

Waikerie High School Deadline Policy 8-12

1. Principles

- 1.1. Staff develop and support young people to engage positively in learning programmes that target personalised needs. Part of Waikerie High School's vision is that our students are able to enter the community as successful individuals that also assume a sense of responsibility for their learning and achievement. It is for this reason that the **Deadline Policy** has been developed.

Definition: The *deadline* is the *date and time* by which the assessment task must be submitted.

2. Procedure:

- 2.1 For students wishing to be equally considered for an assessment task (i.e. they can still receive an A) but cannot complete the task by the initial due date

- i) Students are required to fill out a '*Request for Extension*' form, as per the instructions on the form. All parts of the form are to be completed before an extension will be considered. This must be done **prior to the due date**.
- ii) The grounds for extension are to be determined by the school and will naturally represent a balance between compassion to an individual and fairness to the whole group of students involved. This communication is documented in DAYMAP by the teacher.
- iii) Teachers will monitor the number of extensions offered to each student, and contact parents if there are concerns.
- iv) In extenuating circumstances, where the application has not been completed and approved, the student may negotiate to have their work assessed on compassionate grounds.

- 2.2 For students who do not submit work by the due date and have not filled out a request for extension form AND/OR students whose work does not meet a passing grade (C or better)

- i) Students who do not submit by the due date or do not meet the minimum requirements for an assessment task, except tests, will have the opportunity to submit up to one week after the due date. A maximum of a C will be given for a submission and 1 week maximum to complete it. Lunchtime detentions and/or homework time may be used during this period to complete work.
- ii) Parents will be immediately notified when a student has not submitted by the deadline or when the minimum requirements have not been met, via an email, phone call or other form of parent contact.
- iii) Plagiarism or cheating will result in a score of zero for that task or section of work. The student will not be offered an alternative task or opportunity to resubmit.

Student Responsibilities

Record deadlines in their calendar. Seek periodic feedback on assignments from their teachers before the due date. Students absent on the date a piece of work is due, must make other arrangements for the work to be delivered to the school with the student being responsible for its safe delivery. One of the following options is required:

- communicate with the teacher in regard to the method of submission used
- parent/caregiver to bring work to school and leave at Reception
- send work to school with another student
- submit work via email to the school and a hard copy must be submitted upon the student's return
- mail a hard copy to school postmarked on the due date

Version Control

- 1.1. Version Number: 2018.3
- 1.2. Voted on and passed by:
 - 1.2.1. Staff 01/03/2018
 - 1.2.2. SRC
 - 1.2.3. Governing Council