



## PARA HILLS HIGH SCHOOL

Your vision **Your future**

# Deadline Policy

### Rationale

We aim to provide a learning environment where all students establish positive learning strategies in years 8 and 9 and upon which they subsequently build as they move into their senior years of schooling.

We seek to encourage our students to be **RESPONSIBLE** (manage their time and resources well), show **RESPECT** (make a commitment to their own learning and recognise the learning environment of others), and **RIGOUR** (a determination to achieve their best in all areas of learning). We strive to promote success by providing our students with opportunities to develop effective organisational skills, good time management and a positive self-image.

### The Policy

1. All tasks (tests, assignments, investigations etc.) must be submitted by the stated deadline (original or extension) and will be graded at face value for summative purposes.
  - Teachers will advise students when work is to be submitted, both through discussion in lesson time, through the assessment plan, and using Daymap.
2. Tasks submitted after the negotiated deadline will be marked for feedback purposes only, to form part of the student's formative (not counted towards a grade) assessment.
  - Parent/Caregiver will be contacted by letter and a copy of the assessment plan will also be attached.
  - In Years 8 – 11, if this work is of satisfactory standard, the teacher will provide the student with an additional, alternative task to complete (*if time permits, and may not be possible for major or final tasks*) in order to meet requirements. Such an alternative task will only be available once in each subject.
  - The teacher will provide the student with a new deadline.
  - The score for the alternative task will be recorded as part of the student's term/semester score. However in Year 12, SACE Board deadlines will apply to all summative tasks.
3. Investigations and extended studies will be monitored at regular intervals by the teacher.
4. Plagiarism will result in a score of zero for that summative task or section of work and the student will not be offered an alternative task.
5. Extensions must be negotiated with the teacher at least 24 hours before the deadline. Grounds for extension will reflect compassion to an individual and fairness to all students involved

If the student is absent on deadline day, a medical certificate or parent note will be submitted with the work on the day the student returns to school.

Illness- a note from parent and/or medical practitioner

- The teacher will negotiate an extension equivalent to the time the student has been ill.

Major family Issue- a note from parent and/or medical practitioner

- The teacher will negotiate an extension equivalent to the time the student has been absent.

### 6. ICT

At all year levels, misadventure involving computers, programs, USBs, printing credit etc will not be considered grounds for an extension.