

STUDENT RULES FOR DEADLINES (SACE TASKS)

1. Deadline refers to either of
 - the time when an assessment task is to be completed (eg a test) or
 - the time when an extended task has to be handed in (eg an assignment)
2. The teacher will negotiate the deadline when the task is to be completed or handed in as either
 - a particular time / in a particular lesson or
 - a particular day within 30 minutes of the end of the school day (for assignments etc.)
3. All summative tasks must be submitted by the stated deadline unless an extension has been negotiated with the teacher at least 24 hours beforehand. (see Granting An Extension below)
4. If a new deadline is negotiated it becomes the final deadline and no further extension can be allowed.
5. If a deadline, or renegotiated deadline, is not met then a score of zero (0) must be recorded.
6. The responsibility for seeking an extension to a deadline rests with the student (see Granting An Extension below). A student with repeated absences on dates when work is due may be refused an extension, or may be asked to provide a medical certificate for absences.
7. All work must be handed to the appropriate teacher. Where this is not possible, assignments may be posted in the late box located in the front office. This box is only available for a 30-minute period after the end of the school day, except for those students who are leaving the school early, or who will be absent on a school-based activity.
8. Any dispute on the part of a student should be referred to the appropriate Subject Coordinator, Year Manager, or Assistant Principal.

GRANTING AN EXTENSION TO A DEADLINE

Where the student knows in advance that, for genuine reasons, the deadline cannot be met or they will be absent on the day then they can approach the teacher to negotiate an extension. Granting of an extension is not automatic. All extensions must be negotiated at least 24 hours in advance. Extensions will not be given if the student asks for one on the actual deadline itself. The length of an extension will depend upon individual circumstances.

Extensions may be sought if any of the following apply:

- Illness or injury supported by a note from parents
- Emotional impairment or family crisis supported by a note from staff or parents
- Schoolwork overload supported by evidence from staff, parents, or school counsellor (with forward planning by staff and students this should be a rare occurrence)
- Misadventure (an unforeseen disaster beyond the students' control) prevents work from being completed by the deadline.
- Technological breakdown, providing the student can provide sufficient evidence of work already in progress



.....
Please return this cut off to your Home Group teacher, with the appropriate signatures, to acknowledge your understanding of the rules above.

STUDENT'S NAME: _____

I have read and understood the Student Rules For Deadlines (SACE Tasks)

Student's signature: _____

Parent's signature: _____