

These awards are awarded to students who maintain a consistently high attendance rate throughout the term.

Criteria

95% attendance for the term.

**Teacher Role and
Responsibility**

Maintain accurate and consistent roll marking procedures.

**Other's Roles and
Responsibilities**

Year level HODs to analyse term reporting data and organise certificates and presentation assembly.

Timing

Certificates to be issued at the start of a term on a year level assembly to recognise attendance excellence from the semester before.

What does it look like?

Students are given a certificate for their portfolio and a small packet of chips.



Miscellaneous

Junior Certificate of Education

Recognised in Junior Secondary

Achievements Recognised	The JCE certificate is awarded to students who have demonstrated capability across all four domains including academic success, supportive environment and community involvement.
Criteria	Students need to obtain 60 JCE points over the duration of their 3 years in the Junior Secondary school. Aim is 5 points/term. 20 points/year.
Teacher Role and Responsibility	Mentor teachers are responsible to promoting the JCE program and tracking student progress in Week 2-3 each term.
Other's Roles and Responsibilities	<p>Data TA to input data reports to program to calculate JCE points and run student PDF profile updates.</p> <p>Head of Junior Secondary 8-9 is responsible for the management of the program in Years 7-9 and responsible for parent and carer communication.</p>
Timing	End of Term 4 Year 9
What does it look like?	ADD PHOTO/PICTURE of example



Students are also rewarded with an invitation to attend an end of year excursion if they are on track with their JCE points; Year 7 Aussie World, Year 8 Bli Bli Aqua Park and Year 9 Camp. *User Pays.*

Senior Secondary Student Rewards Day

Recognised in Senior Secondary

Achievements Recognised	The Senior Secondary Student Rewards Day is an invitation to attend an experience day, awarded to students in years 10 and 11, who have demonstrated high levels of attendance, academic success, and consistent positive effort and behaviour grades.
Criteria	Students must have received passing academic grades for all subjects, positive effort and behaviour grades, and have submitted all assessments on time. Students must have only positive effort and behaviour records on OneSchool, have received at least one Merit Point during the year, and must have completed all mandatory subjects and courses as required. Students must also have achieved at least 90% attendance over the year, with no 'unapproved absences'.
Teacher Role and Responsibility	Mentor teachers and Year Level HODs are responsible for promoting the Senior Secondary Student Rewards Day.
Other's Roles and Responsibilities	<p>Year Level HODs, in conjunction with Year Level DPs to review reporting and OneSchool data for successful students.</p> <p>Year Level HODs are responsible for the management of the program and parent/carer communication, as well as venue selection.</p>
Timing	End of Term 4 Year 10 & Year 11
What does it look like?	ADD PHOTO/PICTURE of example



Year 12 Senior Formal Celebration

Recognised in Year 12 only

Achievements Recognised	The Year 12 Senior Formal Celebration is an invitation to attend the Meridan State College Year 12 Formal, awarded to students in year 12, who have demonstrated high levels of attendance, academic success, and consistent positive effort and behaviour grades.
Criteria	Students must have received passing academic grades for all subjects, positive effort and behaviour grades, and have submitted all assessments on time. Students must have only positive effort and behaviour records on OneSchool, have received at least one Merit Point during the year, and must have completed all mandatory subjects and courses as required. Students must also have achieved at least 90% attendance over the year, with no 'unapproved absences'. Students must have met all their financial obligations, and all resources borrowed from the College must be returned in good working order.
Teacher Role and Responsibility	HOD Senior School (Yr12), and DP Senior School, are responsible for the management of the Year 12 Senior Formal Celebration process. Students are required to take an active part in the management of their eligibility.
Other's Roles and Responsibilities	HOD Senior School (Yr12), in conjunction with DP Senior School, to review reporting and OneSchool data for successful students. HOD Senior School (Yr12) is responsible for the management of the formal committee.
Timing	End of Term 4 Year 12

Appendix 1 – Celebration Evening Awards

Academic

- **Junior Secondary Excellence Awards**
 - GPA 4.8 or above held for first 3 terms plus top achieving students from each subject/year level. Highest
- **Senior Secondary Subject Awards**
 - Highest results achieved in the subject across Semester One and End Term 3
 - Has demonstrated an outstanding attitude towards effort, learning and performance.
 - Awards only allocated for subjects that have run for 12 months
- **Dux of Year Level (7-12)**
 - Achieved the maximum number of As in the Semester One report.
 - Maintained excellence results in Semester Two
 - Has demonstrated an outstanding attitude towards learning and academic performance.
- **Dux of School**
- **Vocational Student of the Year**

Leadership

- **ADFA Long Tan Leadership Award (10, 12)**
- **Deadly Leader (ATSI)**
 - Highest academic achievement of an indigenous student
 - Participation as a Deadly Leader
 - Excellent effort and behaviour results.
 - 4C Philosophy

Special Awards

- **Sporting Excellence Awards (one per year level)**
 - Consideration for the award can only be given for School-based sporting participation and achievements.
 - Points will be awarded for different levels of representation & participation
 - -15 points will be awarded for failure to participate in a school carnival without satisfactory cause
 - Points will be awarded for effort and attitude towards sporting participation (decided by Meridan coaches &/or team managers) Achieved age champion in at least one College carnival OR represented the Sunshine Coast at a Queensland school-based competition
 - Demonstrated the philosophies of being a Meridan Marlin, through ongoing participation, commitment to training and self-improvement, leadership on and off the field and outstanding sportsmanship.
- **Sportsperson of the Year (7-12 eligible)** – selected from Sporting Excellence recipients
- **Cultural Excellence Awards (one per year level)**
 - maintaining a VHA in the Arts subjects of Art, Music, Dance, Drama and Media Studies across the year
 - been an actively involved in numerous extra-curricular arts groups
 - demonstrated high levels of dedication and consistently attended rehearsals
 - represented or displayed work at Secondary School in various performances and events.
- **Gold Cultural (7-12 eligible)** – selected from Cultural Excellence recipients
- **Caltex Best All Rounder (12 only)**
 - Academic – achieves scholastically across a range of subjects
 - Attitude – willing to help others; makes selfless contributions
 - Personal conduct – exemplary at all times
 - Leadership – a role model for other students
 - Service – participates in school and community activities
 - Sport – represents the school without necessarily being a champion
 - Arts – participates enthusiastically in the cultural and artistic life of the school
- **Community Spirit Award (12 only)** single award replacing Community Awards for 12s

Appendix 2 – 4C Behaviours

STUDENT RESPONSIBILITIES



MERIDAN
STATE COLLEGE

Collaboration

- Work as a team
- Contribute
- Share
- Communicate respectfully
- Listen actively



MERIDAN
STATE COLLEGE

Compassion

- Be kind
- Value diversity
- Show empathy
- Be helpful
- Consider others



MERIDAN
STATE COLLEGE

Courage

- Have a go!
- Ask for help
- Take responsibility
- Be persistent
- Make the right choice



MERIDAN
STATE COLLEGE

Courtesy

- Use manners
- Value others
- Use respectful language
- Show gratitude
- Be considerate

