

ASSIGNMENT POLICY

At St Mary's College, the classroom teacher offers support to students during the school term with regards to set tasks and assignment work.

The classroom teacher sets aside some class time for students to do research (on computers or using library resources) or the assignment tasks and constantly reminds students of the time-line leading to the due date, besides giving extra assistance when requested.

Our *Drafting Policy* encourages students to submit drafts that are checked and commented on before the due date.

Students must learn the discipline of and accept the responsibility for meeting their work obligations and deadlines.

If students do not submit an assignment on the due date, the classroom teacher will insist that the student write what they know about the assignment topic on the day it is due if they have not brought it in, or the next day in class if they have been absent. **A formal letter will be posted home from the classroom teacher and signed by the Assistant Principal - Curriculum.**

Students should not be given unfair advantage by being given extra time to complete assignment work because they haven't met their academic obligations. Students who genuinely need extra time have the opportunity of applying for an extension by seeing the Assistant Principal - Curriculum.

At St Mary's College, reference to the *Assignment Policy* is clearly stated on the task sheet and students attention drawn to it, so all students are aware of this procedure.

If teachers need to give academic support they may organise this themselves with the support of their Head of Department, at a time that is suitable for the teacher to supervise their own students who require help before the assignment is due. Academic support sessions may be used to support students in the drafting process. If a student is required to attend academic support by their classroom teacher - the teacher contacts the parents via a phone call or *Blue Academic Support Card* seeking permission for their son to attend. The classroom teacher will decide where and when academic support will be offered.

ASSIGNMENT PROCEDURE

1. **Presentation of assignments is important** – these things should be given careful consideration:

- spelling
- logical sentence construction
- paragraphing
- neat hand writing or double spaced typing
- referencing (Harvard method - see Diary)
- bibliography
- title page
- task sheet

Your assignments must be presented on paper not a computer disk.

2. Plagiarism

- is taking the work of another person and passing it off as your own - the work is theirs, therefore you will receive **no credit** for it.

3. Extensions should be requested before the due date

- extensions will always be given if they are justified. Extensions will be approved by the Assistant Principal - Curriculum.

4. Assignments are due in the lesson on that day

- so receipt of them can be formally recorded
- and simply **THEY SHOULD BE FINISHED**
- teachers will record information on a class list

5. Assignments not submitted on due date

As a matter of justice and equity, certain procedures must be followed. These follow:

(1) Due to illness

Parent/guardian must contact the Assistant Principal - Curriculum the day assignment is due. A doctor's certificate should accompany the assignment when it's submitted.

(2) Other extenuating circumstances

Parent or guardian should contact the relevant teacher or Assistant Principal - Curriculum and inform them why the assignment can not be submitted on the due date.

(3) No genuine attempt to complete work by the due date

The student writes what he can on the given assignment topic at a time convenient to the class teacher. This is submitted as his assignment **because this is his knowledge of the given topic at the end of the allocated time.**

(4) Academic support

Teachers may use the academic support on Tuesday afternoons from 3.10pm to 4.30pm.

6. Parents will be notified by letter (from the teacher and Assistant Principal - Curriculum) that their son has failed to submit his work on time and consequently his marks have been affected.

*A defective printer/computer is not an excuse for being late with your work. **WRITE IT BY HAND.***

Hand your work in on time. It is unjust to allow some students more time than others, unless there is good reason.

I have read and understood these course requirements.